

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, June 12, 2017
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

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

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

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

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Administration of Oath of Allegiance to Gregory P. Pierot, 2017-2018 Student Trustee

1.4 Approval of Additions or Corrections to Agenda

Action

1.5 Public Comment

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

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

1.6 Approval of Minutes – Regular meeting of May 30, 2017

Action

1.7 Approval of Consent Calendar Action

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

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

1.8 Recognition of Dr. Stephen Eastmond

1.9 Public Hearing – 2017-2018 Tentative Budget

1.10 Public Hearing – Faculty Association of Rancho Santiago Community College District (FARSCCD) Initial Bargaining Proposal to Rancho Santiago Community College District

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 Tentative Budget

2.8 Reports from Board Committee Chairpersons

- Board Policy Committee

3.0 INSTRUCTION

*3.1 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Basic Skills Training Action

The administration recommends approval of the Instructional Agreement with SER, Jobs for Progress, Inc. for basic skills training for program year 2017-2018 as presented.

*3.2 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Vocational Training Action

The administration recommends approval of the Instructional Agreement with SER, Jobs for Progress for vocational training for program year 2017-2018 as presented.

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

- *3.3 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Citizenship Preparation Action
The administration recommends approval of the Instructional Agreement with SER, Jobs for Progress for citizenship preparation for program year 2017-2018 as presented.
- *3.4 Approval of Designated Representative to serve as Official RSCCD Representative on the Rancho Santiago Adult Education Consortium for 2017-2018 Fiscal Year Action
The administration recommends approval of Dr. Lori Fasbinder, Dean of Instruction and Student Services (Continuing Education), to serve as the official district representative on the Rancho Santiago Adult Education Consortium from July 1, 2017, through June 30, 2018.
- *3.5 Approval of Proposed Revisions for 2017-2018 Santiago Canyon College Catalog Action
The administration recommends approval of the proposed revisions for the 2017-2018 SCC catalog.
- *3.6 Approval of Memorandum of Understanding (MOU) between Rancho Santiago Community College District and Unity Middle College High School (UMCHS) Action
The administration recommends approval of the MOU between RSCCD and UMCHS.
- *3.7 Approval of Renewal of Five-Year Instructional Services Agreement with Integrated Resources Institute Action
The administration recommends approval of the Five-Year renewal of the Instructional Services Agreement with Integrated Resources Institute.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers from May 16, 2017, through May 29, 2017.
- 4.3 Adoption of Resolution No. 17-15 – Separate Bank and Investment Accounts Action
The administration recommends adoption of Resolution No. 17-15 – Separate Bank and Investment Accounts.

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

- 4.4 Approval of 2017-2018 Tentative Budget Action
The administration recommends approval of the 2017-2018 proposed Tentative Budget as presented.
- *4.5 Approval of Amendment to Agreement with Lentz Morrissey Architects, Inc. for Professional Design Services for Americans with Disabilities Act (ADA) Upgrades to District Office Action
The administration recommends approval of the amendment to the agreement with Lentz Morrissey Architects, Inc. for professional design services for ADA upgrades to the district office as presented.
- *4.6 Approval of Amendment to Agreement with MHP, Inc. for On-Call Structural Engineering Services for various Facility Improvement Projects Action
The administration recommends approval of the amendment to the agreement with MHP, Inc. for on-call structural engineering services for various facility improvement projects as presented.
- 4.7 Approval of Five Year Construction Plan (2019-2023), Final Project Proposals (FPPs) and Initial Project Proposals (IPPs) for Santa Ana College and Santiago Canyon College Action
The administration recommends approval of the Five Year Construction Plan (2019-2023), FPPs, and IPPs for SAC and SCC as presented.
- *4.8 Rejection of Bid #1323 for 17th Street and Bristol Street Parking Lot at Santa Ana College Action
The administration recommends rejection of Bid #1323 for 17th Street and Bristol Street Parking Lot at SAC as presented.
- *4.9 Approval of Amendment to Agreement with Terracon Consultants, Inc. for Environmental Consulting Services for Orange Education Center (OEC) at Santiago Canyon College Action
The administration recommends approval of the amendment to the agreement with Terracon Consultants, Inc. for environmental consulting services for OEC at SCC as presented.
- *4.10 Approval of Amendment to Agreement with WLC Architects, Inc. for Architectural and Engineering Services for U Portable Certification and Renovation Project at Santiago Canyon College Action
The administration recommends approval of the amendment to the agreement with WLC Architects, Inc. for architectural and engineering services for the U Portable certification and renovation project at SCC as presented.

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

- *4.11 Approval of Lease between Rancho Santiago Community College District and St. Peter Evangelical Lutheran Church Action
The administration recommends approval of the lease with St. Peter Evangelical Lutheran Church in Santa Ana for facilities to provide child care services as presented.
- *4.12 Approval of Amendment No. 1 to Agreement for Charter Bus Services Action
The administration recommends approval of Amendment No. 1 to extend the Charter Bus Services Agreement for an additional one (1) year term effective July 1, 2017, through June 30, 2018, with Silverado Stages, Inc.
- *4.13 Approval of Renewal for Landscape Maintenance Services Action
The administration recommends approval of the renewal of the Landscape Maintenance Services Agreement for an additional one (1) year term effective July 1, 2017, through June 30, 2018, with Tropical Plaza Nursery, Inc. as presented.
- *4.14 Approval of Renewal for Transportation Services Action
The administration recommends approval of the renewal of the Transportation Services Agreements for an additional one (1) year term effective July 1, 2017, through June 30, 2018, with Gold Coast Tours and Certified Transportation Services, Inc. as presented.
- *4.15 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Growth Sector, Inc. to provide support services as required to meet the outcomes of the SATech grant objectives including maintaining a caseload of one hundred twenty (120) active students, direct the planning and implementation of activities, establish and implement recruitment processes and participant services such as tutoring, mentoring, retention services and assessment, coordinate and conduct program outreach, and collect and maintain statistical information. Dates of service are July 1, 2017, through June 30, 2018. The fee is estimated at \$72,000.
- *4.16 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the month of April 2017.

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

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:
- Assessment, Remediation & Retention for Associate Degree Nursing Program (SAC) \$114,000
 - Deputy Sector Navigator – Global Trade & Logistics (District) \$200,000
 - Deputy Sector Navigator – Information & Communication Technologies (ICT)/Digital Media (District) \$200,000
 - Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn (District) \$200,000
 - Deputy Sector Navigator – Small Business (District) \$200,000
 - Enrollment Growth for Associate Degree Nursing Program (SAC) \$ 97,000
 - Los Angeles/Orange County Regional Consortium (District) \$370,000
 - Santa Ana Middle College High School (SAC) \$100,000
 - Sector Navigator – ICT/Digital Media (District) \$372,500
- *5.2 Approval of Sub-Agreement between RSCCD and Coast Community College District/Coastline Community College for Deputy Sector Navigator Information and Communications Technology (ICT)/Digital Media Grant Action
- The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.3 Approval of Sub-Agreement between RSCCD and North Orange County Community College District/Cypress College for Deputy Sector Navigator ICT/Digital Media Grant Action
- The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

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

- *5.4 Approval of Sub-Agreement between RSCCD and Stephen A. Wright, LLC for Sector Navigator ICT/Digital Media Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 5.5 First Reading of Board Policies Information
The following board policies are presented for a first reading as an information item:
- BP 2015 – Student Member
 - BP 2340 – Agendas
 - BP 2345 – Public Participation at Board Meetings
 - BP 3430 – Prohibition of Harassment
 - BP 3820 – Gifts
 - BP 7365 – Discipline and Dismissal – Classified Employees
 - BP 7310 - Nepotism
- 5.6 Approval of Extension of Consulting Services – Townsend Public Affairs, Inc. Action
It is recommended that the board approve the contract for consulting services with Townsend Public Affairs, Inc. as presented.
- 5.7 Board Member Comments Information

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Educational Administrator Appointments
 - (1) President
 - g. Chancellor Annual Recommendations on the Nonrenewal/Renewal of Administrator Contracts and Board Discussion of Policy Implications
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)

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

3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District
4. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor

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 2017-2018 Chancellor Interim Salary Schedule
- Approval of 2017-2018 Cabinet Interim Salary Schedule
- Approval of 2017-2018 Management Interim Salary Schedule
- Approval of 2017-2018 Administrator/Academic Supervisor Step Increases
- Approval of 2017-2018 Management/Classified Supervisor/Confidential Step Increases
- Approval of New Job Descriptions
- Approval of Appointments
- Approval of Appointments/Interim to Permanent
- Ratification of Executive Management Contracts
- Approval of Extensions of Interim Assignment
- Ratification of Resignations/Retirements
- Approval of 2017-2018 FARSCCD Interim Salary Schedules
- Approval of 2017-2018 California School Employees Association (CSEA) 888 Interim Salary Schedules
- Approval of 2017-2018 Continuing Education Faculty Association (CEFA) Interim Salary Schedule
- Approval of 2017-2018 FARSCCD Contract Salary Step Increases
- Approval of 2017-2018 CSEA 888 Step Increases
- Approval of 2017-2018 FARSCCD Athletic Coaching Contract Stipends
- Approval of 2017-2018 CSEA 888 Contract Stipends

6.1 Management/Academic Personnel (contd.)

- Approval of 2017-2018 FARSCCD Coordinator Contract Stipends
- Approval of 2017-2018 FARSCCD Contract Extension Days
- Approval of Rehiring of Temporary Employees per Education Code 87470
- Approval of Voluntary Workload Reductions
- Approval of Leaves of Absence
- Approval of 2016-2017 Contract Extension Days
- Approval of Additional Contract Extension Days
- Approval of Beyond Contract/Overload Stipends
- Approval of Summer Stipends
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

6.2 Classified Personnel

Action

- Approval of 2017-2018 CSEA Interim Salary Schedule
- Approval of 2017-2018 Miscellaneous Salary Schedule
- Approval of 2017-2018 CSEA Step Increases
- Approval of New Appointments
- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Return to Regular Assignments
- Approval of Changes in Position
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of 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

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on July 17, 2017.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

2323 North Broadway, #107

Santa Ana, CA 92706

Board of Trustees

(Regular meeting)

Monday, May 30, 2017

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:35 p.m. by Mr. John Hanna. Other members present were Ms. Claudia Alvarez, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, Mr. Phillip Yarbrough, and Ms. Esther Chian. Ms. Arianna Barrios arrived at the time noted.

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 Mr. Raymond Hicks, Academic Senate Co-Chair Planning & Budget, Santa Ana College (SAC).

Mr. Hanna indicated the board is holding its meeting on a Tuesday because Memorial Day was on Monday; a holiday where Americans who gave their last full measure of devotion to this country were honored; therefore, he asked for a moment of silence for prayer or contemplation in their memory.

1.3 Approval of Additions or Corrections to Agenda

There were no additions or corrections to the agenda.

1.4 Public Comment

There were no public comments at this time; although two individuals arrived late to the meeting and Mr. Hanna asked them to speak after Item 2.4 (Student Presidents' reports)

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the minutes of the meeting held May 15, 2017. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

1.6 Approval of Consent Calendar

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

3.1 Approval of Purchase of Perceptive Transform Software

The board approved the purchase of Perceptive Transform Software and related professional services (implementation and training costs) as presented.

3.3 Approval of JTS Services Master Cost Agreement

The board approved the JTS Services Master Cost Agreement.

3.4 Approval of Orange County Electrical Training Trust Master Cost Agreement

The board approved the Orange County Electrical Training Trust Master Cost Agreement.

3.5 Approval of Metropolitan Water District of Southern California Master Cost Agreement

The board approved the Metropolitan Water District of Southern California Master Cost Agreement.

3.6 Approval of Operating Engineers Training Trust Joint Apprenticeship Training Council (JATC) Master Cost Agreement

The board approved the Operating Engineers Training Trust JATC Master Cost Agreement.

3.7 Approval of California/Nevada Training Trust Master Cost Agreement

The board approved the California/Nevada Training Trust Master Cost Agreement.

3.8 Approval of Southern California Surveyors Master Cost Agreement

The board approved the Southern California Surveyors Master Cost Agreement.

1.6 Approval of Consent Calendar (contd.)

- 3.9 Approval of Renewal Agreement with Santa Ana Beauty Academy to operate Santiago Canyon College Cosmetology Program
The board approved the renewal agreement with Santa Ana Beauty Academy to operate the SCC cosmetology program.
- 4.1 Approval of Payment of Bills
The board approved payment of bills as submitted.
- 4.2 Approval of Budget Increases/Decreases and Budget Transfers
The board approved budget increases, decreases and transfers from May 1, 2017, to May 12, 2017.
- 4.3 Approval of Public Hearing – 2017-2018 Tentative Budget
The board approved holding a public hearing on the 2017-2018 Tentative Budget at the meeting of June 12, 2017.
- 4.4 Approval of Agreement with RAVE Mobile Safety – Emergency Mass Communication Software and Services
The board approved the agreement with RAVE Mobile Safety for single sign on emergency mass communication services with the RSCCD as presented.
- 4.5 Approval of Amendment to Agreement with Dougherty + Dougherty Architecture LLP for On-Call Architectural Design Services for Various Projects District-Wide
The board approved the amendment to the agreement with Dougherty + Dougherty Architecture LLP for on-call architectural design services for various projects district-wide as presented.
- 4.6 Approval of Amendment to Agreement with NAC Architecture for On-Call Architectural Design Services for Various Projects District-Wide
The board approved the amendment to the agreement with NAC Architecture for on-call architectural design services for various projects district-wide as presented.
- 4.8 Approval of Amendment to Agreement with Converse Consultants for Material Testing and Inspection Services for Site Wall/Improvement Project at Santa Ana College Orange County Sheriff's Regional Training Academy
The board approved the amendment to the agreement with Converse Consultants for material testing and inspection services for the site wall/improvement project at SAC Orange County Sheriff's Regional Training Academy as presented.

1.6 Approval of Consent Calendar (contd.)

- 4.9 Approval of Amendment to Agreement with Facilities Planning & Program Services (FPPS) for Program Planning & Management Consulting Services
The board approved the amendment to the agreement with FPPS for program planning and management consulting services as presented.
- 4.10 Approval of Amendment to Agreement with HPI Architecture for Professional Design Services for new Johnson Student Center Project at Santa Ana College
The board approved the amendment to the agreement with HPI Architecture for the new Johnson Student Center Project at SAC as presented.
- 4.11 Approval of Amendment to Agreement with Terracon Consultants, Inc. for Phase II Environmental, Geohazard, Geotechnical Inspection Services for Johnson Student Center Project at Santa Ana College
The board approved the amendment to the agreement with Terracon Consultants, Inc. for Phase II environmental, geohazard, geotechnical inspection services for the Johnson Student Center project at SAC as presented.
- 4.12 Approval of Amendment to Agreement with Donald Krotee Partnership, Inc. for Architectural Design Services for American with Disabilities Act (ADA) Upgrades Phase 1 Project at Santiago Canyon College (SCC)
The board approved the amendment to the agreement with Donald Krotee Partnership, Inc. for architectural design services for the ADA upgrades Phase 1 project at SCC as presented.
- 4.13 Approval of Change Order #1 for Patriot Contracting & Engineering, Inc. for Bid #1302 Publication and Warehouse Relocation Project at Santiago Canyon College
The board approved change order #1 for Patriot Contracting & Engineering, Inc. for Bid #1302 Publication and Warehouse Relocation Project at SCC as presented.
- 4.14 Acceptance of Completion of Bid #1302 for Publication and Warehouse Relocation Project at Santiago Canyon College and Approval of Recording of Notice of Completion
The board accepted the project as complete and approved filing a Notice of Completion with the County as presented.
- 4.15 Approval of Payment - Cumming Construction Management, Inc.
The board approved the payment of invoice to Cumming Construction Management, Inc. for professional services as presented.
- 4.16 Approval of Payment – Rodriguez Engineering, Inc.
The board approved the payment of invoices to Rodriguez Engineering, Inc. for professional services as presented.

1.6 Approval of Consent Calendar (contd.)

4.17 Approval of Payment - Westberg+White

The board approved the payment of invoice to Westberg+White, Inc. for professional services as presented.

4.18 Approval of Purchase Orders

The board approved the purchase order listing for the month of April, 2017.

5.1 Approval of Resource Development Items

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

- Song-Brown Health Care Workforce Training Program - \$120,000
Registered Nurse Education: Capitation (SAC)

5.2 Approval of Sub-Agreement between RSCCD and Integrative Impact LLC for Sector Navigator Information & Communication Technologies/Digital Media Grant

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

5.3 Approval of Sub-Agreement between RSCCD and Listen to See, Inc. for Sector Navigator Information & Communication Technologies/Digital Media Grant

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

5.4 Adoption of Resolution No. 17-13 – Office of Statewide Health Planning and Development for Song-Brown Health Care Workforce Training Program, Registered Nurse Education Capitation Grant (Agreement #17-8024)

The board adopted Resolution No 17-13 with the Office of Statewide Health Planning and Development 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 Presentation of Artwork of Santa Ana College (SAC) Graduate and United States Marine Corp Corporal Raphael Reynosa who was killed in action in Iraq War in 2004 to SAC Veterans Resource Center

Ms. Eve Kikawa, Dean, and Mr. Darren Hostetter, Assistant Professor Studio Art, both with the Fine & Performing Arts Division, Santa Ana College, presented a painting of United States Marine Corp Corporal Raphael Reynosa who was killed in action in the Iraq War in 2004 to the SAC Veterans Resource Center. Board members thanked Mr. Hostetter, his mural class students, and SAC student veterans

1.7 Presentation of Artwork of Santa Ana College (contd.)

for creating the painting of Corporal Reynosa, and the Segerstrom Center for the Arts for donating the materials used in the painting. Mr. Hanna asked that the meeting be adjourned in memory of Corporal Reynosa.

1.8 Recognition of Classified Staff

The board recognized Ms. Patricia Duenez, Executive Secretary, RSCCD; Ms. Elva Negrete, Nursing Program Student Services Coordinator, SAC; and Ms. Reyes Vazquez, Curriculum Specialist, SCC; for their professional achievements, dedication, and service to the campus community and the Rancho Santiago Community College District.

1.9 Presentation to 2016-2017 Student Trustee

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

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

Mr. Yarbrough requested that reports on Items 2.3 (Report from Student Trustee) and 2.4 (Report from Student Presidents) be heard at this time.

Ms. Barrios arrived at this time.

2.3 Report from Student Trustee

Ms. Chian provided a report to the board.

2.4 Reports from Student Presidents

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

Ms. Esther Chian, Student President, Santiago Canyon College
Ms. Lisette Cervantes, Student President, Santa Ana College

Since two individuals who requested to speak during public comments arrived late, Mr. Hanna asked them to speak at this time.

1.4 Public Comment

Mr. Cain Maldonado and Mr. Jose M. Rios spoke regarding the child care center at Santa Ana College Centennial Education Center.

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

NOTE: At the April 24, 2017, board meeting Ms. Barrios asked that the enrollment reports presented by each college president be attached to the minutes for each board of trustees' meeting.

Item 2.3 (Report from Student Trustee) and Item 2.4 (Reports from Student Presidents) were heard before Item 2.1 (Report from the Chancellor).

2.5 Report from Classified Representative

Ms. Isabel Garcia, High School & Community Outreach Specialist, Student Services, Santiago Canyon College School of Continuing Education (SCE), provided a report to the board on behalf of the classified staff.

Due to another commitment, Ms. Mendoza left the meeting at this time.

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

Ms. Chian left the meeting at this time to attend a class.

2.7 Informational Presentation on the Tentative Budget

The chancellor indicated that this presentation will be given at the June 12, 2017, board meeting.

2.8 Reports from Board Committee Chairpersons

Mr. Labrado provided a report on the May 25, 2017, Board Facilities Committee meeting.

3.0 INSTRUCTION

Items 3.1 and 3.3 through 3.9 were approved as part of Item 1.6 (Consent Calendar).

At this time, Mr. Hanna passed the gavel to Ms. Barrios to chair the meeting due to a potential conflict of interest with his employer.

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

It was moved by Mr. Labrado and seconded by Ms. Alvarez to approve the Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Master Cost Agreement. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough, and a vote of abstention from Mr. Hanna due to a potential conflict of interest with his employer.

At this time, Ms. Barrios passed the gavel to Mr. Hanna to chair the meeting.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 and 4.8 through 4.18 were approved as part of Item 1.6 (Consent Calendar).

4.7 Adoption of Resolution No. 17-14 to Adopt Procedures for Evaluating Qualifications and Proposals of Lease-Leaseback Contractors for Santa Ana College Science Center Project

It was moved by Mr. Hernandez and seconded by Mr. Labrado to adopt Resolution No. 17-14 to adopt procedures for evaluating qualifications and proposals of lease-leaseback contractors for the SAC Science Center project. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

5.0 GENERAL

Items 5.1 through 5.4 were approved as part of Item 1.6 (Consent Calendar).

5.5 Approval of Letter of Support for Trustees Zeke Hernandez and Phillip Yarbrough to Provide a Presentation regarding Deferred Action for Childhood Arrivals (DACA) at Association of Community College Trustees (ACCT) Leadership Congress 2017

It was moved by Ms. Barrios and seconded by Mr. Labrado to approve a letter of support for Trustees Zeke Hernandez and Phillip Yarbrough to provide a presentation regarding DACA at the ACCT Leadership Congress 2017 on September 25-28, 2017, in Las Vegas, Nevada. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

5.6 Board Member Comments

Board members commended SAC students on the painting of Corporal Raphael Reynosa.

Mr. Labrado suggested having “suggestion boxes” at district sites to encourage staff to offer ideas to reduce expenses for the district and offer a monetary reward if their idea is chosen to implement.

Mr. Hernandez indicated he provided a written report to board members on the activities he has participated in recently.

Mr. Hernandez informed the board that the Irvine City Council plans to hold a meeting on June 7 to consider a site for a veterans’ cemetery.

Mr. Yarbrough thanked the board for its letter of support for the DACA presentation at an ACCT conference in September.

Mr. Yarbrough expressed his regrets over not being available to attend some of the year-end events and thanked fellow board members for their participation in the year-end events.

Mr. Yarbrough is looking forward to working with Mr. Gregory Pierot as the 2017-2018 student trustee.

In honor of Memorial Day, Mr. Yarbrough expressed appreciation for veterans, especially those serving on the board: Mr. Hernandez, Mr. Labrado, and Ms. Mendoza.

Mr. Hanna reported that he attended commencements for SAC’s School of Continuing Education and SCC’s Orange Education Center, and indicated that both graduations were emotional as the hardships endured by the students were expressed. Mr. Hanna commended Dr. Jones for encouraging the non-credit students to transfer to credit classes at SAC’s non-credit commencement. He respectfully suggested that time be allowed for the SCC Academic Senate president to be able to do the same at future SCC non-credit commencements.

Board members congratulated Dr. Hernandez on being selected to serve as the president of Santiago Canyon College.

As board president, Mr. Hanna reported that he sat in on the final interviews for the SCC presidential candidates, and commended Ms. Chitlik and staff on organizing the forum and interviews.

RECESS TO CLOSED SESSION

The board convened into closed session at 7:02 p.m. to consider the following items:

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

2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association

3. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)

RECONVENE

The board reconvened at 8:06 p.m.

Closed Session Report

Ms. Barrios reported during closed session the board discussed public employment, labor negotiations, and anticipated/potential litigation; 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 Mr. Labrado to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

- Approve Employment Agreements
- Approve Extensions of Interim Assignment

6.1 Management/Academic Personnel (contd.)

- Approve Interim Assignments
- Ratify Resignations/Retirements
- Approve Appointments
- Approve Sabbatical Leaves/80% of Contract
- Approve Leaves of Absence
- Approve Adjusted Locations
- Approve Part-time Hourly New Hires/Rehires

6.2 Classified Personnel

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

- Approve New Classifications
- Approve New Appointments
- Approve Professional Growth Increments
- Approve Longevity Increments
- Approve Out of Class Assignments
- Approve Leaves of Absence
- Approve Returns from Leave
- Ratify Resignations/Retirements
- Approve Temporary to Hourly Ongoing Assignments
- Approve Changes in Position
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Student Assistant Lists

6.3 Approval of Public Disclosure of Tentative Agreement between Rancho Santiago Community College District and Rancho Santiago Community College District Continuing Education Faculty Association (CEFA)

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the agreement with the RSCCD Continuing Education Faculty Association. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

6.4 Presentation of Faculty Association of Rancho Santiago Community College District (FARSCCD) Initial Bargaining Proposal to Rancho Santiago Community College District

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to schedule a public hearing for June 12, 2017. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

6.5 Approval of Rancho Santiago Community College District Equal Opportunity Fund Multiple Method Allocation Model Certification

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification form and authorize its transmission to the State Chancellor's Office. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

6.6 Authorization for Board Travel/Conferences

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to authorize the submitted conference and travel by a board member. Mr. Hernandez stated that he planned to cancel his attendance at the conference due to budgetary reasons and planned to reimburse the district for funds expended as a result of the cancellation. Discussion ensued. Mr. Hanna asked Mr. Yarbrough to amend the motion to authorize the withdrawing of Mr. Hernandez' attendance at the submitted conference due to budgetary reasons. Mr. Yarbrough and Mr. Labrado accepted the amended motion which carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, June 12, 2017.

There being no further business, Mr. Hanna declared the meeting adjourned at 8:10 p.m., in memory of SAC graduate and United States Marine Corp Corporal Raphael Reynosa who was killed in action in the Iraq War in 2004.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

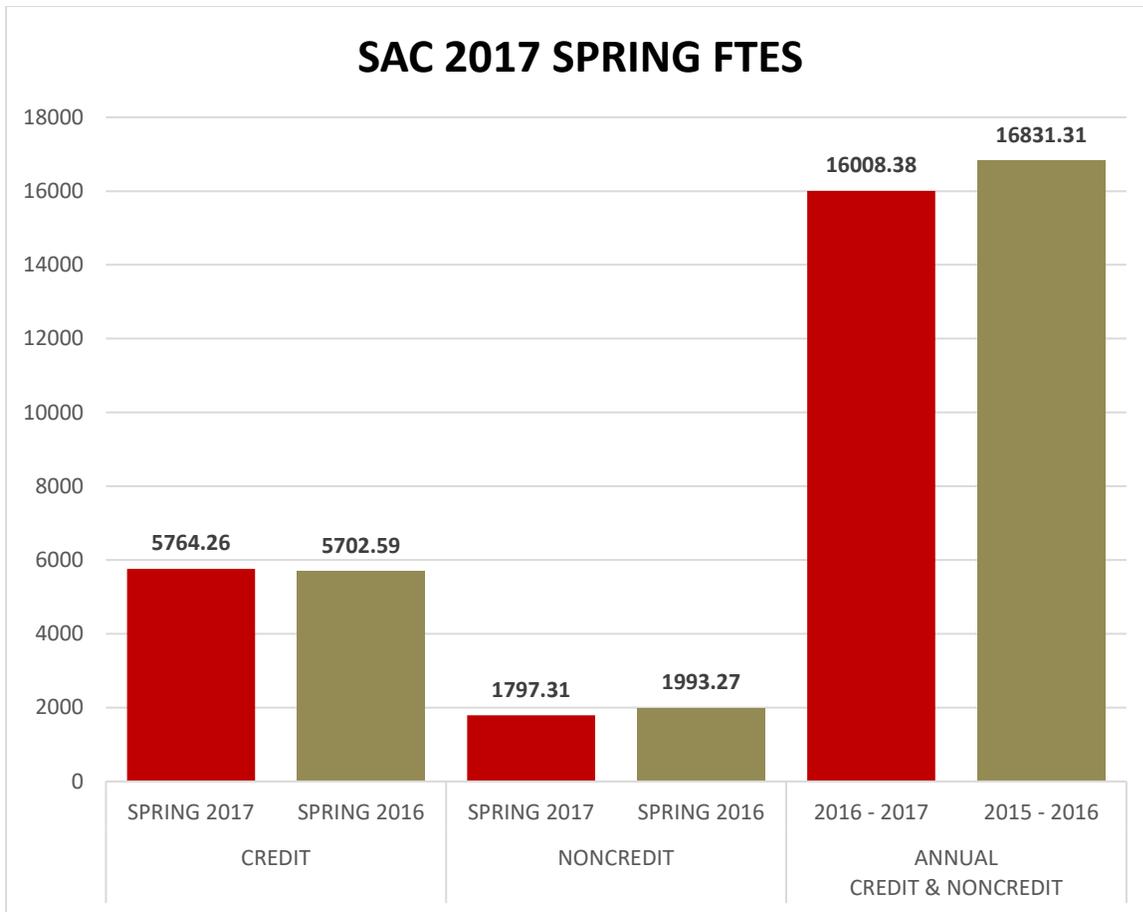
Approved: _____
Clerk of the Board

Minutes approved: June 12, 2017



SAC 2017 SPRING ENROLLMENT SNAPSHOT

Date: 05/25/17



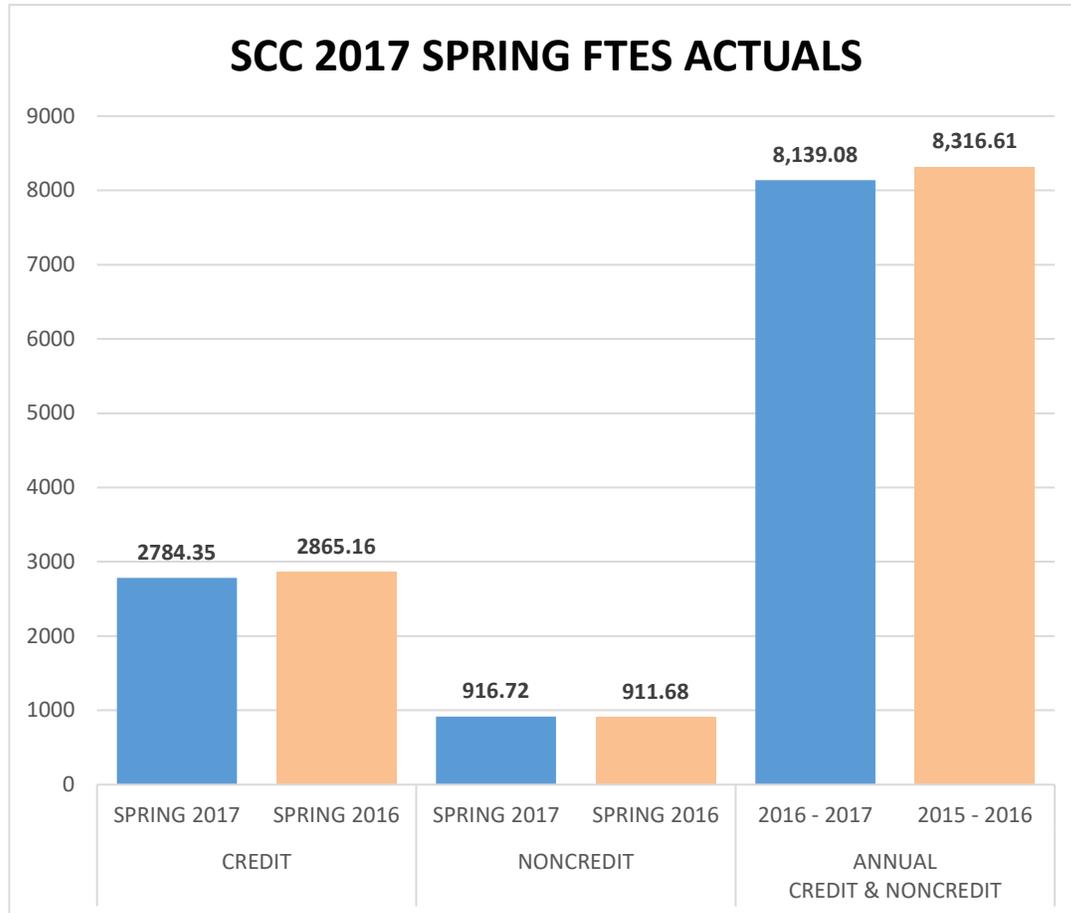
SPRING SEMESTER	2016/2017	DIFF	PCT
CREDIT TARGET	6754		
CREDIT PROJECTION	6613.95	140.05	-2%
NONCREDIT TARGET	2465		
NONCREDIT PROJECTION	2074	-391	-16%
COMBINED ANNUAL TARGET	20362		
COMBINED ANNUAL PROJECTION	19096.09	1265.9	-6%

SOURCES: Executive Dashboard
RG540 report

SCC 2017 SPRING ENROLLMENT SNAPSHOT



Date: 05/30/17



SPRING SEMESTER	2016/2017	DIFF	PCT
CREDIT TARGET	2896		
CREDIT PROJECTION	2810.64	-85.36	-3%
NONCREDIT TARGET	1103		
NONCREDIT PROJECTION	1103	0	0%
COMBINED ANNUAL TARGET	8571		
COMBINED ANNUAL PROJECTION	8373.94	-197.06	-2%

SOURCES: Executive Dashboard RG540 report

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

To: Board of Trustees	Date: June 12, 2017
Re: Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Basic Skills Training	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District contracts with SER, Jobs for Progress, Inc. to operate Basic Skills/ESL training. The District collects State funding on the attendance generated under this Agreement and pays SER an hourly rate per hour of attendance to provide the services. The SER, Jobs for Progress, Basic Skills Training Agreement SAC-17-028, is effective July 1, 2017, to June 30, 2018.

ANALYSIS

For 2017-2018, Santa Ana College proposes to contract with SER to provide 172,500 student attendance hours in Basic Skills, ESL, and GED Preparation at the rate of \$2.38 per attendance hour.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Instructional Agreement with SER, Jobs for Progress, Inc. for Basic Skills Training for program year 2017-2018 as presented.

Fiscal Impact: \$410,550.00	Board Date: June 12, 2017
Prepared by: James Kennedy, Ed.D., Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by: Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodriguez, Ph.D. Chancellor, RSCCD	

SER, JOBS FOR PROGRESS, INC.
BASIC SKILLS TRAINING AGREEMENT

THIS AGREEMENT, made and entered into on the 1st day of July 2017, between Rancho Santiago Community College District, hereinafter called the "DISTRICT" and SER, JOBS FOR PROGRESS, INC., 1560 Brookhollow Drive, Santa Ana, California 92705, a private, nonprofit community based organization herein referred to as "SER."

W I T N E S S E T H

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

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

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

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

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

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

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

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

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

All the above recitals are true and correct.

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A. TERM

The term of this Agreement shall be for one (1) year commencing July 1, 2017, and terminating June 30, 2018, unless earlier terminated by either party in the manner set forth herein.

B. OPTIONAL TERMINATION

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

C. DISTRICT RESPONSIBILITIES

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

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

Subject

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

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

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

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

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

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

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

D. SER RESPONSIBILITIES

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

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

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

11. SER shall not be reimbursed for more than the total hours called for in the curriculum in any one subject area for any one student.
12. SER shall submit and certify statements and billings every two weeks to:

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

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

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

E. RESPONSIBILITIES OF DISTRICT AND SER

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

F. PAYMENT

The DISTRICT shall reimburse SER for the use of staff and facilities at the rate of TWO DOLLARS AND THIRTY-EIGHT CENTS (\$2.38) per student attendance hour, up to a maximum of 172,500 hours. The hours claimed under this Agreement must be certified to the DISTRICT for actual attendance during the preceding month for all properly enrolled students. Such payment is considered full payment to cover all of SER's contract cost of operating the instructional programs covered by this Agreement.

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

G. CERTIFICATION BY DISTRICT

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

H. INSURANCE

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

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

Such insurance shall be endorsed as follows:

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

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

I. INDEMNIFICATION

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

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Signature:

Date:

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

SER, JOBS FOR PROGRESS, INC.

Signature:

Date:

Alex Diaz, Chairman of the Board
SER, Jobs for Progress, Inc.
1560 Brookhollow Drive, Suite #103
Santa Ana, CA 92705
(714) 556-8741

APPENDIX A

INDIVIDUAL INSTRUCTOR SERVICES AGREEMENTS

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

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

To: Board of Trustees	Date: June 12, 2017
Re: Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Vocational Training	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District contracts with SER, Jobs for Progress, Inc. to operate Career Technical Education training. The District collects State funding on the attendance generated under this agreement and pays SER an hourly rate per hour of attendance to provide the services. The SER, Jobs for Progress, Vocational Training Agreement SAC-17-029, is effective July 1, 2017, to June 30, 2018.

ANALYSIS

For 2017-2018, Santa Ana College proposes to contract with SER to provide 32,000 student attendance hours in Career Technical Education/Vocational Training at the rate of \$2.38 per attendance hour.

RECOMMENDATION

It is recommended that the Board of Trustees approve the instructional agreement with SER, Jobs for Progress, Inc. for Vocational Training for program year 2017-2018 as presented.

Fiscal Impact: \$76,160.00	Board Date: June 12, 2017
Prepared by: James Kennedy, Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by: Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

SER, JOBS FOR PROGRESS, INC.
VOCATIONAL TRAINING AGREEMENT

THIS AGREEMENT, made and entered into on the 1st day of July 2017, between Rancho Santiago Community College District, County of Orange, State of California, hereinafter called the "DISTRICT" and SER, JOBS FOR PROGRESS, INC., 1560 Brookhollow Drive, Santa Ana, California 92705, herein referred to as "SER."

W I T N E S S E T H

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

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

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

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

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

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

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

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

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

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

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

All the above recitals are true and correct.

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1. SER RESPONSIBILITIES

SER shall provide vocational instruction, training, facility, equipment, supervision, and other services for all enrolled students not to exceed a maximum of 32,000 student hours during the 2017-2018 school year (7/1/2017 through 6/30/2018). The vocational instructional program will be Business Skills. Instruction time shall be provided by SER for all students who wish such instruction during school holidays (excluding legal holidays) and Christmas recess provided such instructional time does not exceed total hours stipulated within this Agreement.

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

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

2. CURRICULUM

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

3. DISTRICT RESPONSIBILITIES

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

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

4. RESPONSIBILITIES OF SER AND DISTRICT

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

5. PAYMENT

The DISTRICT shall pay to SER on a monthly basis TWO DOLLARS AND THIRTY-EIGHT CENTS (\$2.38) per hour for each student positive attendance hour certified to the DISTRICT for actual attendance during the preceding month at SER's place of instruction for all properly enrolled students who are in good standing with the DISTRICT. Such payment to be considered in full payment to cover all contract cost of operating said instructional program. Total hours shall not exceed a maximum of 32,000 actual student hours of attendance under this contract.

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

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

6. COSTS PER STUDENT

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

7. REIMBURSEMENT PER STUDENT

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

8. NEW STUDENTS

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

9. SUPERVISION

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

10. BILLING

SER shall submit and certify statements and billings every two weeks to:

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

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

11. ATTENDANCE

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

12. RECORDS

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

13. REPORT

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

14. TRANSFER STUDENTS

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

15. CERTIFICATION BY DISTRICT

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

16. INSURANCE

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

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

Such insurance shall be endorsed as follows:

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

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

17. INDEMNIFICATION

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

18. EFFECTIVE DATE

This Agreement shall become effective July 1, 2017, and shall be reviewed periodically by the parties hereto. Any amendment or adjustments reasonably necessary shall be made from time to time by mutual agreement. SER shall notify the DISTRICT of any change in facility location during the period of this Agreement. The DISTRICT reserves the right to terminate this Agreement due to a facility change that the DISTRICT determines to be inadequate for instructional purposes.

19. TERMINATION

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

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

20. NOTICE

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

TO DISTRICT:

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

TO CONTRACTOR:

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

21. EXPIRATION DATE

This Agreement shall expire June 30, 2018.

22. APPROVAL

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

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Signature:

Date:

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

SER, JOBS FOR PROGRESS, INC.

Signature:

Date:

Alex Diaz, Chairman of the Board
SER, Jobs for Progress, Inc.
1560 Brookhollow Drive, Suite #103
Santa Ana, CA 92705
(714) 556-8741

APPENDIX A

INDIVIDUAL INSTRUCTOR SERVICES AGREEMENTS

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

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

To: Board of Trustees	Date: June 12, 2017
Re: Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Citizenship Preparation	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District contracts with SER, Jobs for Progress, Inc. to offer Citizenship Preparation courses. The District collects state funding on the attendance generated under this Agreement and pays SER an hourly rate per hour of attendance to provide the services. The SER, Jobs for Progress, Citizenship Preparation Agreement SAC-17-030, is effective July 1, 2017, to June 30, 2018.

ANALYSIS

For 2017-2018, Santa Ana College proposes to contract with SER to provide 20,000 student attendance hours in Citizenship Preparation at the rate of \$2.38 per attendance hour.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Instructional Agreement with SER, Jobs for Progress, Inc. for Citizenship Preparation for program year 2017-2018 as presented.

Fiscal Impact: \$47,600.00	Board Date: June 12, 2017
Prepared by: James Kennedy, Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by: Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D. Chancellor, RSCCD	

SER, JOBS FOR PROGRESS, INC.

CITIZENSHIP PREPARATION AGREEMENT

THIS AGREEMENT, made and entered into on the 1st day of July 2017, between Rancho Santiago Community College District, hereinafter called the "DISTRICT" and SER, JOBS FOR PROGRESS, INC., 1560 Brookhollow Drive, Santa Ana, California 92705, a private, nonprofit community based organization herein referred to as "SER."

W I T N E S S E T H

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

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

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

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

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

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

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

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

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

All the above recitals are true and correct.

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A. TERM

The term of this Agreement shall be for one (1) year commencing July 1, 2017, and terminating June 30, 2018, unless earlier terminated by either party in the manner set forth herein.

B. OPTIONAL TERMINATION

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

C. DISTRICT RESPONSIBILITIES

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

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

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

D. SER RESPONSIBILITIES

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

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

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

11. SER shall not be reimbursed for more than the total hours called for in the curriculum in any one subject area for any one student.

12. SER shall submit and certify statements and billings every two weeks to:

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

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

13. SER shall provide those administrative functions essential for the operation of its facilities.

14. SER will deliver a report regarding the accomplishment of the performance objectives for each instructional area at the end of the contract period.

15. SER's courses are held at facilities which are clearly identified as being open to the general public. (Title 5, Section 58051.5) Enrollment in the courses are open to any person who has been registered in the college's noncredit program and has met any applicable prerequisites. (Title 5, Sections 51006 and 58106)

E. RESPONSIBILITIES OF DISTRICT AND SER

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

F. PAYMENT

The DISTRICT shall reimburse SER for the use of staff and facilities at the rate of TWO DOLLARS AND THIRTY-EIGHT CENTS (\$2.38) per student attendance hour, up to a maximum of 20,000 hours. The hours claimed under this Agreement must be certified to the DISTRICT for actual attendance during the preceding month for all properly enrolled students. Such payment is considered full payment to cover all of SER's contract cost of operating the instructional programs covered by this Agreement.

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

G. CERTIFICATION BY DISTRICT

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

H. INSURANCE

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

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

Such insurance shall be endorsed as follows:

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

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

I. INDEMNIFICATION

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

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Signature:

Date:

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

SER, JOBS FOR PROGRESS, INC.

Signature:

Date:

Alex Diaz, Chairman of the Board
SER, Jobs for Progress, Inc.
1560 Brookhollow Drive, Suite #103
Santa Ana, CA 92705
(714) 556-8741

APPENDIX A

INDIVIDUAL INSTRUCTOR SERVICES AGREEMENTS

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

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

To: Board of Trustees	Date: June 12, 2017
Subject: Approval of Designated Representative to Serve as Official RSCCD Representative on the Rancho Santiago Adult Education Consortium for the 2017-18 Fiscal Year	
Action: Request for Approval	

BACKGROUND

The 2015-2016 State Budget included a \$500 million Adult Education Block Grant (AEBG) to be allocated among regional consortia comprised of representatives from community college districts, K-12 districts, and other organizations that serve a role in adult education (each consortium was defined by the boundaries of a community college district). AB 104 authorizes a community college district to join the local adult education consortium as a member and states that a member of the consortium shall be represented only by an official designated by the governing board of the member.

ANALYSIS

An official representative on the Rancho Santiago Adult Education Consortium is necessary to ensure that the Rancho Santiago Community College District has a full voice in the decision making process to implement the local adult education plan supported by the AEBG. Dean of Instruction and Student Services, Dr. Lori Fasbinder, is well versed about the instructional programs and student support services that are authorized in AB 104.

RECOMMENDATION

It is recommended that the RSCCD Board of Trustees approve Dr. Lori Fasbinder, Dean of Instruction and Student Services (Continuing Education), to serve as the official District Representative on the Rancho Santiago Adult Education Consortium from July 1, 2017 through June 30, 2018.

Fiscal Impact: None	Board Date: June 12, 2017
Item Prepared by: Jose Vargas, Vice President, Continuing Education, Santiago Canyon College	
Item Submitted by: John Hernandez, Ph.D., Interim President	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

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

To:	Board of Trustees	Date: June 12, 2017
Re:	Approval of Proposed Revisions for the 2017-2018 Santiago Canyon College Catalog	
Action:	Request for Approval	

BACKGROUND

The attached memo is a summary of actions taken by the Santiago Canyon College Curriculum and Instruction Council (CIC) during Spring 2017. It includes new courses, course revisions, course deletions and other curricula changes that will be reflected in the catalog.

ANALYSIS

The catalog is the ongoing legal representation of course/program offerings and annual academic policies at Santiago Canyon College. Changes are recommended to the Board of Trustees by the Curriculum and Instruction Council that has faculty representation from each academic division as well as administrative representation.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Proposed Revisions for the 2017-2018 Santiago Canyon College Catalog.

Fiscal Impact:	None	Board Date: June 12, 2017
Prepared by:	Marilyn Flores, Ph.D., Vice President, Academic Affairs, SCC Joyce Wagner, Ph.D., Chair, Curriculum and Instruction Council, SCC	
Submitted by:	John Hernandez, Ph.D., Interim-President, SCC	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

CURRICULUM AND INSTRUCTION COUNCIL

DATE: May 29, 2017

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

FROM: Joyce Wagner, Ph.D., Chair of the Curriculum and Instruction Council
Marilyn Flores, Ph.D., Vice President, Academic Affairs

RE: **PROPOSED REVISIONS FOR THE 2017-2018 CATALOG ADDENDUM**

The following changes to the 2017-2018 college catalog addendum are proposed by the Curriculum and Instruction Council (CIC) of Santiago Canyon College. All changes to academic policies, courses, and programs are reviewed and approved by departmental curriculum committees before action is taken by the CIC.

Santiago Canyon College's CIC is chaired by Dr. Joyce Wagner, Designee of the Academic Senate President. Membership also includes the Vice President of Academic Affairs, 17 faculty representatives (including the Chair of the Committee), an Articulation Officer, a Curriculum Specialist and a student representative.

The changes initiated at Santiago Canyon College for the 2017-2018 catalog addendum are:

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE (Plan A)

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

Area A: Natural Sciences

Chemistry 210 removed

Area C: Humanities

French 196 removed

Spanish 102H removed

Area E2: Communication and Analytical Thinking

Philosophy 110H removed

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

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

Area A3: Critical Thinking

Philosophy 110H removed

Area B1: Physical Sciences

Chemistry 210 removed

Area B3: Laboratory Activity

Chemistry 210 removed

Area C2: Humanities

French 196 removed

Spanish 102H removed

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (Plan C)

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

Area 1B: Critical Thinking - English Composition

Philosophy 110H removed

Area 3B: Humanities

Spanish 102H removed

Area 5A: Physical Science

Chemistry 210 removed

Area 5C: Laboratory Activity

Chemistry 210 removed

Area 6A: Language Other than English

Spanish 102H removed

NEW PROGRAMS, DEGREES AND CERTIFICATES

(See Attachment #1)

Ten (10) new program control number will be requested from the California Community colleges Chancellor's Office for the upcoming academic year in accordance with California Code of Regulations §55130.

REVISED PROGRAMS, DEGREES AND CERTIFICATES

(See Attachment #2)

A total of twenty-nine (29) programs, degrees and certificates were revised because of changes in required or restricted elective courses, advisory committee recommendations, changes in requirements for four year schools, and recommendations from state agencies.

DELETED PROGRAMS, DEGREES AND CERTIFICATES

(See Attachment #3)

One (1) degree was deleted because it was outdated and/or required courses that had not been offered in three (3) or more years.

NEW COURSES:

(See Attachment #4)

Thirty-two (32) new courses were approved due to new and/or expanded programs or major changes in the discipline.

REVISED COURSES

(See Attachment #5)

Thirty-three (33) course revisions were approved which reflected changes in title, units, hours, or content because of changes in requirements for four year schools and recommendations from advisory committees or state agencies.

DEACTIVATED COURSES

(See Attachment #6)

Thirteen (13) courses were deactivated because they were outdated and/or had not been offered in three (3) or more years.

DISTANCE EDUCATION OFFERINGS

(See Attachment #7)

Eleven (11) courses were separately reviewed and approved in accordance with California Code of Regulations §55206. This course was designed with portions of the instruction which the instructor and student are separated by distance and interact through the assistance of communication technology in lieu of face-to-face interaction.

Cc: Michael DeCarbo, Academic Senate President, Santiago Canyon College
Marilyn Flores, Vice-President of Academic Affairs, Santiago Canyon College
Ruth Babeshoff, Interim-Vice-President of Student Services, Santiago Canyon College
Jose Vargas, Vice-President of Continuing Education, Orange Education Center
Von Lawson, Dean of Business and Career Technical Education, Santiago Canyon College
Kari Irwin, Associate Dean of Business and Career Technical Education, Santiago Canyon College
Jennifer Coto, Dean of Counseling and Student Support Services, Santiago Canyon College
Aaron Voelcker, Dean of Institutional Effectiveness, Library & Learning Support, Santiago Canyon College
David Vakil, Dean of Arts, Humanities and Social Sciences, Santiago Canyon College
Martin Stringer, Dean of Mathematics and Sciences and Athletics Director, Santiago Canyon College
Monica Porter, Co-Chair of the Curriculum and Instruction Council, Santa Ana College
Brian Sos, Co-Chair of the Curriculum and Instruction Council, Santa Ana College
Linda Rose, President of Santa Ana College
Elliot Jones, Academic Senate President, Santa Ana College
Carlos Lopez, Vice-President of Academic Affairs, Santa Ana College

NEW PROGRAMS, DEGREES AND CERTIFICATES

Credit

Business Information Worker, Certificate of Proficiency
Computer Retail Sales and Support, Certificate of Achievement

Non-Credit

Adult Secondary Education, College Preparation Algebra, Certificate of Competency
Adult Secondary Education, College Preparation Algebra, Certificate of Completion
Adult Secondary Education, College Preparatory Composition, Certificate of Competency
Adult Secondary Education, College Preparatory Composition, Certificate of Completion
3D Printing / Advanced Manufacturing, Certificate of Completion
General Medical Office Clerk, Certificate of Completion
Medical Assistant, Certificate of Completion
Nursing Assistant, Certificate of Completion

REVISED PROGRAMS, DEGREES AND CERTIFICATES**Credit**

Apprenticeship Carpentry, Plastering, A.S. Degree (31705)
 Apprenticeship Carpentry, Plastering, Certificate of Achievement (31706)
 Computer Information Systems, A.S. Degree (11902)
 Computer Information Systems, Certificate of Achievement (21647)
 Cosmetology, A.S. Degree (11948)
 Cosmetology, Certificate of Achievement (21674)
 Digital Media Arts: Mobile Application Development and Design, Certificate of Achievement (35016)
 Elementary Teacher Education, A.A. Degree for Transfer (31735)
 English, A.A. Degree (11928)
 English, A.A. Degree for Transfer (31366)
 Entrepreneurship, A.S. Degree (11860)
 Entrepreneurship, Certificate of Achievement (21635)
 Esthetician, Certificate of Achievement
 Kinesiology, A.A. Degree for Transfer (32434)
 Liberal Arts: Arts, Humanities, and Communication, A.A. Degree (18317)
 Liberal Arts: Mathematics and Sciences, A.S. Degree (18318)
 Liberal Arts: Multi-Cultural Studies, A.A. Degree (18319)
 Modern Languages, A.A. Degree (11925)
 Philosophy, A.A. Degree (11930)
 Philosophy, A.A. Degree for Transfer (32042)
 Psychology, A.A. Degree for Transfer (31041)
 Spanish, A.A. Degree for Transfer (32045)
 Web Marketing, Certificate of Proficiency

Non-Credit

Effective Communication Skills, Certificate of Completion
 Employment Readiness, Certificate of Completion
 General Office Clerk, Certificate of Completion
 Secondary Education, Certificate of Competency
 Technical Skills for Higher Learning, Certificate of Completion
 Transition to Higher Learning, Certificate of Completion

DELETED PROGRAMS, DEGREES AND CERTIFICATES

Credit

Science, A.S. Degree (11953)

Non-Credit

None

NEW COURSES**Credit**

Accounting 100, Accounting for Small Business
 Accounting 198, Accounting for Small Business
 Cosmetology 005, Health and Safety
 English 243, The Modern American Novel
 Reading 198, Reading Strategies for Across the Curriculum

Non-Credit

High School Subjects: English 086, College Preparatory Composition
 High School Subjects: Mathematics 103, Math Study Skills Support 1A
 High School Subjects: Mathematics 104, Math Study Skills Support 1B
 High School Subjects: Mathematics 176, College Preparation Algebra 1A
 High School Subjects: Mathematics 177, College Preparation Algebra 1B
 Vocational: Business 130, Introduction to 3D Printing
 Vocational: Business 140, Introduction to Google Applications for Work
 Vocational: Medical 010, Overview of the Nursing Assistant Training Program
 Vocational: Medical 011, Certified Nursing Assistant (CNA) Training
 Vocational: Medical 020, Overview of the Medical Assistant Training Program
 Vocational: Medical 021, Medical Terminology for Medical Assistants
 Vocational: Medical 022, Business Procedures for Medical Assistants
 Vocational: Medical 023, Body Systems for Medical Assistants
 Vocational: Medical 024, Human Diseases and Disorders for Medical Assistants
 Vocational: Medical 025, Clinical Procedures for Medical Assistants
 Vocational: Medical 026, Surgical Assisting for Medical Assistants
 Vocational: Medical 027, Externship for Medical Assistants
 Workforce Preparation 001, Transition to Higher Learning
 Workforce Preparation 002, Self-Advocacy
 Workforce Preparation 003, Getting Around Town
 Workforce Preparation 004, Choosing the Right Employment Path
 Workforce Preparation 005, Safety on the Job
 Workforce Preparation 006, Communication Skills for Successful Employment
 Workforce Preparation 007, Social Skills and Necessary Etiquette
 Workforce Preparation 008, Building Critical Thinking Skills
 Workforce Preparation 009, Beginning Computers
 Workforce Preparation 010, Customer Service for the Medical Field

REVISED COURSES**Credit**

Biology 115, Concepts in Biology for Educators
 Biology 211, Cellular and Molecular Biology
 Communication 111, Argumentation and Debate
 Communication 130, Forensics Team
 Communication 230, Advanced Forensics Team
 Computer Science 105, Visual BASIC Programming
 Computer Science 213, C# Programming
 Cosmetology 040, Cosmetology
 Cosmetology 080, Esthetician
 English 101, Freshman Composition
 English 101H, Honors Freshman Composition
 English 102, Literature and Composition
 English 102H, Honors Literature and Composition
 English 103, Critical Thinking and Writing
 English 103H, Honors Critical Thinking and Writing
 History 102, World Civilizations Since the 16th Century
 History 102H, Honors World Civilizations Since the 16th Century
 Mathematics 160, Trigonometry
 Nutrition & Food 115, Nutrition
 Philosophy 106, Introduction to Philosophy
 Philosophy 106H, Honors Introduction to Philosophy
 Philosophy 108, Ethics
 Philosophy 112, World Religions
 Psychology 220, Introduction to Research Methods in Psychology

Non-Credit

High School Subjects 338, Workforce Preparation
 High School Subjects 770, Orientation to College
 High School Subjects: Other 153, Supervised Tutoring
 High School Subjects: Science 168, Life Science 1
 High School Subjects: Science 169, Life Science 2
 High School Subjects: Science 190, Physical Science 1
 High School Subjects: Science 191, Physical Science 2
 High School Subjects: Social Sciences 229, World History, Geography, and Culture 1
 High School Subjects: Social Sciences 230, World History, Geography, and Culture 2

DEACTIVATED COURSES**Credit**

Apprenticeship Operating Engineers 049, OSHA Construction Training
Apprenticeship Operating Engineers 051, Operating Engineers Hazmat 8
Apprenticeship Operating Engineers 052, Mobile Cranes
Apprenticeship Operating Engineers 053, Special Inspector Education
Chemistry 210, General, Organic, and Biochemistry
Computer Information Systems 124, Adobe Photoshop
Computer Information Systems 126, Website Development for Business
Computer Information Systems 130, HTML and JavaScript
Computer Information Systems 203, Windows 8 Store Applications with JavaScript
English 298, The Modern American Novel
French 196, Conversation and Composition II
Philosophy 110H, Honors Critical Thinking
Spanish 102H, Honors Elementary Spanish II

Non-Credit

None

DISTANCE EDUCATION OFFERINGS

Credit

Accounting 100, Accounting for Small Business
Accounting 198, Accounting for Small Business
Apprenticeship Operating Engineers 073A, Structural Steel/Welding
Apprenticeship Operating Engineers 074A, Structural Masonry
Communication 111, Argumentation and Debate
Communication 130, Forensics Team
Communication 230, Advanced Forensics Team
Computer Information Systems 126, Website Development for Business
History 102, World Civilizations Since the 16th Century
Nutrition & Food 115, Nutrition
Psychology 220, Introduction to Research Methods in Psychology

Non-Credit

None

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College - Academic Affairs

To:	Board of Trustees	Date: June 12, 2017
Re:	Approval of Memorandum of Understanding between Rancho Santiago Community College District (RSCCD) and Unity Middle College High School (UMCHS)	
Action:	Request for Approval	

BACKGROUND

Unity Middle College High School is a public charter high school that prepares all students for four-year university success, leading to professional careers through a blended high school and college curriculum. Unity MCHS welcomes all students from diverse backgrounds and communities.

Santiago Canyon College will provide apportionment-generating courses to UMCHS students at SCC. These courses will be credited towards both a high school diploma and a college associate degree. All courses will be taught by RSCCD faculty.

ANALYSIS

The attached Memorandum of Understanding between RSCCD and UMCHS outlines procedural guidelines and responsibilities for each institution. The MOU covers the period of July 1, 2017 through June 30, 2018. SCC will collect apportionment from traditional FTES calculations.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Memorandum of Understanding between Rancho Santiago Community College District (RSCCD) and Unity Middle College High School (UMCHS).

Fiscal Impact:	Apportionment	Board Date: June 12, 2017
Prepared by:	Marilyn Flores, Ph.D., Vice President, Academic Affairs	
Submitted by:	John Hernandez, Ph.D., Interim President	
Recommended by:	Raul Rodriguez, Ph.D., Chancellor	

MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT is made and entered into this 1st day of July, 2017, by and between the **UNITY SCHOOLS SOCAL** located at 1310 East Lincoln Avenue Street, Orange CA, 92865, hereinafter referred to as “**UNITY**”, and the Rancho Santiago Community College District, on behalf of **SANTIAGO CANYON COLLEGE**, located at 8045 E Chapman Ave, Orange, CA 92869, hereinafter referred to as “**SCC**”. They may also be referred to as “Party” or “Parties”.

RECITALS:

WHEREAS, UNITY is a public charter high school and operating under public California Charter School Law, in the county of Orange, California; and

WHEREAS, SCC is a community college operating under Education Code section 70900 et seq., in the county of Orange County, California; and

WHEREAS, UNITY and SCC desire to operate a middle college high school in the County of Orange, California; and

NOW, THEREFORE, UNITY and SCC mutually agree as follows:

1. Agreement Binding. This Agreement shall be binding upon signing Parties and their respective heirs, executors, administrators, successors and assigns.
2. Choice of Law. This Agreement shall be governed by and construed under California law. The laws of California shall prevail to the extent that there is any conflict between this agreement and any California law.
3. Program. UNITY will operate a middle college high school (hereinafter “MCHS”) pursuant to Education Code sections 11300, 11301, and 76001 near and on the SCC campus. The physical location of UNITY is off-site.
4. Cooperation. The Parties hereby agree to cooperate in coordinating programs and activities in order to facilitate and promote UNITY’s and SCC’s operation of the MCHS.
5. School Size. The initial number of enrolled students in the MCHS for the 2017-2018 academic school year shall be a maximum of one hundred ten (110). The maximum number of students that may be enrolled at full capacity following the completion of the 2019-2020 academic school year shall be four hundred (400).
6. MCHS Commencement. The MCHS shall commence on July 1, 2017.

7. Students.

- 7.1 Students enrolled in the MCHS shall be considered full-time high school students of UNITY and, to the extent that they enroll in community college course work, as special part-time community college students of SCC. MCHS students may take a maximum of 11 units of college course work per semester. MCHS students may not enroll in Honors classes unless they met the Honors entrance requirements and obtain prior approval from the high school administrator and the SCC administrator.
- 7.2 Student enrollment in the MCHS shall be subject to all relevant statutes and regulations of the state of California including, but not limited to, the provisions of the Education Code 66025.8 and 66025.9; and Title 5 sections 58106 and 58108, which governs secondary students. As special part-time students of the college, MCHS students shall be assigned enrollment priority pursuant to Rancho Santiago Community College District BP 5055 and AR 5055.
- Students enrolled in the MCHS are exposed to an adult teaching and learning environment and may be exposed to course work at the college level that includes adult content. Consideration for the age and maturity of MCHS students will not be recognized by faculty or staff regarding college course content.
- 7.3 Per SB 379, 9th and 10th grade students enrolled in the MCHS shall take at least 80% of the annual high school instructional time in a fiscal year at the charter school site if participating in dual enrollment. MCHS students enrolled in grades 11 or 12 who are also dually enrollment at SCC or another college must attend the charter school for a minimum of 50% of the minimum number of minutes of instruction the charter school is required to offer in a fiscal year.
- 7.4 All students shall be identified by MCHS prior to enrollment in college coursework at SCC. MCHS counselors, teachers, and administrators participate in the identification, screening, and support of MCHS students enrolled in college courses each semester.

Each student and his or her parents or legal guardian shall sign a Dual Enrollment MCHS Student/Parent Handbook Agreement (Handbook) acknowledging their receipt of the Handbook and

acceptance of the rules, standards, procedures, responsibilities, and expectations set forth by UNITY and SCC in the current year's Handbook before the student is enrolled in college coursework at SCC.

- 7.5 New students enrolling in the MCHS shall participate in an orientation during the summer semester providing information regarding policies, procedures, regulations and expectations immediately preceding their first year in the MCHS.
 - 7.6 Student discipline regarding matters directly related to MCHS students shall be primarily the responsibility of the UNITY. If a student violates the rules, regulations, or any provision of the current year's Handbook, the student will be subject to disciplinary action. In the event a MCHS student violates any of the SCC rules, regulations, or provisions of the Education Code 66300 and 66301 governing student behavior and discipline, including suspension and expulsion, then SCC shall have, the right to assume responsibility of student discipline (RSCCD BP 5500).
8. Personnel. When on the Santiago Canyon College campus, UNITY personnel shall be required to adhere to SCC's rules and regulations as well as the rules and regulations of UNITY. UNITY will be responsible in the selection of high school administrator, teachers, counselors, and appropriate clerical staff, all of whom shall be employees of or contractors to UNITY. Staffing formula will be the responsibility of UNITY.
- 8.1 Administrator: The UNITY administrator will fulfill the job description for UNITY principal, including recruitment of new students, monitoring student progress towards high school graduation, and meeting SCC's special part-time, dual high school enrollment regulations and requirements. Further the administrator will meet regularly with the assigned administrator; will work cooperatively with SCC staff; and will follow SCC rules and regulations.

The SCC administrator will fulfill the job description for SCC administrator, including timely reporting of necessary SCC communications; monitoring student progress in SCC classes; and acting as liaison with the UNITY/SCC Middle College High School at Santiago Canyon College Campus. Further the SCC administrator will meet regularly with the assigned high school administrator and work cooperatively with UNITY staff and follow SCC rules and regulations.

- 8.2 Counselor: The UNITY counselor will fulfill the job description for UNITY counselor, including recruitment of new students; ensuring appropriate college class selection to meet SCC transfer requirements; meeting with parents and students on a regular basis; guiding students in college class selection to meet the UNITY graduation requirements; and satisfying SCC's special part-time concurrent, high school enrollment regulations and requirements. Further the counselor will work cooperatively with SCC staff and follow SCC rules and regulations.

In collaboration with UNITY, the SCC counseling and academic affairs departments, SCC will support UNITY in recommending appropriate college class selection to meet SCC transfer requirements; meeting students as requested; guiding students in college class selection to meet the SCC graduation requirements; and satisfying SCC's special part-time concurrent high school enrollment regulations and requirements.

- 8.3 Teacher/Instructor: The UNITY teacher will fulfill the job description for UNITY teacher; follow California Education Codes and UNITY Board Policies. In addition, teachers will maintain cooperative relationships with SCC personnel and follow SCC rules and regulations. The SCC instructor will fulfill the job description for SCC instructor; follow California Education Codes and SCC Board Policies. In addition, instructors will maintain cooperative relationships with UNITY personnel and follow SCC rules and regulations. The majority of college-level courses will be taught and offered at SCC. UNITY will offer secondary education program courses at its site.
- 8.4 UNITY and SCC share responsibility for evaluating the MCHS annually in order to make adjustments as necessary to ensure the viability of the MCHS.
- 8.5 Santiago Canyon College shall be responsible for the following:
- 8.5.1 Assign an administrator to administer the college portion of the MCHS program and to act as a liaison with MCHS Administrator.
 - 8.5.2 Utilize existing college personnel to provide routine services and access equivalent to that provided to all students.

- 8.5.3 Provide guidance and direction related to the college registration process for MCHS students.
 - 8.5.4 Maintain cordial and professional relationships with high school personnel.
 - 8.5.5 Provide unofficial college transcripts as timely as possible.
 - 8.5.6 Provide office and clerical space to support MCHS staff.
- 8.6 UNITY shall be responsible for the following:
- 8.6.1 Obtain all required high school registration and immunization forms, as well as inter-district releases for approval of student enrollment.
 - 8.6.2 Ensure that all paperwork required for enrolling MCHS students in college courses is submitted to the SCC administrator for approval and ensure that all required paperwork is submitted to the SCC Admissions Office.
 - 8.6.3 Orient parents or guardians of all MCHS students regarding the requirements to enroll and succeed in college at SCC.
 - 8.6.4 Meet on monthly basis with the SCC administrator, unless both Parties agree to waive meeting. As requested, provide written reports in SCC's format related to the academic progress of students including, but not limited to, probation and dismissal; problem attendance; behavioral incident reports; student infractions of college and district rules; and academic progress.
 - 8.6.5 Provide the SCC administrator with the following information:
 - 8.6.5a Copies of high school transcripts, standardized test scores, high school attendance record, and discipline record for prospective MCHS students upon request.
 - 8.6.5b Copies of high school transcripts as student's progress through the MCHS.
 - 8.6.6 Work cooperatively with the administrator to address complaints received from college personnel regarding the

behavior of the MCHS students and alleged violations of college rules and policies.

- 8.6.7 Provide transportation to UNITY students to and from SCC during the UNITY MCHS day.
- 8.6.8 Cooperate with SCC administrator in preparing reports regarding the MCHS, when requested by SCC.
- 8.7.9 Have as its goal that high school students meet UNITY high school graduation requirements.
- 8.6.10 Extend an invitation through the SCC administrator to all faculty to participate in the student enrollment and curriculum development process to maximize the involvement of the college faculty in this process.
- 8.6.11 Provide counseling to ensure that high school students are aware of the proper combination of high school and college courses which should be selected to enable the students to receive a high school diploma.
- 8.6.12 Provide guidance to students in college course selection that will enable them to make progress toward a transfer degree.
- 8.6.13 Limit students to a prescribed range of one to eleven units per semester of college coursework.
- 8.6.14 Order and administer all state and UNITY required exams, notify parents of results in a timely manner, and put forward remediation plans, when necessary, to address students' academic needs.
- 8.6.15 Maintain cordial and professional relationships with college personnel.
- 8.6.16 Work collaboratively with the SCC administrator on updates and modifications to the Handbook and publish the Handbook annually, and provide a copy of the handbook to SCC no later than thirty (30) days after publication.
- 8.6.17 UNITY shall be the sole entity responsible for providing students* with a Free and Appropriate Public Education (FAPE) under IDEA. UNITY will fund any monetary individually student based accommodation needed for

student access to SCC courses (I.e. personal care attendant or assistive technology device) in accordance to Section 504 or ADA. *Student/s is limited to those students who are dually enrolled in UNITY and SCC through UNITY's agreement. MCHS students requiring disability-related accommodations will follow college procedures for having them authorized by SCC DSPS. SCC DSPS will collaborate with UNITY to ensure accommodations for MCHS students are properly implemented.

8.6.18 Every two years or as vacancy is needed, UNITY will extend an invitation to SCC Academic Senate and administration to serve on the UNITY Board of directors.

8.7 SCC (Santiago Canyon College) and UNITY shall jointly be responsible for the following:

8.7.1 Share responsibility for evaluating the MCHS in order to make adjustments as necessary to ensure the viability of the MCHS.

8.7.2 Re-evaluate students at the end of the semester to maintain required levels of high school and college achievement.

9. MCHS Funding. UNITY and SCC shall not share any funding or revenue based upon student attendance at MCHS. UNITY shall receive state average daily attendance funding as an alternative school based upon a SB 379 minimum instructional day. SCC shall receive all apportionment for the community college classes attended by students outside their SB 379 instructional minute requirement. UNITY will be responsible for paying the mandatory health fee, student photo ID fee and student service fee (optional) for only UNITY students taking classes at SCC site.

10. Insurance. Both parties shall insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain during the term hereof insurance or self-insurance insuring against the peril of bodily injury, personal injury, property damage and including a contractual liability endorsement with a limit of liability at least one million dollars (\$1,000,000) per occurrence and three million (\$3,000,000) in the aggregate; California Workers' Compensation Insurance on their employees performing any services under this Agreement. Certificates of insurance, or other satisfactory documentation, evidencing that the insurance coverage specified herein is in full force and effect throughout the term of this Agreement shall be provided to the other party prior to commencement of operations.

11. Emergency Preparedness: UNITY and SCC will work collaboratively to develop and implement a protocol on how emergencies will be addressed for MCHS students. These protocols will be included in the Dual Enrollment Student/Parent Handbook and include access to the SCC Health Center. In addition, parents of UNITY students will complete and sign a treatment authorization form and provide to the SCC Student Health and Wellness Center.
12. Notice. Any notice required or permitted under this agreement shall be deemed given when actually delivered or when deposited in the mail addressed as follows:

To UNITY: Dr. Erin Craig, Executive Director
Unity Schools SoCal
960 North Tustin Street #239
Orange, CA 92867

To SCC: Dr. John Hernandez, Interim President
Santiago Canyon College
8045 E Chapman Ave
Orange, CA 92869

12. Term of Agreement:

- 12.1 The term of this agreement shall be for a period of five (5) years, and then shall be automatically renewed for two (2) additional five-year periods unless either Party provides a notice of cancellation to the other Party no later than one (1) semester prior to the expiration of the initial five-year period, except as set forth in Paragraph 12.2 below.
- 12.2 In the event that the SCC provides notice of cancellation to the UNITY prior to the end of the initial five-year period, in order to allow all MCHS students the opportunity to graduate from the MCHS, this agreement shall phase out over a period of two additional years in a mutually agreed upon plan.

13. Arbitration. If the parties are unable to resolve any dispute of difference between the Parties within fourteen (14) days, or a longer period if both Parties agree in writing, the dispute or

difference shall only be decided through binding arbitration in accordance with the current rules of the American Arbitration Association at the time of the dispute. No arbitration may include any person or Party other than UNITY, SCC, and any other person who is substantially involved in a common question of law or fact and whose presence is required to accord complete relief in the arbitration. The arbitrator's or arbitrators' award shall be final and judgment may be entered upon it in accordance with the applicable law in any court which has jurisdiction. A Party demanding arbitration shall file a demand notice with other Party and the American Arbitration Association within reasonable time. No Party may demand arbitration after the date that legal or equitable proceedings of such claim or dispute would be barred by the applicable statute of limitations.

26. Assignment. Neither Party shall sell, assign, or sublease its rights under this agreement without the prior written consent of the other Party. Consent in one instance shall not prevent this provision from applying to a subsequent instance.
27. Mutual Indemnification. Each Party agrees to hold harmless, defend and indemnify the other Party against all actions, claims or demands arising out of acts or omissions on the part of the indemnifying Party, except to the extent that such actions, claims or demands are the result of the acts or omissions of the other (non-indemnifying) Party.
28. Entire Agreement. This Agreement is fully integrated. UNITY and SCC intend this Agreement to be the final expression of their understanding with respect to the subject matter and as a complete and exclusive statement of the terms and conditions. This Agreement shall supersede all oral or written, prior and contemporaneous agreements and understandings in connection with this Agreement.
29. Waiver and Severability Clause. One or more waivers of any term condition or covenant by either party shall not be construed as a waiver of any other term, condition or covenant. If any provision of this Agreement is held, in whole or in part, to be unenforceable for any reason, the remainder of that provision and of the entire Agreement shall be severable and remain in effect.

IN WITNESS WHEREOF, this agreement for affiliation and use of facilities is executed in duplicate as set forth below by the duly authorized representative of UNITY and SCC as of the date herein above written.

IN WITNESS WHEREOF, this agreement for affiliation and use of facilities is executed in duplicate as set forth below by the duly authorized representative of UNITY and SCC as of the date herein above written.

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

Signature:

Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services

Date

Name of Organization:

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

Address:

8045 East Chapman
Orange, CA 92869

Signature:

Erin Craig, Ed.D.
Founding Executive Director

Date

Name of Organization:

Unity Middle College High School

Address:

1310 East Lincoln Avenue Street
Orange CA, 92865,

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

To: Board of Trustees	Date: June 12, 2017
Re: Approval of Renewal of Five-Year Instructional Services Agreement with the Integrated Resources Institute	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District collaborates, through an Instructional Services Agreement, with the Integrated Resources Institute (IRI) to provide noncredit, short-term employment preparation classes at the Children’s Hospital of Orange County (CHOC) to adults with cognitive impairments. The current agreement expires June 30, 2017 and IRI is requesting a new five-year agreement effective July 1, 2017 through June 30, 2022 (District contract # SCC 17-0612A).

ANALYSIS

Through the renewal of this Instructional Services Agreement, Santiago Canyon College, Orange Education Center will continue to provide noncredit, short-term employment preparation classes at the CHOC effective July 1, 2017 through June 30, 2022. IRI will provide staff, classrooms, and worksite training locations within the CHOC. RSCCD will collect State apportionment for these classes and reimburse IRI \$2.75 per student attendance hour.

RECOMMENDATION

It is recommended that the Board of Trustees approve the renewal of the Five-Year Instructional Services Agreement with the Integrated Resources Institute.

Fiscal Impact: Apportionment	Board Date: June 12, 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	

FIVE (5) YEAR INSTRUCTIONAL SERVICES AGREEMENT

BETWEEN THE

INTEGRATED RESOURCES INSTITUTE

AND THE

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is entered into this First day of July, 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 INTEGRATED RESOURCES INSTITUTE, 23172 Plaza Pointe Drive, Suite 110, Laguna Hills, CA 92653, hereinafter referred to as "INTEGRATED RESOURCES INSTITUTE."

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 INTEGRATED RESOURCES INSTITUTE; 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, INTEGRATED RESOURCES INSTITUTE represents that it is a non-profit adult day program that provides community based vocational training to adults within the DISTRICT service area; and

WHEREAS, INTEGRATED RESOURCES INSTITUTE represents that it has been very successful at locating competitive integrated employment for a high percentage of the individuals they serve; and

WHEREAS, through this Agreement with INTEGRATED RESOURCES INSTITUTE, DISTRICT intends to provide educational programs for the benefit of eligible students of the DISTRICT at various facilities, including the Children's Hospital of Orange County (CHOC), 1201 W. La Veta Avenue, Orange, CA 92868; and

WHEREAS, INTEGRATED RESOURCES INSTITUTE 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, INTEGRATED RESOURCES INSTITUTE 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, INTEGRATED RESOURCES INSTITUTE maintains current and accurate student attendance and progress records, and INTEGRATED RESOURCES INSTITUTE 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, INTEGRATED RESOURCES INSTITUTE 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 INTEGRATED RESOURCES INSTITUTE;

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 five (5) years, commencing July 1, 2017 and terminating June 30, 2022, unless earlier terminated by either party in the manner set forth herein.

C. OPTIONAL TERMINATION:

INTEGRATED RESOURCES INSTITUTE 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 INTEGRATED RESOURCES INSTITUTE, including the Children’s Hospital of Orange County (CHOC), 1201 W. La Veta 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	CHOC	6,000
SSD 787	Employment Preparation for Adults with Developmental Disabilities	CHOC	9,000
WKPR 010	Customer Service for the Medical Field	CHOC	6,300
VMED 022	Business Procedures for Medical Assistants.	CHOC	18,900

Total Hours per Fiscal Year	40,200
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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 INTEGRATED RESOURCES INSTITUTE 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, INTEGRATED RESOURCES INSTITUTE 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 INTEGRATED RESOURCES INSTITUTE.

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. INTEGRATED RESOURCES INSTITUTE shall not claim state apportionment for the same student attendance hours claimed by DISTRICT.
11. DISTRICT shall reimburse INTEGRATED RESOURCES INSTITUTE for use of staff and facilities, in accordance with the terms stated in Section F, "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 INTEGRATED RESOURCES INSTITUTE:

1. INTEGRATED RESOURCES INSTITUTE shall provide staff and facilities for DISTRICT to utilize in the operation of its instructional programs for eligible students of the DISTRICT.
2. INTEGRATED RESOURCES INSTITUTE 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), INTEGRATED RESOURCES INSTITUTE 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 INTEGRATED RESOURCES INSTITUTE staff for services under the terms of this Agreement. Any and all salaries and benefits payable or owing to INTEGRATED RESOURCES INSTITUTE staff who are used as instructors under the terms of this Agreement are the sole responsibility and liability of INTEGRATED RESOURCES INSTITUTE.
5. INTEGRATED RESOURCES INSTITUTE 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
 - Employment Preparation for Adults with Developmental Disabilities
Minimum 22.5 hours per week, for a total of 900 hours per fiscal year
 - Customer Service for the Medical Field
Minimum 7.5 hours per week for a total of 315 hours per fiscal year
 - Business Procedures for Medical Assistants
Minimum 22.5 hours per week for a total of 945 hours per fiscal year
6. INTEGRATED RESOURCES INSTITUTE 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. INTEGRATED RESOURCES INSTITUTE shall provide all necessary instructional supplies and equipment for the students covered by the Agreement. All material and equipment supplied by INTEGRATED RESOURCES INSTITUTE shall remain the property of INTEGRATED RESOURCES INSTITUTE and shall not be removed from the premises without permission of INTEGRATED RESOURCES INSTITUTE
8. INTEGRATED RESOURCES INSTITUTE shall not charge students receiving instruction and training under this Agreement additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this contract.
9. INTEGRATED RESOURCES INSTITUTE 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. INTEGRATED RESOURCES INSTITUTE 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. INTEGRATED RESOURCES INSTITUTE 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. INTEGRATED RESOURCES INSTITUTE 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. INTEGRATED RESOURCES INSTITUTE 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 INTEGRATED RESOURCES INSTITUTE:

1. DISTRICT and INTEGRATED RESOURCES INSTITUTE will make available as appropriate support services such as counseling, guidance and placement assistance for the students.
2. DISTRICT and INTEGRATED RESOURCES INSTITUTE will supervise students and evaluate student progress.
3. DISTRICT and INTEGRATED RESOURCES INSTITUTE 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 INTEGRATED RESOURCES INSTITUTE for the use of staff and facilities at the rate of \$2.75 per student attendance hour, up to a maximum of 25,200 hours (\$69,300) 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 INTEGRATED RESOURCES INSTITUTE's contract cost of operating the instructional programs covered by this Agreement.
2. INTEGRATED RESOURCES INSTITUTE shall submit certified statements and billing quarterly 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. INTEGRATED RESOURCES INSTITUTE 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 INTEGRATED RESOURCES INSTITUTE 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

INTEGRATED RESOURCES INSTITUTE:

Integrated Resources Institute
23172 Plaza Pointe Drive, Suite 110
Laguna Hills, CA 92653
(949) 232-1172
Attention: Joseph Nacario, Executive Director

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 INTEGRATED RESOURCES INSTITUTE AND DISTRICT:

INTEGRATED RESOURCES INSTITUTE 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 INTEGRATED RESOURCES INSTITUTE, or any of INTEGRATED RESOURCES INSTITUTE's agents or employees. INTEGRATED RESOURCES INSTITUTE, 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 INTEGRATED RESOURCES INSTITUTE 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 INTEGRATED RESOURCES INSTITUTE employees and shall not be considered in any manner to be INTEGRATED RESOURCES INSTITUTE employees.

J. ALTERATION OF TERMS:

This Agreement fully expresses all understanding of DISTRICT and INTEGRATED RESOURCES INSTITUTE, 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 INTEGRATED RESOURCES INSTITUTE:

INTEGRATED RESOURCES INSTITUTE 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. INTEGRATED RESOURCES INSTITUTE shall obtain and maintain insurance, at the expense of INTEGRATED RESOURCES INSTITUTE, all workers' compensation insurance required by law for its employees in the operation of this program.
2. INTEGRATED RESOURCES INSTITUTE 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. INTEGRATED RESOURCES INSTITUTE 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 INTEGRATED RESOURCES INSTITUTE, 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, INTEGRATED RESOURCES INSTITUTE, its officers, agents, employees, and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

INTEGRATED RESOURCES INSTITUTE 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 INTEGRATED RESOURCES INSTITUTE, 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 INTEGRATED RESOURCES INSTITUTE 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:

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

INTEGRATED RESOURCES INSTITUTE

Signature:

Date:

Joseph Nacario, Executive Director
Integrated Resources Institute
23172 Plaza Pointe Drive, Suite 110
Laguna Hills, CA 92653
(949) 232-1172

Rancho Santiago Comm Coll District

Board Meeting of 06/12/17

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 05/17/17 Thru 05/31/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64930	General Fund Unrestricted	0.00	536.40	-536.40	92*0485579	92*0485579
65057	General Fund Unrestricted	1,494.70	0.00	1,494.70	92*0487380	92*0487393
65058	General Fund Unrestricted	42,412.63	0.00	42,412.63	92*0487400	92*0487425
65062	General Fund Unrestricted	40,387.67	0.00	40,387.67	92*0487433	92*0487450
65063	General Fund Unrestricted	3,780.00	0.00	3,780.00	92*0487464	92*0487478
65064	General Fund Unrestricted	12,255.67	0.00	12,255.67	92*0487483	92*0487513
65065	General Fund Unrestricted	3,000.07	0.00	3,000.07	92*0487514	92*0487524
65070	General Fund Unrestricted	15,919.11	0.00	15,919.11	92*0487537	92*0487565
65071	General Fund Unrestricted	4,638.33	0.00	4,638.33	92*0487569	92*0487581
65072	General Fund Unrestricted	18.90	0.00	18.90	92*0487584	92*0487584
65075	General Fund Unrestricted	482.20	0.00	482.20	92*0487601	92*0487601
65076	General Fund Unrestricted	3,818.67	0.00	3,818.67	92*0487609	92*0487614
65077	General Fund Unrestricted	4,141.46	0.00	4,141.46	92*0487630	92*0487641
65082	General Fund Unrestricted	11,612.49	0.00	11,612.49	92*0487686	92*0487709
65083	General Fund Unrestricted	51,387.81	0.00	51,387.81	92*0487729	92*0487739
65086	General Fund Unrestricted	5,698.11	0.00	5,698.11	92*0487763	92*0487767
65087	General Fund Unrestricted	32,319.88	0.00	32,319.88	92*0487773	92*0487798
65088	General Fund Unrestricted	96,394.55	0.00	96,394.55	92*0487804	92*0487806
65092	General Fund Unrestricted	15,367.24	0.00	15,367.24	92*0487827	92*0487843
65094	General Fund Unrestricted	6,141.46	0.00	6,141.46	92*0487861	92*0487889
65095	General Fund Unrestricted	6,317.96	0.00	6,317.96	92*0487899	92*0487906
65096	General Fund Unrestricted	35,348.20	0.00	35,348.20	92*0487913	92*0488001
65100	General Fund Unrestricted	16,568.24	0.00	16,568.24	92*0488014	92*0488026
65101	General Fund Unrestricted	68,787.26	0.00	68,787.26	92*0488038	92*0488057
Total Fund 11 General Fund Unrestricted		\$478,292.61	\$536.40	\$477,756.21		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64978	General Fund Restricted	0.00	417.60	-417.60	92*0486011	92*0486011
64989	General Fund Restricted	0.00	310.00	-310.00	92*0486156	92*0486156
65035	General Fund Restricted	0.00	124.95	-124.95	92*0486983	92*0486983
65057	General Fund Restricted	834.82	0.00	834.82	92*0487382	92*0487397
65058	General Fund Restricted	12,578.02	0.00	12,578.02	92*0487398	92*0487424
65062	General Fund Restricted	47,551.97	0.00	47,551.97	92*0487431	92*0487449
65063	General Fund Restricted	19,105.36	0.00	19,105.36	92*0487452	92*0487480
65064	General Fund Unrestricted	9,235.62	0.00	9,235.62	92*0487481	92*0487510
65070	General Fund Restricted	7,462.64	0.00	7,462.64	92*0487539	92*0487556
65071	General Fund Restricted	12,326.43	0.00	12,326.43	92*0487567	92*0487582
65075	General Fund Restricted	183,045.43	0.00	183,045.43	92*0487588	92*0487606
65076	General Fund Restricted	3,477.35	0.00	3,477.35	92*0487607	92*0487627
65077	General Fund Restricted	5,020.03	0.00	5,020.03	92*0487628	92*0487639
65082	General Fund Restricted	44,020.52	0.00	44,020.52	92*0487677	92*0487721
65083	General Fund Restricted	14,638.27	641.82	13,996.45	92*0487722	92*0487753
65086	General Fund Restricted	48,283.89	0.00	48,283.89	92*0487759	92*0487772
65087	General Fund Restricted	34,254.78	0.00	34,254.78	92*0487775	92*0487802
65088	General Fund Restricted	6,229.13	0.00	6,229.13	92*0487803	92*0487812
65092	General Fund Restricted	6,200.56	0.00	6,200.56	92*0487822	92*0487845
65093	General Fund Restricted	35,331.71	0.00	35,331.71	92*0487846	92*0487860
65094	General Fund Restricted	78,271.12	0.00	78,271.12	92*0487863	92*0487894
65095	General Fund Restricted	75,055.52	0.00	75,055.52	92*0487897	92*0487912
65100	General Fund Restricted	5,910.92	0.00	5,910.92	92*0488013	92*0488034
65101	General Fund Restricted	3,430.41	0.00	3,430.41	92*0488035	92*0488053
Total Fund 12 General Fund Restricted		\$652,264.50	\$1,494.37	\$650,770.13		

Checks Written for Period 05/17/17 Thru 05/31/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65058	GF Unrestricted One-Time Func	380.50	0.00	380.50	92*0487401	92*0487401
65062	GF Unrestricted One-Time Func	2,188.06	0.00	2,188.06	92*0487432	92*0487451
65063	GF Unrestricted One-Time Func	113.59	0.00	113.59	92*0487462	92*0487462
65064	General Fund Unrestricted	4,150.65	0.00	4,150.65	92*0487492	92*0487495
65070	GF Unrestricted One-Time Func	698.91	0.00	698.91	92*0487566	92*0487566
65071	General Fund Restricted	10,647.93	0.00	10,647.93	92*0487576	92*0487583
65076	General Fund Restricted	3,316.33	0.00	3,316.33	92*0487608	92*0487620
65077	GF Unrestricted One-Time Func	5,353.37	0.00	5,353.37	92*0487634	92*0487640
65082	GF Unrestricted One-Time Func	9,040.00	0.00	9,040.00	92*0487691	92*0487714
65083	GF Unrestricted One-Time Func	7,974.62	0.00	7,974.62	92*0487723	92*0487749
65088	GF Unrestricted One-Time Func	12,207.37	0.00	12,207.37	92*0487813	92*0487813
65092	GF Unrestricted One-Time Func	687.72	0.00	687.72	92*0487828	92*0487828
65093	General Fund Restricted	26,188.42	0.00	26,188.42	92*0487849	92*0487856
65094	GF Unrestricted One-Time Func	11,282.76	0.00	11,282.76	92*0487862	92*0487896
65100	GF Unrestricted One-Time Func	3,863.38	0.00	3,863.38	92*0488018	92*0488031
65101	GF Unrestricted One-Time Func	234.00	0.00	234.00	92*0488052	92*0488052
Total Fund 13 GF Unrestricted One-Time		\$98,327.61	\$0.00	\$98,327.61		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65056	Child Development Fund	11,837.21	0.00	11,837.21	92*0487359	92*0487379
65061	Child Development Fund	18,351.05	0.00	18,351.05	92*0487428	92*0487430
65069	Child Development Fund	781.20	0.00	781.20	92*0487535	92*0487536
65074	Child Development Fund	315.98	0.00	315.98	92*0487587	92*0487587
65081	Child Development Fund	4,134.59	0.00	4,134.59	92*0487664	92*0487676
65085	Child Development Fund	4,899.69	0.00	4,899.69	92*0487755	92*0487758
65090	Child Development Fund	1,185.72	0.00	1,185.72	92*0487819	92*0487820
65099	Child Development Fund	9,728.82	0.00	9,728.82	92*0488006	92*0488012
Total Fund 33 Child Development Fund		<u>\$51,234.26</u>	<u>\$0.00</u>	<u>\$51,234.26</u>		

Checks Written for Period 05/17/17 Thru 05/31/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65055	Capital Outlay Projects Fund	56,477.98	0.00	56,477.98	92*0487352	92*0487358
65060	Capital Outlay Projects Fund	8,840.00	0.00	8,840.00	92*0487427	92*0487427
65068	Capital Outlay Projects Fund	18,221.29	0.00	18,221.29	92*0487529	92*0487534
65073	Capital Outlay Projects Fund	11,325.29	0.00	11,325.29	92*0487585	92*0487586
65080	Capital Outlay Projects Fund	255,620.38	0.00	255,620.38	92*0487651	92*0487663
65084	Capital Outlay Projects Fund	3,407.20	0.00	3,407.20	92*0487754	92*0487754
65089	Capital Outlay Projects Fund	10,333.09	0.00	10,333.09	92*0487814	92*0487818
65091	Capital Outlay Projects Fund	137,180.00	0.00	137,180.00	92*0487821	92*0487821
65098	Capital Outlay Projects Fund	1,375.00	0.00	1,375.00	92*0488005	92*0488005
Total Fund 41 Capital Outlay Projects Fun		\$502,780.23	\$0.00	\$502,780.23		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65054	Bond Fund, Measure Q	126,444.64	0.00	126,444.64	92*0487349	92*0487351
65067	Bond Fund, Measure Q	773.79	0.00	773.79	92*0487527	92*0487528
65079	Bond Fund, Measure Q	2,469,649.33	0.00	2,469,649.33	92*0487643	92*0487650
65097	Bond Fund, Measure Q	536,959.53	0.00	536,959.53	92*0488002	92*0488004
Total Fund 43 Bond Fund, Measure Q		<u><u>\$3,133,827.29</u></u>	<u><u>\$0.00</u></u>	<u><u>\$3,133,827.29</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65059	Property and Liability Fund	3,122.15	0.00	3,122.15	92*0487426	92*0487426
65066	Property and Liability Fund	7,140.30	0.00	7,140.30	92*0487525	92*0487526
65078	Property and Liability Fund	300.00	0.00	300.00	92*0487642	92*0487642
Total Fund 61 Property and Liability Fund		<u><u>\$10,562.45</u></u>	<u><u>\$0.00</u></u>	<u><u>\$10,562.45</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	477,756.21
Total Fund 12 General Fund Restricted	650,770.13
Total Fund 13 GF Unrestricted One-Time Fund	98,327.61
Total Fund 33 Child Development Fund	51,234.26
Total Fund 41 Capital Outlay Projects Fund	502,780.23
Total Fund 43 Bond Fund, Measure Q	3,133,827.29
Total Fund 61 Property and Liability Fund	10,562.45
Grand Total:	<u><u>\$4,925,258.18</u></u>

Checks Written for Period 05/12/17 Thru 05/29/17

<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>
311705320	Bookstore Fund	854,089.24	5,057.41	849,031.83	31*0107933	31*0107949
311705427	Bookstore Fund	37,726.88	0.00	37,726.88	31*0107950	31*0107966
Total Fund 31 Bookstore Fund		<u><u>\$891,816.12</u></u>	<u><u>\$5,057.41</u></u>	<u><u>\$886,758.71</u></u>		

Checks Written for Period 05/12/17 Thru 05/29/17

<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>
711705320	Associated Students Fund	5,821.44	0.00	5,821.44	71*0007995	71*0008001
711705427	Associated Students Fund	10,591.52	0.00	10,591.52	71*0008002	71*0008017
Total Fund 71 Associated Students Fund		<u><u>\$16,412.96</u></u>	<u><u>\$0.00</u></u>	<u><u>\$16,412.96</u></u>		

Checks Written for Period 05/12/17 Thru 05/29/17

<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>
721705320	Representation Fee Trust Fund	152.37	0.00	152.37	72*0000110	72*0000112
Total Fund 72 Representation Fee Trust Fun		<u><u>\$152.37</u></u>	<u><u>\$0.00</u></u>	<u><u>\$152.37</u></u>		

Checks Written for Period 05/12/17 Thru 05/29/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
761705320	Community Education Fund	469,347.63	0.00	469,347.63	76*0007163	76*0007169
Total Fund 76 Community Education Fund		<u>\$469,347.63</u>	<u>\$0.00</u>	<u>\$469,347.63</u>		

Checks Written for Period 05/12/17 Thru 05/29/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
791705320	Diversified Trust Fund	359,476.24	96.00	359,380.24	79*0020733	79*0020749
791705427	Diversified Trust Fund	87,767.41	0.00	87,767.41	79*0020750	79*0020772
Total Fund 79 Diversified Trust Fund		<u>\$447,243.65</u>	<u>\$96.00</u>	<u>\$447,147.65</u>		

Checks Written for Period 05/12/17 Thru 05/29/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811705320	Diversified Agency Fund	35,908.98	0.00	35,908.98	81*0047691	81*0047736
811705427	Diversified Agency Fund	17,360.01	0.00	17,360.01	81*0047737	81*0047749
Total Fund 81 Diversified Agency Fund		<u>\$53,268.99</u>	<u>\$0.00</u>	<u>\$53,268.99</u>		

SUMMARY

Total Fund 31 Bookstore Fund	886,758.71
Total Fund 71 Associated Students Fund	16,412.96
Total Fund 72 Representation Fee Trust Fund	152.37
Total Fund 76 Community Education Fund	469,347.63
Total Fund 79 Diversified Trust Fund	447,147.65
Total Fund 81 Diversified Agency Fund	53,268.99
Grand Total:	<u><u>\$1,873,088.31</u></u>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/16/2017 To 05/29/2017
Board Meeting on 06/12/2017**

BACKGROUND

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

ANALYSIS

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

BUDGET TRANSFERS		From	To
<u>Fund 11: General Fund Unrestricted</u>			
2000	CLASSIFIED SALARIES	23	
3000	EMPLOYEE BENEFITS		23
4000	SUPPLIES & MATERIALS		9,105
5000	OTHER OPERATING EXP & SERVICES	1,993	
6000	CAPITAL OUTLAY	7,112	
		\$9,128	\$9,128
<u>Fund 12: General Fund Restricted</u>			
1000	ACADEMIC SALARIES		38,728
2000	CLASSIFIED SALARIES	81,446	
3000	EMPLOYEE BENEFITS		555
4000	SUPPLIES & MATERIALS		1,421
5000	OTHER OPERATING EXP & SERVICES		66,487
6000	CAPITAL OUTLAY	35,100	
7000	OTHER OUTGO		9,355
		\$116,546	\$116,546
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
4000	SUPPLIES & MATERIALS		7,834
6000	CAPITAL OUTLAY		6,906
7900	RESERVE FOR CONTINGENCIES	14,740	
		\$14,740	\$14,740
<u>Fund 41: Capital Outlay Projects Fund</u>			
5000	OTHER OPERATING EXP & SERVICES		65,300
6000	CAPITAL OUTLAY	65,300	
		\$65,300	\$65,300
<u>Fund 79: Diversified Trust Fund</u>			
4000	SUPPLIES & MATERIALS		2,238
6000	CAPITAL OUTLAY	2,238	
		\$2,238	\$2,238

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/16/2017 To 05/29/2017
Board Meeting on 06/12/2017**

BUDGET INCREASES AND DECREASES

		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
8600	STATE REVENUES	51,462	
8800	LOCAL REVENUES	15,000	
1000	ACADEMIC SALARIES		12,691
2000	CLASSIFIED SALARIES		4,509
3000	EMPLOYEE BENEFITS		(13,492)
4000	SUPPLIES & MATERIALS		(450)
5000	OTHER OPERATING EXP & SERVICES		63,204
Total Transfer Fund 12		\$66,462	\$66,462

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

RECOMMENDATION

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/16/2017 To 05/29/2017
Board Meeting on 06/12/2017**

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

BUDGET TRANSFERS		From	To
<u>Fund 12: General Fund Restricted</u>			
B021122	05/16/17		
2000	CLASSIFIED SALARIES	72,000	
5000	OTHER OPERATING EXP & SERVICES		72,000
Total Reference B021122		\$72,000	\$72,000
Reason: Special Project Adjustment			
Description: Tx unused classified/stu assist salary to contr svcs			
B021142	05/18/17		
1000	ACADEMIC SALARIES		26,857
2000	CLASSIFIED SALARIES		15,629
3000	EMPLOYEE BENEFITS		7,366
5000	OTHER OPERATING EXP & SERVICES	52,164	
6000	CAPITAL OUTLAY		2,312
Total Reference B021142		\$52,164	\$52,164
Reason: Special Project Adjustment			
Description: Adjustments to 16/17 Equity Budget			
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
B021141	05/18/17		
4000	SUPPLIES & MATERIALS		8,951
6000	CAPITAL OUTLAY		5,789
7900	RESERVE FOR CONTINGENCIES	14,740	
Total Reference B021141		\$14,740	\$14,740
Reason: Adjustment			
Description: Purchase of AV parts/cables for mediated classrooms			
<u>Fund 41: Capital Outlay Projects Fund</u>			
B021145	05/19/17		
5000	OTHER OPERATING EXP & SERVICES		50,000
6000	CAPITAL OUTLAY	50,000	
Total Reference B021145		\$50,000	\$50,000
Reason: Special Project Adjustment			
Description: Create new PO for electricity charges for CHAP			

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/16/2017 To 05/29/2017
Board Meeting on 06/12/2017**

BUDGET INCREASES AND DECREASES

Revenue Appropriation

Fund 12: General Fund Restricted

B021132 05/17/17

8600 STATE REVENUES

51,462

5000 OTHER OPERATING EXP & SERVICES

51,462

Total Reference B021132

\$51,462

\$51,462

Reason: New Budget

Description: #1257 CITD Step, Board approved 5/15/17

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

To:	Board of Trustees	Date: June 12, 2017
Re:	Adoption of Resolution No. 17-15 – Separate Bank and Investment Accounts	
Action:	Request for Adoption	

BACKGROUND

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

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

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 17-15, Separate Bank and Investment Accounts as presented.

Fiscal Impact:	Not applicable	Board Date: June 12, 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
BOARD OF TRUSTEES**

Resolution Regarding Separate Bank and Investment Accounts

Resolution No. 17-15

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

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

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

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

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

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

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

Rancho Santiago Community College District

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

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

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

Account #: 748-009156

Account Name: Rancho Santiago Community College District

Type: Business Interest Checking Account Depository Account

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

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

Signatures Required: 2 live signatures

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

Account #: 030-791640

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

Type: Business Checking Account

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

checking account was set up for each of the colleges and this account will be reconciled by the Accounting department as well as Cashiering.

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

Signatures Required: 1 live signature

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

Account #: 030-791624

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

Type: Business Checking Account

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

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

Signatures Required: 1 live signature

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

Account #: 748-009149

Account Name: Rancho Santiago Community College District – Don Bookstore

Type: Business Interest Checking Account

Purpose of Account: Bookstore Fund Income/Expenses.

Authorized Signatures: R. Raul Rodriguez - Chancellor
Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O’Connor - Asst Vice Chancellor Fiscal
Michael T. Collins - Vice President Admin Svcs

Signatures Required: 1 Facsimile and 1 live signature

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

Account #: 748-003738

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

Type: Business Interest Checking Account

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

Authorized Signatures: R. Raul Rodriguez - Chancellor
Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O’Connor - Asst Vice Chancellor Fiscal
Michael T. Collins - Vice President Admin Svcs
Arleen Satele - Vice President Admin Svcs

Signatures Required: 1 live signature

6. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705

(714) 285-4500

Account #: 030-928010

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

Type: Business Checking Account

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

Authorized Signatures:	R. Raul Rodriguez	- Chancellor
	Judyanne Chitlik	- Vice Chancellor
	Enrique Perez	- Vice Chancellor
	Peter J. Hardash	- Vice Chancellor
	Adam M. O'Connor	- Asst Vice Chancellor Fiscal
	Michael T. Collins	- Vice President Admin Svcs
	Arleen Satele	- Vice President Admin Svcs

Signatures Required: 1 live signature

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

Account #: 748-009222

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

Type: Business Interest Checking Account

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

Authorized Signatures:	R. Raul Rodriguez	- Chancellor
	Judyanne Chitlik	- Vice Chancellor
	Enrique Perez	- Vice Chancellor
	Peter J. Hardash	- Vice Chancellor
	Adam M. O'Connor	- Asst Vice Chancellor Fiscal
	Michael T. Collins	- Vice President Admin Svcs
	Arleen Satele	- Vice President Admin Svcs

Signatures Required: 1 Facsimile and 1 live signature

8. Bank Name/Address: **Bank of the West**

103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 748-009255

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

Type: Business Interest Checking Account

Purpose of Account: Community Education Fund Income/Expenses.

Authorized Signatures: R. Raul Rodriguez - Chancellor
Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Michael T. Collins - Vice President Admin Svcs
Arleen Satele - Vice President Admin Svcs

Signatures Required: 1 Facsimile and 1 live signature

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

Account #: 748-004009

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

Type: Business Interest Checking Account

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

Authorized Signatures: R. Raul Rodriguez - Chancellor
Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Michael T. Collins - Vice President Admin Svcs
Arleen Satele - Vice President Admin Svcs

- Signatures Required: 1 Facsimile and 1 live signature
10. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500
- Account #: 748-009180
- Account Name: Rancho Santiago Community College District - Diversified Trust Fund
- Type: Business Interest Checking Account
- Purpose of Account: Serves as a depository for Auxiliary sales and commission revenues; entertainment ticket sales, bus pass sales and funding for athletic teams, college and district programs.
- Authorized Signatures: R. Raul Rodriguez - Chancellor
Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Michael T. Collins - Vice President Admin Svcs
Arleen Satele - Vice President Admin Svcs
- Signatures Required: 1 Facsimile and 1 live signature
11. Bank Name/Address: **Wells Fargo Bank**
2700 N Main St
Santa Ana, CA 92705
(714) 973-3636
- Account #: 034-4063961
- Account Name: Rancho Santiago Community College District Federal Programs
- Type: Basic Business Checking Public Funds
- Purpose of Account: Serves as depository for all electronic fund transfers for all federal programs.
- Authorized Signatures: R. Raul Rodriguez - Chancellor
Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor

Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 2 live signatures

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

Account #: 034-4059183

Account Name: Rancho Santiago Community College District

Type: Basic Business Checking Public Funds – Revolving Fund

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

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

Signatures Required: 1 live signature

13. Bank Name/Address: **Wells Fargo Bank**
16550 Bloomfield Ave.
Cerritos, CA 90703
(800) 289-3557

Account #: 4123-586257

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

Type: Business Checking Account

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

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

- Signatures Required: 1 live signature
14. Bank Name/Address: **Wells Fargo Bank**
16550 Bloomfield Ave.
Cerritos, CA 90703
(503) 886-3341
- Account #: 4126026483
- Account Name: Rancho Santiago Community College District – CorVel Corp as Agent
- Type: Wholesale Checking Account
- Purpose of Account: Workers’ Compensation Fund \$10,000 imprest account maintained on our behalf by Corvel Corporation, and used to pay claims.
- Authorized Signatures: Richard Schweppe, Chief Financial Officer
- Signatures Required: 1 live signature
15. Investment Name: **Local Agency Investment Fund**
State of California
State Treasurer’s Office
- Investment Address: PO Box 942809
Sacramento, CA 94209-0001
(916) 653-3001
- Account #: 75-30-010
- Account Name: Rancho Santiago Community College District
- Type: Investment Fund
- Purpose of Account: Retiree Benefit fund (part) and short term investment pool.
- Authorized Signatures: R. Raul Rodriguez - Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O’Connor - Asst Vice Chancellor Fiscal
- Signatures Required: 2 (typically phone in and must provide password)

District Foundation Accounts

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

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

Account #: 103478-01
Account Name: Rancho Santiago Community College District Foundation
Type: Savings Account
Purpose of Account: This serves as a depository for all donations received for fundraising events, programs and grants for the District Foundation. This earns higher interest rate and withdrawals are made only for immediate need of the District Foundation.

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

Signatures Required: 2

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

Account #: 103478-06
Account Name: Rancho Santiago Community College District Foundation
Type: Money Market Account
Purpose of Account: This serves as a depository related to upcoming investments or sale of investments of the District Foundation. This usually yields a higher rate of return and withdrawals are made only for immediate need of the District Foundation.

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

Signatures Required: 2

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

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

Account #: 103478-75
Account Name: Rancho Santiago Community College District Foundation
Type: Checking Account
Purpose of Account: This serves as a depository for all donations received by the District Foundation for fundraising events, programs and grants. Disbursements of expenditures are made for operating expenses and distribution of proceeds of the fundraising events to affiliated Foundations.
Authorized Signatures: R. Raul Rodriguez - Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 2

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

Account #: 714-212540-037

Account Name: RSCCD Foundation

Type: Investment Account

Purpose of Account: Long Term investment accounts that hold unrestricted funds and programmatic funds.

Authorized Signatures: Peter J. Hardash - Vice Chancellor

Signatures Required: Phone call and password

Santa Ana College Foundation Accounts

20. Bank Name/Address: **Citizens Business Bank**
2000 E. 4th Street, Suite 100
Santa Ana, CA 92706
(888) 222-5432, (714) 967-7222

Account #: 030424670
Account Name: Santa Ana College Foundation
Type: Checking Account
Purpose of Account: Serves as a depository account for all donor contributions and for disbursements for the expenses incurred. Any amount above \$200,000 in any given month gets transferred to interest account # 7006

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

Signatures Required: 2

21. Bank Name/Address: **Citizens Business Bank**
2000 E. 4th Street, Suite 100
Santa Ana, CA 92706
(888) 222-5432, (714) 967-7222

Account #: 7006

Account Name: Santa Ana College Foundation

Type: Interest Account/Sweep Account

Purpose of Account: Excess funds of \$200,000 in checking account #030424670 get transferred to this account for interest purposes.

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

Signatures Required: Phone call and password

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

Manager: Gerard Tamparong

Account #: 3417-0467

Account Name: Santa Ana College Foundation/Title V
Type: Investment Account
Purpose of Account: Long Term investment account that holds Title V
Endowment Funds. Investment firm follows Foundation
Investment Policy

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

Signatures Required: Phone call and password

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

Manager: Gerard Tamparong

Account #: 4761-8718

Account Name: Santa Ana College Foundation/Restricted

Type: Investment Account

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

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

Signatures Required: Phone call and password

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

Manager: Gerard Tamparong

Account #: 7095-5099

Account Name: Santa Ana College Foundation/General Scholarship

Type: Investment Account

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

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

Signatures Required: Phone call and password

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

Manager: Gerard Tamparong

Account #: 4855-5996

Account Name: Santa Ana College Foundation/Unrestricted

Type: Investment Account

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

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

Signatures Required: Phone call and password

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

Manager: Gerard Tamparong

Account #: 5725-8530

Account Name: Santa Ana College Foundation/Centennial Scholarship Endowment

Type: Investment Account

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

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

Signatures Required: Phone call and password

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

Manager: Gerard Tamparong

Account #: 3707-5476

Account Name: Santa Ana College Foundation/Unrestricted Special Projects

Type: Investment Account

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

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

Signatures Required: Phone call and password

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

Manager: Gerard Tamparong
Account #: 7770-5757
Account Name: Santa Ana College Foundation/Early College Endowment Funds
Type: Investment Account
Purpose of Account: Long Term investment account that holds Early College Endowment Funds received from the State Award for Innovation grant. Investment firm follows Foundation Investment Policy.

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

Signatures Required: Phone call and password

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

Manager: Gerard Tamparong

Account #: 4101-6112

Account Name: Santa Ana College Foundation/Parent Education Program

Type: Investment Account

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

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

Signatures Required: Phone call and password

30. Bank Name/Address: **Payden & Rygel**

333 South Grand Ave
Los Angeles, CA 90071
(213) 625-1900

Manager: Gerard Tamparong

Account #: 5871-0867

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

Type: Investment Account

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

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

Signatures Required: Phone call and password

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

Account #: 66102-01

Account Name: Santa Ana College Foundation

Type: Savings/Regular Share Account

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

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

Signatures Required: Phone call and password

32. Bank Name/Address: **SchoolsFirst Federal Credit Union**

P. O. Box 11547
Santa Ana, CA 92711-1547
(714) 258-4000

Account #: 66102-06
Account Name: Santa Ana College Foundation
Type: Liquid Advantage Money Market
Purpose of Account: To hold General Operating Unrestricted Funds for short-term investment.

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

Signatures Required: Phone call and password

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

Account #: 66102-75
Account Name: Santa Ana College Foundation
Type: Investment Checking
Purpose of Account: Serves as a secondary depository account for donor contributions and disbursements. The primary checking account is held with Citizens Business Bank.

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

Signatures Required: 2

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

Account #: 11538-01

Account Name: Santa Ana College Foundation

Type: Regular Savings Share

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

Authorized Signatures: Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: Phone call and password

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

Account #: 11538-41

Account Name: Santa Ana College Foundation

Type: 24 Month CD (maturity date: 9/9/2017)

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

Authorized Signatures: Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: Phone call and password

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

Account #: 11538-42

Account Name: Santa Ana College Foundation

Type: 12 Month CD (maturity date: 11/29/2016)

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

Authorized Signatures: Michael T. Collins - Vice President Admin Svcs

Christina Romero - Foundation Director

Signatures Required: Phone call and password

Santiago Canyon College Foundation

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

Account #: 285452

Account Name: Santiago Canyon College Foundation

Type: Checking and Savings

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

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

Signatures Required: Phone call and password

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

Account #: 201-20001266

Account Name: Santiago Canyon College Foundation

Type: Merchant Account

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

Authorized Signatures John Hernandez - President

Ruth Babeshoff - Interim Vice President
Arleen Satele - Vice President Admin Svcs
Karen Bustamante - Interim Director

Signatures Required: Phone call and password

39. Bank Name/Address: **Morgan Stanley Smith Barney, LLC**
800 Newport Center Dr.
Suite #500
Newport Beach, CA 92660
(949) 717-5484

Account #: 714-212490-195

Account Name: Santiago Canyon College Foundation – Select Unified
Managed Account

Type: Investment Account

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

Authorized Signatures: Karen Bustamante - Interim Director
William F. Underwood - Foundation Treasurer

Signatures Required: Phone call and password

40. Bank Name/Address: **Morgan Stanley Smith Barney, LLC**
800 Newport Center Dr.
Suite #500
Newport Beach, CA 92660
(949) 717-5484

Account #: 714-010480-195

Account Name: Santiago Canyon College Foundation Short Term Pool

Type: Investment Account

Purpose of Account: Liquid funds for short-term needs

Authorized Signatures: Karen Bustamante - Interim Director
William F. Underwood - Foundation Treasurer

Signatures Required: Phone call and password

41. Bank Name/Address: **Morgan Stanley Smith Barney, LLC**
800 Newport Center Dr.

Suite #500
Newport Beach, CA 92660
(949) 717-5484

Account #: 714-212487-195

Account Name: Santiago Canyon College Scholarship 2000

Type: Investment Account

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

Authorized Signatures: Karen Bustamante - Interim Director
William F. Underwood - Foundation Treasurer

Signatures Required: Phone call and password

42. Bank Name/Address: **Morgan Stanley Smith Barney, LLC**
800 Newport Center Dr.
Suite #500
Newport Beach, CA 92660
(949) 717-5484

Account #: 714-219041-195

Account Name: Santiago Canyon College Sherrie Underwood Memorial

Type: Investment Account

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

Authorized Signatures: Karen Bustamante - Interim Director
William F. Underwood - Foundation Treasurer

Signatures Required: Phone call and password

43. Bank Name/Address: **Morgan Stanley Smith Barney, LLC**
800 Newport Center Dr.
Suite #500
Newport Beach, CA 92660
(949) 717-5484

Account #: 714-010371-195

Account Name: Santiago Canyon College Pirtle Memorial

Type: Investment Account

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

Authorized Signatures: Karen Bustamante - Interim Director
William F. Underwood - Foundation Treasurer

Signatures Required: Phone call and password

44. Bank Name/Address: **Morgan Stanley Smith Barney, LLC**
800 Newport Center Dr.
Suite #500
Newport Beach, CA 92660
(949) 717-5484

Account #: 714-010370-195

Account Name: Santiago Canyon College Grace Alberts Memorial

Type: Investment Account

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

Authorized Signatures: Karen Bustamante - Interim Director
William F. Underwood - Foundation Treasurer

Signatures Required: Phone call and password

ADOPTED, SIGNED AND APPROVED this 12th day of June, 2017.

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

I, Arianna Barrios, Clerk of the Board of Trustees of Rancho Santiago Community College District, do hereby certify that the foregoing Resolution was adopted by the Board of said District at a meeting of said Board held on the 12th day of June, 2017, and that it was so adopted by the following vote:

AYES:
NOES:

ABSTAIN:
ABSENT:

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

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

To:	Board of Trustees	Date: June 12, 2017
Re:	Approval of the 2017-18 Tentative Budget	
Action:	Request for Approval	

BACKGROUND

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

ANALYSIS

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

The Tentative Budget is considered a placeholder budget for operational purposes and was prepared based on the best available information. The Tentative Budget which was reviewed and recommended to District Council by the Fiscal Resources Committee (FRC), was reviewed and recommended to the Chancellor by District Council at the June 5, 2017 meeting. The proposed Adopted Budget is scheduled to be presented for approval at the September 11, 2017 Board meeting.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2017-18 proposed Tentative Budget as presented.

Fiscal Impact:	As identified in the Tentative Budget	Board Date: June 12, 2017
Prepared by:	Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

To:	Board of Trustees	Date: June 12, 2017
Re:	Approval of Amendment to Agreement with Lentz Morrissey Architects, Inc. for Professional Design Services for ADA Upgrades to the District Office	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement for an extension of time and additional architectural services. On February 22, 2016 the Board of Trustees approved an agreement with Lentz Morrissey Architects, Inc. for architectural services for the Americans with Disabilities Act (ADA) upgrades project at the District Office to address scope of work associated with accessibility improvements – to see original agreement, please [click here](#).

The District requires additional design services to address additions to the original scope as well as new requirements for Division of State Architect (DSA) and Orange County Fire Authority (OCFA) review and approval resulting from those additions. Due to the removal of the planter OCFA review is needed to ensure the emergency vehicle turnaround access is maintained. California Building Standards Administrative Code requires DSA access only review based on the estimated cost of construction. Other design changes include additional parking stalls as well as adding a left turn exit lane near the Santa Clara exit.

ANALYSIS:

The additional services covered by this amendment is a fixed fee in the amount of \$8,350, as well an extension of time to the contract. The services covered by this agreement commenced on February 23, 2016 and the new end date has been extended from June 30, 2017 to June 30, 2018. The revised total contract is a not-to-exceed fee in the amount of \$44,650.

An analysis of hours and associated tasks was provided and evaluated to justify the additional fee requested. The District has reviewed the additional tasks and found the added service fee to be fair and reasonable.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to the agreement with Lentz Morrissey Architects, Inc. for Professional Design Services for ADA Upgrades to the District Office as presented.

Fiscal Impact:	\$8,350	Board Date: June 12, 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: 6/12/17

Project: ADA Upgrades

Site: **District Office**

Consultants: **Lentz Morrissey Architecture, Inc.**

Type of Service: Professional Design Services

Agreement Summary	Amount	Reimbursables	Start	Duration	
					End
Original Contract Amount	\$31,800.00	\$ 1,000.00	2/23/2016		9/30/2016
Amendment #1	\$3,500.00	N/A	2/23/2016		6/30/2017
Amendment #2	\$8,350.00	N/A	2/23/2016		6/30/2018
Total Agreement Amount	\$44,650.00				

AGREEMENT NO: 0177.000/ DESCRIPTION:

Amendment #2 for additional design services and extension of time.

This agreement #00177.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount: **\$8,350.00**

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

SECOND AMENDMENT TO ARCHITECTURAL SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **13th** day of **June** in the year **2017**, between **LENTZ MORRISSEY ARCHITECTURE**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0177.00 entered into on February 22, 2016 and amended on September 12, 2016 to provide Architectural Services for the ADA Upgrades Project at the District Office. Please amend the AGREEMENT to include the following:
 - 1. By adding scope, as detailed per the attached Exhibit A;
 - 2. By increasing the AGREEMENT amount by EIGHT THOUSAND THREE HUNDRED FIFTY DOLLARS AND NO/100 (\$8,350.00) from THIRTY-SIX THOUSAND THREE HUNDRED DOLLARS AND NO/100 (\$36,300.000) for a total AGREEMENT amount of FORTY-FOUR THOUSAND SIX HUNDRED FIFTY DOLLARS AND NO/100 (\$44,650); and
 - 3. By extending the contract completion date from June 30, 2017 to be through June 30, 2018.
- B. Except as amended herein, the terms and conditions of AGREEMENT No. 0177.00, effective February 23, 2016, shall remain in full force and effect.

LENTZ MORRISSEY ARCHITECTURE

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____

By _____

Print Name _____

Peter J. Hardash

Title _____

Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

COPIES TO:

GENERATING OFFICE
Rancho Santiago Community College District
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Carri Matsumoto, Assistant Vice Chancellor
Facilities Planning, District Construction

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

EXHIBIT “A”

Scope of Services:

1. Removing the planter at the South East (Santa Clara) turnaround
2. Provide striping for additional parking stalls (near Santa Clara turnaround)
3. Redesign the fire access
4. Submittal to and approval by Orange County Fire Authority
5. Submitting to DSA for Access review and approval
6. Adding a left turn exit lane and island at the south exit (Santa Clara)
7. Coordination of emergency phone location and accessibility
8. Additional surveying and associated civil work for all items above.

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

To:	Board of Trustees	Date: June 12, 2017
Re:	Approval of Amendment to Agreement with MHP, Inc. for On-Call Structural Engineering Services for various Facility Improvement Projects	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing on-call structural engineering services agreement for an extension of time and to increase the contract amount. On December 7, 2015 the Board of Trustees approved an on-call agreement with MHP, Inc. for on-call structural engineering consultant services – to see original agreement, please [click here](#).

The District requires on an as-needed basis, the assistance of a structural engineering consultant to respond quickly when there are immediate investigations that need to occur. The District's intent is to utilize the on-call structural engineer in emergency situations following earthquake events or when needed to assess health and safety conditions as it relates to structural conditions. The consultant is responsible to undertake building assessments to develop and provide any relevant analyses, investigations, evaluations and recommendations for repair and remediation. If necessary, the consultant may be required to create plans and specifications to be submitted to appropriate agencies, including, but not limited to, the City of Santa Ana, City of Orange, and DSA.

The District continues to have several available on-call firms who can respond timely and have adequate resources to provide services on an as-needed basis and MHP, Inc. is one of the qualified consultants. Annually, the District reviews all on-call service agreements typically at the end of the fiscal year to determine if such services need to continue. MHP, Inc. is currently working on several small project requests such as the ceiling mounted projector installations at various classrooms districtwide, mural and sculpture installation requests, and small scheduled maintenance projects that need structural review for confirmation. Due to the volume of small projects underway and anticipated, there is a need to extend the contract time and increase the not to exceed contract fee to continue services.

ANALYSIS:

The amendment to the agreement is to increase the not to exceed fee by \$25,000 and for an extension of time. The services covered by this agreement commenced on December 8, 2015 and will be extended from June 30, 2017 to June 30, 2018. The original contract amount was \$65,000 and the new revised total contract is a not-to-exceed fee in the amount of \$92,500. The same

hourly rates shall apply as in the original contract which ranges from \$55-\$190 an hour. The fees are within a fair and reasonable industry standard for hourly rates.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to agreement with MHP, Inc. for On-Call Structural Engineering Services for various Facility Improvement Projects as presented.

Fiscal Impact:	\$25,000	Board Date: June 12, 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: 6/12/17

Project: **On-call Structural Engineer**

Site: **District-wide**

Consultant: **MHP, Inc.**

Type of Service: On-call structural engineering

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$ 65,000.00	\$ 2,500.00	12/8/2015	6/30/2017
Amendment #1	\$ 25,000.00	N/A	12/8/2015	6/30/2018
Total Agreement Amount	\$ 92,500.00 <i>(Not to exceed)</i>			

AGREEMENT NO: 0168.00/DESCRIPTION:

Amendment #1 for continued services and extension of time.

The agreement #0168.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount: \$ **25,000.00**

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

FIRST AMENDMENT TO CONSULTANT SERVICES AGREEMENT
ON-CALL STRUCTURAL ENGINEERING

THIS AMENDMENT to AGREEMENT is made this **13th** day of **June** in the year **2017**, between **MHP INC.**, hereinafter referred to as "**CONSULTANT**", and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "**DISTRICT**".

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0168.00 entered into on December 7, 2015, to provide ON-CALL STRUCTURAL ENGINEERING Consulting Services for the District. Please amend the AGREEMENT to include the following:
 - 1. By extending the contract completion date from June 30, 2017 to be through June 30, 2018; and
 - 2. By increasing the AGREEMENT amount by TWENTY-FIVE THOUSAND DOLLARS ONLY (\$25,000) from SIXTY SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$67,500) for a total AGREEMENT amount of NINETY-TWO THOUSAND FIVE HUNDRED DOLLARS (\$92,500).
- B. Except as amended herein, the terms and conditions of AGREEMENT No. 0168.00, effective December 8, 2015, shall remain in full force and effect.

MHP, INC.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____

By _____

Print Name _____

Peter J. Hardash

Title _____

Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

COPIES TO:

GENERATING OFFICE
Rancho Santiago Community College District
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Carri Matsumoto, Assistant Vice Chancellor
Facilities Planning, District Construction and Support Services

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

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

To:	Board of Trustees	Date: June 12, 2017
Re:	Approval of Five Year Construction Plan (2019-2023), Final Project Proposals (FPPs) and Initial Project Proposals (IPPs) for Santa Ana College and Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

Education Code Sections 81820-81823 require the governing board of each community college district to annually prepare and submit to the Facilities Planning and Utilization Unit of the Chancellor's Office (FPU) a Five Year Construction Plan. California Code of Regulations, Title 5, Section 57014 requires districts to receive approval of their Five Year Construction Plan from the FPU prior to receiving state funding for projects. All potential projects (in excess of \$400,000) are to be included in the Five Year Construction Plan, regardless of funding source (i.e. state funding, special grants, district resources, local bonds, etc.). Districts are also required to complete district and campus master plans before preparing their Five Year Plan. The District's Five Year Construction Plan is submitted to the FPU on July 1 of each year. The capital plan is an annual summary of current and proposed capital outlay projects. The plan outlines for the Chancellor's Office district priorities and enables their office to make informed decisions and recommendations regarding priority projects for state funding. The projects outlined in the Five Year Construction Plan are consistent with the college's facility master plans. There are currently no changes to the plan this year and reflect the same projects and prioritization as last year's plan.

ANALYSIS:

The District is resubmitting projects to be considered for State funding in its Five Year Construction Plan 2019-2023. This includes a list of prioritized projects that the district is seeking applications for state funding as well as identified locally funded projects. A detailed summary is attached showing the projects outlined in the Five Year Construction Plan.

For the next two year period of 2019-2020 and 2020-2021 the State Chancellor's Office has approved the district's previously Board approved Final Project Proposal (FPP) for the Russell Hall Replacement (also known as the new Health Sciences Building) at Santa Ana College. The project continues to await to be state funded with an allocation of funds before the project can start design as no efforts can be undertaken until such time.

The District and the Colleges have worked and continue to work with district planning consultants and staff to update the College's project priorities as needed. For 2020-2021, the District is re-submitting the previous Initial Project Proposals (IPPs) for the following projects as attached: Santa Ana College – Visual and Performing Arts Center, Vocational Technology Center, and Learning Commons, Santiago Canyon College – Student Services & Student Life Building. These IPPs were previously prepared by the consultants and approved by both colleges, including approval by the Board of Trustees on June 13, 2016 and include the following:

Final Project Proposals (FPP's) previously approved:

1. Russell Hall Replacement (also known as the new Health Sciences Building)

2020-2021 Initial Project Proposals (IPP's) resubmitted:

1. Santa Ana College – Visual and Performing Arts Center
2. Santa Ana College – Vocational Technology Center
3. Santa Ana College – Learning Commons
4. Santiago Canyon College - Student Services & Student Life Building

There are no changes to the overall IPP project descriptions, programs identified or square footage of these buildings, as they remain the same from last year. Last year, both colleges along with consultants and district staff undertook a robust planning effort to identify the needs, programs, square footage, and priorities of the colleges for these potentially eligible state funded projects. Therefore, the projects are to be resubmitted as part of this year's Five Year Construction Plan to the State Chancellor's Office to be considered for approval. These projects need to be re-approved along with approval of the annual Five Year Construction Plan covering the new period of 2019-2023 so that the plan can be submitted to the State Chancellor's Office to meet the July 1 deadline.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Five Year Construction Plan (2019-2023); Final Project Proposal (FPP), and Initial Project Proposals (IPPs) for Santa Ana College and Santiago Canyon College as presented.

Fiscal Impact:	Varies with each project	Board Date: June 12, 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	

2017 Summary of RSCCD Projects

Project	Campus	Year of Occupancy	Total Cost of Project	State Contribution	District Funded	Status
Central Plant	SAC	17/18	\$68,169,000	Locally funded	N/A	In Construction
17 th & Bristol St. Parking Lot	SAC	17/18	\$2,500,000	Locally funded	N/A	Out to bid
Science Center	SAC	20/21	\$73,380,000	Locally funded	N/A	In DSA
Johnson Student Center	SAC	20/21	\$40,700,488	Locally funded	N/A	In Construction Document Design Phase
OEC Renovation	SCC	21/22	\$34,667,295	Locally funded	N/A	In Construction Document Design Phase
Russell Hall Replacement (Health Sciences Building)	SAC	22/23	\$34,892,000 *	\$21,283,000	\$20,752,000	FPP – approved, awaiting funding release, and resubmittal in 2017
Student Services & Student Life	SCC	23/24	\$30,529,000 *	\$13,131,000	\$17,398,000	IPP submitted in 2016, pending resubmittal in 2017
Learning Commons	SAC	24/25	\$54,763,000 *	\$27,384,000	\$27,379,000	IPP submitted in 2016, pending resubmittal in 2017
Visual & Performing Arts Center	SAC	24/25	\$33,229,000 *	\$16,615,000	\$16,614,000	IPP submitted in 2016, pending resubmittal in 2017
Vocational Technology Center	SAC	24/25	\$38,800,000 *	\$19,401,000	\$19,399,000	IPP submitted in 2016, pending resubmittal in 2017
Parking Structure	SAC	24/25	\$20,841,975	Locally Funded	N/A	In master planning
Secondary Effects – Modernization & Building E	SCC	24/25	\$10,410,000	\$1,894,000	\$8,516,000	Potential future IPP
Central Plant	SCC	25/26	\$64,600,000	Locally Funded	N/A	In master planning
Fine & Performing Arts	SCC	26/27	\$48,081,000	Locally Funded	N/A	Potential future IPP

*These totals reflect un-escalated costs by the State, as submitted in the application, and may be subject to State updates.

District Projects Priority Order

Rancho Santiago CCD

No.	Project	Occupancy	Source	Schedule of Funds							
				2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	
1	CENTRAL PLANT AND INFRASTRUCTURE	2017/2018	NonState								
	0	\$68,169,000									
2	17TH AND BRISTOL PARKING LOT	2017/2018	NonState	\$2,185,000							
		\$2,500,000									
3	JOHNSON STUDENT CENTER	2020/2021	NonState	\$32,326,736	\$2,301,000						
	-10,065	\$40,700,488									
4	SCIENCE CENTER	2020/2021	NonState	\$57,673,000	\$6,662,000						
	17,466	\$73,380,000									
5	OEC RENOVATION	2021/2022	NonState	\$1,400,000	\$32,385,600						
		\$34,667,295									
6	RUSSELL HALL REPLACEMENT	2022/2023	State	\$1,335,000	\$16,325,000						
	-10,825	\$17,660,000									
		\$17,232,000	NonState	\$1,335,000	\$15,897,000						
7	STUDENT SERVICES AND STUDENT LIFE	2024/2025	State			\$1,145,000	\$11,986,000				
	4,767	\$13,131,000									
		\$17,398,000	NonState			\$1,416,000	\$15,982,000				
8	LEARNING COMMONS	2024/2025	State			\$1,866,000	\$25,518,000				
	19,317	\$27,384,000									
		\$27,379,000	NonState			\$1,866,000	\$25,513,000				
9	VISUAL AND PERFORMING ARTS CENTER	2024/2025	State			\$1,234,000	\$15,381,000				
	5,415	\$16,615,000									
		\$16,614,000	NonState			\$1,234,000	\$15,380,000				
10	VOCATIONAL TECHNOLOGY CENTER	2024/2025	State			\$1,385,000	\$18,016,000				
	2,552	\$19,401,000									
		\$19,399,000	NonState			\$1,385,000	\$18,014,000				
11	PARKING STRUCTURE	2024/2025	NonState			\$838,700	\$945,775	\$19,057,500			
		\$20,841,975									
12	SECONDARY EFFECTS - MODERNIZATION	2024/2025	State				\$206,000	\$1,688,000			
	-5,475	\$1,894,000									
		\$1,831,000	NonState				\$206,000	\$1,625,000			

No.	Project	Occupancy	Source	Schedule of Funds						
				2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
13	SECONDARY EFFECTS - BUILDINGS E, -3,270	2024/2025 \$6,685,000	NonState					(P) \$331,000	(W) \$413,000	(C) \$5,786,000
14	CENTRAL PLANT AND INFRASTRUCTU	2025/2026 \$64,600,000	NonState					(P) \$2,100,000	(W) \$2,500,000	(C) \$60,000,000
15	FINE AND PERFORMING ARTS CENTER 5,086	2026/2027 \$48,081,000	NonState						(P)(W) \$3,397,000	(C)(E) \$44,684,000

District: Rancho Santiago Community College District
 College / Center: Santa Ana College
 Project Name: VISUAL AND PERFORMING ARTS CENTER
 Project Type: New Construction, Reconstruction

Project Funding

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2020
Prelim. Plans:	\$609,000	\$609,000	Const. Cost Index: 6373
Working Draw. :	\$625,000	\$625,000	5 yr. Plan Priority: 9
Construction:	\$15,082,000	\$15,081,000	Net ASF: 5,415
Equipment:	\$299,000	\$299,000	Total GSF: 52,685
	<hr/>	<hr/>	
Total Cost:	\$16,615,000	\$16,614,000	
	\$33,229,000		

Project Description: Phillips Hall (#14), Music Building (#25) and Art Building (#29) are aging facilities that are beyond their useful lives, no longer support the instructional programs that are housed in this complex and are in need of replacement. This project involves the replacement of 33,490 ASF that is currently housed in the building complex that was constructed in 1955, 1970 and 1972. FACILITIES PROBLEMS INCLUDE: - Inefficient configuration of labs, services and support spaces are not adequate to support instruction. - There is insufficient technology infrastructure throughout the building to support current instructional methods. The existing projectors are used for transparencies; there are no capabilities for powerpoint presentations or internet access. - Current instructional programs are not adequately supported by old and failing mechanical, electrical and plumbing systems, including: insufficient electrical capacity; inoperable ventilation, cooling and heating systems. - Hazardous material, including asbestos, is present in the building. - The instructional spaces within the complex do not comply with current ADA requirements for access for students and instructors with disabilities. - The restroom capacity in the existing building does not meet current codes. PROPOSED PROJECT: - Replace space in Phillips Hall (# 14), Music Building (#25) and Art Building (#29) to adequately serve instructional and support functions. - Replace mechanical, electrical and plumbing systems to meet current codes and to exceed Title 24 Energy Codes by at least 15%. - Construct new building to meet current code requirements for structural, ADA, fire and life safety.

Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:

This project supports Santa Ana College's 2010 Educational and 2013 Facilities Master Plan which recommends the replacement of these aging facilities in order to address the infrastructure and code deficiencies and support the instructional programs that are housed there.

Provide the CEQA Status of the project. Check all that apply.

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Type of Project and Qualifying Information:

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Life Safety Project - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Project Design - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Infrastructure
			Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Master Planning or Project Planning - District's general fund's ending balance is less than 5% of the total general fund
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Instructional Space
			Check type of space: <input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Academic Support, Student Services or Adminstrative Space
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Other Facility Projects
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts
			<input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria
			<input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
			Supplemental Information and Alternatives Explored
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: The District intends to provide a local contribution of 50%.
			- Total construction period in number of Months: <input type="text" value="24"/>

District: Rancho Santiago Community College District
 College / Center: Santa Ana College
 Project Name: VOCATIONAL TECHNOLOGY CENTER
 Project Type: New Construction

Project Funding

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2020
Prelim. Plans:	\$669,000	\$669,000	Const. Cost Index: 6373
Working Draw. :	\$716,000	\$716,000	5 yr. Plan Priority: 10
Construction:	\$17,524,000	\$17,522,000	Net ASF: 2,552
Equipment:	\$492,000	\$492,000	Total GSF: 78,000
	\$19,401,000	\$19,399,000	
Total Cost:	\$38,800,000		

Project Description: The current diesel technology, automotive technology, manufacturing, and industrial technology programs are housed in 1950's era facilities with inadequate space and are spread throughout the campus. This prevents interdisciplinary collaboration and natural synergies that occur within these areas. In addition, outdated building systems and aged infrastructure do not support the current program needs. This project will consolidate and expand the vocational programs (the aforementioned programs as well as fashion, nutrition and fire technology) and provide state of the art facilities for students to learn in. As part of this project the Auto Diesel (Bldg 18), Diesel (Bldg 19), Technical Building (Bldg 24) and Hammond Hall (Bldg 9) will be demolished.

Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:

The 2013 Facilities Master Plan supports teaching and educational goals along with standards of the District. The Facilities Master Plan lists replacement of the oldest facilities on campus as a priority. The Auto Diesel Building, Diesel Building, Technical Building and Hammond Hall meet this criteria.

Provide the CEQA Status of the project. Check all that apply.

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Type of Project and Qualifying Information:

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Life Safety Project - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Project Design - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Infrastructure
			Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Master Planning or Project Planning - District's general fund's ending balance is less than 5% of the total general fund
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Instructional Space
			Check type of space: <input checked="" type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Academic Support, Student Services or Adminstrative Space
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Other Facility Projects
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts
			<input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria
			<input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
			Supplemental Information and Alternatives Explored
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: The District intends to pay for 50% of the State supportable costs for this project.
			- Total construction period in number of Months: <input type="text" value="24"/>

District: Rancho Santiago Community College District
 College / Center: Santa Ana College
 Project Name: LEARNING COMMONS
 Project Type: New Construction

Project Funding

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2020
Prelim. Plans:	\$898,000	\$898,000	Const. Cost Index: 6373
Working Draw. :	\$968,000	\$968,000	5 yr. Plan Priority: 8
Construction:	\$24,173,000	\$24,168,000	Net ASF: 19,317
Equipment:	\$1,345,000	\$1,345,000	Total GSF: 94,000
	<hr/>	<hr/>	
Total Cost:	\$27,384,000	\$27,379,000	
	\$54,763,000		

Project Description: The current Library at Santa Ana College is too small which causes constant overcrowding and long waits for students doing research in the electronic computer area. Although there was a minor renovation in 1994, the facility has never had major modifications, so mechanical and electrical systems have outlived their usefulness. The current facility was constructed before the computer was invented, which has caused major issues to get data and electrical infrastructure installed throughout the building. In addition, this added heat load has overtaxed the HVAC system. This project will demolish the existing 57 year old undersized facility and construct a real "Learning Commons" with combined library and tutorial services in a central location to improve student's access to support services which will lead to increased student success. The Academic Computing Center located in Cesar Chavez (#1) and the Humanities Tutoring located in Dunlap Hall (#30) will also be relocated here for increased access and operational efficiencies.

Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:

The 2013 Facilities Master Plan supports teaching and educational goals along with standards of the District. The Facilities Master Plan lists replacement of the oldest facilities on campus as a priority. The existing Library Building meets this criteria.

Provide the CEQA Status of the project. Check all that apply.

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Type of Project and Qualifying Information:

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Life Safety Project - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Project Design - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Infrastructure
			Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Master Planning or Project Planning - District's general fund's ending balance is less than 5% of the total general fund
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Instructional Space
			Check type of space: <input checked="" type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input checked="" type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Academic Support, Student Services or Adminstrative Space
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Other Facility Projects
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts
			<input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria
			<input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
			Supplemental Information and Alternatives Explored
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other:
			- Total construction period in number of Months: <input type="text" value="24"/>

District: Rancho Santiago Community College District
 College / Center: Santiago Canyon College
 Project Name: STUDENT SERVICES AND STUDENT LIFE BUILDING
 Project Type: New Construction

Project Funding

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2020
Prelim. Plans:	\$568,000	\$695,000	Const. Cost Index: 6373
Working Draw. :	\$577,000	\$721,000	5 yr. Plan Priority: 7
Construction:	\$11,239,000	\$14,935,000	Net ASF: 4,767
Equipment:	\$747,000	\$1,047,000	Total GSF: 48,000
	<u>\$13,131,000</u>	<u>\$17,398,000</u>	
Total Cost:	\$30,529,000		

Project Description: Santiago Canyon College's student services programs are scattered throughout campus making it difficult for students to cohesively access the programs to ensure student success and accountability. The campus student groups and support spaces are also scattered throughout campus and located in temporary buildings at the edge of campus. This Category E project constructs a new 48,000 gross square feet (gsf) building for the consolidation of the college's student services programs and student life programs. The new 29,016 assignable square feet (asf) facility plans for 10,067 asf office, 9,120 asf library, and 9,829 asf other (student health center, meeting rooms, testing/assessment center, bookstore and food services) spaces. The building includes 4,082 ASF of non-state supportable spaces (286 ASF in the Office category and 3,796 ASF in the Other category) that will be fully funded by the District. The proposed building's associated site development and utilities are also a part of the project scope. The project includes demolishing Building T and vacating numerous spaces in Buildings A, D and E. Specifically: vacating 8,804 ASF from Building A (student groups such as CAMP, TRIO, International Students, the Bookstore and Student Government); vacating 4,682 ASF from Building D (Counseling and Tutoring Center); vacating 7,315 ASF from Building E (Admissions and Records, Financial Aid, DSPPS, EOPS/CalWorks, and Student Assessment Center); and vacating 3,449 ASF from Building T (Food Services and Health Center). Two separate secondary effects projects will move the balance of Building A and all of the Building B occupants into the spaces vacated by this project in Buildings D, E and small components into Science Center and Learning Resource Center. Those projects will allow for the demolition of Buildings A and B.

Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:

This project supports Santiago Canyon College's 2010 Educational and the 2011 Facilities Master Plan which recommends the replacement of these aging facilities in order to address the infrastructure and code deficiencies and support the instructional programs that are housed there.

Provide the CEQA Status of the project. Check all that apply.

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Type of Project and Qualifying Information:

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<u>Life Safety Project</u> - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>Project Design</u> - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<u>Infrastructure</u>
			Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>Master Planning or Project Planning</u> - District's general fund's ending balance is less than 5% of the total general fund
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<u>Instructional Space</u>
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<u>Academic Support, Student Services or Adminstrative Space</u>
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input checked="" type="checkbox"/> Lib/Learning Center
			<input checked="" type="checkbox"/> Office <input type="checkbox"/> AVTV <input checked="" type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<u>Other Facility Projects</u>
			Check type of space: <input checked="" type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts
			<input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria
			<input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
			<u>Supplemental Information and Alternatives Explored</u>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: The District will supply a 50% local contribution for this project and 100% contribution to non-State supportable components.
			- Total construction period in number of Months: <input style="width: 50px; border: 1px solid black;" type="text" value="23"/>

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

To:	Board of Trustees	Date: June 12, 2017
Re:	Rejection of Bid #1323 for 17 th Street and Bristol Street Parking Lot at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is an approval for the rejection of Bid #1323 for 17th Street and Bristol Street surface parking lot at Santa Ana College. On July 22, 2013, the Board approved the acquisition of property (1.6 acres) located at 1252 W. 17th Street along the southeast corner of 17th Street and Bristol Street in Santa Ana. The site became the property of the District on April 17, 2014. The project consists of the construction of a surface parking lot which includes 181 spaces, accessible parking, appropriate path of travel improvements, emergency blue phones, surveillance cameras, a perimeter wall and fence to match the existing west main campus, and a decorative metal archway depicting the college name, along with pilasters and centennial tile. The surface parking lot will provide much needed spaces as the new Science Center building footprint building extends into parking lot 6 and due to construction fencing in this location the college will lose approximately 204 parking spaces in lot 6. The addition of this lot will provide parking spaces to reduce the impact on the college and surrounding neighborhood during construction activities that will occur over the next five years.

When Johnson demolition and the new Science Center construction begins, which is anticipated to occur starting with first demolition activities in Fall 2017 and the start of Science Center construction in December 2017, parking will reduce further to approximately 2,509 spaces. If no temporary mitigation is provided to add parking, the college will have a temporary loss of approximately 439 spaces from its original inventory from 2014 until 2022. Upon completion of the Johnson Student Center and Science Center buildings and if this new lot is built, the parking space inventory could return to approximately 3,106 spaces in 2022 through the restoration of Lots 9 and 11. The college will have a temporary parking reduction as a result of construction activities for the next five years in 2017-2022.

ANALYSIS:

In accordance with the California Uniform Public Construction Cost Accounting Act, Bid #1323 for 17th & Bristol Streets Parking Lot at Santa Ana College was advertised on April 25, 2017 and April 27, 2017 and a Notice Inviting Formal Bids was sent to seventy-one (71) contractors from the District's qualified contractors list on April 21, 2017.

A mandatory job walk was conducted on April 28, 2017. Bids were opened on May 9, 2017. The District received five (5) bids for the project as noted on the attached bid results form. The District recommends rejecting all bids.

RECOMMENDATION:

It is recommended that the Board reject Bid #1323 for 17th Street and Bristol Street Parking Lot at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: June 12, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D, Chancellor	



RANCHO SANTIAGO
Community College District

Facility Planning, District Construction and Support Services

2323 North Broadway, Rm 112

Santa Ana, CA 92706-1640

BID RESULTS

BID #1323 Addendum Issued: 1	PROJECT: 17 th and Bristol Street Parking Lot at Santa Ana College	DUE DATE: 2 PM May 9, 2017
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BIDDER	TOTAL BASE BID AMOUNT
S J D & B, Incorporated 10970 Arrow Route, Unit 101 Rancho Cucamonga, CA 91730	\$1,628,000
Roadway Engineering & Contracting, Incorporated 10247 Bellegrave Avenue, Suite 122 Mira Loma, CA 91752	\$1,649,400
Golden Gate Steel dba Golden Gate Construction 6481 Orangethorpe Avenue, Suite 26 Buena Park, CA 90620	\$1,968,280
Access Pacific, Incorporated 755 East Washington Boulevard Pasadena, CA 91104	\$1,955,000
New Horizons Contracting, Incorporated 13752 Seminole Drive Chino, CA 91710	Incomplete Bid. Therefore, this bid is nonresponsive.

5 TOTAL BIDDERS

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

To:	Board of Trustees	Date: June 12, 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 environmental agreement to extend time only. There are no additional costs for this amendment. On September 14, 2015, the Board of Trustees approved an agreement with Terracon Consultants, Inc. for Environmental Consulting Services for the Orange Education Center at Santiago Canyon College – to see original agreement, please [click here](#).

The District received a letter from the Orange County Health Care Agency (OCHCA) in March 2015 requiring additional testing due to the remodeling taking place and to meet stringent cleanup standards since the case was previously closed in 2004. The additional requirements from OCHCA are due to prior industrial use of the site, the volume of renovation and construction work being undertaken as well as the presence of a Child Development Center. Terracon Consultants, Inc. has been undertaking the soil sampling investigations in compliance with the approved sampling work plan and preparing a report for submittal to the OCHCA. As part of the on-going efforts working with the District and OCHCA the contract is in need of an extension of time to complete the necessary report and reviews associated with agency review. The sub-surface soil sampling work has been completed and the consultant is currently working on finalizing the report for submittal.

ANALYSIS:

The services covered by this agreement commenced on September 15, 2015 and the new end date has been revised from June 30, 2017 to December 31, 2017. There are no additional costs for this amendment. The agreement remains based on a not-to-exceed fee in the amount of \$30,500. The amendment to this agreement is to extend the contract duration only.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

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

Fiscal Impact:	N/A	Board Date: June 12, 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: 6/12/17

Project: Orange Education Center

Site: **Santiago Canyon College**

Consultants: **Terracon Consultants, Inc.**

Type of Service: Environmental Consulting

Agreement Summary	Amount	Reimbursables	Start	Duration	
				Start	End
Original Contract Amount	\$29,500.00	\$ 1,000.00	9/15/2015		6/30/2017
Amendment #1	\$36,573.00	N/A	9/15/2015		6/30/2017
Amendment #2	N/A	N/A	9/15/2015		12/31/2017
Total Agreement Amount	\$66,073.00				

AGREEMENT NO: 0145.00/DESCRIPTION:

Amendment #2 for extension of time only.

The agreement #0145.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount: **N/A**

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

**SECOND AMENDMENT ENVIRONMENTAL
CONSULTING SERVICES AGREEMENT**

THIS AMENDMENT to AGREEMENT is made this 13th day of **June** in the year **2017**, between **TERRACON CONSULTANTS, INC.**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0145.00 entered into on September 14, 2015 and amended on February 6, 2017 to provide Environmental consulting services for the Orange Education Center project. Please amend the AGREEMENT to include the following:
 - 1. By extending the contract completion date from June 30, 2017 to be through December 31, 2017.
- B. Except as amended herein, the terms and conditions of AGREEMENT No. 0145.00, effective September 15, 2015, shall remain in full force and effect.

TERRACON CONSULTANTS, INC.

**RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT OF ORANGE COUNTY**

By _____

By _____

Print Name _____

Peter J. Hardash

Title _____

Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

COPIES TO:

GENERATING OFFICE
Rancho Santiago Community College District
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Carri Matsumoto, Assistant Vice Chancellor
Facilities Planning, District Construction and Support Services

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

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

To:	Board of Trustees	Date: June 12, 2017
Re:	Approval of Amendment to Agreement with WLC Architects, Inc. for Architectural and Engineering Services for the U Portable Certification and Renovation Project at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing architectural agreement for an extension of time and additional services. On November 17, 2014 the Board of Trustees approved an agreement with WLC Architects, Inc. for the U Portable Certification and Renovation project at Santiago Canyon College – to see original agreement, please [click here](#). The District is in need of additional services for design, bid support, and construction administration, to incorporate additional Americans with Disabilities Act (ADA) scope of work and to align with a new schedule timeline. The additional design services are needed to include time associated with re-bid packaging efforts for multiple-prime delivery, re-scoping efforts associated with value engineering to maintain budget, and additional site survey work related to ADA cross slope requirements.

ANALYSIS:

The additional services covered by this amendment are for a fixed fee in the amount of \$18,843 and to extend contract time. The services covered by this agreement commenced on November 18, 2014 and the new end date has been extended from June 30, 2017 to December 31, 2017. The U portable certification project has had ADA scope changes and was rescheduled for bid as a multiple prime delivery with a new construction timeline. Therefore, the contract needs to be amended to reflect the new end date. The revised total contract is a not-to-exceed fee in the amount is \$118,838.

An analysis of hours and associated tasks was provided and evaluated to justify the additional fee requested. The District has reviewed the additional hours and found the added service fee to be fair and reasonable.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to the agreement with WLC Architects, Inc. for Architectural and Engineering Services for the U Portable Certification and Renovation Project at Santiago Canyon College as presented.

Fiscal Impact:	\$18,843	Board Date: June 12, 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: 6/12/17

Project: U Portable Certification and Renovation

Site: **Santiago Canyon College**

Consultants: **WLC Architects, Inc.**

Type of Service: Architectural and Engineering Services

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$65,000.00	\$ 1,000.00	11/18/2014	12/31/2015
Amendment #1	\$16,665.00		11/18/2014	12/31/2016
Amendment #2	\$9,490.00		11/18/2014	12/31/2016
Amendment #3	\$7,840.00		11/18/2014	6/30/2017
Amendment #4	\$18,843.00		11/18/2014	12/31/2017
Total Agreement Amount	\$118,838.00			

AGREEMENT NO: 0085.00/DESCRIPTION:

Amendment #4 for additional services and extension of time.

This agreement #0085.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount: **\$18,843.00**

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

FOURTH AMENDMENT TO AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **13th** day of **June** in the year **2017**, between **WLC ARCHITECTS**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

1. To amend that certain AGREEMENT #00085.00 entered into on November 18, 2014, amended on June 15, 2015, September 14, 2015, and May 31, 2016 to provide architectural services for the Santiago Canyon College Building “U” Portable Renovations. Please amend the AGREEMENT to include the following:
 - A. By clarifying the scope, as detailed per the attached Exhibit A; and
 - B. By increasing the AGREEMENT amount by EIGHTEEN THOUSAND EIGHT HUNDRED FORTY-THREE DOLLARS (\$18,843) from NINETY NINE THOUSAND NINE HUNDRED NINETY-FIVE DOLLARS (\$99,995); for a total AGREEMENT amount of ONE HUNDRED EIGHTEEN THOUSAND EIGHT HUNDRED THIRTY-EIGHT DOLLARS (\$118,838); and
 - C. By extending the contract completion date from June 30, 2017 to be through December 31, 2017.
2. Except as amended herein, the terms and conditions of AGREEMENT 00085.00 effective November 18, 2014, shall remain in full force and effect.

WLC ARCHITECTS

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____
Print Name _____
Title _____
Date _____

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

COPIES TO:
GENERATING OFFICE
Rancho Santiago Community College District
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Carri Matsumoto, Assistant Vice Chancellor
Facilities Planning, District Construction and Support Services

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

EXHIBIT “A”

A. Project Scope and Schedule:

WLC Architects, Inc. will provide the Rancho Santiago Community College District with the following services for additional design, bid support, construction administration, and DSA administration for the following scope of work.

1. Additional bid administration and support beyond the original agreement to address second and third bid cycles. The bid support includes preparation of addendum documents to address multiple contractor questions and pre-bid questions. The multiple bid cycles were not part of original scope of professional services, as only a limited amount of hours was for designated bidding activities.
2. Bid administration support for the fourth rebid of the plumbing package and value-engineering revisions to minimize scope of work to include only the minimum DSA requirements. The rebid of the plumbing package and value engineering redesign was not part of original architectural services, as only a limited amount of hours was designated for bidding activities and design revisions.
3. Since the plumbing package construction has to be extended beyond the original construction time, additional construction administration services is required to cover construction activities. The services include additional time for submittal reviews, RFI reviews, site visits, progress meetings, and a separate close-out phase.
4. The original site ADA survey was performed two years ago. Given the amount of time that has passed between the original survey and construction start dates, the District requested an additional site survey and analysis of existing grades to verify design slopes still work with current site conditions.

B. Compensation and Fee Schedule:

Total amended fixed fee is **EIGHTEEN THOUSAND EIGHT HUNDRED FORTY-THREE DOLLARS (\$18,843)**.

Project Manager	80 hours at \$145.00 per hour
Principal	10 hours at \$210.00 per hour
Design Team	24 hours at \$95.00 per hour
Civiltec Engineering Survey & Analysis	\$2,863

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

To: Board of Trustees	Date: June 12, 2017
Re: Approval of Lease between RSCCD and St. Peter Evangelical Lutheran Church	
Action: Request for Approval	

BACKGROUND

Child Development Services provides child care services for children and families within the Rancho Santiago Community College District at St. Peter Lutheran Church, 1510 N Parton, Santa Ana, since January 2009. The space is used to offer preschool services to 225 children under the district's contract with the California Department of Education, Early Education and Support Services.

ANALYSIS

The attached lease provides the district's use of three children's classrooms with bathrooms, two offices, a teacher's conference room, a teacher's work room, and the shared use of playgrounds, kitchen, pantry, and adult bathrooms. This lease is for the period of July 1, 2017 through June 30, 2018.

The lease costs are paid for by Child Development Services funds.

RECOMMENDATION

It is recommended that the Board of Trustees approve the lease with St. Peter Evangelical Lutheran Church in Santa Ana for facilities to provide child care services as presented.

Fiscal Impact: \$5,500 per month	Board Date: June 12, 2017
Prepared by: Janneth Linnell, Executive Director, Child Development Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

LEASE

1. **PARTIES.** This Lease ("Lease"), dated July 1, 2015 for reference purposes only, is made by and between **ST. PETER EVANGELICAL LUTHERAN CHURCH** ("Landlord"), and **RANCHO SANTIAGO COMMUNITY DISTRICT**, a community college district of the State of California ("Tenant" or "District") (Landlord and Tenant may be collectively referred to as the "Parties").

2. **PREMISES.** Landlord does hereby lease to Tenant and Tenant hereby leases from Landlord, subject to the provisions of this Lease, that certain space described in Exhibit "A" attached hereto (herein called the "Premises") located at 1510 N. Parton Street, Santa Ana, California (collectively with any common areas and other improvements, the "Project").

3. **TERM.** The term of this Lease ("Term") shall be for twelve (12) months commencing July 1, 2017 (the "Commencement Date") and ending on June 30, 2018 (the "Termination Date"), unless sooner terminated as provided herein.

4. **POSSESSION.** Possession of the Premises shall be deemed tendered to Tenant ("Tender of Possession") on the date Tenant actually takes possession of the Premises.

5. **RENT.** Tenant hereby covenants and agrees to pay to Landlord five thousand five hundred (\$5,500) per month for the Premises in advance on or before the twenty-fifth (25th) day of each month and every successive calendar month thereafter during the Term hereof. Rent for any period during the Term hereof which is for less than one (1) month shall be a prorated portion thereof. Landlord and tenant have the right to request a renegotiation of the rent amount during the term of the lease, if State Preschool enrollment exceeds 200 children or declines under 100 children.

6. **EARLY TERMINATION OPTION.** Tenant has the option of terminating this Lease prior to the Termination Date specified in Section 3. To exercise the Early Termination Option, Tenant must deliver to Landlord (1) a written notice stating that Tenant has elected to exercise the Early Termination Option and identifying the date of such early termination ("Early Termination Date"), and (2) all Rent and additional Rent due through the Early Termination Date. When Landlord acknowledges receiving the written notice and payment from Tenant, the Termination Date of this Lease shall be deemed amended to be the Early Termination Date.

7. **SECURITY DEPOSIT.** Landlord hereby agrees that it previously received and currently holds Tenant's deposit in the sum of two thousand seven hundred and thirty dollars (\$2,730.00). Said sum shall be held by Landlord as security for the faithful performance by Tenant of all the terms, covenants, and conditions of this Lease to be kept and performed by Tenant during the Term hereof. If Tenant defaults with respect to any provision of this Lease, including, but not limited to, the payment of any Rent, Landlord may (but shall not be required to) use, apply or retain all or any part of the Security Deposit for the payment of any Rent or any other sum in which

Initials: _____
Landlord Tenant

Landlord may spend or become obligated to spend by reason of Tenant's default, or to compensate Landlord for any other loss or damage which Landlord may suffer by reason of Tenant's default. Landlord shall keep this Security Deposit separate from its general funds. If Tenant shall fully and faithfully perform every material provision of this Lease to be performed by it, the Security Deposit or any balance thereof shall be returned to the Tenant within twenty (20) days following the expiration of the Lease Term.

8. OPERATING EXPENSES.

8.1 Landlord shall be responsible for all Operating Expenses as defined herein.

8.2 The term "Operating Expenses" shall mean any and all expenses incurred by Landlord in connection with the operation, maintenance and repair of the common areas of the Building and Project including, but not limited to the following: charges or fees for, and taxes on, the furnishing of electricity, fuel, water, sewer, gas, oil and other utilities; (at Landlord's sole discretion) security; pest control; cleaning of windows and exterior curtain walls; janitorial services; trash and snow removal; landscaping and repair and maintenance of grounds; salaries, wages, and benefits for employees of Landlord engaged in the operation, maintenance or repair of the Project including benefits, payroll taxes and worker's compensation insurance (or only a pro rata portion if such employees are not dedicated exclusively to the Project); license fees and governmental permits; casualty and liability insurance; costs of repairing casualties or losses to the building (s), for which Landlord does not receive insurance proceeds covering the entire loss; costs for code compliance; cleaning supplies; uniforms and dry cleaning service; supplies, repairs, replacements and other expenses for maintaining and operating the Project at the time it was constructed or the installation of any device or other equipment which improves the operating efficiency of any system within the Project and thereby reduces the cost of operating said system(s); Landlord's accounting fees and costs for the system within the Project and thereby reduces Operating Expenses; Landlord's accounting fees and costs for the preparation of statements of operating expenses or incurred in order to reduce operating expenses; legal fees and costs relating to the operation, repair or maintenance of the Project or incurred in order to reduce operating expenses; service or management contracts with independent contractors and general overhead; administrative expenses; management fees; telephone, stationery; and the costs of any other items which, under generally accepted accounting principles constitute operating and maintenance costs attributable to any or all of the Project.

8.3 Tenant shall have no responsibility for any of the following expenses: (1) the construction costs for any expansion of the Building or Project; (2) ground rent or debt service (including, but without limitation, interest and principal) required to be made on debt incurred by Landlord and relating to any portion of the Building or Project; (3) costs for which Landlord has a right to receive reimbursement from others; (4) depreciation of the Project or other said improvements; (5) costs occasioned by Landlord's fraud or willful misconduct; (6) environmental pollution assessment and remediation related costs not caused by Tenant or its agents; (7) leasing commissions; (8) expenses paid from reserve amounts previously included in Operating Expenses; (9) costs of any items to the extent Landlord receives reimbursement from insurance proceeds or from a third party (such proceeds or reimbursement to be credited to Operating Expenses in the

Initials: _____
Landlord Tenant

year in which received, except that any commercially reasonable deductible amount under any insurance policy shall be included within Operating Expenses charges when incurred by Landlord); (10) costs arising from Landlord's charitable or political contributions; (11) cost of the initial construction and installation of the Project (including the Common Area) and of correcting any defects in or inadequacy of the initial design or construction of the Project or of making any repairs of such initial construction to the extent covered by construction warranty; whether for the Project or pursuant to any work letter with a tenant, (12) tax penalties incurred or interest charged as a result of Landlord's failure to make payments for such items to the extent required by this Lease, except to the extent not caused by Tenant's failure to make such payments when due under this Lease; (13) repairs or other work occasioned by fire, storm, flood or other insured casualty or by the exercise of eminent domain, to the extent Landlord is reimbursed by warranty or insurance or by the condemning authority, or would have been reimbursed if Landlord had maintained in force the insurance required to be carried by Landlord under this Lease; (14) attorneys' and other professional fees, costs and disbursements and other expenses incurred in connection with procuring new tenants and/or negotiations or disputes with present or prospective tenants or other occupants of the Project, except to the extent incurred as a result of Tenant's acts or omissions; (15) repairs, alterations, additions, improvements or replacements made to rectify or correct any condition with respect to the Project that is in violation of applicable Laws on the date of execution of this Lease; (16) salaries, wages or other compensation paid to officers or executives of Landlord; (17) overhead and profit increment paid to a subsidiary, affiliate or other entity related to Landlord for services to the extent they are in excess of the amount that would be paid in the absence of such affiliation; (18) specific costs incurred for the account of, separately billed to and paid by specific tenants in the Project; (19) cost of capital improvements which are defined as any expenditures of the type which do not normally recur more frequently than every five (5) years in the normal course of operation and maintenance of the Project; (20) any increase in real property taxes resulting from a change in ownership of the Building or Project that occurs during the Term of this Lease or any extensions or renewals thereof; and (21) income, excess profits, or franchise taxes or other such taxes imposed on or measured by the income of Landlord from the operation of the Project. For purposes of this Lease, "change in ownership" has the same definition as in California Revenue and Taxation Code Sections 60 through 68, inclusive, and/or any amendments or successor statutes to such sections.

9. **USE.** Tenant shall use the Premises for a State Pre-School Program for underprivileged children and any incidental uses and shall not use or permit the Premises to be used for any other purpose without the prior written consent of Landlord.

Tenant shall not do or permit anything to be done in or about the Premises nor bring or keep anything therein which will in any way increase the existing rate of or affect any fire or other insurance upon the Project or any of its contents, or cause cancellation of any insurance policy covering said Project or any part thereof or any of its contents. Tenant shall not do or permit anything to be done in or about the Premises which will (a) in any way obstruct or interfere with the rights of other Tenants or occupants of the Project or injure them, (b) allow the Premises to be used for any improper, immoral, or unlawful purpose, nor shall Tenant cause, maintain or permit any nuisance in, on or about the Premises or (c) violate any codes, laws or regulations of city, state or federal authorities. Tenant shall not commit nor suffer to be committed any waste in or upon

Initials: _____
Landlord Tenant

the Premises.

9.1 Condition of Premises.

Landlord shall deliver the Premises to Tenant in a clean condition on the Lease Commencement Date. Landlord represents and warrants that as of the Commencement Date, but without regard to any alterations or improvements made by Tenant, the Premises does not violate any covenants or restrictions of record, any applicable building code, or any regulations or ordinances in effect on the Commencement Date. In the event that it is determined that this warranty has been violated, then it shall be the obligation of the Landlord, after written notice from Tenant, to promptly, at Landlord's sole cost and expense, to rectify any such violation. Except as otherwise provided in this Lease, Tenant hereby accepts the Premises and the Project in their as is condition existing as of the Lease Commencement Date or the date that Tenant takes possession of the Premises, whichever is earlier.

10. MAINTENANCE, REPAIRS, ALTERATIONS AND COMMON AREA SERVICES.

10.1 Landlord's Obligations. Landlord represents and warrants that to its actual knowledge, the Premises and the structural elements, roof and building systems of the Building are seismically and otherwise in sound condition and in compliance with all applicable federal, state and local laws, statutes, applicable building codes, ordinances and governmental rules, regulations or requirements now in force, including, without limitation, handicapped accessibility standards set forth in the ADA. Landlord has disclosed all known conditions, including, but not limited to, environmental contamination, restrictions on utilities, or exclusive use restrictions, that would adversely affect Tenant's use of the Premises. Landlord shall (i) maintain, repair and replace the structural portions of the Project, including but not limited to the foundation, floor/ceiling slabs, roof, curtain wall, exterior glass, columns, beams, shafts, stairs, stairwells and elevator cabs and common areas, and (ii) maintain, repair and replace (as reasonably determined by Landlord to be appropriate) the basic mechanical, electrical, life safety, plumbing, sprinkler systems and heating, ventilating and air-conditioning systems (provided, however, that Landlord's obligation with respect to any such systems shall be to repair, maintain and replace those portions of the systems located in the core of the Project or in other areas outside of the Premises, but Tenant shall be responsible to repair and maintain any distribution of such systems in the Premises).

A. HVAC Warranty. Landlord warrants and represents that the heating and air-conditioning ("HVAC") systems and equipment within the Premises are in good working order as of the date hereof and will remain so for the term of this Lease, ordinary wear and tear and negligence of Tenant excepted. In the event that any such systems and/or equipment fail, the cost to repair or replace shall be the sole responsibility of Landlord and no portion of such cost will be passed through to Tenant.

10.2 Tenant's Obligations.

A. Notwithstanding Landlord's obligation to keep the Premises in good

Initials: _____
Landlord Tenant

condition and repair, Tenant shall be responsible for payment of the cost thereof to Landlord as additional Rent for (i) that portion of the cost of any maintenance and repair of the Premises, or any equipment, (wherever located) that serves only Tenant or the Premises, to the extent such cost is attributable to causes beyond normal wear and tear and (ii) for any other costs which are incurred in on or about the Premises because of Tenant's particular use or actions. Tenant shall be responsible for the cost of painting, replacing, repairing and/or maintaining wall coverings or any Premises improvements that are not ordinarily a part of the Premises or that are above then Project standards, including but not limited to all telephone or computer related wire or cabling. Landlord may, at its option, upon reasonable notice, elect to have Tenant perform any particular such maintenance or repairs the cost of which is otherwise Tenant's responsibility hereunder.

B. On the last day of the Term hereof, or on any sooner termination, Tenant shall surrender the Premises to Landlord in good condition, ordinary wear and tear excepted, clean and free of debris. Tenant shall repair any damage to the Premises occasioned by the installation or removal of Tenant's trade fixtures, alterations, furnishings and equipment.

10.3 Alterations and Additions.

A. Tenant shall not, without Landlord's prior written consent, make any alterations, improvements, additions, utility installations or repairs in, on or about the Premises, except for non-structural modifications, installation of trade fixtures (for purposes of this Lease, "trade fixtures" is defined as removable personal property that Tenant attaches to the Premises for business purposes), installations or repairs.

B. Any alterations, improvements, additions or utility installations in or about the Premises that Tenant shall desire to make or are required to be made by the city or other governing authority because of Tenant's use or alteration, improvement, addition or utility installation, shall be presented to Landlord in written form, with proposed detailed plans and the cost thereof, including the cost of alterations or improvements to the common areas of the Project all of which shall be borne by Tenant unless otherwise agreed to in writing. If Landlord shall give its consent to Tenant's making such alteration, improvement, addition or utility installation, the consent shall be deemed conditioned upon Tenant acquiring a permit to do so from the applicable governmental agencies, furnishing a copy thereof to Landlord prior to the commencement of the work and compliance by Tenant with all conditions of said permit in a prompt and expeditious manner. In the event Tenant utilizes any common areas for any utility installations, including but not limited to, phones or telecommunications equipment, Tenant shall do so at its sole risk and shall provide its own security for such installations.

C. With the exception of trade fixtures, all alterations, improvements, additions and utility installations (whether or not such utility installations constitute trade fixtures of Tenant), which may be made to the Premises by Tenant, including but not limited to, floor coverings, panelings, doors, drapes, built-ins, moldings, sound attenuation, lighting and telephone or communication systems, conduit, wiring and outlets shall be made and done in a good and workmanlike manner and of good and sufficient quality and materials and shall be the property of Landlord and remain upon and be surrendered with the Premises at the expiration of the Lease

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10.4 **Utility Additions.** Landlord reserves the right to install new or additional utility facilities throughout the Project, at Landlord's sole cost and expense, for the benefit of Landlord or Tenant, or any other tenant of the Project, including, but not by way of limitation, such utilities as plumbing, electrical systems, communication systems, and fire protection and detection systems, so long as such installations do not unreasonably interfere with Tenant's use of the Premises.

11. **LIENS.** Tenant shall promptly pay and discharge all claims for work or labor done, supplies furnished or services rendered and shall keep the Premises free and clear of all mechanic and materialman liens in connection therewith.

12. **ASSIGNMENT AND SUBLETTING.** Tenant shall not assign, transfer, mortgage or encumber this Lease or sublet all or a portion of the Premises without obtaining the prior written consent of Landlord, nor shall any assignment or transfer of this Lease be effective by operation of law or otherwise without the prior written consent of Landlord, which consent shall not be unreasonably withheld. Any request for consent shall be in writing and provide sufficient information for Landlord to determine the financial strength of such assignee or subtenant. A consent to one assignment or subletting shall not be deemed to be a consent to any subsequent assignment or subletting. Consent to any such assignment or subletting shall in no way relieve Tenant of any liability under the terms of the Lease, unless agreed to in writing by Landlord. Landlord shall respond to any request for assignment or subletting within ten (10) days of written request by Tenant.

13. **INSURANCE AND INDEMNITY.**

13.1 **Self-Insurance - Tenant.** The insurance requirements set forth under this Section 12 may be satisfied by a self-insurance program approved by the District's governing Board of Education. As of the execution of this Lease, the Tenant is self-insured.

13.2 **Liability Insurance - Tenant.** Tenant shall, at Tenant's expense, obtain and keep in force during the Term of this Lease a policy of liability insurance in an amount not less than \$1,000,000 per occurrence and aggregate insuring Tenant, with Landlord as an additional insured, against all liability arising out of the use, occupancy or maintenance of the Premises.

13.3 **Liability Insurance - Landlord.** Landlord shall, at Landlord's expense, obtain and keep in force during the Term of this Lease a policy of liability insurance in an amount not less than \$1,000,000 per occurrence and aggregate insuring Landlord, but not Tenant, against all liability arising out of the ownership, use, occupancy or maintenance of the Buildings and Project of which the Premises are a part.

13.4 **Property Insurance - Tenant.** Tenant shall, at Tenant's expense, obtain and keep in force during the Term of this Lease for the benefit of Tenant, replacement cost and fire and extended coverage insurance, with vandalism and malicious mischief, in an amount sufficient to

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cover not less than the full replacement cost, as the same may exist from time to time, of Tenant's personal property, fixtures, equipment and tenant improvements.

13.5 Property Insurance - Landlord. Landlord shall, at Landlord's expense, obtain and keep in force during the Term of this Lease a policy or policies of insurance covering loss or damage to the Building and Project improvements, but not Tenant's personal property, fixtures, equipment or tenant improvements, in the amount of the full replacement cost thereof, as the same may exist from time to time, providing protection against all perils included with the classification of fire, extended coverage, vandalism, malicious mischief, plate glass and such other perils as Landlord deems advisable or may be required by a lender having a lien on the Building or Project. In addition, Landlord shall obtain and keep in force, during the Term of the Lease, a policy of rental value insurance covering a period of one year, with loss payable to Landlord, which insurance shall also cover all Operating Expenses for said period. Tenant will not be named in any such policies carried by Landlord and shall have no right to any proceeds therefrom. The policies required by Section 12.3 and 12.5 shall contain such deductibles as Landlord or its lender may require. If the Premises shall suffer an insured loss as defined in Section __ hereof, the deductible amounts under the applicable insurance policies shall be deemed an Operating Expense. Tenant shall not do or permit anything to be done which shall invalidate the insurance policies carried by Landlord. Tenant shall pay the entirety of any increase in the property insurance premium for the Building over what it was immediately prior to the commencement of the Term if the increase is specified by Landlord's insurance carrier as being caused by the nature of Tenant's occupancy.

13.6 Insurance Policies. Subject to Section 12.1 above, Tenant shall deliver to Landlord copies of liability insurance policies required under this Section 12 or certificates evidencing the existence and amounts of such insurance within seven (7) days after the Commencement Date of this Lease. No such policy shall be cancelable or subject to reduction of coverage or other modification except after thirty (30) days prior written notice to Landlord. Tenant shall, at least thirty (30) days prior to the expiration of such policies, furnish Landlord with renewals thereof. All policies shall name Landlord as additional insured.

13.7 Waiver of Subrogation. As long as their respective insurers so permit, Landlord and Tenant hereby mutually waive their respective rights of recovery against each other for any loss insured by fire, extended coverage or other property insurance policies existing for the benefit of the respective parties. Each party shall apply to their insurers to obtain said waivers. Each party shall obtain any special endorsement, if required by their insurer to evidence compliance with this waiver.

13.8 Indemnity. Tenant shall indemnify and hold harmless Landlord (including all officers, directors, shareholders, agents and employees of the same), from and against any and all claims, losses, damages, or liability because of injuries or death of persons or damage to, destruction, loss or theft of property caused by the active negligence or willful misconduct of Tenant, its employees, agents, or contractors during the course of Tenant's use of the Premises under this Agreement but only to the extent that such claims, losses, damages, or liability could have been brought directly against the Tenant.

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Landlord shall indemnify and hold harmless Tenant (including all officers, directors, shareholders, agents and employees of the same), from and against any and all claims, losses, damages, or liability because of injuries or death of persons or damage to, destruction, loss or theft of property arising from Landlord's ownership, management, use or operation of the Project, unless caused by the active negligence or willful misconduct of Tenant, its employees, agents, or contractors relating to the Premises, Building or Project.

14. **SERVICES AND UTILITIES.** Landlord shall furnish to the Premises Monday through Friday, 6:30 a.m. to 6:30 p.m., during generally recognized business days, subject to the rules and regulations of the Project of which the Premises are a part in such reasonable quantities as in the judgment of Landlord is reasonably necessary for the comfortable occupancy of the Premises for general office purposes: (a) electricity for normal lighting; (b) the electricity for fractional horsepower office machines 24 hours per day, 365 days per year; and (c) heat and air conditioning. Landlord shall also maintain and keep lighted the common stairs, common entries and toilet rooms in the Project of which the Premises are a part.

15. **REAL PROPERTY TAXES.**

15.1 **Payment of Taxes.** Landlord shall pay the Real Property Tax, as defined in Section 14.3, applicable to the Project. The Tenant, as a public entity, is exempt from payment of Real Property Taxes and shall not be responsible for any Real Property Taxes with respect to Property. Tenant makes no representation or warranty with respect to any tax or business matters related to Landlord's disposition of the Property, and Landlord expressly acknowledges that it has consulted its own legal counsel and consultants regarding all necessary tax and business related matters associated with the disposition of the Property.

15.2 **Additional Improvements.** Tenant shall not be responsible for paying any increase in Real Property Tax specified in the tax assessor's records and work sheets as being caused by additional improvements placed upon the Project by other tenants or by Landlord for the exclusive enjoyment of any other tenant.

16. **OPTION TO EXTEND TERM.** Provided that Tenant is not in default under this Lease at the time the option is exercised, Tenant shall have the option to extend the Lease Term (the "Option") for two (2) consecutive one (1) year periods (each, an "Option Period") commencing on the expiration of the initial Lease Term. Tenant shall provide Landlord not more than sixty (60) days written notice of its intent to exercise the Option. The Option shall apply to the entire Premises.

17. **LANDLORD'S ACCESS.**

17.1 Upon prior notice, Lessee shall make the premises available during normal business hours to Lessor, authorized agent or representative, for the purpose of entering to (a) make necessary or agreed upon repairs, decorations, alterations or improvements or supply necessary or agreed upon service, or (b) inspect the premises as deemed necessary. In an emergency, Lessor,

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authorized agent or representative may enter the premises, at any time, without prior permission from Lessee. Church members or representatives may not walk through leased spaces during school hours without prior authorization and or notice. This is in order to comply with licensing regulations.

17.2 In the event that Landlord's entry onto the Premises may take place at a time or under circumstances that could result in contact with any under age pupils (younger than 18 years of age), Landlord's right to enter the Premises is conditioned on compliance with requirements of state law regarding fingerprinting and background checks as set forth in Education Code Section 45125.2.

18. DAMAGE OR DESTRUCTION.

18.1 **Definitions.** The following Definitions "A" through "G" shall have the same meaning throughout the Lease as they do in this Section 17.

A. "Premises Damage" shall mean if the Premises are damaged or destroyed to any extent.

B. "Premises Project Partial Damage" shall mean if the Project of which the Premises are a part is damaged or destroyed to the extent that the cost to repair is less than fifty percent (50%) of the then Replacement Cost of the Project.

C. "Premises Project Total Destruction" shall mean if the Project of which the Premises are a part is damaged or destroyed to the extent that the cost to repair is fifty percent (50%) or more of the then Replacement Cost of the Project.

D. "Project" shall mean the site and all of the buildings located thereon.

E. "Project Total Destruction" shall mean if the Project buildings are damaged or destroyed to the extent that the cost of repair is fifty percent (50%) or more of the then Replacement Cost of the Project buildings.

F. "Insured Loss" shall mean damage or destruction which was caused by an event required to be covered by the insurance described in Section 12. The fact that an Insured Loss has a deductible amount shall not make the loss an uninsured loss.

G. "Replacement Cost" shall mean the amount of money necessary to be spent in order to repair or rebuild the damaged area to the condition that existed immediately prior to the damage occurring, excluding all improvements made by Tenants, other than those installed by Landlord at Tenant's expense.

18.2 Premises Damage; Premises Project Partial Damage.

A. Insured Loss: Subject to the provisions of Sections 17.4 and 17.5, if at any

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time during the Term of this Lease there is damage which is an Insured Loss and which falls into the classification of either Premises Damage or Premises Project Partial Damage, then Landlord shall, as soon as reasonably possible and to the extent the required materials and labor are readily available through usual commercial channels, at Landlord's expense, repair such damage (but not Tenant's fixtures, equipment or Tenant improvements originally paid for by Tenant) to its condition existing at the time of the damage, and this Lease shall continue in full force and effect.

B. Uninsured Loss: Subject to the provisions of Sections 17.4 and 17.5, if at any time during the Term of this Lease there is damage which is not an Insured Loss and which falls within the classification of Premises Damage or Premises Project Partial Damage, unless caused by a negligent or willful act of Tenant (in which event Tenant shall make the repairs at Tenant's expense), which damage prevents Tenant from making any substantial use of the Premises, Landlord may at Landlord's option either (i) repair such damage as soon as reasonably possible at Landlord's expense, in which event this Lease shall continue in full force and effect, or (ii) give written notice to Tenant within thirty (30) days after the date of the occurrence of such damage of Landlord's intention to cancel and terminate this Lease, in which case this Lease shall terminate as of the date of the occurrence of such damage.

18.3 Premises Project Total Destruction: Project Total Destruction. Subject to the provisions of Sections 17.4 and 17.5, if at any time during the Term of this Lease there is damage, whether or not it is an Insured Loss, which falls into the classifications of either (i) Premises Project Total Destruction, or (ii) Project Total Destruction, then Landlord may at Landlord's option either (i) repair such damage or destruction as soon as reasonably possible at Landlord's expense (to the extent the required materials are readily available through usual commercial channels) to its condition existing at the time of the damage, but not Tenant's fixtures, equipment or Tenant improvements, and this Lease shall continue in full force and effect, or (ii) give written notice to Tenant within thirty (30) days after the date of the occurrence of such damage of Landlord's intention to cancel and terminate this Lease, in which case this Lease shall terminate as of the date of the occurrence of such damage.

18.4 Damage Near End of Term.

A. If at any time during the last twelve (12) months of the Term of this Lease there is substantial damage to the Premises, Landlord may at Landlord's option cancel and terminate this Lease as of the date of occurrence of such damage by giving written notice to Tenant of Landlord's election to do so within thirty (30) days after the date of the occurrence of such damage.

B. Notwithstanding Section 17.3, in the event that Tenant has an option to extend or renew this Lease, and the time within which said option may be exercised has not yet expired, Tenant shall exercise such option, if it is to be exercised at all, no later than twenty (20) days after the occurrence of an Insured Loss falling within the classification of Premises Damage during the last twelve (12) months of the term of this Lease. If Tenant duly exercises such option during said twenty (20) day period, Landlord shall, at Landlord's expense, repair such damage, but not Tenant's fixtures, equipment or Tenant improvements, as soon as reasonably possible and this

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Lease shall continue in full force and effect. If Tenant fails to exercise such option during said twenty (20) day period, then Landlord may at Landlord's option terminate and cancel this Lease as of the expiration of said twenty (20) day period, notwithstanding any term or provision in the grant of option to the contrary.

18.5 Abatement of Rent; Tenant's Remedies.

A. In the event Landlord repairs or restores the Project or Premises pursuant to the provisions of this Section 17 and any part of the Premises are not usable (including loss of use due to loss of access or essential services), the Rent payable hereunder (including Tenant's Pro Rata Share of Excess Expenses) for the period during which such damage, repair or restoration continues shall be abated, provided (i) the damage was not the result of the negligence of Tenant, and (ii) such abatement shall only be to the extent the operation and profitability of Tenant's business as operated from the Premises is adversely affected. Except for said abatement of Rent, if any, Tenant shall have no claim against Landlord for any damage suffered by reason of any such damage, destruction, repair or restoration.

B. If Landlord shall be obligated to repair or restore the Premises or the Project under the provisions of this Section 17 and shall not commence such repair or restoration within ninety (90) days after such occurrence, or if Landlord shall not complete the restoration and repair within six (6) months after such occurrence, Tenant may at Tenant's option cancel and terminate this Lease by giving Landlord written notice of Tenant's election to do so at any time prior to the commencement or completion, respectively, of such repair or restoration. In such event this Lease shall terminate as of the date of such notice.

C. Tenant agrees to cooperate with Landlord in connection with any such restoration and repair, including but not limited to the approval and/or execution of plans and specifications required.

18.6 Waiver. Landlord and Tenant waive the provisions of any statute which relate to termination of leases when leased property is destroyed and agree that such event shall be governed by the terms of this Lease.

19. DEFAULT; REMEDIES.

19.1 Default. The occurrence of any one or more of the following events shall constitute a material default of this Lease by Tenant:

A. The vacation or abandonment of the Premises by Tenant. Vacation or abandonment of the Premises shall include the failure to occupy the Premises for a continuous period of sixty (60) days or more, whether or not the Rent is paid;

B. The failure by Tenant to make any payment of Rent or any other monetary payment required to be made by Tenant hereunder within ten (10) days of the due date;

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C. The failure by Tenant to observe or perform any of the covenants, conditions or provisions of this Lease to be observed or performed by Tenant, where such failure shall continue for a period of thirty (30) days after written notice thereof from Landlord to Tenant; provided, however, that if the nature of Tenant's noncompliance is such that more than thirty (30) days are reasonably required for its cure, then Tenant shall not be deemed to be in default if Tenant commenced such cure within thirty (30) days from receipt of the notice and thereafter diligently pursues such cure to completion;

D. (i) The making by Tenant of any general arrangement or general assignment for the benefit of creditors; (ii) Tenant becoming a "debtor" as defined in 11 U.S.C. Section 101 or any successor statute thereto (unless, in the case of a petition filed against Tenant, the same is dismissed within ninety (90) days; (iii) the appointment of a trustee or receiver to take possession of substantially all of Tenant's assets located at the Premises or of Tenant's interest in this Lease, where possession is not restored to Tenant within sixty (60) days; or (iv) the attachment, execution of other judicial seizure of substantially all of Tenant's assets located at the Premises or of Tenant's interest in this Lease, where such seizure is not discharged within sixty (60) days. In the event that any provision of this Section 18.1 (D) is contrary to any applicable law, such provision shall be of no force or effect; or

19.2 **Remedies.** In the event of any material default or breach of this Lease by Tenant, Landlord may at any time thereafter, with or without notice or demand and without limiting Landlord in the exercise of any right or remedy which Landlord may have by reason of such default;

A. Terminate Tenant's right to possession of the Premises by a lawful means, in which case this Lease and the Term hereof shall terminate and Tenant shall immediately surrender possession of the Premises to Landlord. In such event Landlord shall be entitled to recover from Tenant all damages incurred by Landlord by reason of Tenant's default including, but not limited to, the cost of recovering possession of the Premises; expenses of reletting, including necessary renovation and alteration of the Premises, reasonable attorney's fees, and any real estate commission actually paid; the worth at the time of award by the court having jurisdiction thereof of the amount by which the unpaid Rent for the balance of the term after the time of such award exceeds the amount of such Rent loss for the same period that Tenant proves could be reasonably avoided; the leasing commission paid by Landlord to release the Premises and which is applicable to the unexpired Term of this Lease.

B. Maintain Tenant's right to possession in which case this Lease shall continue in effect whether or not Tenant shall have vacated or abandoned the Premises. In such event Landlord shall be entitled to enforce all of Landlord's rights and remedies under this Lease, including the right to recover the Rent as it becomes due hereunder.

C. Pursue any other remedy now or hereafter available to Landlord under the laws or judicial decisions of that state wherein the Premises are located. Unpaid installments of Rent and other unpaid monetary obligations of Tenant under the terms of this Lease shall bear interest from the date due in accordance with Section 28 herein.

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19.3 Default by Landlord. Landlord shall not be in default unless Landlord fails to perform obligations required of Landlord within a reasonable time, but in no event later than thirty (30) days after written notice by Tenant to Landlord specifying wherein Landlord has failed to perform such obligation; provided, however, that if the nature of Landlord's obligation is such that more than thirty (30) days are required for performance then Landlord shall not be in default if Landlord commences performance within such 30-day period and thereafter diligently pursues the same to completion.

19.4 Late Charges. Tenant hereby acknowledges that late payment by Tenant to Landlord of Base Rent due hereunder will cause Landlord to incur costs not contemplated by this Lease, the exact amount of which will be extremely difficult to ascertain. Such costs include, but are not limited to, processing and accounting charges and late charges which may be imposed on Landlord by the terms of any mortgage or trust deed covering the Project. Accordingly, if any installment of Base Rent due from Tenant shall not be received by Landlord or Landlord's designee by the tenth (10th) day of any month in which Rent is due, then, without any requirement for notice to Tenant, Tenant shall pay to Landlord a late charge equal to five percent (5%) of such overdue amount. The Parties hereby agree that such late charge represents a fair and reasonable estimate of the costs Landlord will incur by reason of late payment by Tenant. Acceptance of such late charge by Landlord shall in no event constitute a waiver of Tenant's default with respect to such overdue amount, nor prevent Landlord from exercising any of the other rights and remedies granted hereunder.

20. ESTOPPEL CERTIFICATE.

20.1. Each Party (as "responding party") shall at any time upon not less than ten (10) days prior written notice from the other Party ("requesting party") execute, acknowledge and deliver to the requesting Party a statement in writing (i) certifying that this Lease is unmodified and in full force and effect (or, if modified, stating the nature of such modification and certifying that this Lease, as so modified, is in full force and effect) and the date to which the Rent and other charges are paid in advance, if any, and (ii) acknowledging that there are not, to the responding Party's knowledge, any uncured defaults on the part of the requesting Party, or specifying such defaults if any are claimed. Any such statement may be conclusively relied upon by any prospective purchaser or encumbrancer of the Project or of the business of Tenant.

20.2. At the requesting Party's option, the failure to deliver such statement within such time shall be a material default of this Lease by the Party who is to respond, without any further notice to such Party, or it shall be conclusive upon such Party that (i) this Lease is in full force and effect, without modification except as may be represented by the requesting Party, (ii) there are no uncured defaults in the requesting Party's performance, and (iii) if Landlord is the requesting Party, not more than one month's Base Rent has been paid in advance.

21. PARKING. Tenant shall be entitled to use non-reserved parking spaces at no cost to Tenant.

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22. **LANDLORD AND OWNER(S) LIABILITY.** Landlord's liability under this Lease is limited to its actual ownership interest in the Project. Tenant expressly agrees that the obligations and liability of Landlord under this Lease and all executed documents related thereto shall not constitute personal obligations of Landlord and its agents, partners and lenders, affiliates, subsidiaries or any other entities or persons involved in the management or ownership of the Project (including all officers, directors and shareholders of the same).

23. **SEVERABILITY.** The invalidity of any provision of this Lease as determined by a court of competent jurisdiction shall in no way affect the validity of any other provision hereof.

24. **TIME OF ESSENCE.** Time is of the essence with respect to the obligations to be performed under this Lease.

25. **NOTICES.** Any notice required or permitted to be given hereunder must be in writing and must be given by either certified or registered mail, return receipt requested, or by personal delivery, and shall be deemed sufficiently given if delivered or addressed (if mailed) to Tenant or to Landlord at the address below the signature of the respective Parties or to the Premises, if the notice is to Tenant, and no address is below Tenant's signature on the signature page of this Lease. However, any notice from Tenant whereby Tenant is exercising an Option, if any, or a notice describing a Landlord default must be sent via certified or registered mail, return receipt requested or by personal delivery with a written verification of receipt from the Property Manager or an officer of Landlord. Mailed notices shall be deemed given upon actual receipt at the address required, or three (3) working days following deposit in the U.S. mail, postage prepaid, whichever first occurs. Either Party may, by notice to the other, specify a different address for notice purposes. A copy of all notices required or permitted to be given to Landlord hereunder must be concurrently transmitted to such Party or Parties at such addresses as Landlord may from time to time designate either in writing or under Landlord's signature block on the signature page of this Lease.

26. **WAIVERS.** No waiver by Landlord of any provision hereof shall be deemed a waiver of any other provision hereof or of any subsequent breach by Tenant of the same or any other provision. Landlord's consent to, or approval of, any act shall not be deemed to render unnecessary the obtaining of Landlord's consent to or approval of any subsequent act by Tenant. The acceptance of Rent hereunder by Landlord shall not be a waiver of any preceding breach by Tenant of any provision hereof, other than the failure of Tenant to pay the particular Rent so accepted, regardless of Landlord's knowledge of such preceding breach at the time of acceptance of such Rent.

27. **CUMULATIVE REMEDIES.** No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

28. **COVENANTS AND CONDITIONS.** Each provision of this Lease performable by Tenant shall be deemed both a covenant and a condition.

29. **BINDING EFFECT; CHOICE OF LAW.** Subject to any provisions hereof restricting

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assignment or subletting by Tenant and subject to the provisions of Section 23, this Lease shall bind the parties, their personal representatives, successors and assigns. This Lease shall be governed by the laws of the State where the Project is located and any litigation concerning this Lease between the Parties hereto shall be initiated in the county in which the Project is located.

30. **ATTORNEY'S FEES.** In the event that it becomes necessary for either party to initiate legal proceedings to enforce any provision of this Lease, each party shall bear its own litigation costs and expenses, including attorney's fees.

31. **MERGER.** The voluntary or other surrender of this Lease by Tenant, or a mutual cancellation thereof, or a termination by Landlord, shall not work a merger, and shall, at the option of Landlord, terminate all or any existing subtenancies or may, at the option of Landlord, operate as an assignment to Landlord of any or all of such subtenancies.

32. **CONSENTS.** Except when Landlord has its "sole discretion", wherever in this Lease the consent of one Party is required to an act of the other Party, such consent shall not be unreasonably withheld or delayed.

33. **QUIET POSSESSION.** Upon Tenant paying the Rent for the Premises and observing and performing all of the covenants, conditions and provisions on Tenant's part to be observed and performed hereunder, Tenant's shall have quiet possession of the Premises for the entire Term hereof subject to all of the provisions of this Lease.

34. **HOLDING OVER.** If Tenant remains in possession of the Premises or any part thereof after the expiration of the Term hereof, such occupancy shall be a tenancy from month to month subject to all conditions, provisions, and obligations of this Lease in effect on the last day of the Term.

35. **RULES AND REGULATIONS.** Tenant shall faithfully observe and comply with the rules and regulations that Landlord shall from time to time promulgate. Landlord reserves the right from time to time to make all reasonable modifications to said rules. The additions and modifications to those rules shall be binding upon Tenant upon delivery of a copy of them to Tenant. Landlord shall not be responsible to Tenant for the nonperformance of any said rules by any other Tenants or occupants.

36. **PERFORMANCE UNDER PROTEST.** If at any time a dispute shall arise as to any amount or sum of money to be paid by one Party to the other under the provisions hereof, the party against whom the obligation to pay the money is asserted shall have the right to make payment "under protest" and such payment shall not be regarded as a voluntary payment, and there shall survive the right on the part of said Party to institute suit for recovery of such sum. If it shall be adjudged that there was no legal obligation on the part of said Party to pay such sum or any part thereof, said Party shall be entitled to recover such sum or so much thereof as it was not legally required to pay under the provisions of this Lease.

37. **AUTHORITY.** Tenant, and each individual executing this Lease on behalf of Tenant,

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represents and warrant that such individual is duly authorized to execute and deliver this Lease on behalf of said entity.

38. **CONFLICT.** Any conflict between this Lease and its Exhibit(s) or Addenda(s), if any, the Exhibit(s) or Addenda(s) shall control and prevail. In the event of a conflict between any typewritten or handwritten provisions the handwritten provisions, if any, shall control and prevail.

39. **BINDING EFFECT.** This Lease shall become binding upon Landlord and Tenant only when fully executed by both Parties.

40. **MULTIPLE PARTIES.** If more than one person or entity is named as either Landlord or Tenant herein, except as otherwise expressly provided herein, the obligations of the Landlord or Tenant herein shall be the joint and several responsibility of all persons or entities named herein as such Landlord or Tenant, respectively.

41. **COUNTERPARTS.** This Lease may be executed in counterparts, each of which shall be deemed an original, and when taken together shall constitute the original executed Lease.

42. **ENVIRONMENTAL CONDITIONS.** Landlord shall be responsible for the environmental condition of the Premises and Project and all matters caused by the Landlord, its agents, employees, tenants (excluding Tenant), contractors, guests and invitees. Tenant shall be responsible only for its actions or work.

LANDLORD AND TENANT HAVE CAREFULLY READ AND REVIEWED THIS LEASE AND EACH TERM AND PROVISION CONTAINED HEREIN AND, BY EXECUTION OF THIS LEASE, SHOW THEIR INFORMED AND VOLUNTARY CONSENT THERETO. THE PARTIES HEREBY AGREE THAT, AT THE TIME THIS LEASE IS EXECUTED, THE TERMS OF THIS LEASE ARE COMMERCIALY REASONABLE AND EFFECTUATE THE INTENT AND PURPOSE OF LANDLORD AND TENANT WITH RESPECT TO THE PREMISES. IF THIS LEASE HAS BEEN FILLED IN IT HAS BEEN PREPARED FOR SUBMISSION TO YOUR ATTORNEY FOR HIS APPROVAL. NO REPRESENTATION OR RECOMMENDATION IS MADE BY LANDLORD OR TENANT AS TO THE LEGAL SUFFICIENCY, LEGAL EFFECT, OR TAX CONSEQUENCES OF THIS LEASE OR THE TRANSACTION RELATING THERETO; LANDLORD AND TENANT SHALL RELY SOLELY UPON THE ADVICE OF THEIR OWN LEGAL COUNSEL AS TO THE LEGAL AND TAX CONSEQUENCES OF THIS LEASE.

Initials: _____
Landlord Tenant

IN WITNESS WHEREOF, the Parties have executed this Lease effective as of the date first written above.

LANDLORD:

ST, PETER EVANGELICAL LUTHERAN
CHURCH
a Nonprofit Organization

By: Rod Flippen

Its: Church Executive Counsel, Treasurer

Date: _____

Signature: _____

TENANT:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT
a Community College District

By: Peter J. Hardash

Its: Vice Chancellor, Business Operations and
Fiscal Services

Date: _____

Signature: _____

Initials: _____
Landlord Tenant

*

EXHIBIT "A"

“PREMISES”

Use of 100% of the Fellowship Hall, 2235 sq. ft.; office (Rm. 8), 130 sp. ft.; shared storage space (Rm. 6), 130 sq. ft.; (cannot share during school hours)– 2 restrooms/hallway, 375 sq. ft.; (not during school hours)of kitchen, 205 sq. ft.; office (Rms. 14/15, 350 sq. ft.; upstairs classrooms/restroom, 1345 sq. ft.; upstairs offices (Rms. 22/23) 190 sq. ft.; (Total sq. ft. 4960), shared use of three refrigerators and one freezer; two outside storage sheds; plus two outside play areas; non-exclusive use of parking lot; occasional use of Memorial Room, Nursery Room, and small playground, subject to availability, with advance notice; all facilities located on St. Peter Lutheran Church property to be used for a State Pre-School Program for underprivileged children. Any additional charges for space, equipment and/or services shall be an additional cost beyond what is hereby agreed. Lessor retains first priority on use of all facilities (after school hours) but will provide Lessee with a **minimum of seven (7) days notice in writing** for any church entity or organization requiring use of any of the above mentioned facilities.

Initials: _____
 Landlord Tenant

EXHIBIT “B”

FLOOR PLAN

Floor Plan Showing Premises

Deemed to be approximately 2235 sq. ft.; office (Rm. 8), 130 sp. ft.; shared storage space (Rm. 6), 130 sq. ft.; shared use – 2 restrooms/hallway, 375 sq. ft.; shared use of kitchen, 205 sq. ft.; office (Rms. 14/15, 350 sq. ft.; upstairs classrooms/restroom, 1345 sq. ft.; upstairs offices (Rms. 22/23) 190 sq. ft.; Total sq. ft. 4960.

[See attached]

Initials: _____
Landlord Tenant

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

To: Board of Trustees	Date: June 12, 2017
Re: Approval of Amendment No. 1 to Agreement for Charter Bus Services	
Action: Request for Approval	

BACKGROUND

The District and Ryan's Express Motorcoach dba Ryan's Express, entered into a Charter Bus Services Agreement on June 10, 2014 for transportation services, including, but not limited to, services required for field and athletic trips. The initial term of the Agreement was July 1, 2014 through June 30, 2015. On or about December 27, 2014, Ryan's Express sold all its assets to Michelangelo Leasing, Inc. dba Divine Transportation ("Michelangelo Leasing"), and assigned all contracts, including the District's Agreement, to Michelangelo Leasing effective December 31, 2014. Michelangelo Leasing assumed all the duties and responsibilities of the Agreement effective December 31, 2014. The Agreement was renewed with Michelangelo Leasing for a one (1) year period commencing July 1, 2015 through June 30, 2016, and for an additional one (1) year period commencing July 1, 2016 through June 30, 2017. In December 2016, Michelangelo Leasing and Silverado Stages, Inc. merged into one company to be known as Silverado Stages, Inc.

ANALYSIS

In order to avoid interruption of the charter bus service for the District and any delay in payments, it is necessary to seek Board approval of an Amendment No. 1 to the Agreement setting forth the terms of the previous renewals, to renew the Agreement for the fourth year of a five (5) year term, and to approve Silverado Stages, Inc. as the Transportation Contractor. The change in the company's structure and name does not change the existing terms and conditions of the Agreement. Amendment No. 1 is attached hereto as Exhibit A.

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment No. 1 to extend the Charter Bus Services Agreement for an additional one (1) year term effective July 1, 2017 through June 30, 2018 with Silverado Stages, Inc.

Fiscal Impact:	\$300,000 (Estimated)	Board Date: June 12, 2017
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**AMENDMENT NO. 1 TO
CHARTER BUS SERVICES AGREEMENT**

This Amendment No. 1 to the Charter Bus Services Agreement is entered into this ____ day of June, 2017.

WHEREAS, the Rancho Santiago Community College District (“District”) and Ryan’s Express Motorcoach dba Ryan’s Express (“Ryan’s Express”), entered into a Charter Bus Services Agreement dated June 10, 2014 (“Agreement”) for transportation services, including, but not limited to, services required for field and athletic trips;

WHEREAS, the initial term of the Agreement was July 1, 2014 through June 30, 2015;

WHEREAS, on or about December 27, 2014, Ryan’s Express sold all its assets to Michelangelo Leasing, Inc. dba Divine Transportation (“Michelangelo Leasing”), and assigned all contracts, including the District’s Agreement, to Michelangelo Leasing effective December 31, 2014;

WHEREAS, Michelangelo Leasing assumed all the duties and responsibilities of the Agreement effective December 31, 2014;

WHEREAS, the Agreement was renewed with Michelangelo Leasing for a one (1) year period commencing July 1, 2015 through June 30, 2016, and for an additional one (1) year period commencing July 1, 2016 through June 30, 2017;

WHEREAS, Michelangelo Leasing has performed as the Transportation Contractor pursuant to the Agreement since January 1, 2015;

WHEREAS, in December 2016, Michelangelo Leasing and Silverado Stages, Inc. merged into one company, to be known as Silverado Stages, Inc.;

WHEREAS, Ryan’s Express, Michelangelo Leasing and Silverado Stages, Inc. were, have been and shall be known as Transportation Contractor under the Agreement;

NOW, THEREFORE, the District and Transportation Contractor agree as follows:

1. The District and Transportation Contractor agree that the recitals set forth above are true and correct.
2. Silverado Stages, Inc. agrees to assume all the duties and responsibilities as Transportation Contractor as set forth in the Agreement.

3. The District wishes to extend the Agreement for an additional one (1) year term effective July 1, 2017 through June 30, 2018 with Silverado Stages, Inc., which will be the fourth year of a five (5) year term of the Agreement.

Except as hereinabove set forth, the terms and conditions of the Agreement as amended shall remain in full force and effect.

District

Transportation Contractor

Rancho Santiago Community College District

Michelangelo Leasing, Inc.,
dba Divine Transportation

By: _____

By:  _____

Name: Peter Hardash

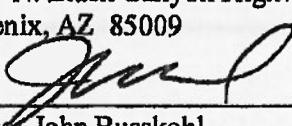
Name: Eugene Bronson

Title: Vice Chancellor

Title: President

Business/Fiscal Services

Silverado Stages, Inc.
2239 N. Black Canyon Highway
Phoenix, AZ 85009

By:  _____

Name: John Busskohl

Title: Chief Executive Officer

AGREEMENT

THIS AGREEMENT, dated the 10 day of June, 2014, in the County of Orange, State of California, is by and between Rancho Santiago Community College District, (hereinafter referred to as "District"), and Ryan's Express Motorcoach dba Ryan's Express, (hereinafter referred to as "Transportation Contractor").

The District and the Transportation Contractor, for the consideration stated herein, agree as follows:

1. Transportation Contractor agrees to complete the Charter Bus Services (Field & Athletic Trips) Bid No. 1225 according to all the terms and conditions set forth in the Bid Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Agreement, Bid Form, Information Required of Bidders, Noncollusion Declaration, Workers' Compensation Certificate, Drug-Free Workplace Certification, Insurance Certificates and Endorsements, General Conditions, Specifications/Requirements/Information, Statement of Compliance, Affirmative Action Policy, IRS W-9 Form, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Bid Documents are complementary and what is called for by any one shall be as binding as if called for by all.

2. Transportation Contractor shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility services required for performance of the services. All of said services shall be performed and completed in a good workmanlike manner in strict accordance with all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the services. The Transportation Contractor shall be liable to the District for any damages arising as a result of a failure to fully comply with this obligation.

3. District shall pay to the Transportation Contractor, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Bid Documents.

4. The services shall be commenced on July 1, 2014. Initial Term of the contract shall be July 1, 2014 through June 30, 2015 with options to extend for four (4) additional one (1) year terms by mutual written agreement, for a maximum term of five (5) years.

5. The Transportation Contractor agrees to and does hereby indemnify and hold harmless the District, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the Transportation Contractor or any person, firm or corporation employed by the Transportation Contractor, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the District.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the Transportation Contractor, or any

person, firm, or corporation employed by the Transportation Contractor, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off District property, if the liability arose due to the negligence or willful misconduct of anyone employed by the Transportation Contractor, either directly or by independent contract,

The Transportation Contractor, at Transportation Contractor's own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its Governing Board, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the District, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

6. **Hold Harmless and Indemnification.** To the fullest extent permitted by law, the Transportation Contractor, at the Transportation Contractor's sole cost and expense, agrees to fully defend, indemnify and hold harmless, the District, including but not limited to any of its Governing Board members, officers, employees and agents, from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, anticipated losses of revenues, and expenses, including any fees of accountants, attorneys or other professionals, arising out of, in connection with, resulting from or related to, or claimed to be arising out of, in connection with, resulting from or related to any act or omission by the Transportation Contractor or any of its officers, agents, employees, sub-subcontractors, any person performing any of the services pursuant to a direct or indirect contract with the Transportation Contractor or individual entities comprising the Transportation Contractor, in connection with or relating to, or claimed to be in connection with or relating to the services or this Agreement, including but not limited to any costs or liabilities arising out of or in connection with:

- (a) failure to comply with any applicable law, statute, code, ordinance, regulation, permit or orders;
- (b) any misrepresentation, misstatement or omission with respect to any statement made in the Bid Documents or any document furnished by the Transportation Contractor in connection therewith;
- (c) any breach of duty, obligation or requirement under the Bid Documents;
- (d) any failure to provide notice to any party as required under the Bid Documents;
- (e) any failure to act in such a manner as to protect the District from loss, cost, expense or liability.

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the District may have under the law or under the Bid Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the District may in its sole discretion reserve, retain or apply any monies due to the Transportation Contractor under the Bid Documents for the purpose of resolving such claims; provided, however, that the District may release such funds if the Transportation Contractor provides the District with reasonable assurance of protection of the District's interests. The District shall in their sole discretion determine whether such assurances are reasonable.

7. **Termination.** The District shall have the right to terminate the contract with or without cause at any time giving thirty (30) days written notice to the Transportation Contractor.

Upon notice of cancellation, Transportation Contractor shall be required to fulfill all outstanding obligations for scheduled trips or reimburse the District for any difference in cost for a rescheduled trip resulting in a higher expense to the District.

In the event of any such termination, the District shall secure the required services from another Transportation Contractor.

8. Transportation Contractor shall take out prior to commencing the services, and maintain, during the life of this Agreement, the insurance coverage set forth in the General Conditions.

9. If Transportation Contractor is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of CA, and that JOHN BUSSKELL, whose title is CEO, is authorized to act for and bind the corporation.

10. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

11. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the services to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

DISTRICT: Rancho Santiago Community
College District

By: _____

Signature

Peter J. Hardash

Print Name

Vice Chancellor

Business Operations/Fiscal Services

Title

TRANSPORTATION CONTRACTOR

By: _____

Signature

JOHN BUSSKELL

CEO

Title

BL-LIC-022934

Contractor's License No.

95-4830849

Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,
if corporation)

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

To: Board of Trustees	Date: June 12, 2017
Re: Approval of Renewal for Landscape Maintenance Services	
Action: Request for Approval	

BACKGROUND

The District and Tropical Plaza Nursery, Inc. entered into a Landscape Maintenance Services Agreement on May 21, 2013 for routine landscape maintenance services at Santiago Canyon College, Santiago Canyon College-Orange Education Center and Digital Media Center. The initial term of the Agreement was July 1, 2013 through June 30, 2016 with the option to renew the contract for two (2) additional one (1) year terms. The Agreement was renewed with Tropical Plaza Nursery, Inc. for a one (1) year period commencing July 1, 2016 through June 30, 2017.

ANALYSIS

In order to avoid interruption of the landscape maintenance service for the District, it is necessary to seek Board approval to renew the Agreement for the fifth year of a five (5) year term. The District is satisfied with the services provided by Tropical Plaza Nursery, Inc. and wishes to renew the final year of the Agreement.

RECOMMENDATION

It is recommended that the Board of Trustees approve to renew the Landscape Maintenance Services Agreement for an additional one (1) year term effective July 1, 2017 through June 30, 2018 with Tropical Plaza Nursery, Inc. as presented.

Fiscal Impact: \$142,078.20	Board Date: June 12, 2017
Prepared by: Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	

AGREEMENT

THIS AGREEMENT, dated the 21st day of May, 2013, in the County of Orange, State of California, is by and between Rancho Santiago Community College District, (hereinafter referred to as "DISTRICT"), and Tropical Plaza Nursery, Inc., (hereinafter referred to as "VENDOR").

WHEREAS, the DISTRICT is authorized to contract with a VENDOR to provide Landscape Maintenance Service for Santiago Canyon College, Santiago Canyon College-Orange Education Center and Digital Media Center.

WHEREAS, the VENDOR is specially experienced, and competent to provide Landscape Maintenance Service in accordance with all of the terms, conditions and pricing as listed in Bid #1208.

IT IS THEREFORE AGREED AS FOLLOWS:

The DISTRICT hereby retains and employs the VENDOR upon the terms and conditions hereinafter set forth, and the VENDOR hereby accepts said conditions and agrees to provide Landscape Maintenance Service as hereinafter mentioned as the successful bidder in accordance with the said terms and conditions of Bid #1208.

1. The VENDOR shall commence providing provide Landscape Maintenance Service under this Agreement beginning July 1, 2013 and will diligently perform as required and complete performance by June 30, 2016.
2. The DISTRICT has the option to renew the contract for two (2) additional one (1) year terms by written notice to the VENDOR not less than thirty (30) days prior to the expiration date.
3. The DISTRICT shall pay the VENDOR monthly payments in accordance with the special conditions of the bid.
4. The VENDOR shall assume all expenses incurred by him/her in connection with the performance of this Agreement, and the DISTRICT shall not be responsible for payment of any expenses incurred in connection with the project.
5. While engaged in carrying out and complying with any of the terms and conditions of this Agreement, the VENDOR is not an officer, agent, or employee of the DISTRICT.
6. The VENDOR agrees to and shall hold harmless and indemnify the DISTRICT and its officers, agents, and employees from every claim or demand and every liability or loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:
 - a. liability for damages for death or bodily injury to person, injury to property, or any loss, damage or expense sustained by the VENDOR or any person, firm or corporation employed by the VENDOR upon or in connection with the services called for in the Agreement, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the DISTRICT's officers, employees, or agents.
 - b. any injury to or death of persons or damage to property, sustained by any persons, firm or corporation, arising out of, or in any way connected with the services covered by this Agreement, whether said injury or damage occurs either on or off the DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT's officers employees, or agents. The VENDOR, at the VENDOR's expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers,

agents, or employees on any such claim, demand, or liability and shall pay or satisfy any judgment that may be rendered against the DISTRICT or its officers, agents or employees in any action, suit, or other proceedings as a result thereof.

7. The VENDOR shall have the appropriate license(s), Class C-27 (landscaping) and, if performing tree trimming services a Class D-49 (tree trimming) and that such license shall be in full force and effect throughout the duration of performance under this contract and that any and all subcontractors to be employed by the vendor shall have appropriate licenses based on service(s) performed.
8. The VENDOR shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances including prevailing wage requirements and workers' compensation.
9. The VENDOR shall maintain and keep in force during the term of the Agreement, the insurance coverage set forth in the bid. VENDOR agrees to provide all evidence of coverage required by the DISTRICT including certificate of insurance and endorsement naming the DISTRICT as additional insured followed with a written endorsement.
10. This contract may not be assigned without the written consent of the DISTRICT.
11. The DISTRICT has the right to terminate this Agreement in whole or in part for any reason, without penalty, at any time by providing the VENDOR with a written notice of the termination at least thirty (30) days in advance.

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

ENTERED INTO THIS AGREEMENT:

FOR THE VENDOR:
Tropical Plaza Nursery, Inc.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT
Santa Ana, California

By: 
Signature

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

Leslie T. Fields
Printed Name


Date

President
Printed Title

May 22, 2013
Date

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

To: Board of Trustees	Date: June 12, 2017
Re: Approval of Renewal for Transportation Services	
Action: Request for Approval	

BACKGROUND

The District entered into a Transportation Services Agreement with Certified Transportation Services, Inc. for local trips and with Gold Coast Tours for long distance and out-of-state trips on June 10, 2014. The initial term of the Agreements were July 1, 2014 through June 30, 2015 with options to extend for four (4) additional one (1) year terms. The Agreements were renewed with Gold Coast Tours and Certified Transportation Services, Inc. for a one (1) year period commencing July 1, 2015 through June 30, 2016, and for an additional one (1) year period commencing July 1, 2016 through June 30, 2017.

ANALYSIS

The District is satisfied with the services provided by Gold Coast Tours and Certified Transportation Services, Inc. and wishes to renew the fourth year of the five (5) year Agreements.

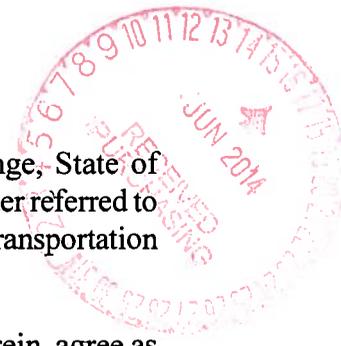
RECOMMENDATION

It is recommended that the Board of Trustees approve to renew the Transportation Services Agreements for an additional one (1) year term effective July 1, 2017 through June 30, 2018 with Gold Coast Tours and Certified Transportation Services, Inc. as presented.

Fiscal Impact:	\$15,000 each (Estimated)	Board Date: June 12, 2017
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor	

AGREEMENT

THIS AGREEMENT, dated the 10 day of June, 2014, in the County of Orange, State of California, is by and between Rancho Santiago Community College District, (hereinafter referred to as "District"), and Certified Transportation Services Inc., (hereinafter referred to as "Transportation Contractor").



The District and the Transportation Contractor, for the consideration stated herein, agree as follows:

1. Transportation Contractor agrees to complete the Charter Bus Services (Field & Athletic Trips) Bid No. 1225 according to all the terms and conditions set forth in the Bid Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Agreement, Bid Form, Information Required of Bidders, Noncollusion Declaration, Workers' Compensation Certificate, Drug-Free Workplace Certification, Insurance Certificates and Endorsements, General Conditions, Specifications/Requirements/Information, Statement of Compliance, Affirmative Action Policy, IRS W-9 Form, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Bid Documents are complementary and what is called for by any one shall be as binding as if called for by all.

2. Transportation Contractor shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility services required for performance of the services. All of said services shall be performed and completed in a good workmanlike manner in strict accordance with all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the services. The Transportation Contractor shall be liable to the District for any damages arising as a result of a failure to fully comply with this obligation.

3. District shall pay to the Transportation Contractor, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Bid Documents.

4. The services shall be commenced on July 1, 2014. Initial Term of the contract shall be July 1, 2014 through June 30, 2015 with options to extend for four (4) additional one (1) year terms by mutual written agreement, for a maximum term of five (5) years.

5. The Transportation Contractor agrees to and does hereby indemnify and hold harmless the District, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the Transportation Contractor or any person, firm or corporation employed by the Transportation Contractor, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the District.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the Transportation Contractor, or any

person, firm, or corporation employed by the Transportation Contractor, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off District property, if the liability arose due to the negligence or willful misconduct of anyone employed by the Transportation Contractor, either directly or by independent contract,

The Transportation Contractor, at Transportation Contractor's own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its Governing Board, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the District, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

6. Hold Harmless and Indemnification. To the fullest extent permitted by law, the Transportation Contractor, at the Transportation Contractor's sole cost and expense, agrees to fully defend, indemnify and hold harmless, the District, including but not limited to any of its Governing Board members, officers, employees and agents, from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, anticipated losses of revenues, and expenses, including any fees of accountants, attorneys or other professionals, arising out of, in connection with, resulting from or related to, or claimed to be arising out of, in connection with, resulting from or related to any act or omission by the Transportation Contractor or any of its officers, agents, employees, sub-subcontractors, any person performing any of the services pursuant to a direct or indirect contract with the Transportation Contractor or individual entities comprising the Transportation Contractor, in connection with or relating to, or claimed to be in connection with or relating to the services or this Agreement, including but not limited to any costs or liabilities arising out of or in connection with:

- (a) failure to comply with any applicable law, statute, code, ordinance, regulation, permit or orders;
- (b) any misrepresentation, misstatement or omission with respect to any statement made in the Bid Documents or any document furnished by the Transportation Contractor in connection therewith;
- (c) any breach of duty, obligation or requirement under the Bid Documents;
- (d) any failure to provide notice to any party as required under the Bid Documents;
- (e) any failure to act in such a manner as to protect the District from loss, cost, expense or liability.

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the District may have under the law or under the Bid Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the District may in its sole discretion reserve, retain or apply any monies due to the Transportation Contractor under the Bid Documents for the purpose of resolving such claims; provided, however, that the District may release such funds if the Transportation Contractor provides the District with reasonable assurance of protection of the District's interests. The District shall in their sole discretion determine whether such assurances are reasonable.

7. Termination. The District shall have the right to terminate the contract with or without cause at any time giving thirty (30) days written notice to the Transportation Contractor.

Upon notice of cancellation, Transportation Contractor shall be required to fulfill all outstanding obligations for scheduled trips or reimburse the District for any difference in cost for a rescheduled trip resulting in a higher expense to the District.

In the event of any such termination, the District shall secure the required services from another Transportation Contractor.

8. Transportation Contractor shall take out prior to commencing the services, and maintain, during the life of this Agreement, the insurance coverage set forth in the General Conditions.

9. If Transportation Contractor is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of _____, and that _____, whose title is _____, is authorized to act for and bind the corporation.

10. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

11. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the services to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

DISTRICT: Rancho Santiago Community College District

TRANSPORTATION CONTRACTOR

By: 
Signature 6/10/14

By: 
Signature

Peter J. Hardash
Print Name

DAVID P. GREGORY
Print Name

Vice Chancellor
Business Operations/Fiscal Services
Title

PRESIDENT
Title

CATCP 8376
Contractor's License No.

33-0398082
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR, if corporation)

AGREEMENT

THIS AGREEMENT, dated the 10 day of June, 2014, in the County of Orange, State of California, is by and between Rancho Santiago Community College District, (hereinafter referred to as "District"), and Hot Dogger Tours Inc. dba Gold Coast Tours, (hereinafter referred to as "Transportation Contractor").

The District and the Transportation Contractor, for the consideration stated herein, agree as follows:

1. Transportation Contractor agrees to complete the Charter Bus Services (Field & Athletic Trips) Bid No. 1225 according to all the terms and conditions set forth in the Bid Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Agreement, Bid Form, Information Required of Bidders, Noncollusion Declaration, Workers' Compensation Certificate, Drug-Free Workplace Certification, Insurance Certificates and Endorsements, General Conditions, Specifications/Requirements/Information, Statement of Compliance, Affirmative Action Policy, IRS W-9 Form, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Bid Documents are complementary and what is called for by any one shall be as binding as if called for by all.

2. Transportation Contractor shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility services required for performance of the services. All of said services shall be performed and completed in a good workmanlike manner in strict accordance with all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the services. The Transportation Contractor shall be liable to the District for any damages arising as a result of a failure to fully comply with this obligation.

3. District shall pay to the Transportation Contractor, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Bid Documents.

4. The services shall be commenced on July 1, 2014. Initial Term of the contract shall be July 1, 2014 through June 30, 2015 with options to extend for four (4) additional one (1) year terms by mutual written agreement, for a maximum term of five (5) years.

5. The Transportation Contractor agrees to and does hereby indemnify and hold harmless the District, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the Transportation Contractor or any person, firm or corporation employed by the Transportation Contractor, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the District.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the Transportation Contractor, or any

person, firm, or corporation employed by the Transportation Contractor, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off District property, if the liability arose due to the negligence or willful misconduct of anyone employed by the Transportation Contractor, either directly or by independent contract,

The Transportation Contractor, at Transportation Contractor's own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its Governing Board, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the District, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

6. Hold Harmless and Indemnification. To the fullest extent permitted by law, the Transportation Contractor, at the Transportation Contractor's sole cost and expense, agrees to fully defend, indemnify and hold harmless, the District, including but not limited to any of its Governing Board members, officers, employees and agents, from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, anticipated losses of revenues, and expenses, including any fees of accountants, attorneys or other professionals, arising out of, in connection with, resulting from or related to, or claimed to be arising out of, in connection with, resulting from or related to any act or omission by the Transportation Contractor or any of its officers, agents, employees, sub-subcontractors, any person performing any of the services pursuant to a direct or indirect contract with the Transportation Contractor or individual entities comprising the Transportation Contractor, in connection with or relating to, or claimed to be in connection with or relating to the services or this Agreement, including but not limited to any costs or liabilities arising out of or in connection with:

- (a) failure to comply with any applicable law, statute, code, ordinance, regulation, permit or orders;
- (b) any misrepresentation, misstatement or omission with respect to any statement made in the Bid Documents or any document furnished by the Transportation Contractor in connection therewith;
- (c) any breach of duty, obligation or requirement under the Bid Documents;
- (d) any failure to provide notice to any party as required under the Bid Documents;
- (e) any failure to act in such a manner as to protect the District from loss, cost, expense or liability.

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the District may have under the law or under the Bid Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the District may in its sole discretion reserve, retain or apply any monies due to the Transportation Contractor under the Bid Documents for the purpose of resolving such claims; provided, however, that the District may release such funds if the Transportation Contractor provides the District with reasonable assurance of protection of the District's interests. The District shall in their sole discretion determine whether such assurances are reasonable.

7. Termination. The District shall have the right to terminate the contract with or without cause at any time giving thirty (30) days written notice to the Transportation Contractor.

Upon notice of cancellation, Transportation Contractor shall be required to fulfill all outstanding obligations for scheduled trips or reimburse the District for any difference in cost for a rescheduled trip resulting in a higher expense to the District.

In the event of any such termination, the District shall secure the required services from another Transportation Contractor.

8. Transportation Contractor shall take out prior to commencing the services, and maintain, during the life of this Agreement, the insurance coverage set forth in the General Conditions.

9. If Transportation Contractor is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of CA, and that John W. Hartley, whose title is President, is authorized to act for and bind the corporation.

10. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

11. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the services to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

DISTRICT: Rancho Santiago Community College District

TRANSPORTATION CONTRACTOR

By: [Signature]
Signature

By: [Signature]
Signature

Peter J. Hardash
Print Name

John W. Hartley
Print Name

Vice Chancellor
Business Operations/Fiscal Services
Title

President
Title

Contractor's License No.

95-3306238
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR, if corporation)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: June 12, 2017

INDEPENDENT CONTRACTORS

Growth Sector, Inc

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide support services as required to meet the outcomes of the SATech grant objectives including maintaining a caseload of one hundred twenty (120) active students, direct the planning and implementation of activities, establish and implement recruitment processes and participant services such as tutoring, mentoring, retention services and assessment, coordinate and conduct program outreach, and collect and maintain statistical information.

Date(s) of Service: July 1, 2017 through June 30, 2018

Fee: \$72,000.00

Requested by: Madeline Grant/Carlos Lopez

Funded by: SAC Business Division - Engineering
12-2219-649000-15150-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this 13th of June, 2017 by and between Growth Sector, Inc 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 SUPPORT SERVICES AS REQUIRED TO MEET THE OUTCOMES OF THE SATECH GRANT OBJECTIVES INCLUDING MAINTAINING A CASELOAD OF ONE HUNDRED TWENTY (120) ACTIVE STUDENTS, DIRECT THE PLANNING AND IMPLEMENTATION OF ACTIVITIES, ESTABLISH AND IMPLEMENT RECRUITMENT PROCESSES AND PARTICIPANT SERVICES SUCH AS TUTORING, MENTORING, RETENTION SERVICES AND ASSESSMENT, COORDINATE AND CONDUCT PROGRAM OUTREACH, AND COLLECT AND MAINTAIN STATISTICAL INFORMATION PER SUBMITTED SCOPE OF WORK.

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 Seventy Two Thousand Dollars & No Cents (\$72,000.00).

The contracted services are to commenced on or about July 1, 2017 and completed on or about, but not later than June 30, 2018.

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

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

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

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

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address

City/State

Date

Date

Attachment “B”

Scope of Work Activities to be Completed

- GSI will provide support services as required to meet the outcomes of the SATech Grant Objectives.
- Maintain a caseload of 120 active students and direct the planning and implementation of appropriate activities to meet program objectives.
- Support SAC Engineering pathways within Engineering department based on student needs/goals including Engineering Technologies
- Establish and implement recruitment process and participant services such as tutoring, mentoring, retention services and assessment.
- Recruitment, hiring, training, scheduling, assigning, supervising, and coordinating the work of part-time supplemental Instruction leaders and track SI student attendance.
- Identify tutors, schedule tutoring sessions and track student attendance.
- Interact with program faculty to track students' grade progress regularly throughout semester.
- Attend program accelerated classes to interact with students & instructors
- Coordinate and conduct program outreach, recruitment for student cohorts, orientations, career workshops and panels, field trips and job skills trainings.
- Conduct monthly individual sessions to record academic progress, and establish personal and academic goals.
- Develop individualized academic improvement plans for students who performed poorly in classes and refer them to campus and community resources.
- Design and conduct evaluation to improve effectiveness of events and programming.
- Work with students to ensure retention, successful graduation with AS degree and/or transfer to an Engineering program at a University of California or a California State University.
- Collect and maintain statistical information and other data related to potential and enrolled students and the number of students served;
- Collaborate with related Santa Ana College programs and student organizations (MESA, SWE, Engineering Club, SHPE), to offer programs, trips, conference etc.
- Coordinate and conduct program orientation, career workshops, panels, field trips and job skills trainings.
- Inform and coach students through their internship applications including resume workshops, critiques/edits and interview preparations
- Utilizing their industry expertise and experience, GSI will facilitate the following with their key partners NASA Dryden, NASA JPL, SWIFT Engineering, Republic Services, Viewsonic, etc:
 - Workshops
 - Field trips
 - Internships for students.
- Make oral presentations to students, parents, counselors, and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding programs
- Create marketing materials including program newsletters outlining program updates, as well as a promotional video to outline students' academic/personal journey

Collaboration/STEM Core Expansion

- Collaborate with SAC sister colleges and regional STEM Core program partners to coordinate recruitment, participant services and expansion initiatives

Attachment “B”

- Stay connected to OCDE & Santa Ana Unified School District staff in order to create a pipeline from high school to college to increase STEM Core recruitment
- Create and maintain regional STEM Core partnerships including employer relations, grant coordination/implementation,
- Partnership development for further grant opportunities involving Santa Ana College with California community colleges, Universities, employers, WIB
- Develop and implement college credit summer program w/ OCDE rising juniors and seniors and connect students with STEM Core programs at Santa Ana College and UCI

**Growth Sector, Inc.
Director Biographies**

David Gruber, Director has developed and implemented career pathways in the bio-tech, energy, utility, education and engineering sectors. David is currently directing Growth Sector efforts in the statewide Accelerated Math Gateway and STEM Teacher Pathway. Prior to founding Growth Sector, Mr. Gruber served as an advisor to Genentech, Manpower, Pacific Gas and Electric, Public Private Ventures, the Annie E. Casey Foundation, the Mott Foundation, Jobs for the Future, MDRC, the Packard Foundation, the states of Pennsylvania, Delaware, and Missouri and a large number of communities in creating more effective workforce and education strategies. Mr. Gruber also co-founded the Workforce Strategy Center, and is an author of Generations of Challenge published by the Sar Levitan Center at Johns Hopkins University. Mr. Gruber received the 2011 International Association of Workforce Professionals Individual Recognition award for his work in California.

Caz Pereira, Director has developed and implemented career pathways in the bio-tech, energy, utility and engineering sectors, and is currently directing Growth Sector efforts in the Orange County Bridge to Engineering. Prior to founding Growth Sector, Caz co-founded Gruber and Pereira Associates, to assist cities and states in planning and managing workforce and economic development initiatives. From 2004-2006, while with Gruber & Pereira, Caz, in partnership with Alameda County WIB, helped develop and implement the Department of Labor High Growth High Wage Biotech Regional Initiative. He was successful in generating support from industry leaders to support this public private venture. Prior to GPA, Caz worked with Workforce Strategy Center as Senior Consultant where he coordinated and developed customized training programs in information technology and biotechnology with public workforce agencies, private firms and national and California foundations. Caz also served as Vice President for Training and Employment for San Francisco Works, a partnership with the San Francisco Chamber of Commerce. In this role, Caz developed public and private workforce partnerships focused on customized training programs to prepare low income and dislocated individuals for employment.

Purchase Order List

04/01/2017 thru 04/30/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0045742	4/3/2017	12	Student Activities	Contracted Services	GARCIA MICHELLE M.	250.00
17-P0045743	4/3/2017	12	Student Equity	Contracted Services	MUJERES DE MAIZ	500.00
17-P0045744	4/3/2017	12	Safety & Parking - DO	Contracted Services	WAYNE BENNETT	1,098.90
17-P0045745	4/3/2017	12	Fine & Performing Arts Office	Instructional Supplies	SAMY'S CAMERA	1,800.00
17-P0045746	4/3/2017	11	Digital Media Center	Contracted Services	ORANGE COUNTY FIRE PROTECTION	200.00
17-P0045747	4/3/2017	11	Maintenance	Contracted Services	ABBA TERMITE & PEST CONTROL INC	195.00
17-P0045748	4/3/2017	12	DSPS Office	Contracted Services	QUALITY OFFICE FURNISHINGS INC	1,350.00
17-P0045749	4/3/2017	11	Maintenance	Maint/Oper Service Agreements	CHEROKEE CHEMICAL CO INC	1,000.00
17-P0045750	4/3/2017	12	Humanities & Social Sci Office	Instructional Supplies	FREY SCIENTIFIC/EDUC PUBL SERVICE	3,758.98
17-P0045751	4/3/2017	12	Humanities & Social Sci Office	Instructional Supplies	DON BOOKSTORE	463.33
17-P0045752	4/3/2017	12	Humanities & Social Sci Office	Instructional Supplies	APPERSON	342.72
17-P0045753	4/3/2017	13	Distance Education	Non-Instructional Supplies	TEAMWORK PROMOTIONAL	447.90
17-P0045754	4/3/2017	12	LA/OC Regional Consortia	Reproduction/Printing Expenses	VERCHES RICHARD	211.73
17-P0045755	4/3/2017	13	Administrative Services Office	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	18,294.23
17-P0045756	4/3/2017	12	Ctr for Intl Trade Dev Office	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	101.20
17-P0045757	4/3/2017	12	Biology	Instructional Supplies	DAIGGER SCIENTIFIC INC	647.31
17-P0045758	4/3/2017	12	Biology	Instructional Supplies	HARDY DIAGNOSTICS	315.98
17-P0045759	4/4/2017	11	Purchasing	Contracted Services	SCS ENGINEERS	5,600.00
17-P0045760	4/4/2017	13	Sci, Math, Health Sci Office	Non-Instructional Supplies	PASCO SCIENTIFIC	6,021.06
17-P0045761	4/4/2017	12	Counseling	Non-Instructional Supplies	TEAMWORK PROMOTIONAL	147.64
17-P0045762	4/4/2017	13	Public Affairs/Gov Rel Office	Advertising	PROFESSIONAL SPECIALTY PUBLICATIONS LLC	9,000.00
17-P0045763	4/4/2017	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
17-P0045764	4/4/2017	12	SAC Continuing Ed-Instruction	Instructional Supplies	DON BOOKSTORE	285.54
17-P0045765	4/4/2017	12	Diesel	Reproduction/Printing Expenses	IMAGE PRINTING SOLUTIONS	436.99
17-P0045766	4/4/2017	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	9,898.19
17-P0045767	4/4/2017	12	Biology	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	398.41
17-P0045768	4/4/2017	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	2,602.16
17-P0045769	4/4/2017	12	Corporate Training Institute	Contracted Services	EDUCATIONAL TESTING SVC	774.50
17-P0045770	4/4/2017	12	Orientation/Coord/Training	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	1,358.01
17-P0045771	4/4/2017	12	Biology	Instructional Supplies	SIGMA ALDRICH INC	1,001.34
17-P0045772	4/4/2017	11	Risk Management	Conference Expenses	ASCIP	180.00
17-P0045773	4/4/2017	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	11,030.91
17-P0045774	4/4/2017	12	Distance Education	Books, Mags & Subscrip-Non-Lib	AMAZON COM	1,723.12
17-P0045775	4/4/2017	33	CDC Santiago Canyon College	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	300.00
17-P0045776	4/4/2017	12	Counseling	Food and Food Service Supplies	JAY'S CATERING	1,089.97

4.16 (1)

No. 4.16

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

Printed: 5/9/2017 1:12:54PM

Environment: Colleague

LoginID: DR21189

Purchase Order List

04/01/2017 thru 04/30/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
* 17-P0045777	4/4/2017	11	Safety & Security Office	Non-Instructional Supplies	ENTENMANN ROVIN CO	14.00
* 17-P0045777	4/4/2017	12	Safety & Parking - DO	Non-Instructional Supplies	ENTENMANN ROVIN CO	82.43
PO Amt Total for *17-P0045777 :						96.43
17-P0045778	4/4/2017	12	Digital Media Center	Transportation - Student	PLACENTIA YORBA LINDA	1,230.00
17-P0045779	4/4/2017	12	Financial Aid Office	Non-Instructional Supplies	SCHICK RECORDS MGMT	37.71
17-P0045780	4/4/2017	12	Student Equity	Food and Food Service Supplies	HART COMMUNITY HOMES INC	600.55
17-P0045781	4/4/2017	13	Publications	Non-Instructional Supplies	VERITIV OPERATING COMPANY	1,215.42
17-P0045782	4/4/2017	12	Biology	Equip-All Other >\$200 < \$1,000	BIO SURPLUS INC	1,075.34
17-P0045783	4/4/2017	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	2,216.96
17-P0045784	4/4/2017	12	Counseling	Non-Instructional Supplies	TEAMWORK PROMOTIONAL	298.31
17-P0045785	4/4/2017	13	Human Svcs & Technology Office	Rental - Facility (Short-term)	WELLS FARGO BANK	4,016.00
17-P0045786	4/4/2017	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	3,372.46
17-P0045787	4/4/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	CFED LLC	782.27
17-P0045788	4/4/2017	12	MESA	Awards & Incentives	TJM PROMOS INC	740.89
17-P0045789	4/4/2017	12	Student Services Office	Food and Food Service Supplies	PESAH CORP	4,941.00
17-P0045790	4/4/2017	12	CJ/Academies	Instructional Supplies	RUBBER-CAL INC	645.82
17-P0045791	4/4/2017	12	Upward Bound	Fees Paid for Students	USS MIDWAY MUSEUM	180.00
17-P0045792	4/4/2017	12	Upward Bound	Transportation - Student	GOLD COAST TOURS	947.36
17-P0045793	4/4/2017	12	Humanities & Social Sci Office	Instructional Supplies	GALAN PRODUCTIONS INC	605.25
17-P0045794	4/4/2017	12	Upward Bound	Transportation - Student	GOLD COAST TOURS	902.25
17-P0045795	4/5/2017	13	Human Svcs & Technology Office	Contracted Services	OWENS STEVE	1,200.00
17-P0045796	4/5/2017	41	Admin Services Office	Contracted Repair Services	WEATHERITE CORP	3,650.00
17-P0045797	4/5/2017	11	Maintenance	Contracted Services	WEATHERITE CORP	2,900.00
17-P0045798	4/5/2017	12	Student Development	Conference Expenses	WEST HILLS COMMUNITY COLLEGE DISTRICT	255.00
17-P0045799	4/5/2017	12	Student Development	Conference Expenses	ANAND INVESTMENTS LLC	204.12
17-P0045800	4/5/2017	12	Student Development	Conference Expenses	WEST HILLS COMMUNITY COLLEGE DISTRICT	255.00
17-P0045801	4/5/2017	12	Student Development	Conference Expenses	ANAND INVESTMENTS LLC	204.12
17-P0045802	4/5/2017	11	Maintenance	Maint/Oper Service Agreements	VORTEX INDUSTRIES	3,910.00
17-P0045803	4/5/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	COAST ELECTRIC	980.52
17-P0045804	4/5/2017	41	Facility Planning Office	Bldg Impr - Relocation/Moving	AMERICAN RELOCATION & LOGISTICS INC	3,940.00
17-P0045805	4/5/2017	12	Financial Aid Office	Contracted Services	D4 SOLUTIONS INC.	1,456.98
17-P0045806	4/5/2017	11	Maintenance	Contracted Services	NEWBUILD CONSTRUCTION AND RESTORATION INC	3,737.50
17-P0045807	4/5/2017	11	Maintenance	Contracted Services	NEWBUILD CONSTRUCTION AND RESTORATION INC	5,290.00
17-P0045808	4/5/2017	12	Continuing Education Division	Contracted Services	IMMEL DESIGN INC	432.82
17-P0045809	4/5/2017	12	Safety & Parking - DO	Inst Dues & Memberships	CCUPCA CALIFORNIA COLLEGE AND	299.00

4.16 (2)

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

Purchase Order List

04/01/2017 thru 04/30/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount	
17-P0045810	4/5/2017	1	41	Facility Planning Office	Bldg Impr - Contractor Svcs	COASTAL FLOORING SURFACES INC.	53,500.00
17-P0045812	4/5/2017	1	12	Upward Bound	Other Participant Travel Exp	WESTOP	1,260.00
17-P0045813	4/5/2017	1	13	Transportation	Equip-Vehicles >\$5,000	72 HOURS LLC	32,542.40
17-P0045814	4/5/2017	1	11	District Wide Technology	Building Improvements	COAST ELECTRIC	1,632.59
17-P0045815	4/5/2017	1	11	District Wide Technology	Building Improvements	D4 SOLUTIONS INC.	1,081.56
17-P0045816	4/5/2017	1	11	District Wide Technology	Building Improvements	D4 SOLUTIONS INC.	1,886.32
17-P0045817	4/5/2017	1	11	District Wide Technology	Contracted Services	SADA SYSTEMS INC	2,925.00
17-P0045818	4/5/2017	1	11	District Wide Technology	Software Support Service-Fixed	MONOTYPE IMAGING	220.00
17-P0045819	4/5/2017	1	41	Facility Planning Office	Bldg Impr - Contractor Svcs	DE LA TORRE COMMERCIAL	144,400.00
17-P0045820	4/5/2017	1	12	Student Activities	Contracted Services	SERRANO BRIANNA	250.00
17-P0045821	4/5/2017	1	12	Safety & Parking - DO	Non-Instructional Supplies	PHOENIX GROUP INFORMATION SYSTEMS	1,196.68
17-P0045822	4/5/2017	1	11	District Wide Technology	Equip-All Other >\$200 < \$1,000	CABLE EXPRESS CORP	1,296.23
17-P0045823	4/6/2017	1	12	Continuing Education Division	Rental - Facility (Short-term)	OC CHILDREN'S THERAPEUTIC ART CTR	922.25
17-P0045824	4/6/2017	1	12	Continuing Education Division	Rental - Facility (Short-term)	CITY OF SANTA ANA	1,258.12
17-P0045825	4/6/2017	1	11	Maintenance & Operations	Contracted Services	SUNBELT CONTROLS INC	6,000.00
17-P0045826	4/6/2017	1	11	Broadcast Journalism	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	370.00
17-P0045827	4/6/2017	1	12	Automotive Technology/Engine	Instructional Supplies	CARQUEST AUTO PARTS	970.00
17-P0045828	4/6/2017	1	12	Music	Instructional Supplies	JW PEPPER & SON INC.	1,400.00
17-P0045829	4/6/2017	1	12	EOPS	Supplies Paid for Students	OFFICE DEPOT BUSINESS SVCS	2,000.00
17-P0045830	4/6/2017	1	12	Financial Aid Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	100.00
17-P0045831	4/6/2017	1	11	Maintenance	Non-Instructional Supplies	MONTGOMERY HARDWARE CO	3,000.00
17-P0045832	4/6/2017	1	12	Graphics	Instructional Supplies	ART SUPPLY WAREHOUSE	300.00
17-P0045833	4/6/2017	1	12	Graphics	Instructional Supplies	KELLY PAPER	450.00
17-P0045834	4/6/2017	1	12	Graphics	Instructional Supplies	KUTTING EDGE DESIGN LLC	200.00
17-P0045835	4/6/2017	1	11	Publications	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	150.00
17-P0045836	4/6/2017	1	12	Human Svcs & Technology Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
17-P0045837	4/6/2017	1	12	MESA	Awards & Incentives	DON BOOKSTORE	2,300.00
17-P0045838	4/6/2017	1	33	CDC Santa Ana College	Food and Food Service Supplies	SYSCO FOOD SVC	10,000.00
17-P0045839	4/6/2017	1	11	Publications	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	27.45
17-P0045840	4/6/2017	1	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	453.95
17-P0045841	4/6/2017	1	33	CDC Santa Ana College	Instructional Supplies	SMART & FINAL	200.00
17-P0045842	4/6/2017	1	12	Communications & Media Studies	Reproduction/Printing Expenses	SAN DIEGUITO PUBLISHER'S INC	10,000.00
17-P0045843	4/6/2017	1	12	Financial Aid Office	Non-Instructional Supplies	SCHICK RECORDS MGMT	45.26
17-P0045844	4/6/2017	1	12	Fine & Performing Arts Office	Instructional Supplies	EBSCO SUBSCRIPTION SVCS	14,500.00
17-P0045845	4/6/2017	1	12	Fine & Performing Arts Office	Instructional Supplies	GALE GROUP	10,000.00
17-P0045846	4/6/2017	1	41	Facility Planning Office	Bldg Impr - Other Services	DRISCOLL ENTERPRISES	18,500.00
17-P0045847	4/6/2017	1	12	DSPS Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	66.53

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

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0045848	4/6/2017	12	Television (TV/Film/Video)	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	398.84
17-P0045849	4/6/2017	13	Publications	Non-Instructional Supplies	KELLY PAPER	1,236.97
17-P0045850	4/6/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	988.83
17-P0045851	4/6/2017	12	Academic Affairs Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	368.06
17-P0045852	4/6/2017	12	Resource Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
17-P0045853	4/6/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	LAURIE SALLINGER	1,298.07
17-P0045854	4/6/2017	12	MESA	Food and Food Service Supplies	SUZANNE L. LOHMANN	1,094.16
17-P0045855	4/6/2017	12	Nursing	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	839.27
17-P0045856	4/6/2017	33	CDC Centennial Education Ctr	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	250.00
17-P0045857	4/6/2017	12	Career Ed & Work Dev Office	Reproduction/Printing Expenses	HAGGARTY PRINTING INC	2,411.54
17-P0045858	4/6/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	883.99
17-P0045859	4/6/2017	13	Administrative Services Office	Equip-Mod Furn > \$5,000	CN SCHOOL AND OFFICE SOLUTIONS INC	21,618.05
17-P0045860	4/6/2017	12	Career Ed & Work Dev Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	735.00
17-P0045861	4/6/2017	12	SAC Continuing Ed-Instruction	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	865.53
17-P0045862	4/6/2017	12	Reprographics	Instructional Supplies	SOUTHWEST PLASTIC BINDING CO	253.21
17-P0045863	4/6/2017	13	Publications	Non-Instructional Supplies	KELLY PAPER	2,216.20
17-P0045864	4/6/2017	12	Fine & Performing Arts Office	Instructional Supplies	AMAZON COM	14,500.00
17-P0045865	4/6/2017	12	Diesel	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	790.00
17-P0045866	4/6/2017	13	Transportation	Equip-All Other > \$5,000	YALE CHASE	51,325.63
17-P0045867	4/6/2017	13	Transportation	Equip-Vehicles >\$5,000	TOM'S TRUCK CENTER INC	51,780.97
17-P0045868	4/6/2017	12	Distance Education	Instructional Supplies	AMAZON COM	2,154.78
17-P0045869	4/7/2017	13	Public Affairs/Gov Rel Office	Other Licenses & Fees	AAA FLAG AND BANNER	4,110.08
17-P0045870	4/7/2017	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	DELL COMPUTER	3,784.32
17-P0045871	4/7/2017	12	Financial Aid Office	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	523.41
17-P0045872	4/7/2017	12	Financial Aid Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	2,463.32
17-P0045873	4/7/2017	12	Music	Instructional Supplies	INTERMEDIA INC	1,039.64
17-P0045874	4/7/2017	12	Music	Instructional Supplies	B & H PHOTO VIDEO INC	1,057.61
17-P0045875	4/7/2017	12	Music	Instructional Supplies	WOODWIND & BRASSWIND	1,892.73
17-P0045876	4/7/2017	11	Maintenance & Operations	Non-Instructional Supplies	GLASBY MAINTENANCE SUPPLY	3,890.00
17-P0045877	4/7/2017	12	Public Affairs/Gov Rel Office	Equip-All Other >\$200 < \$1,000	AAA FLAG AND BANNER	15,723.19
17-P0045878	4/7/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	CONSTRUCTION HARDWARE CO	28,005.35
17-P0045879	4/7/2017	12	Continuing Education Division	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	20,662.24
17-P0045880	4/7/2017	11	Computer Science	Other Participant Travel Exp	VITAL LINK OF ORANGE COUNTY	1,500.00
17-P0045881	4/7/2017	12	Continuing Education Division	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	9,470.14
17-P0045882	4/7/2017	12	Fine & Performing Arts Office	Instructional Supplies	SWEETWATER SOUND	5,526.35
17-P0045883	4/7/2017	12	Engineering	Software License and Fees	PATON GROUP	500.00
17-P0045884	4/7/2017	12	Professional Development	Other Participant Travel Exp	CCLC COMMUNITY COLLEGE LEAGUE	3,000.00

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

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0045885	4/7/2017	12	Nursing	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	310.69
17-P0045886	4/7/2017	11	District Wide Technology	Non-Instructional Supplies	AMAZON COM	681.77
17-P0045887	4/7/2017	12	Small Business Dev Ctr Office	Non-Instructional Supplies	B & H PHOTO VIDEO INC	478.38
17-P0045888	4/7/2017	11	Kinesiology - Physical Educ	Contracted Repair Services	CALIFORNIA FACILITY SPECIALTIES, INC.	5,800.00
17-P0045889	4/7/2017	12	Counseling	Equip-All Other >\$200 < \$1,000	CDW GOVERNMENT INC.	4,653.83
17-P0045890	4/7/2017	12	Business Division Office	Instructional Supplies	AMAZON COM	75.40
17-P0045891	4/7/2017	12	Admin Services Office	Instructional Supplies	XEROX CORP	1,655.04
17-P0045892	4/7/2017	12	Diesel	Instructional Supplies	CARQUEST AUTO PARTS	2,000.00
17-P0045893	4/10/2017	12	Career Education Office	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	1,685.00
17-P0045894	4/10/2017	11	Maintenance	Contracted Repair Services	PYRO-COMM SYSTEMS INC	4,730.00
* 17-P0045895	4/10/2017	12	Continuing Education Division	Contracted Services	PAUL GALLAGHER	9,790.00
* 17-P0045895	4/10/2017	13	Continuing Education Division	Contracted Services	PAUL GALLAGHER	5,170.00
PO Amt Total for *17-P0045895 :						14,960.00
17-P0045896	4/25/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	38,920.76
17-P0045897	4/25/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	FISHER SCIENTIFIC	29,538.81
17-P0045898	4/10/2017	11	Accounting	Software License and Fees	NETOP	880.00
17-P0045899	4/10/2017	12	Distance Education	Software License and Fees	INTELECOM	1,500.00
17-P0045900	4/10/2017	13	Academic Affairs Office	Contracted Services	KRUEGER INTERNATIONAL INC.	6,808.46
17-P0045901	4/10/2017	12	Paralegal	Software License and Fees	LEXIS NEXIS	3,600.00
17-P0045902	4/10/2017	12	Upward Bound	Software License and Fees	HEIBERG CONSULTING INC	499.00
17-P0045903	4/10/2017	11	Admissions & Records	Software License and Fees	SCRIP SAFE SECURITY PRODUCTS	300.00
17-P0045904	4/10/2017	12	Pathways to Teaching	Other Licenses & Fees	PROJECT TOMORROW	7,680.00
17-P0045905	4/10/2017	11	Educational Multimedia Service	Repair & Replacement Parts	B & H PHOTO VIDEO INC	333.96
17-P0045906	4/10/2017	13	Administrative Services Office	Non-Instructional Supplies	CDW GOVERNMENT INC.	503.78
17-P0045907	4/10/2017	11	International Student Program	Conference Expenses	JETZAMINA J. TORRES	2,475.00
17-P0045908	4/10/2017	11	Administrative Services Office	Non-Instructional Supplies	BLANKENSHIP, SHARLENE	362.04
17-P0045909	4/10/2017	12	Family & Consumer Studies	Equip-All Other >\$200 < \$1,000	HOME DEPOT	1,610.84
17-P0045910	4/11/2017	12	SAC Continuing Ed-Instruction	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	12,879.10
17-P0045911	4/11/2017	12	EOPS	Other Exp Paid for Students	CCC EOPS REGION VIII	2,625.00
17-P0045912	4/11/2017	12	Student Equity	Conference Expenses	UC REGENTS	1,410.00
17-P0045913	4/11/2017	12	Family & Consumer Studies	Equip-All Other >\$200 < \$1,000	WELLS FARGO BANK	430.99
17-P0045914	4/11/2017	12	Family & Consumer Studies	Equip-All Other >\$1,000<\$5,000	LOWE'S HOME IMPROVEMENT	2,693.74
17-P0045915	4/11/2017	13	Sci, Math, Health Sci Office	Non-Instructional Supplies	POCKET NURSE	3,803.03
17-P0045916	4/11/2017	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	SEHI COMPUTER PRODUCTS	1,867.28
17-P0045917	4/11/2017	13	Administrative Services Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,346.80

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

Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0045918	4/11/2017	12	Nursing	Equip-Tablet/Laptop>\$200<\$1000	GOLDEN STAR TECHNOLOGY, INC.	2,230.26
17-P0045919	4/11/2017	12	Fine & Performing Arts Office	Instructional Supplies	LIGHT BULBS ETC	152.00
17-P0045920	4/11/2017	12	Fine & Performing Arts Office	Instructional Supplies	AUSTIN ORANGE COUNTY HARDWOODS INC	3,000.00
17-P0045921	4/11/2017	12	Fine & Performing Arts Office	Instructional Supplies	HOME DEPOT	4,720.00
17-P0045922	4/11/2017	12	Fine & Performing Arts Office	Instructional Supplies	HOME DEPOT	2,500.00
17-P0045923	4/11/2017	12	Fine & Performing Arts Office	Instructional Supplies	NOVAL COLORS	1,500.00
17-P0045924	4/11/2017	12	Fine & Performing Arts Office	Instructional Supplies	ART SUPPLY WAREHOUSE	1,700.00
17-P0045925	4/11/2017	11	Custodial	Non-Instructional Supplies	BUCKEYE INTERNATIONAL INC	500.00
17-P0045926	4/11/2017	12	Phillips Hall	Instructional Supplies	APEX AUDIO INC	1,285.00
17-P0045927	4/11/2017	12	Fine & Performing Arts Office	Instructional Supplies	AARDVARK CLAY & SUPPLIES	2,560.00
17-P0045928	4/11/2017	12	Nursing	Instructional Supplies	MMS MEDICAL SUPPLY CO	1,172.96
17-P0045929	4/11/2017	12	Health Sciences Education	Instructional Supplies	POCKET NURSE	198.83
17-P0045930	4/12/2017	11	Board of Trustees	Conference Expenses	ACCT ASSOC OF COMMUNITY	940.00
17-P0045931	4/12/2017	12	Student Equity	Contracted Services	KEITH THOMAS	1,000.00
17-P0045932	4/12/2017	11	Maintenance	Contracted Repair Services	ACTION DOOR CONTROLS INC	172.50
17-P0045934	4/12/2017	41	Facility Planning Office	Bldg Impr - Materials OFIBO	KYA SERVICES LLC	1,107.99
17-P0045935	4/12/2017	41	Facility Planning Office	Bldg Impr - Materials OFIBO	KYA SERVICES LLC	9,200.25
17-P0045936	4/12/2017	41	Facility Planning Office	Bldg Impr - Materials OFIBO	KYA SERVICES LLC	1,838.06
17-P0045937	4/12/2017	11	Maintenance	Contracted Repair Services	ADVANCED AQUATIC TECH INC	995.00
17-P0045938	4/12/2017	12	Continuing Education Division	Rental - Facility (Short-term)	DELHI CENTER	866.25
17-P0045939	4/12/2017	11	Maintenance	Contracted Services	TROPICAL PLAZA NURSERY	3,009.92
17-P0045940	4/12/2017	13	Kinesiology - Admin Office	Non-Instructional Supplies	NAT'L SPORTS APPAREL LLC	2,250.00
17-P0045941	4/12/2017	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
17-P0045942	4/12/2017	12	EOPS	Conference Expenses	BOARD OF GOVERNORS	110.00
17-P0045943	4/12/2017	12	LA/OC Regional Consortia	Conference Expenses	MARIA V. MADRIGAL	236.96
17-P0045944	4/12/2017	12	Orientation/Coord/Training	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	1,256.06
17-P0045945	4/12/2017	12	Student Equity	Conference Expenses	STIR FRY SEMINAR & CONSULTING INC	500.00
17-P0045946	4/12/2017	13	Kinesiology - Physical Educ	Instructional Supplies	WBC GROUP LLC	1,781.27
17-P0045947	4/12/2017	12	Orientation/Coord/Training	Non-Instructional Supplies	BALLON DIXIE	278.80
17-P0045948	4/12/2017	12	Orientation/Coord/Training	Non-Instructional Supplies	DON BOOKSTORE	432.08
17-P0045949	4/12/2017	11	International Student Program	Contracted Services	DREX LLC	960.00
17-P0045950	4/12/2017	12	Student Equity	Food and Food Service Supplies	HART COMMUNITY HOMES INC	226.32
17-P0045951	4/12/2017	13	Human Svcs & Technology Office	Non-Instructional Supplies	RAMPF GROUP INC	2,753.68
17-P0045952	4/12/2017	12	Special Services Office	Food and Food Service Supplies	CHEFS CATERING AND EVENT PLANNING	853.92
17-P0045953	4/12/2017	12	EOPS	Supplies Paid for Students	DON BOOKSTORE	308.17
17-P0045954	4/12/2017	12	Counseling	Contracted Services	CYRKIN, SHARON A	600.00
17-P0045955	4/12/2017	12	EOPS	Advertising	EAGLE GRAPHICS INC	1,399.18

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0045956	4/12/2017	13	Santa Ana College	Advertising	SARAH RAFAEL GARCIA	300.00
17-P0045957	4/12/2017	13	Kinesiology - Intercol Athlet	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	460.09
17-P0045958	4/12/2017	12	EOPS	Books Paid for Students	DON BOOKSTORE	74,000.00
17-P0045959	4/12/2017	12	Counseling	Reproduction/Printing Expenses	IMMEL DESIGN INC	518.90
17-P0045960	4/12/2017	12	Small Business Dev Ctr Office	Contracted Services	GROOMS MARK EDWARD	12.84
17-P0045961	4/17/2017	13	Human Svcs & Technology Office	Contracted Repair Services	COAST ELECTRIC	406.79
17-P0045962	4/17/2017	41	Facility Planning Office	Bldg Impr - AE Fee	WESTBERG & WHITE INC	9,700.00
17-P0045963	4/17/2017	11	Maintenance & Operations	Contracted Repair Services	PRECISION REFRIGERATION SERVICES	309.50
17-P0045964	4/17/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	D4 SOLUTIONS INC.	1,544.69
17-P0045965	4/17/2017	41	Facility Planning Office	Bldg Impr - DSA Fees	DEPT OF GENERAL SERVICES	3,750.00
17-P0045966	4/17/2017	41	Facility Planning Office	Bldg Impr - DSA Fees	DEPT OF GENERAL SERVICES	1,575.00
17-P0045967	4/17/2017	12	Corporate Training Institute	Food and Food Service Supplies	LAUGH FACTORY INC	1,262.00
17-P0045968	4/17/2017	11	International Student Program	Non-Instructional Supplies	MAP SHOP LLC	489.39
17-P0045969	4/17/2017	13	Counseling Office	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	949.71
17-P0045970	4/17/2017	12	Orientation/Coord/Training	Non-Instructional Supplies	DON BOOKSTORE	4,105.28
17-P0045971	4/17/2017	12	Special Services Office	Supplies Paid for Students	EAGLE GRAPHICS INC	700.38
17-P0045972	4/17/2017	12	Corporate Training Institute	Contracted Services	PETERS MICHELE A.	3,200.00
17-P0045973	4/17/2017	11	International Student Program	Advertising	STUDY IN THE USA	13,980.00
17-P0045974	4/17/2017	11	International Student Program	Reproduction/Printing Expenses	WE DO GRAPHICS INC	2,052.64
17-P0045975	4/17/2017	11	International Student Program	Advertising	ELS EDUCATIONAL SERVICES INC	3,000.00
17-P0045976	4/17/2017	11	International Student Program	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
17-P0045977	4/17/2017	12	Small Business Dev Ctr Office	Food and Food Service Supplies	SAGE RESTAURANT GROUP INC	240.00
17-P0045978	4/17/2017	12	Corporate Training Institute	Food and Food Service Supplies	RUTH J. COSSIO-MUNIZ	643.31
17-P0045979	4/17/2017	12	Counseling	Non-Instructional Supplies	DON BOOKSTORE	1,336.10
17-P0045980	4/17/2017	12	Real Estate	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	605.66
17-P0045981	4/17/2017	13	Santiago Canyon College	Advertising	ABEL TORRES	800.00
17-P0045982	4/17/2017	13	Santiago Canyon College	Advertising	NGUOI VIET DAILY NEWS	1,411.20
17-P0045983	4/17/2017	12	Small Business Dev Ctr Office	Contracted Services	GROOMS MARK EDWARD	818.41
17-P0045984	4/17/2017	12	Student Equity	Non-Instructional Supplies	KAUSAR INDUSTRIES	764.49
17-P0045985	4/17/2017	12	Upward Bound	Contracted Services	TRIED & TRUE TUTORING LLC	4,500.00
17-P0045986	4/17/2017	12	Biology	Contracted Services	VITAL LINK OF ORANGE COUNTY	5,750.00
17-P0045987	4/17/2017	11	Digital Media Center	Contracted Services	CONTROL AIR CONDITIONING CORP	1,517.00
17-P0045988	4/17/2017	12	Counseling	Other Exp Paid for Students	ROCHELLE J. ZOOK	2,008.00
17-P0045989	4/17/2017	12	Health & Wellness Center	Non-Instructional Supplies	NOVA DISPLAY SYSTEMS INC	2,397.29
17-P0045990	4/17/2017	13	Santiago Canyon College	Advertising	REACHLOCAL INC	16,500.00
17-P0045991	4/17/2017	13	Santiago Canyon College	Advertising	ORANGE MAGAZINE	900.00
17-P0045992	4/17/2017	12	Diesel	Reproduction/Printing Expenses	IMAGE PRINTING SOLUTIONS	195.15

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0045993	4/17/2017	12	Professional Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
17-P0045994	4/17/2017	12	Orientation/Coord/Training	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
17-P0045995	4/17/2017	12	Student Services Office	Food and Food Service Supplies	JAY'S CATERING	237.00
17-P0045996	4/17/2017	12	Student Services Office	Food and Food Service Supplies	SMART & FINAL	500.00
17-P0045997	4/17/2017	12	Student Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	750.00
17-P0045998	4/17/2017	13	Santiago Canyon College	Advertising	CSU FULLERTON	1,072.50
17-P0045999	4/17/2017	13	Santiago Canyon College	Advertising	CALIFORNIA NEWSPAPERS PARTNERSHIP	4,671.36
17-P0046000	4/17/2017	13	Santiago Canyon College	Advertising	VIET BAO DAILY NEWS INC	1,050.00
17-P0046001	4/17/2017	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
17-P0046002	4/17/2017	11	Kinesiology - Admin Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	867.00
17-P0046003	4/17/2017	11	Kinesiology - Intercol Athlet	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	3,374.10
17-P0046004	4/17/2017	13	Kinesiology - Physical Educ	Instructional Supplies	SPORTS PAGE SOCCER WAREHOUSE	1,060.33
17-P0046005	4/17/2017	13	Kinesiology - Physical Educ	Instructional Supplies	SO CAL TEAM SPORTS	2,161.13
17-P0046006	4/17/2017	12	Student Development	Transportation - Student	AIRPORT VAN RENTAL INC	668.24
17-P0046007	4/17/2017	12	Honors Program	Conference Expenses	HONORS TRANSFER COUNCIL OF CALIF	450.00
17-P0046008	4/18/2017	11	Maintenance	Contracted Services	COAST ELECTRIC	947.38
17-P0046009	4/18/2017	11	Maintenance	Contracted Services	D4 SOLUTIONS INC.	1,572.67
17-P0046010	4/18/2017	11	Maintenance	Contracted Services	SOCAL COMPLIANCE SVCS	4,230.00
17-P0046011	4/18/2017	11	Admin Services Office	Contracted Services	GLOBAL WORKS INC	3,000.00
17-P0046012	4/18/2017	11	Admin Services Office	Contracted Services	QUICK CAPTION	3,000.00
17-P0046013	4/18/2017	13	CJ/Academies	Rental-Equipment (Short-term)	EBERHARD EQUIPMENT	296.31
17-P0046018	4/18/2017	11	CJ/Academies	Contracted Repair Services	AMERICAN ALARM SYSTEMS, INC	2,500.00
17-P0046019	4/19/2017	12	Human Svcs & Technology Office	Instructional Supplies	AMAZON COM	346.66
17-P0046020	4/19/2017	33	CDC Santa Ana College	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,020.00
17-P0046021	4/19/2017	33	CDC Santa Ana College - East	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
17-P0046022	4/19/2017	12	Orientation/Coord/Training	Rental - Other (Short-term)	CLASSIC PARTY RENTALS	13,549.15
17-P0046023	4/19/2017	11	Facility Planning Office	Non-Instructional Supplies	AMAZON COM	58.16
17-P0046024	4/19/2017	12	EOPS	Other Exp Paid for Students	HOTEL LAGUNA	348.00
17-P0046025	4/19/2017	12	EOPS	Other Exp Paid for Students	NENA BALDIZON-RIOS	950.00
17-P0046026	4/19/2017	12	CJ/Academies	Instructional Supplies	PACIFIC FIBRE & ROPE	607.72
17-P0046027	4/19/2017	12	Business Division Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	395.00
17-P0046028	4/19/2017	12	Digital Media Center	District Business/Sponsorships	COLLEGE OF THE CANYONS	5,000.00
17-P0046029	4/19/2017	12	Pathways to Teaching	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	1,904.48
17-P0046030	4/19/2017	12	Biology	Equip-Fed Prgm >\$1,000< \$5,000	BIO RAD LABORATORIES	6,677.18
17-P0046031	4/19/2017	12	Financial Aid Office	Non-Instructional Supplies	A STITCH ABOVE LLC	785.03
17-P0046032	4/19/2017	12	Health & Wellness Center	Inst Dues & Memberships	APPIC ASSOC OF PSYCHOLOGICAL	600.00
17-P0046033	4/19/2017	12	Financial Aid Office	Non-Instructional Supplies	PROMOTIONAL DESIGN CONCEPTS INC	5,257.97

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

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0046034	4/19/2017	12	Library Services	Instructional Supplies	YANKEE BOOK PEDDLER INC	1,367.39
17-P0046035	4/19/2017	12	Nursing	Instructional Supplies	POCKET NURSE	1,445.44
17-P0046036	4/19/2017	41	Facility Planning Office	Site Improv - DSA Project Insp	SANDY PRINGLE ASSOCIATES	30,680.00
17-P0046037	4/19/2017	12	EOPS	Fees Paid for Students	PHI THETA KAPPA	438.72
17-P0046038	4/19/2017	12	EOPS	Supplies Paid for Students	DON BOOKSTORE	7,515.57
17-P0046039	4/19/2017	12	Athletics	Instructional Supplies	KAI ATHLETIC	3,258.36
17-P0046040	4/19/2017	12	Exercise Science	Instructional Supplies	D3 SPORTS INC.	230.59
17-P0046041	4/19/2017	12	Center for Teacher Education	Other Participant Travel Exp	SARA L. CONEY	138.00
17-P0046042	4/19/2017	11	Maintenance	Contracted Repair Services	JOHNSON CONTROLS	2,562.00
17-P0046043	4/19/2017	12	Center for Teacher Education	Books Paid for Students	DON BOOKSTORE	19,630.02
17-P0046044	4/19/2017	12	EOPS	Fees Paid for Students	PHI THETA KAPPA	380.00
17-P0046045	4/19/2017	12	Modern Languages	Instructional Supplies	AMAZON COM	19.14
17-P0046046	4/19/2017	12	Distance Education	Books, Mags & Subscrip-Non-Lib	AMAZON COM	1,804.30
17-P0046048	4/19/2017	12	Small Business Dev Ctr Office	Equip-All Other >\$200 < \$1,000	VARIDESK LLC	425.61
17-P0046049	4/19/2017	33	EHS Administration	Non-Instructional Supplies	AKERS THOMAS	235.87
17-P0046050	4/19/2017	12	Financial Aid Office	Non-Instructional Supplies	SABERS RENA	6,422.03
17-P0046051	4/19/2017	12	Financial Aid Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	95.23
17-P0046052	4/19/2017	12	Manufacturing Technology	Instructional Supplies	DIX METALS	3,221.20
17-P0046053	4/19/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	HENRY SCHEIN INC	618.04
17-P0046054	4/19/2017	12	Reprographics	Instructional Supplies	KELLY PAPER	4,934.95
17-P0046055	4/19/2017	12	Center for Teacher Education	Fingerprinting	RODRIGUEZ VALERIE I	12.00
17-P0046056	4/19/2017	11	Digital Media Center	Maint Contract - Other Equip	PYRO-COMM SYSTEMS INC	285.00
17-P0046057	4/19/2017	12	Biology	Instructional Supplies	NASCO	951.30
17-P0046058	4/19/2017	12	Center for Teacher Education	Other Participant Travel Exp	DON BOOKSTORE	3,399.00
* 17-P0046059	4/19/2017	12	Nursing	Equip-All Other >\$200 < \$1,000	POCKET NURSE	1,583.93
* 17-P0046059	4/19/2017	13	Sci, Math, Health Sci Office	Non-Instructional Supplies	POCKET NURSE	2,261.47
PO Amt Total for *17-P0046059 :						3,845.40
17-P0046060	4/19/2017	12	Reprographics	Instructional Supplies	SPINITAR PRESENTATION PRODUCTS	2,103.72
17-P0046061	4/19/2017	12	Family & Consumer Studies	Instructional Supplies	ART SUPPLY WAREHOUSE	53.83
17-P0046062	4/19/2017	12	EOPS	Supplies Paid for Students	DON BOOKSTORE	17,500.00
* 17-P0046063	4/19/2017	12	Nursing	Equip-All Other >\$200 < \$1,000	POCKET NURSE	2,882.32
* 17-P0046063	4/19/2017	13	Sci, Math, Health Sci Office	Non-Instructional Supplies	POCKET NURSE	3,040.27
PO Amt Total for *17-P0046063 :						5,922.59

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0046064	4/19/2017	12	EOPS	Equip-All Other >\$200 < \$1,000	VARIDESK LLC	2,542.92
17-P0046065	4/19/2017	12	EOPS	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	567.00
17-P0046066	4/19/2017	11	Kinesiology - Admin Office	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	809.69
17-P0046067	4/19/2017	12	Library Services	Library Books	AMAZON COM	6,000.00
17-P0046068	4/19/2017	12	Nursing	Equip-Fed Prgm >\$1,000< \$5,000	LAERDAL MEDICAL CORP	9,572.17
17-P0046069	4/19/2017	12	Nursing	Instructional Supplies	REBECCA L. MILLER	1,007.00
17-P0046070	4/19/2017	13	Kinesiology - Intercol Athlet	Equip-Vehicles >\$5,000	YALE CHASE	11,529.05
17-P0046071	4/19/2017	33	CDC Santa Ana College - East	Non-Instructional Supplies	SCHICK RECORDS MGMT	37.71
17-P0046072	4/19/2017	11	Kinesiology - Admin Office	Equip-All Other >\$200 < \$1,000	GOLDEN STAR TECHNOLOGY, INC.	2,287.55
17-P0046073	4/19/2017	13	Kinesiology - Intercol Athlet	Equip-All Other >\$200 < \$1,000	TROXELL COMM INC	696.61
17-P0046074	4/19/2017	33	CDC Santa Ana College	Instructional Supplies	HOME DEPOT	200.00
17-P0046075	4/19/2017	12	SAC Continuing Ed-Instruction	Instructional Supplies	DENNIS JAMES CLEEK	662.45
17-P0046076	4/20/2017	12	Safety & Parking - DO	Contracted Services	EMPIRE PARKING LOT SERVICES	5,450.00
17-P0046077	4/20/2017	12	EOPS	Other Exp Paid for Students	THE DRIP COFFEE	100.00
17-P0046078	4/20/2017	33	CDC Santiago Canyon College	Instructional Supplies	DISCOUNT SCHOOL SUPPLY	830.00
17-P0046079	4/20/2017	11	Student Activities	Non-Instructional Supplies	MICHAEL J MACKENZIE	219.81
17-P0046080	4/20/2017	11	Student Activities	Non-Instructional Supplies	VILLAGE NURSERIES	1,114.46
17-P0046081	4/20/2017	11	Student Activities	Non-Instructional Supplies	ALADDIN GIFT FLOWERS	530.00
17-P0046082	4/20/2017	11	Student Activities	Rental - Other (Short-term)	BAKER PARTY RENTALS	2,038.75
17-P0046083	4/20/2017	11	Mailroom	Equip-Vehicles >\$5,000	YALE CHASE	16,371.27
17-P0046085	4/20/2017	12	Manufacturing Technology	Instructional Supplies	BRYANT V. TRINH	3,550.17
17-P0046086	4/20/2017	12	Transfer Center	Food and Food Service Supplies	CSU FULLERTON	310.00
17-P0046087	4/20/2017	12	Academic Affairs Office	Inst Dues & Memberships	CCCDECO	100.00
17-P0046088	4/20/2017	12	Financial Aid Office	Contracted Repair Services	HITT MARKING DEVICES	16.16
17-P0046089	4/20/2017	33	CDC Santa Ana College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,937.04
17-P0046090	4/20/2017	12	Fine & Performing Arts Office	Instructional Supplies	HOME DEPOT	300.00
17-P0046091	4/20/2017	12	Welding	Instructional Supplies	HOME DEPOT	1,000.00
17-P0046092	4/20/2017	12	Welding	Instructional Supplies	BENNER METALS CORP	3,000.00
17-P0046093	4/20/2017	12	Media Systems	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	5,000.00
17-P0046094	4/20/2017	12	Media Systems	Instructional Supplies	TROXELL COMM INC	5,000.00
17-P0046095	4/20/2017	12	Fine & Performing Arts Office	Instructional Supplies	GRAINGER	250.00
17-P0046096	4/20/2017	13	Human Svcs & Technology Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	3,714.14
17-P0046097	4/20/2017	12	Pharmacy Technology	Equip-All Other > \$5,000	ACCU-CHART PLUS HEALTH CARE SYSTEMS INC	17,835.49
17-P0046098	4/21/2017	12	Counseling	Contracted Services	PARK DEBORAH	400.00
17-P0046099	4/21/2017	11	Maintenance & Operations	Contracted Services	SIMPLEXGRINNELL	212.00
17-P0046100	4/21/2017	11	CJ/Academies	Non-Instructional Supplies	ORANGE COUNTY FARM SUPPLY	149.95
17-P0046101	4/21/2017	33	CDC Santa Ana College - East	Instructional Supplies	DISCOUNT SCHOOL SUPPLY	283.69

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0046102	4/21/2017	11	Student Activities	Rental - Other (Short-term)	WHITE DOVE RELEASE	425.00
17-P0046103	4/21/2017	33	CDC Centennial Education Ctr	Instructional Supplies	LAKESHORE LEARNING MATERIALS	93.49
17-P0046104	4/21/2017	11	Student Activities	Contracted Services	SANTA ANA UNIFIED SCHOOL DIST	700.00
17-P0046105	4/21/2017	11	Student Activities	Contracted Services	VIDEO ENGINEERING SERVICES	200.00
17-P0046106	4/21/2017	13	CJ/Academies	Non-Instructional Supplies	VILLAGE NURSERIES	387.87
17-P0046107	4/21/2017	12	Fine & Performing Arts Office	Instructional Supplies	B & H PHOTO VIDEO INC	373.09
17-P0046108	4/21/2017	12	Automotive Technology/Engine	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	8,774.21
17-P0046109	4/21/2017	12	Media Systems	Instructional Supplies	MAR VAC ELECTRONICS	2,200.00
17-P0046111	4/21/2017	41	Facility Planning Office	Equip-w/Contr Svc > \$5,000	GOLDEN STAR TECHNOLOGY, INC.	6,231.13
17-P0046112	4/21/2017	11	Resource Development	District Business/Sponsorships	OC HISPANIC CHAMBER OF COMMERCE	2,000.00
17-P0046113	4/21/2017	12	EOPS	Equip-All Other >\$1,000<\$5,000	DELL COMPUTER	2,572.27
17-P0046114	4/24/2017	12	LA/OC Regional Consortia	Contracted Services	WILSON MARCIA RENE	6,000.00
17-P0046115	4/24/2017	12	Counseling	Contracted Services	PEREZ APOLINARIO ERWIN	400.00
17-P0046116	4/24/2017	12	CJ/Academies	Instructional Supplies	PEYTON VENTURES LLC	689.29
17-P0046117	4/24/2017	12	Academic Affairs Office	Instructional Supplies	COPELAND TAPE LLC	1,060.43
17-P0046119	4/24/2017	12	Special Services Office	Advertising	EAGLE GRAPHICS INC	3,149.21
17-P0046120	4/24/2017	12	EOPS	Other Exp Paid for Students	CYNTHIA C FAGREY	1,102.29
17-P0046121	4/24/2017	61	Risk Management	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	938.13
17-P0046122	4/24/2017	13	Learning Support Center	Contracted Services	KRUEGER INTERNATIONAL INC.	24,369.38
17-P0046123	4/24/2017	12	Corporate Training Institute	District Business/Sponsorships	FULLERTON COLLEGE FOUNDATION INC	2,000.00
17-P0046124	4/24/2017	12	Counseling	Non-Instructional Supplies	ERGODIRECT INC	199.21
17-P0046125	4/24/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	NILES BIOLOGICAL INC	84.04
17-P0046126	4/24/2017	12	Athletics	Instructional Supplies	UNIVERSAL ATHLETIC SERVICES INC	3,355.78
17-P0046127	4/24/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	SMUSH BALLS INC	592.63
17-P0046128	4/24/2017	33	CDC Santa Ana College - East	Non-Instructional Supplies	SMART & FINAL	200.00
17-P0046129	4/24/2017	13	Santiago Canyon College	Advertising	TREND OFFSET PRINTING	6,732.00
17-P0046130	4/24/2017	12	Manufacturing Technology	Instructional Supplies	BRYANT V. TRINH	1,611.03
17-P0046131	4/24/2017	12	Outreach	Food and Food Service Supplies	JAY'S CATERING	2,258.75
17-P0046132	4/24/2017	12	Biology	Equip-All Other >\$1,000<\$5,000	WHITE BEAR PHOTONICS LLC	5,118.13
17-P0046133	4/24/2017	12	Biology	Instructional Supplies	BIO RAD LABORATORIES	3,938.13
17-P0046134	4/24/2017	12	Library Services	Library Books - Databases	PROQUEST LLC	497.00
17-P0046135	4/24/2017	12	Outreach	Food and Food Service Supplies	JAY'S CATERING	2,258.75
17-P0046136	4/24/2017	12	Small Business Dev Ctr Office	Software License and Fees	CERTIPORT INC	8,780.00
17-P0046137	4/24/2017	12	Geology	Instructional Supplies	CIRCUIT SPECIALISTS	1,674.11
17-P0046138	4/24/2017	12	Special Services Office	Food and Food Service Supplies	PJ OF ORANGE COUNTY ONE LP	74.82
17-P0046139	4/24/2017	11	Safety & Security Office	Non-Instructional Supplies	WAYNE BENNETT	605.88
17-P0046140	4/24/2017	12	EOPS	Other Exp Paid for Students	HAVE KITCHEN WILL TRAVEL, INC.	581.85

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0046141	4/24/2017	13	Administrative Services Office	Bldg Impr - Contractor Svcs	DE LA TORRE COMMERCIAL	1,064.82
17-P0046142	4/24/2017	12	Business Division Office	Instructional Supplies	MCMASTER CARR SUPPLY CO	2,686.19
17-P0046143	4/24/2017	12	Outreach	Food and Food Service Supplies	JAY'S CATERING	850.00
17-P0046144	4/24/2017	11	Warehouse	Non-Instructional Supplies	TONER JOSE ARMANDO	77.52
17-P0046145	4/24/2017	12	Health & Wellness	Awards & Incentives	DON BOOKSTORE	108.00
17-P0046146	4/24/2017	11	Occupational Therapy	Inst Dues & Memberships	CALIF OCCUPATIONAL THERAPY	200.00
17-P0046147	4/24/2017	12	Corporate Training Institute	District Business/Sponsorships	FULLERTON COLLEGE FOUNDATION INC	500.00
* 17-P0046148	4/24/2017	12	Health Sciences Education	Instructional Supplies	SCHOOL NURSE SUPPLY INC	2,288.34
* 17-P0046148	4/24/2017	13	Sci, Math, Health Sci Office	Non-Instructional Supplies	SCHOOL NURSE SUPPLY INC	984.84
PO Amt Total for *17-P0046148 :						3,273.18
17-P0046149	4/24/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	391.10
17-P0046150	4/24/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	BLICK ART MATERIALS	125.63
17-P0046151	4/24/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	LAKESHORE LEARNING MATERIALS	34.63
17-P0046152	4/24/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	ART SUPPLY WAREHOUSE	208.78
17-P0046153	4/24/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	SEHI COMPUTER PRODUCTS	693.91
17-P0046154	4/25/2017	12	EOPS	Books Paid for Students	DON BOOKSTORE	39,610.00
17-P0046155	4/25/2017	12	EOPS	Other Exp Paid for Students	OREA DAVID OMAR	1,113.00
17-P0046156	4/25/2017	12	Corporate Training Institute	Inst Dues & Memberships	CALIFORNIA HOTEL & LODGING ASSOC	525.00
17-P0046157	4/25/2017	12	Professional Development	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	239.18
17-P0046158	4/25/2017	12	EOPS	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,300.00
17-P0046159	4/25/2017	12	EOPS	Books Paid for Students	DON BOOKSTORE	60,000.00
17-P0046160	4/25/2017	12	EOPS	Other Exp Paid for Students	RANCHO SANTIAGO COMMUNITY COLL. DIST.	4,600.00
17-P0046161	4/25/2017	12	EOPS	Transportation - Student	SVM LP	1,271.95
17-P0046162	4/25/2017	12	EOPS	Supplies Paid for Students	DON BOOKSTORE	1,481.56
17-P0046163	4/25/2017	12	EOPS	Instructional Supplies	DON BOOKSTORE	500.00
17-P0046164	4/25/2017	12	Fire Academy	Equip-All Other >\$200 < \$1,000	ALLSTAR FIRE EQUIPMENT	2,594.31
17-P0046165	4/25/2017	12	Upward Bound	Other Participant Travel Exp	MANCHESTER HOTEL	5,148.00
17-P0046166	4/25/2017	12	Upward Bound	Transportation - Student	GOLD COAST TOURS	3,881.93
17-P0046167	4/25/2017	12	EOPS	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	765.46
17-P0046168	4/25/2017	12	EOPS	Non-Instructional Supplies	DON BOOKSTORE	377.13
17-P0046169	4/25/2017	12	Fire Technology	Instructional Supplies	GALLS QUARTERMASTER LLC	284.76
17-P0046170	4/25/2017	12	Fire Academy	Instructional Supplies	ALLSTAR FIRE EQUIPMENT	5,756.88
17-P0046171	4/25/2017	13	Business Division Office	Equip-Mod Furn>\$1,000 < \$5,000	KRUEGER INTERNATIONAL INC.	3,558.84
17-P0046172	4/26/2017	12	Library Services	Instructional Supplies	AMAZON COM	2,958.72
17-P0046173	4/26/2017	12	LA/OC Regional Consortia	Contracted Services	VERCHES RICHARD	71,109.23

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0046174	4/26/2017	11	Board of Trustees	Conference Expenses	OCSBA ORANGE CO SCHOOL BOARD ASSOC	35.00
17-P0046175	4/26/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	MARATHON BUSINESS SOLUTIONS, INC	7,888.09
17-P0046176	4/26/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	MARATHON BUSINESS SOLUTIONS, INC	938.42
17-P0046177	4/26/2017	13	Biology	Equip-All Other >\$200 < \$1,000	KRUEGER INTERNATIONAL INC.	72,520.14
17-P0046178	4/26/2017	12	Business Division Office	Instructional Supplies	AMAZON COM	116.36
17-P0046179	4/26/2017	12	Fine & Performing Arts Office	Instructional Supplies	B & H PHOTO VIDEO INC	1,993.16
17-P0046180	4/26/2017	11	District Wide Technology	Non-Instructional Supplies	CDW GOVERNMENT INC.	128.24
17-P0046181	4/26/2017	11	District Wide Technology	Equip-All Other > \$5,000	NTH GENERATION COMPUTING INC	20,458.75
17-P0046182	4/26/2017	13	Human Svcs & Technology Office	Non-Instructional Supplies	ART SUPPLY WAREHOUSE	300.00
17-P0046183	4/26/2017	12	Fine & Performing Arts Office	Instructional Supplies	HOME DEPOT	2,869.00
17-P0046184	4/26/2017	11	District Wide Technology	Non-Instructional Supplies	AMAZON COM	9.29
17-P0046185	4/27/2017	12	Talent Search	Food and Food Service Supplies	MARCO A. RAMIREZ	140.00
17-P0046186	4/27/2017	12	Talent Search	Food and Food Service Supplies	MARCO A. RAMIREZ	550.00
17-P0046187	4/27/2017	12	Talent Search	Fees Paid for Students	SAN DIEGO WILD ANIMAL PARK	550.00
17-P0046188	4/27/2017	13	Santiago Canyon College	Contracted Services	STRAZIS SHELLY	3,000.00
17-P0046189	4/27/2017	11	District Wide Technology	Equip-All Other >\$200 < \$1,000	GOLDEN STAR TECHNOLOGY, INC.	2,320.43
17-P0046190	4/27/2017	11	Fire Academy	Lease Agreement - Facility	NORTH NET FIRE TRAINING CTR	560.00
17-P0046191	4/27/2017	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	5,789.14
17-P0046192	4/27/2017	12	Fire Academy	Instructional Agreements	DEPT OF FORESTRY & FIRE PROTECTION	2,816.00
17-P0046193	4/27/2017	13	Administrative Services Office	Bldg Impr - Contractor Svcs	CENTER WALLCOVERING & PAINTING, INC	625.00
17-P0046194	4/27/2017	11	Maintenance	Contracted Repair Services	ABBA TERMITE & PEST CONTROL INC	225.00
17-P0046195	4/27/2017	11	District Wide Technology	Contracted Services	ELLUCIAN INC.	10,000.00
17-P0046196	4/27/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	ACADEMY ELECTRIC INC	5,739.03
17-P0046197	4/27/2017	11	Accounts Payable	Maint Contract - Office Equip	CI BUSINESS EQUIPMENT INC	218.00
17-P0046198	4/27/2017	11	Maintenance	Contracted Services	TRI-SIGNAL INTEGRATION INC	1,110.00
17-P0046199	4/27/2017	12	Resource Development	Contracted Services	SAN BERNARDINO COMMUNITY CLG DIST	50,000.00
17-P0046200	4/27/2017	12	EOPS	Other Exp Paid for Students	SCHOOL DATEBOOKS	893.33
17-P0046201	4/27/2017	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	244.32
17-P0046202	4/27/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	FISHER SCIENTIFIC	248.18
17-P0046203	4/27/2017	12	Engineering	Transportation - Student	CERTIFIED TRANSPORTATIONS	482.56
17-P0046204	4/27/2017	12	Small Business Dev Ctr Office	District Business/Sponsorships	SADDLEBACK COLLEGE	2,500.00
17-P0046205	4/27/2017	12	Special Services Office	Non-Instructional Supplies	DON BOOKSTORE	989.96
17-P0046206	4/27/2017	12	Veterans Resource Center	Other Participant Prog Svc/Exp	CITY OF LA MIRADA	480.00
17-P0046207	4/27/2017	12	Special Services Office	Advertising	DON BOOKSTORE	2,591.39
17-P0046208	4/27/2017	12	Biology	Transportation - Student	CERTIFIED TRANSPORTATIONS	1,790.98
17-P0046209	4/27/2017	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	1,236.30
17-P0046210	4/27/2017	12	Chemistry	Equip-All Other >\$200 < \$1,000	FISHER SCIENTIFIC	2,386.52

4.16 (13)

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

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Environment: Colleague

LoginID: DR21189

Purchase Order List

04/01/2017 thru 04/30/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0046211	4/27/2017	12	Digital Media Center	Transportation - Student	PLACENTIA YORBA LINDA	410.00
17-P0046212	4/27/2017	43	Facility Planning Office	Site Impr-Blueprint/Reprod/Adv	CALIFORNIA NEWSPAPERS PARTNERSHIP	1,041.12
17-P0046213	4/27/2017	12	Academic Affairs Office	Instructional Supplies	KELLY PAPER	1,973.98
17-P0046214	4/27/2017	12	EOPS	Supplies Paid for Students	OFFICE DEPOT BUSINESS SVCS	3,000.00
17-P0046215	4/27/2017	11	Library Services	Non-Instructional Supplies	MEDIA EDUCATION FOUNDATION	207.75
17-P0046216	4/27/2017	13	CJ/Academies	Non-Instructional Supplies	ANGELUS QUARRIES BLDG	4,000.00
17-P0046217	4/27/2017	11	Maintenance	Repair & Replacement Parts	WATERLINE TECHNOLOGIES	1,000.00
17-P0046218	4/27/2017	11	District Wide Technology	Non-Instructional Supplies	CABLE EXPRESS CORP	176.96
17-P0046219	4/27/2017	12	Digital Media Center	District Business/Sponsorships	IRVINE VALLEY COLLEGE FOUNDATION	20,000.00
17-P0046220	4/27/2017	11	District Wide Technology	Contracted Services	VPLS SOLUTIONS LLC	14,950.00
17-P0046221	4/27/2017	41	Facility Planning Office	Equip-All Other >\$200 < \$1,000	ZORO TOOLS INC	772.57
17-P0046222	4/27/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	109.42
17-P0046223	4/27/2017	11	Safety & Security Office	Non-Instructional Supplies	PARAGON TACTICAL INC	2,272.76
17-P0046224	4/27/2017	11	Admin Services Office	Public Agencies' Assess & Fees	CITY OF ORANGE	39,236.09
17-P0046225	4/27/2017	13	Occupational Therapy	Advertising	MICHELLE R. PAROLISE	479.00
17-P0046226	4/27/2017	12	Fire Academy	Contracted Services	TSI INC	1,990.00
17-P0046227	4/27/2017	12	Special Services Office	Supplies Paid for Students	DON BOOKSTORE	4,468.39
17-P0046228	4/27/2017	11	Maintenance	Maint/Oper Service Agreements	THYSSENKRUPP ELEVATOR CORP	2,970.00
17-P0046229	4/28/2017	12	SAC Continuing Ed-Instruction	Instructional Supplies	VERITIV OPERATING COMPANY	1,530.05
17-P0046230	4/28/2017	12	Foster Youth	Other Exp Paid for Students	MILE HIGH PINES CAMP	2,825.00
17-P0046231	4/28/2017	12	Foster Youth	Non-Instructional Supplies	SYLVIA V. SANCHEZ	200.00
17-P0046232	4/28/2017	12	Family & Consumer Studies	Equip-All Other >\$200 < \$1,000	WELLS FARGO BANK	646.49
17-P0046233	4/28/2017	41	Facility Planning Office	Bldg Impr - AE Fee	SILLMAN WRIGHT ARCHITECTS	280,000.00
17-P0046234	4/28/2017	11	Maintenance	Contracted Services	PAINTING & DECOR INC	1,850.00
17-P0046236	4/28/2017	11	Maintenance	Contracted Repair Services	PYRO-COMM SYSTEMS INC	510.00
17-P0046237	4/28/2017	13	Family & Consumer Studies	Non-Instructional Supplies	AMAZON COM	394.44
17-P0046238	4/28/2017	33	EHS Administration	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	750.00
17-P0046239	4/28/2017	12	Orange Educ Ctr-Instruction	Repair & Replacement Parts	ORANGE COUNTY INDUSTRIAL YSEWING MACHINE CO	500.00
17-P0046240	4/28/2017	11	Maintenance	Contracted Repair Services	ACTION DOOR CONTROLS INC	155.00
17-P0046241	4/28/2017	13	Maintenance	Contracted Services	FIELDTURF USA INC	2,442.91
17-P0046242	4/28/2017	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	2,500.00
17-P0046243	4/28/2017	12	Student Equity	Books Paid for Students	DON BOOKSTORE	10,000.00
17-P0046244	4/28/2017	12	Student Equity	Food and Food Service Supplies	LITTLE CAESARS PIZZA	180.00
17-P0046245	4/28/2017	12	Orientation/Coord/Training	Food and Food Service Supplies	SMART & FINAL	1,500.00
17-P0046246	4/28/2017	12	Talent Search	Transportation - Student	MICHELANGELO LEASING INC	724.50
17-P0046247	4/28/2017	12	Reprographics	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	8,000.00
17-P0046248	4/28/2017	12	Human Svcs & Technology Office	Instructional Supplies	SMART & FINAL	1,600.00

4.16 (14)

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

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Purchase Order List

04/01/2017 thru 04/30/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0046249	4/28/2017	12	Human Svcs & Technology Office	Instructional Supplies	STATER BROS	1,000.00
17-P0046250	4/28/2017	12	Upward Bound	Contracted Services	CHAPMAN UNIVERSITY	42,740.00
17-P0046251	4/28/2017	13	Publications	Non-Instructional Supplies	KELLY PAPER	1,483.72
17-P0046252	4/28/2017	12	Orientation/Coord/Training	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	450.00
17-P0046253	4/28/2017	11	Public Affairs/Gov Rel Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	350.00
17-P0046254	4/28/2017	12	Fine & Performing Arts Office	Instructional Supplies	AMAZON COM	14,500.00
17-P0046255	4/28/2017	12	Fine & Performing Arts Office	Instructional Supplies	NOVAL COLORS	200.00
17-P0046256	4/28/2017	11	Nursing	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	700.00
17-P0046257	4/28/2017	12	Upward Bound	Supplies Paid for Students	OFFICE DEPOT BUSINESS SVCS	500.00
17-P0046258	4/28/2017	12	MESA	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
17-P0046259	4/28/2017	11	Educational Multimedia Service	Software License and Fees	WELLS FARGO BANK	94.19
17-P0046261	4/28/2017	11	District Wide Technology	Non-Instructional Supplies	CABLE EXPRESS CORP	9,928.13
17-P0046262	4/28/2017	12	Fine & Performing Arts Office	Instructional Supplies	METAL ART OF CALIFORNIA, INC	500.00
17-P0046263	4/28/2017	12	Business Division Office	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	431.99
17-P0046264	4/28/2017	11	Business Division Office	Non-Instructional Supplies	CDW GOVERNMENT INC.	518.75
17-P0179449	4/5/2017 1	11	District Wide Technology	Software Support Service-Fixed	SHI INTERNATIONAL CORP	418.23
17-P0179450	4/18/2017	12	Safety & Parking - DO	Software License and Fees	MAXIENT LLC	10,000.00
17-P0179451	4/17/2017	11	Orange Educ Ctr-Instruction	Instructional Agrmt - Salary	ORANGE UNIFIED SCHOOL DISTRICT	11,424.00
17-P0179452	4/18/2017	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	50,000.00
17-P0179453	4/18/2017	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	50,000.00
17-P0179454	4/19/2017	13	SAC Continuing Ed-Instruction	Lease Agreement - Facility	OCR LAND, LLC	37,584.00
17-P0179455	4/21/2017	11	CJ/Academies	Instructional Agrmt - Salary	COUNTY OF ORANGE	22,500.00
17-P0179456	4/21/2017	11	CJ/Academies	Instructional Agrmt - Salary	COUNTY OF ORANGE	107,900.00
17-P0179457	4/21/2017	11	District Wide Technology	Software Support Service-Fixed	GOLDEN STAR TECHNOLOGY, INC.	9,310.00
17-P0179458	4/28/2017	12	Resource Development	Software License and Fees	LOOKER DATA SCIENCES, INC.	58,500.00
17-P0179459	4/28/2017	12	Continuing Education Division	Rental - Facility (Short-term)	SANTA ANA UNIFIED SCHOOL DIST	23,001.00
17-PO44271	4/12/2017	12	Resource Development	Bldg Impr - Contractor Svcs	TAE GON PARK	5,825.00

Grand Total : 2,802,464.27

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

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

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

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Environment: Colleague

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**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MAY 1, 2017 THROUGH MAY 20, 2017
BOARD MEETING OF JUNE 12, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0046265	\$314,700.00	"U" portables certification site work at Santiago Canyon College	DO-Facility Planning	Bid #1315 Board Approved: April 12, 2017
17-P0046267	\$259,100.00	"U" portables certification electrical work at Santiago Canyon College	DO-Facility Planning	Bid #1316 Board Approved: April 12, 2017
17-P0046268	\$207,700.00	"U" portables certification interior work at Santiago Canyon College	DO-Facility Planning	Bid #1318 Board Approved: April 12, 2017
17-P0046278	\$21,000.00	Advertisement for audio and mobile display for marketing purposes	SCC-Career Education	
17-P0046335	\$75,000.00	On-call traffic management consulting services	DO-Facility Planning	Board Approved: April 24, 2017
17-P0046372	\$258,580.55	Miscellaneous science equipment and supplies	SAC-Fire Academy	Purchased from the NASPO ValuePoint Master Agreement #MA16000234-1 Board Approved: April 24, 2017
17-P0046377	\$142,052.05	HP desktop computers, monitors and extended warranty	SAC-Academic Affairs	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MAY 1, 2017 THROUGH MAY 20, 2017
BOARD MEETING OF JUNE 12, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0046378	\$184,707.52	HP desktop computers, monitors and extended warranty	SAC-Academic Affairs	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015
17-P0046379	\$338,170.63	Apple desktop computers and extended warranty	SAC-Academic Affairs Office	Sole Source Board approved: July 25, 2005
17-P0046397	\$152,332.78	HP desktop computers, monitors and extended warranty	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015
17-P0046399	\$17,587.00	Software license for Zoho ManageEngine ADManager Plus Professional	DO-ITS	Received Quotations: * 1. Zoho Corporation 2. Golden Star Technology * Successful Bidder
17-P0046405	\$31,930.00	Bus transportation for Early Decision 2017	SAC-Student Affairs	Received Quotations: * 1. Lux Bus America 2. Michelangelos Leasing 3. Gold Goat Tours 4. Certified Transportation * Successful Bidder
17-P0046431	\$30,932.34	Modular furniture and chairs for building A-103 at Santa Ana College	SAC-Business Division	Purchased from the California Multiple Award Schedule (CMAS) Contract #4-09-71-0073B Board Approved: June 19, 2014

4.16 (18)

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MAY 1, 2017 THROUGH MAY 20, 2017
BOARD MEETING OF JUNE 12, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0046436	\$19,182.46	Miscellaneous classroom media equipment and supplies	SAC-Media Systems	Received Quotations: * 1. B&H Photo * 2. Golden Star Technology * 3. Troxell 4. CDW-G 5. IT Savvy * Successful Bidder
17-P0046441	\$23,516.78	Miscellaneous classroom media equipment and supplies	SAC-Media Systems	Received Quotations: * 1. Golden Star Technology * 2. B&H Photo * 3. Troxell 4. CDW-G 5. IT Savvy * Successful Bidder
17-P0046472	\$38,130.08	Instructional training for Fire Fighters -State of California Department of Parks and Recreation	SAC-Fire Academy	Board Approved: February 27, 2017
17-P0046480	\$50,576.95	HP desktop computers, monitors and extended warranty	SAC-Academic Affairs	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015
17-P0046483	\$224,436.95	HP desktop computers, monitors and extended warranty	SAC-Academic Affairs	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015
17-P0046535	\$27,195.00	Fall 2017 bus passes for students	SAC-EOPS	

4.16 (19)

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MAY 1, 2017 THROUGH MAY 20, 2017
BOARD MEETING OF JUNE 12, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0046568	\$22,514.50	Refurbished HP desktop computers and extended warranty	DO-ITS	
17-P0046571	\$169,687.65	Servers and maintenance support	DO-ITS	Purchased from the NASPO ValuePoint Master Price Agreement #MNWNC-130 Board Approved: May 15, 2017
17-P0046572	\$32,858.24	Wireless accesspoints	DO-ITS	Received Quotations: * 1. Optiv Security Inc 2. Nth Generation 3. Golden Star Technology * Successful Bidder
17-P0046585	\$17,218.45	Software license for Stitch Era Liberty	SAC-Fashion Design	Received Quotations: * 1. ColDesi 2. Wilcom America * Successful Bidder
17-P0046588	\$20,662.14	Student tables and stools	SAC-Pharmacy Technology	Purchased from the Hawthorne School District Bid #13-14-1 Board Approved: March 24, 2014
17-P0046605	\$61,210.67	Miscellaneous network equipment	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #7-14-70-01 Board Approved: February 23, 2015

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MAY 1, 2017 THROUGH MAY 20, 2017
BOARD MEETING OF JUNE 12, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0046622	\$48,487.50	Laser welder	SAC-Welding	Received Quotations: * 1. Used Glove Box, LLC 2. Rofin * Successful Bidder
17-P0046624	\$35,883.86	Wireless accesspoints	DO-ITS	Received Quotations: * 1. Optiv Security Inc 2. Nth Generation 3. Golden Star Technology * Successful Bidder
17-P0046629	\$43,414.76	Hippotizer control system, server, and training	SAC-FAPA	Received Quotations: * 1. Pixel Density 2. Green Hippo 3. Apex Audio * Successful Bidder
17-P0179462	\$56,650.00	Unrestricted SQL Colleague licenses	DO-ITS	Board Approved: April 24, 2017
17-P0179463	\$71,844.00	Sub-Agreement with Garden Grove Unified School District to provide services related to grand activities listed in the AB 104 grant	Continuing Education Division	Board Approved: April 12, 2017

05/12/2017 thru 05/29/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-B0001215	5/16/2017	79	Auxiliary Services Office	Equip-Software > \$5,000	MAR VAC ELECTRONICS	6,231.60
17-B0001216	5/16/2017	79	A&R Office - Credit	Non-Instructional Supplies	FONTIS SOLUTIONS	1,404.00
17-B0001217	5/16/2017	79	Auxiliary Services Office	Excess/Copies Useage	KONICA MINOLTA	41,449.12
17-B0001218	5/22/2017	79	Auxiliary Services Office	Non-Instructional Supplies	DON BOOKSTORE	308.17
Grand Total :						49,392.89

4.16 (22)

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

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-CAF000455	5/16/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$723.71
GM-CAF000456	5/16/2017	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$113.88
GM-CAF000457	5/16/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$886.40
GM-CAF000458	5/16/2017	31	SAC Café	General Merchandise	MELODEE ICE CREAM	\$467.20
GM-CAF000459	5/17/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,472.38
GM-CAF000460	5/17/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,595.59
GM-CAF000461	5/18/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,029.54
GM-CAF000462	5/23/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,752.57
GM-DON002717	5/16/2017	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$2,222.26
GM-EXPR001171	5/16/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$633.08
GM-EXPR001172	5/16/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$184.14
GM-EXPR001173	5/16/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$2,430.49
GM-EXPR001174	5/17/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,055.21
GM-EXPR001175	5/18/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$824.16
GM-EXPR001176	5/23/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$154.38
GM-EXPR001177	5/23/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$861.54
GM-EXPR001178	5/23/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$971.00
GM-HAWK002328	5/15/2017	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$99.08
GM-HAWK002329	5/15/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$500.50
GM-HAWK002330	5/16/2017	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$68.88
GM-HAWK002331	5/16/2017	31	SCC Bookstore	General Merchandise	CI APPAREL	\$228.00
GM-HAWK002332	5/17/2017	31	SCC Bookstore	General Merchandise	NACSCORP	\$156.24
GM-HAWK002333	5/17/2017	31	SCC Bookstore	General Merchandise	FANATIC GROUP	\$1,000.00
GM-HAWK002334	5/17/2017	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$60.60
GM-HAWK002335	5/17/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$598.90
GM-HAWK002336	5/17/2017	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,016.06
GM-HAWK002337	5/18/2017	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$894.24
GM-HAWK002338	5/22/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$517.30
GM-HAWK002339	5/22/2017	31	SCC Bookstore	General Merchandise	RUSSELL ATHLETIC	\$1,062.72
GM-HAWK002340	5/23/2017	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$147.66
GM-HAWK002341	5/24/2017	31	SCC Bookstore	General Merchandise	CDI CORP	\$87.00
GM-HAWK002342	5/24/2017	31	SCC Bookstore	General Merchandise	COLLEGIATE PACIFIC	\$197.50
GM-HAWK002343	5/24/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$547.36
GM-HAWK002344	5/24/2017	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,117.74
GM-HAWK002345	5/25/2017	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$760.22
TX-DON004419	5/15/2017	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$222.84
TX-DON004421	5/18/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$687.47

4.16 (23)

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON004422	5/18/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$212.00
TX-DON004423	5/23/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$90.22
TX-DON004424	5/24/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$7,491.83
TX-DON004425	5/25/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$5,729.28
TX-DON004426	5/25/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$604.14
TX-HAWK003305	5/25/2017	31	SCC Bookstore	Textbook	AMAZON	\$40.00
Grand Total:						\$41,515.31

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MAY 12, 2017 THROUGH MAY 29, 2017
BOARD MEETING OF JUNE 12, 2017**

P.O. #	Amount	Description	Department	Comment
17-B0001217	\$41,449.12	Copier leases : Pay per print copy program	SAC Administrative Services	Purchased from the Foundation for California Community Colleges (FCCC) Agreement #CB13-011. Board Approved February 22, 2016.

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

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

Printed: 5/30/2017 11:16:44AM

Environment: Colleague

LoginID: KW83000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Board Date: June 12, 2017
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

ANALYSIS

Items for the following categorical program were developed:

	<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
	<u>Fiscal Year 2017/2018</u>		
1.	Assessment, Remediation & Retention for Associate Degree Nursing Program (SAC) Grant award from the California Community Colleges Chancellor's Office to Santa Ana College's Nursing Program to provide pre-nursing preparation for students who do not achieve the diagnostic assessment; to provide support to students to increase the program retention and completion rates; and to increase the number of students who complete the ADN program and pass the national licensure exam. (17/18). <i>No match required.</i>	07/01/2017	\$114,000
2.	Deputy Sector Navigator - Global Trade & Logistics (District) Grant award from the California Community Colleges Chancellor's Office Workforce & Economic Development Division to support the Global Trade and Logistics Deputy Sector Navigator; to provide in-region investments within education and industry partners to develop faculty collaboratives, certificate programs, and articulation within educational systems in sector career pathways; and provide work-based learning, internship opportunities and professional development opportunities. (17/18). <i>The match required is \$200,000 that consists of district funded staff at \$128,606, unclaimed indirect at \$56,490 and third party in-kind contributions of \$14,904.</i>	07/01/2017	\$200,000
3.	Deputy Sector Navigator – Information & Communication Technologies (ICT)/Digital Media (District) Grant award from the California Community Colleges Chancellor's Office Workforce & Economic Development Division for a Deputy Sector Navigator to support Orange County community colleges to improve ICT/Digital Media workforce training programs and to assist in building connections between the colleges and the ICT/Digital Media industry sectors in the region. (17/18). <i>The required match is \$200,000 that consists of district-funded staff at \$141,143 and RSCCD unclaimed indirect of \$58,998.</i>	07/01/2017	\$200,000

Fiscal Impact: \$1,853,500.00	Board Date: June 12, 2017
Item Prepared by: Maria N. Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
<p>4. Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn (District)</p> <p>Grant award from the California Community Colleges Chancellor’s Office Workforce & Economic Development Division to support the Retail Hospitality/Tourism/Learn and Earn Deputy Sector Navigator; to improve workforce training within that sector; provide in-region investments within education and industry partners to develop faculty collaboratives, certificate programs, articulation of curriculum between secondary and post-secondary educational systems in Hospitality/Tourism career pathways; and provide work-based learning, internship opportunities and professional development opportunities. (17/18). <i>The match required is \$200,000 that consists of district-funded staff at \$72,153, unclaimed indirect at \$45,200 and in-kind contributions from contract education and industry partners of \$82,647.</i></p>	07/01/2017	\$200,000
<p>5. Deputy Sector Navigator – Small Business (District)</p> <p>Grant award from the California Community Colleges Chancellor’s Office Workforce & Economic Development Division to support the Small Business Deputy Sector Navigator; to focus on business development and job creation within that sector; to provide in-region investments within education and industry partners, to develop curriculum and programs that meet the needs of entrepreneurs through entrepreneurial studies, informational workshops/seminars, and one-on-one consulting and support services with subject matter business experts, all within a fully braided model leveraging resources and capabilities of the Orange County SBDC. (17/18). <i>The match required is \$200,000. We proposed a fully integrated Small Business DSN project with the Orange County SBDC, as they will each serve as match to the other. Therefore, the match for the Small Business DSN consists of district-funded staff at \$36,682, unclaimed indirect at \$38,105 and leveraged resources from the Orange County SBDC (SBA/CSUF federal-funds) of \$125,213.</i></p>	07/01/2017	\$200,000
<p>6. Enrollment Growth for Associate Degree Nursing Program (SAC)</p> <p>Grant award from the California Community Colleges Chancellor’s Office to Santa Ana College’s Nursing Program to increase enrollment capacity, retention and program completion rates, and the number of students who pass the state licensing exam. (17/18). <i>No match is required.</i></p>	07/01/2017	\$97,000
<p>7. Los Angeles/Orange County Regional Consortium (District)</p> <p>Grant award from the California Community Colleges Chancellor’s Office to operate the regional consortium for community college Career Technical Education leaders in Los Angeles and Orange County. (17/18). <i>No match required.</i></p>	07/01/2017	\$370,000
<p>8. Santa Ana Middle College High School (SAC)</p> <p>Funds 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. (17/18). <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></p>	07/01/2017	\$100,000

Fiscal Impact: \$1,853,500.00	Board Date: June 12, 2017
Item Prepared by: Maria N. Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
9. Sector Navigator – Information Communications Technology (ICT)/Digital Media (District) Grant award from the California Community Colleges Chancellor’s Office to develop ICT/Digital Media programs throughout the state by providing up-to-date information on industry trends and workforce needs, as well as providing in-region investments for professional development and faculty lead projects to develop CTE programs in these fields. (17/18). <i>The match required is \$372,500 that will be met entirely by third party in-kind contributions.</i>	07/01/2017	\$372,500

RECOMMENDATION

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

Fiscal Impact: \$1,853,500.00	Board Date: June 12, 2017
Item Prepared by: Maria N. Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

SPECIAL PROJECT DETAILED BUDGET #2212

NAME: Assessment, Remediation & Retention for Associate Degree Nursing (ADN) Program - Santa Ana College

FISCAL YEAR 2017/2018

CONTRACT TERM: 07/01/2017 - 06/30/2018

CONTRACT AWARD: \$114,000

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 17-200-028

CFDA #: N/A

PROJ ADM.: Michelle Priest

PROJ. DIR.: Rebecca Miller

Date: 05/30/2017

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2212_000000_10000_8659	Other Reimb Categorical Allow : Santa Ana Col		114,000		114,000		0
12_2212_679000_10000_5865	Indirect Costs : Santa Ana College (4%)	4,385		4,384			1
12_2212_123010_16640_1310	Part-Time Instructors : Nursing - Simulation Lab, \$57.83/hr lab x 30 hrs x 2 semesters	5,635		3,470			2,165
12_2212_123010_16640_2420	Inst Assistant - Hourly : Nursing - Learning Facilitator, \$18.81/hr x 6 hrs/wk x 32 wks	3,519		3,612		93	
12_2212_123010_16640_3111	STRS - Instructional : Nursing	707		501			206
12_2212_123010_16640_3321	Medicare - Instructional : Nursing	133		102			31
12_2212_123010_16640_3331	PARS - Instructional : Nursing	46		47		1	
12_2212_123010_16640_3431	H & W - Retiree Fund Inst : Nursing	92		257		165	
12_2212_123010_16640_3511	SUI - Instructional : Nursing	5		4			1
12_2212_123010_16640_3611	WCI - Instructional : Nursing	220		159			61
12_2212_123010_16640_4310	Instructional Supplies : Nursing - DVDs, disposable lab items	2,397		676			1,721
12_2212_123010_16640_6410	Equip-All Other >\$1,000<\$5,000 : Nursing - (1) laptop for instruction to students, \$1,090/each	0		1,090		1,090	
12_2212_123010_16640_6421	Equip-Tablet/Laptop>\$200<\$1000 : Nursing	2,180		0			2,180
12_2212_619000_16640_4210	Books, Mags & Subscrip-Non-Lib : Nursing - On-line subscription of NCLEX-RN Program Report	335		335		0	
12_2212_649000_16640_2130	Classified Employees : Nursing - Elva Negrete, Student Services Coord. (30%) Grade 16-6 +5%L - Dawn Williams, Intermediate Clerk (100%) Grade 5-6 +2.5%L	68,652		70,407		1,755	
12_2212_649000_16640_3215	PERS - Non-Instructional : Nursing	8,960		11,124		2,164	

5.1 (4)

Original Budget

Prepared by: Maria Gil

Board Approval Date: June 12, 2017

Accountant: Josefina "JoJo" Penning

SPECIAL PROJECT DETAILED BUDGET #2212

NAME: Assessment, Remediation & Retention for Associate Degree Nursing (ADN) Program - Santa Ana College

FISCAL YEAR 2017/2018

CONTRACT TERM: 07/01/2017 - 06/30/2018

CONTRACT AWARD: \$114,000

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 17-200-028

CFDA #: N/A

PROJ ADM.: Michelle Priest

PROJ. DIR.: Rebecca Miller

Date: 05/30/2017

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2212_649000_16640_3315	OASDHI - Non-Instructional : Nursing	4,377		4,486		109	
12_2212_649000_16640_3325	Medicare - Non-Instructional : Nursing	1,024		1,049		25	
12_2212_649000_16640_3415	H & W - Non-Instructional : Nursing	6,948		4,956			1,992
12_2212_649000_16640_3435	H & W - Retiree Fund Non-Inst : Nursing	706		2,627		1,921	
12_2212_649000_16640_3515	SUI - Non-Instructional : Nursing	35		36		1	
12_2212_649000_16640_3615	WCI - Non-Instructional : Nursing	1,694		1,628			66
12_2212_649000_16640_3915	Other Benefits - Non-Instruct : Nursing	1,950		1,950		0	
12_2212_675000_16640_5210	Conference Expenses : Nursing	0		1,100		1,100	
	Total #2212 -Nursing ARR ADN Program (SAC)	114,000	114,000	114,000	114,000	8,424	8,424

NEW

5.1(5)

SPECIAL PROJECT DETAILED BUDGET #2232

NAME: Deputy Sector Navigator - Global Trade & Logistics (District)

FISCAL YEAR 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

PROJ ADM: Enrique Perez

CONTRACT AWARD: \$200,000

PROJ DIR: Lynn Stewart

PRIME SPONSOR: California Community Colleges Chancellor's Office

Revised Date: 5/30/2017

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 17-157-008

CFDA #: N/A

GL Account String	Description	New Budget	
		Debit	Credit
12-2232-000000-50000-8659	Other Reimb Categorical Allow : District Operations		200,000
12-2232-672000-50000-5865	Indirect Costs : District Operations (4%)	7,692	
12-2232-675000-53210-4210	Books, Mags & Subscrip-Non-Lib : Ctr for Intl Trade		
12-2232-675000-53210-5210	Conference Expenses : Ctr for Intl Trade Dev Office CCCAOE Conference, (1) attendee (FA17) Rancho Mirage, CA (Nov 2017) - \$1,200 (SP18) Sacramento, CA (March 2018) - \$2,500	3,700	
12-2232-684000-53210-2110	Classified Management : Ctr for Intl Trade Dev Offi Deputy Sector Navigator, Global Trade & Logistics Lynn Stewart (80%) Grade F-5	86,035	
12-2232-684000-53210-2130	Classified Employees : Ctr for Intl Trade Dev Offic Business Services Coordinator (full-time) Alejandra Landa (55%) Grade 13-4	32,000	
12-2232-684000-53210-3215	PERS - Non-Instructional : Ctr for Intl Trade Dev O	18,650	
12-2232-684000-53210-3315	OASDHI - Non-Instructional : Ctr for Intl Trade Dev	7,534	
12-2232-684000-53210-3325	Medicare - Non-Instructional : Ctr for Intl Trade D	1,762	
12-2232-684000-53210-3415	H & W - Non-Instructional : Ctr for Intl Trade Dev	24,629	
12-2232-684000-53210-3435	H & W - Retiree Fund Non-Inst : Ctr for Intl Trade	4,411	
12-2232-684000-53210-3515	SUI - Non-Instructional : Ctr for Intl Trade Dev Of	61	
12-2232-684000-53210-3615	WCI - Non-Instructional : Ctr for Intl Trade Dev Of	2,734	
12-2232-684000-53210-3915	Other Benefits - Non-Instruct : Ctr for Intl Trade	3,481	
12-2232-684000-53210-4610	Non-Instructional Supplies : Ctr for Intl Trade Dev	400	
12-2232-684000-53210-4710	Food and Food Service Supplies : Ctr for Intl Trade (4) DSN meeting x \$125/meeting + (2) faculty trainings/workshops x \$250/each	1,000	
12-2232-684000-53210-5100	Contracted Services : Ctr for Intl Trade Dev Office Speakers/business professional experts for training/workshops, outreach and specialized services.	5,175	
12-2232-684000-53210-5220	Mileage/Parking Expenses : Ctr for Intl Trade Dev Mileage at 2017 IRS rate at \$0.54 per mile x 807 miles	436	
12-2232-684000-53210-5940	Reproduction/Printing Expenses : Ctr for Intl Trade	300	
	Total #2232 - GTL DSN Yr. 5 (FY 17-18) (Funded)	200,000	200,000

SPECIAL PROJECT DETAILED BUDGET #2232

NAME: Deputy Sector Navigator - Global Trade & Logistics (District)

FISCAL YEAR 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT AWARD: \$200,000

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 17-157-008

CFDA #: N/A

PROJ ADM: Enrique Perez

PROJ DIR: Lynn Stewart

Revised Date: 5/30/2017

GL Account String	Description	New Budget	
		Debit	Credit
11-0000-000004-50000-2130	Classified Employees : District Operations		93,824
11-0000-000004-50000-3415	H & W - Non-Instructional : District Operations		34,782
11-0000-672000-50000-5865	Indirect Costs : District Operations		56,490
11-2232-672000-50000-5865	Indirect Costs : District Operations RSCCD is applying the maximum indirect rate at 20% allowed for this grant as listed below: Unclaimed indirect costs on grant-funded direct costs @ 16%: \$192,308 x 16% = \$30,769 Unclaimed indirect costs on district-funded direct costs @ 20%: \$128,606 x 20% = \$25,721	56,490	
11-2232-684000-53210-2110	Classified Management : Ctr for Intl Trade Dev Offi Deputy Sector Navigator, Global Trade & Logistics Lynn Stewart (20%) Grade F-5	21,509	
11-2232-684000-53210-2130	Classified Employees : Ctr for Intl Trade Dev Offic Business Services Coordinator (full-time) Alejandra Landa (45%) Grade 13-4	26,182	
11-2232-684000-53210-2320	Classified Employees - Hourly : Ctr for Intl Trade Marketing Specialist (Hourly) \$22.52/hour x 16 hours/week x 39 weeks	14,052	
11-2232-684000-53210-3215	PERS - Non-Instructional : Ctr for Intl Trade Dev O	7,535	
11-2232-684000-53210-3315	OASDHI - Non-Instructional : Ctr for Intl Trade Dev	3,040	
11-2232-684000-53210-3325	Medicare - Non-Instructional : Ctr for Intl Trade D	915	
11-2232-684000-53210-3335	PARS - Non-Instructional : Ctr for Intl Trade Dev O	183	
11-2232-684000-53210-3415	H & W - Non-Instructional : Ctr for Intl Trade Dev	9,887	
11-2232-684000-53210-3435	H & W - Retiree Fund Non-Inst : Ctr for Intl Trade	2,290	
11-2232-684000-53210-3515	SUI - Non-Instructional : Ctr for Intl Trade Dev Of	32	
11-2232-684000-53210-3615	WCI - Non-Instructional : Ctr for Intl Trade Dev Of	1,419	
11-2232-684000-53210-3915	Other Benefits - Non-Instruct : Ctr for Intl Trade	1,339	
11-2232-679000-53345-2130	Classified Employees : Resource Development Resource Development Coordinator Maria Gil (20%) Grade 16-6 +5%L +2PG	16,106	
11-2232-679000-53345-3215	PERS - Non-Instructional : Resource Development	2,545	
11-2232-679000-53345-3315	OASDHI - Non-Instructional : Resource Development	1,017	
11-2232-679000-53345-3325	Medicare - Non-Instructional : Resource Development	238	
11-2232-679000-53345-3415	H & W - Non-Instructional : Resource Development	1,682	
11-2232-679000-53345-3435	H & W - Retiree Fund Non-Inst : Resource Developmen	596	

SPECIAL PROJECT DETAILED BUDGET #2232

NAME: Deputy Sector Navigator - Global Trade & Logistics (District)

FISCAL YEAR 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

PROJ ADM: Enrique Perez

CONTRACT AWARD: \$200,000

PROJ DIR: Lynn Stewart

PRIME SPONSOR: California Community Colleges Chancellor's Office

Revised Date: 5/30/2017

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 17-157-008

CFDA #: N/A

GL Account String	Description	New Budget	
		Debit	Credit
11-2232-679000-53345-3515	SUI - Non-Instructional : Resource Development	8	
11-2232-679000-53345-3615	WCI - Non-Instructional : Resource Development	369	
11-2232-679000-53345-3915	Other Benefits - Non-Instruct : Resource Developmen	300	
11-2232-684000-53410-2345	Professional Experts : Small Business Dev Ctr Offic Business Experts/International Trade (Hourly) \$45/hour x 355 hours	15,975	
11-2232-684000-53410-3325	Medicare - Non-Instructional : Small Business Dev C	232	
11-2232-684000-53410-3335	PARS - Non-Instructional : Small Business Dev Ctr O	208	
11-2232-684000-53410-3435	H & W - Retiree Fund Non-Inst : Small Business Dev	580	
11-2232-684000-53410-3515	SUI - Non-Instructional : Small Business Dev Ctr Of	8	
11-2232-684000-53410-3615	WCI - Non-Instructional : Small Business Dev Ctr Of	359	
	Total #2232 - GTL DSN Yr. 5 (FY 17-18) (Match)	185,096	185,096

Match required is 1:1 at \$200,000 that consists of District funded staff at \$128,606 (equal to the current fiscal year 2016/17 match allocation), unclaimed indirect in-kind match at \$56,490 and third-party in-kind match at \$14,904. Please refer to match summary below.

District (cash-match)	Staff salary and benefits as listed above - Match Budget	128,606
District (in-kind match)	Unclaimed indirect costs as listed above - Match Budget	56,490
	Sub-Total District Match	185,096
In-kind (third-party)	Source of Funds: CITD STEP (federal funds) CFDA #59.061: Center for International Trade Development (CITD) State Trade Export Program (STEP) federal grant from CCCCCO for a trade mission to Tokyo, Japan to promote California consumer products at the Tokyo International Gift Show to be held September 2017. Funding to support travel and conference	4,104
	Source of Funds: Global Trade & Logistics Advisory Industry Partners: The DSN Global Trade & Logistics Advisory Committee comprised of ten businesses/ industry leaders engaged in international business participate in meetings to support DSN and other educators. We plan to have at least four meeting in FY 2017/18. Ten members x 4 GTL Advisory Committee Meetings x \$270/average = \$10,800	10,800
	Sub-Total In-kind Match	14,904
	Total Match - DSN Global Trade & Logistics Yr. 5 (FY 17/18)	200,000

SPECIAL PROJECT DETAILED BUDGET # 2233

NAME: Deputy Sector Navigator - Information & Communication Technologies (ICT)/Digital Media Sector Grant
FISCAL YEAR: 2017/18

CONTRACT PERIOD: 07/01/17 - 06/30/18

PROJ ADM: Enrique Perez

CONTRACT AWARD: \$200,000

PROJ DIR: Steve Linthicum

PRIME SPONSOR: California Community Colleges Chancellor's Office

Date: 05/25/2017

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD: 17-158-006

CFDA #: N/A

GL Accounts	Description	New Budget	
		Debit	Credit
12-2233-000000-50000-8659	Other Reimb Categorical Allow : District Oper		200,000
12-2233-672000-50000-5865	Indirect Costs : District Operations	7,692	
12-2233-675000-53330-5210	Conference Expenses : - CCCAOE: \$1,800 / conference x 2, fall & spring \$3,600 - Other industry-focused conferences \$1,600	5,200	
12-2233-684000-53330-2110	Classified Management : - Steve Linthicum (80%)	98,140	
12-2233-684000-53330-2310	Classified Employees - Ongoing : - Administrative Clerk - (19 hrs/wk)	23,539	
12-2233-684000-53330-3215	PERS - Non-Instructional :	19,048	
12-2233-684000-53330-3315	OASDHI - Non-Instructional :	6,249	
12-2233-684000-53330-3325	Medicare - Non-Instructional :	1,787	
12-2233-684000-53330-3415	H & W - Non-Instructional :	24,783	
12-2233-684000-53330-3435	H & W - Retiree Fund Non-Inst :	4,473	
12-2233-684000-53330-3515	SUI - Non-Instructional :	62	
12-2233-684000-53330-3615	WCI - Non-Instructional :	2,772	
12-2233-684000-53330-3915	Other Benefits - Non-Instruct :	2,656	
12-2233-684000-53330-4610	Non-Instructional Supplies :	574	
12-2233-684000-53330-5220	Mileage/Parking Expenses :	1,200	
12-2233-684000-53330-5300	Inst Dues & Memberships:	325	
12-2233-684000-53330-6410	Equip-All Other >\$1,000<\$5,000 :	1,500	
Total Project 2233 Econ Dev-DSN ICT/Digital Media		200,000	200,000

SPECIAL PROJECT DETAILED BUDGET # 2233

NAME: Deputy Sector Navigator - Information & Communication Technologies (ICT)/Digital Media Sector Grant
FISCAL YEAR: 2017/18

CONTRACT PERIOD: 07/01/17 - 06/30/18
CONTRACT AWARD: \$200,000
PRIME SPONSOR: California Community Colleges Chancellor's Office
FISCAL AGENT: Rancho Santiago CCD
PRIME AWARD: 17-158-006
CFDA #: N/A

PROJ ADM: Enrique Perez
PROJ DIR: Steve Linthicum
Date: 05/25/2017

		New Budget	
GL Accounts	Description	Debit	Credit
11-0000-000004-50000-2130	<i>Classified Employees : District Operations</i>		82,537
11-0000-000004-50000-3415	<i>H & W - Non-Instructional : District Operations</i>		78,938
11-2233-684000-53330-2110	Classified Management : <i>- Steve Linthicum (20%)</i>	24,355	
11-2233-684000-53330-2130	Classified Employees : <i>- Business Services Coordinator - Marbella Ruiz (100%)</i>	58,182	
11-2233-684000-53330-3215	PERS - Non-Instructional :	13,069	
11-2233-684000-53330-3315	OASDHI - Non-Instructional :	5,263	
11-2233-684000-53330-3325	Medicare - Non-Instructional :	1,231	
11-2233-684000-53330-3415	H & W - Non-Instructional :	31,846	
11-2233-684000-53330-3435	H & W - Retiree Fund Non-Inst :	3,081	
11-2233-684000-53330-3515	SUI - Non-Instructional :	42	
11-2233-684000-53330-3615	WCI - Non-Instructional :	1,910	
11-2233-684000-53330-3915	Other Benefits - Non-Instruct :	2,164	
	TOTAL RSCCD Contribution - Direct Costs (Match)	141,143	161,475
RSCCD waiver indirect:			
5000	16% of grant-funded direct costs: \$192,308 x 16% = \$30,769.28	30,769	
5000	20% of match direct costs: (\$141,143 x 20% = \$28,228.60)	28,229	
	TOTAL waiver indirect (Match)	58,998	
TOTAL Match Contribution		200,141	

SPECIAL PROJECT DETAILED BUDGET # 2234

NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 6/30/2018

CONTRACT AWARD: \$200,000

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 17-161-002

CFDA #: N/A

PROJ. ADM. Enrique Perez

PROJ. DIR. Ruth Cossio-Muñiz

DATE: 5/30/2017

GL Account String	Description	New Budget	
		Debit	Credit
12-2234-000000-50000-8659	Other Reimb Categorical Allow : District Operations		200,000
12-2234-672000-50000-5865	Indirect Costs : District Operations (4%)	7,692	
12-2234-675000-53360-5210	Conference Expenses : Corporate Training Institute CCCAOE Conference, (1) attendee (FA17) Rancho Mirage, CA (Nov 2017) - \$1,200 (SP18) Sacramento, CA (March 2018) - \$2,500	3,700	
12-2234-684000-53360-2110	Classified Management : Corporate Training Institut Ruth Cossio-Muñiz, RHT Deputy Sector Navigator (80%)	107,860	
12-2234-684000-53360-2310	Classified Employees : Corporate Training Institute Alison Lazcano, Marketing Specialist (0.475 FTE) (75%)	17,000	
12-2234-684000-53360-3215	PERS - Non-Instructional : Corporate Training Insti	17,042	
12-2234-684000-53360-3315	OASDHI - Non-Instructional : Corporate Training Ins	6,813	
12-2234-684000-53360-3325	Medicare - Non-Instructional : Corporate Training I	1,840	
12-2234-684000-53360-3335	PARS - Non-Instructional : Corporate Training Insti	221	
12-2234-684000-53360-3415	H & W - Non-Instructional : Corporate Training Inst	18,060	
12-2234-684000-53360-3435	H & W - Retiree Fund Non-Inst : Corporate Training	4,606	
12-2234-684000-53360-3515	SUI - Non-Instructional : Corporate Training Instit	63	
12-2234-684000-53360-3615	WCI - Non-Instructional : Corporate Training Instit	2,855	
12-2234-684000-53360-3915	Other Benefits - Non-Instruct : Corporate Training	2,024	
12-2234-684000-53360-4210	Books, Mags & Subscrip-Non-Lib : Corporate Training Reference books, manuals and training materials	2,000	
12-2234-684000-53360-4610	Non-Instructional Supplies : Corporate Training Ins	900	
12-2234-684000-53360-4710	Food and Food Service Supplies : Corporate Training DSN advisory meetings, faculty trainings/workshops. (4) meetings x \$250/meeting	1,000	
12-2234-684000-53360-5100	Contracted Services : Corporate Training Institute Speakers/professional experts for training/workshops, outreach and specialized services.	1,257	
12-2234-684000-53360-5220	Mileage/Parking Expenses : Corporate Training Insti Mileage (2017 IRS rate), \$0.54 per mile x 1,420 miles	767	
12-2234-684000-53360-5300	Inst Dues & Memberships : Corporate Training Instit	2,300	
12-2234-684000-53360-5940	Reproduction/Printing Expenses : Corporate Training	500	
12-2234-684000-53360-6409	Equip-All Other >\$200 <\$1,000 : Corporate Training Printer @ \$500	500	
12-2234-684000-53360-6410	Equip-All Other >\$1,000<\$5,000 : Corporate Training (1) laptop @ \$1,000	1,000	
	Total #2234 RHT DSN Yr. 5 FY 17/18 (Funded)	200,000	200,000

SPECIAL PROJECT DETAILED BUDGET # 2234

NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 6/30/2018

CONTRACT AWARD: \$200,000

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 17-161-002

CFDA #: N/A

PROJ. ADM. Enrique Perez

PROJ. DIR. Ruth Cossio-Muñiz

DATE: 5/30/2017

GL Account String	Description	New Budget	
		Debit	Credit
11-0000-000004-50000-2130	Classified Employees : District Operations		56,396
11-0000-000004-50000-3415	H & W - Non-Instructional : District Operations		15,757
11-0000-672000-50000-5865	Indirect Costs : District Operations		45,200
11-2234-672000-50000-5865	Indirect Costs : District Operations RSCCD is applying the maximum indirect rate at 20% allowed for this grant as listed below: -Unclaimed indirect costs on grant-funded direct costs @ 16%: \$192,308 x 16% = \$30,769 -Unclaimed indirect costs on district-funded direct costs @ 20%: \$72,153 x 20% = \$14,431	45,200	
11-2234-684000-53360-2110	Classified Management : Corporate Training Institut Ruth Cossio-Muñiz, RHT Deputy Sector Navigator (20%)	26,965	
11-2234-684000-53360-2130	Classified Employees : Corporate Training Institute Alison Lazcano, Marketing Specialist (0.475 FTE) (25%)	5,667	
11-2234-684000-53360-2320	Classified Employees - Hourly : Corporate Training Business Services Coordinator (Hourly) \$23.71/hour x 20 hours/week x 39 weeks Marketing Specialist (Hourly) \$22.52/hour x 6 hours/week x 39 weeks	23,764	
11-2234-684000-53360-3215	PERS - Non-Instructional : Corporate Training Insti	4,260	
11-2234-684000-53360-3315	OASDHI - Non-Instructional : Corporate Training Ins	1,703	
11-2234-684000-53360-3325	Medicare - Non-Instructional : Corporate Training I	825	
11-2234-684000-53360-3335	PARS - Non-Instructional : Corporate Training Insti	383	
11-2234-684000-53360-3415	H & W - Non-Instructional : Corporate Training Inst	4,706	
11-2234-684000-53360-3435	H & W - Retiree Fund Non-Inst : Corporate Training	2,066	
11-2234-684000-53360-3515	SUI - Non-Instructional : Corporate Training Instit	28	
11-2234-684000-53360-3615	WCI - Non-Instructional : Corporate Training Instit	1,280	
11-2234-684000-53360-3915	Other Benefits - Non-Instruct : Corporate Training	506	
	Total #2234 RHT DSN Yr. 5 FY 17/18 (Match)	117,353	117,353

SPECIAL PROJECT DETAILED BUDGET # 2234

NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 6/30/2018

CONTRACT AWARD: \$200,000

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 17-161-002

CFDA #: N/A

PROJ. ADM. Enrique Perez

PROJ. DIR. Ruth Cossio-Muñiz

DATE: 5/30/2017

		New Budget	
GL Account String	Description	Debit	Credit
Match required is 1:1 at \$200,000 that consists of District funded staff at \$72,153 (equal to the current fiscal year 2016/17 match allocation), unclaimed indirect in-kind match at \$45,200 and third-party in-kind match at \$82,647. Please refer to match summary below.			
District (cash match)	Staff salary and benefits as listed above - Match Budget	72,153	
District (in-kind match)	Unclaimed indirect costs as listed above - Match Budget	45,200	
	Sub-Total District Match	117,353	
Third-Party (in-kind)	RSCCD's Corporate Training Institute (CTi) will waive KeyTrain assessment fees of \$100/participant for 500 incumbent employees and students in RHT businesses and programs.	50,000	
	Orange County Hispanic Chamber of Commerce outreach, facility space, and hospitality for DSN to conduct informational and research activities with businesses in the region related to DSN work and RHT sector development.	7,500	
	The DSN RHT Advisory Committee comprised of 12 businesses/industry leaders participate in meetings to support DSN and other educators; members provide information on industry trends, share their expertise about work skills, knowledge, and abilities required for positions in the sector, work together with educators and other stakeholders to identify workforce skill gaps, challenges, and help identify solutions. 12 members x 4 meetings x \$275/hr.	13,200	
	Hosting facilities provide facility space for four Job Shadow events (including use of equipment AV system, projector and screen, staff, parking, etc.). \$2,986.75/ea. event x 4 events	11,947	
	Sub-Total In-kind Match	82,647	
	Total Match - Small Business DSN, Yr. 5 (FY 17/18)	200,000	

SPECIAL PROJECT DETAILED BUDGET #2235
NAME: Deputy Sector Navigator - Small Business (District)
FISCAL YEAR 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018
CONTRACT AWARD: \$200,000
PRIME SPONSOR: California Community Colleges Chancellor's Office
FISCAL AGENT: Rancho Santiago CCD
PRIME AWARD #: 17-159-006
CFDA #: N/A

PROJ ADM: Enrique Perez
PROJ DIR: Elizabeth Arteaga
Revised Date: 5/30/2017

GL Account String	Description	New Budget	
		Debit	Credit
12-2235-000000-50000-8659	Other Reimb Categorical Allow : District Operations		200,000
12-2235-672000-50000-5865	Indirect Costs : District Operations (4%)	7,692	
12-2235-675000-53410-5210	Conference Expenses : Small Business Dev Ctr Office <u>(In-State Travel)</u> CCCAOE Conference, (1) attendee (FA17) Rancho Mirage, CA (Nov 2017) - \$900 (SP18) Sacramento, CA (March 2018) - \$1,200 <u>(Out-of-State Travel)</u> NACCE 2017 "The Power of Partnership" Conference (1) attendee, Tampa, Florida (October 2017) - \$1,650	3,750	
12-2235-684000-53410-2110	Classified Management : Small Business Dev Ctr Offi <u>Elizabeth Arteaga, Small Business DSN (100%)</u>	102,422	
12-2235-684000-53410-2310	Classified Employees - Ongoing : Small Business Dev <u>Vanessa Palomares, Bus. Svs. Coord. (.475 FTE) (100%)</u>	23,865	
12-2235-684000-53410-3215	PERS - Non-Instructional : Small Business Dev Ctr O	16,183	
12-2235-684000-53410-3315	OASDHI - Non-Instructional : Small Business Dev Ctr	6,507	
12-2235-684000-53410-3325	Medicare - Non-Instructional : Small Business Dev C	1,868	
12-2235-684000-53410-3335	PARS - Non-Instructional : Small Business Dev Ctr O	310	
12-2235-684000-53410-3415	H & W - Non-Instructional : Small Business Dev Ctr	22,502	
12-2235-684000-53410-3435	H & W - Retiree Fund Non-Inst : Small Business Dev	4,676	
12-2235-684000-53410-3515	SUI - Non-Instructional : Small Business Dev Ctr Of	64	
12-2235-684000-53410-3615	WCI - Non-Instructional : Small Business Dev Ctr Of	2,898	
12-2235-684000-53410-3915	Other Benefits - Non-Instruct : Small Business Dev	2,530	
12-2235-684000-53410-4610	Non-Instructional Supplies : Small Business Dev Ctr	500	
12-2235-684000-53410-4710	Food and Food Service Supplies : Small Business Dev <u>DSN meetings, faculty trainings and workshops estimated at four meetings x \$250/meeting</u>	1,000	
12-2235-684000-53410-5100	Contracted Services : Small Business Dev Ctr Office <u>Speakers/professional experts for training/workshops, outreach and specialized services.</u>	1,650	
12-2235-684000-53410-5220	Mileage/Parking Expenses : Small Business Dev Ctr <u>\$0.54/mile (Based on IRS 2017 rate) x 1,060 miles</u>	573	
12-2235-684000-53410-5300	Inst Dues & Memberships : Small Business Dev Ctr <u>Membership fee for NACCE</u>	750	
12-2235-684000-53410-5940	Reproduction/Printing Expenses : Small Business Dev	260	
	Total #2235 - Small Biz DSN Yr. 5 FY 17/18 (Funded)	200,000	200,000

SPECIAL PROJECT DETAILED BUDGET #2235
NAME: Deputy Sector Navigator - Small Business (District)
FISCAL YEAR 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018
CONTRACT AWARD: \$200,000
PRIME SPONSOR: California Community Colleges Chancellor's Office
FISCAL AGENT: Rancho Santiago CCD
PRIME AWARD #: 17-159-006
CFDA #: N/A

PROJ ADM: Enrique Perez
PROJ DIR: Elizabeth Arteaga
Revised Date: 5/30/2017

GL Account String	Description	New Budget	
		Debit	Credit
11-0000-000004-50000-2130	Classified Employees : District Operations		33,750
11-0000-000004-50000-3415	H & W - Non-Instructional : District Operations		2,932
11-0000-672000-50000-5865	Indirect Costs : District Operations		38,105
11-2235-672000-50000-5865	Indirect Costs : District Operations RSCCD is applying the maximum indirect rate at 20% allowed for this grant as listed below: -Unclaimed indirect costs on grant-funded direct costs @ 16%: \$192,308 x 16% = \$30,769 -Unclaimed indirect costs on district-funded direct costs @ 20%: \$36,682 x 20% = \$7,336	38,105	
11-2235-684000-53410-2345	Professional Experts : Small Business Dev Ctr Offic Business Experts (Hourly), \$45/hour x 750 hours	33,750	
11-2235-684000-53410-3325	Medicare - Non-Instructional : Small Business Dev C	490	
11-2235-684000-53410-3335	PARS - Non-Instructional : Small Business Dev Ctr O	439	
11-2235-684000-53410-3435	H & W - Retiree Fund Non-Inst : Small Business Dev	1,226	
11-2235-684000-53410-3515	SUI - Non-Instructional : Small Business Dev Ctr Of	17	
11-2235-684000-53410-3615	WCI - Non-Instructional : Small Business Dev Ctr Of	760	
	Total #2235 - Small Biz DSN Yr. 5 FY 17/18 (Match)	74,787	74,787

Match required is 1:1 at \$200,000. We proposed a fully-integrated Small Business DSN project with the Orange County SBDC, as they will each serve as match to the other. Therefore, the match for the Small Business DSN consists of \$36,682 of District funded staff (equal to the current fiscal year 2016/17 match allocation), unclaimed indirect at \$38,105 and SBDC federally funded staff at \$125,213. Please refer to match summary below.

District (cash match)	Staff salary and benefits as listed above - Match Budget	36,682
District (in-kind match)	Unclaimed indirect costs as listed above - Match Budget	38,105
	Sub-Total District Match	74,787
12-1322 (in-kind)	Sources of Braided Funds: SBA/CSUF SBDC (federal funds) CFDA #59.037: Orange County SBDC, Business Services Coordinator David Calderon, Salary and Benefits (100%) = \$99,613 Orange County SBDC, Administrative Clerk Luis Kings, Salary and Benefits (30%) = \$25,600	125,213
	Sub-Total In-kind Match	125,213
	Total Match - Small Business DSN, Yr. 5 (FY 17/18)	200,000

SPECIAL PROJECT DETAILED BUDGET #2213

**NAME: Enrollment Growth for Associate Degree Nursing (ADN) Program - Santa Ana College
FISCAL YEAR 2017/2018**

CONTRACT TERM: 07/01/2017 - 06/30/2018
CONTRACT AWARD: \$97,000
PRIME SPONSOR: California Community Colleges Chancellor's Office
FISCAL AGENT: Rancho Santiago CCD
PRIME AWARD #: 17-199-030
CFDA #: N/A

PROJ ADM.: Michelle Priest
PROJ. DIR.: Rebecca Miller
Date: 05/30/2017

GL Account String	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2213_000000_10000_8659	Other Reimb Categorical Allow : Santa Ana Col		97,000		97,000		0
12_2213_679000_10000_5865	Indirect Costs : Santa Ana College (4%)	3,730		3,731		1	
12_2213_123010_16640_1310	Part-Time Instructors : Nursing - Maria Duralde (simulation lab) \$55.08/hr lab x 60 hrs x 2 semesters - (FA17) 15.18 LHE x \$57.83/hr Lab (IV-1) - (SP18) 15.18 LHE x \$57.83/Hr Lab (IV-1)	37,313		38,212		899	
12_2213_123010_16640_2420	Inst Assistant - Hourly : Nursing - Learning Facilitators, \$18.33/hr x 300 hrs x 2 sem.	7,332		11,286		3,954	
12_2213_123010_16640_3111	STRS - Instructional : Nursing	4,696		5,514		818	
12_2213_123010_16640_3321	Medicare - Instructional : Nursing	647		718		71	
12_2213_123010_16640_3331	PARS - Instructional : Nursing	95		146		51	
12_2213_123010_16640_3431	H & W - Retiree Fund Inst : Nursing	446		1,797		1,351	
12_2213_123010_16640_3511	SUI - Instructional : Nursing	22		25		3	
12_2213_123010_16640_3611	WCI - Instructional : Nursing	1,071		1,114		43	
12_2213_123010_16640_4310	Instructional Supplies : Nursing - DVDs, disposable lab items	1,428		405			1,023
12_2213_123010_16640_4610	Non-Instructional Supplies : Nursing - TEAS tests x 60 at \$55/test	5,500		3,300			2,200
12_2213_123010_16640_6409	Equip-All Other >\$200 <\$1,000 : Nursing	1,500		0			1,500
12_2213_123010_16640_6410	Equip-All Other >\$1,000<\$5,000 : Nursing - (1) laptop for instruction to students, \$1,090/ea			1,090		1,090	
12_2213_123010_16640_6421	Equip-Tablet/Laptop>\$200<\$1000 : Nursing	2,860		0			2,860

5.1 (16)

SPECIAL PROJECT DETAILED BUDGET #2213

**NAME: Enrollment Growth for Associate Degree Nursing (ADN) Program - Santa Ana College
FISCAL YEAR 2017/2018**

CONTRACT TERM: 07/01/2017 - 06/30/2018
CONTRACT AWARD: \$97,000
PRIME SPONSOR: California Community Colleges Chancellor's Office
FISCAL AGENT: Rancho Santiago CCD
PRIME AWARD #: 17-199-030
CFDA #: N/A

PROJ ADM.: Michelle Priest
PROJ. DIR.: Rebecca Miller
Date: 05/30/2017

GL Account String	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2213_649000_16640_2130	Classified Employees : Nursing - Elva Negrete, Student Services Coord. Grade 16-6 +5%L (22.5%)	17,445		17,891		446	
12_2213_649000_16640_3215	PERS - Non-Instructional : Nursing	2,277		2,827		550	
12_2213_649000_16640_3315	OASDHI - Non-Instructional : Nursing	1,103		1,130		27	
12_2213_649000_16640_3325	Medicare - Non-Instructional : Nursing	258		264		6	
12_2213_649000_16640_3415	H & W - Non-Instructional : Nursing	5,123		3,631			1,492
12_2213_649000_16640_3435	H & W - Retiree Fund Non-Inst : Nursing	178		662		484	
12_2213_649000_16640_3515	SUI - Non-Instructional : Nursing	9		9		0	
12_2213_649000_16640_3615	WCI - Non-Instructional : Nursing	427		410			17
12_2213_649000_16640_3915	Other Benefits - Non-Instruct : Nursing	338		338		0	
12_2213_675000_16640_5210	Conference Expenses : Nursing	1,327		2,500		1,173	
12_2213_732000_16640_7610	Books Paid for Students : Nursing	1,875		0			1,875
	Total #2213 - Enrollment Growth ADN Prg. (SAC)	97,000	97,000	97,000	97,000	10,967	10,967

5.1 (17)

SPECIAL PROJECT DETAILED BUDGET: #1591

NAME: LA/OC Regional Consortium

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT INCOME: \$370,000

PROJ ADM: Enriquez Perez
 PROJ DIR: Gustavo Chamorro

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 17-150-003

Date: 05/23/17

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1591-000000-50000-8170	VTEA : District Operations		370,000		370,000		
12-1591-675000-53306-5210	Conference Expenses : LA/OC	19,788		-			19,788
12-1591-679000-50000-5865	Indirect Costs : District O	14,230		14,230		-	-
12-1591-679000-53306-2110	Classified Management : LA/	66,762		157,494		90,732	
12-1591-679000-53306-2130	Classified Employees : LA/O	37,447		47,729		10,282	
12-1591-679000-53306-2310	Classified Employees - Ongo	9,521		-			9,521
12-1591-679000-53306-2320	Classified Employees - Hour	18,442		-			18,442
12-1591-679000-53306-2345	Professional Experts : LA/O	47,092		-			47,092
12-1591-679000-53306-3215	PERS - Non-Instructional :	24,896		32,425		7,529	
12-1591-679000-53306-3315	OASDHI - Non-Instructional	11,192		12,986		1,794	
12-1591-679000-53306-3325	Medicare - Non-Instructiona	2,617		3,037		420	
12-1591-679000-53306-3335	PARS - Non-Instructional :	18		-			18
12-1591-679000-53306-3415	H & W - Non-Instructional :	27,116		48,382		21,266	
12-1591-679000-53306-3435	H & W - Retiree Fund Non-In	1,805		7,603		5,798	
12-1591-679000-53306-3515	SUI - Non-Instructional : L	90		105		15	
12-1591-679000-53306-3615	WCI - Non-Instructional : L	4,062		4,713		651	
12-1591-679000-53306-3915	Other Benefits - Non-Instru	1,250		4,222		2,972	
12-1591-679000-53306-4610	Non-Instructional Supplies	3,282		1,341			1,941
12-1591-679000-53306-4710	Food and Food Service Suppl	5,178		-			5,178
12-1591-679000-53306-5100	Contracted Services : LA/OC	70,000		35,733			34,267
12-1591-679000-53306-5220	Mileage/Parking Expenses :	3,000		-			3,000
12-1591-679000-53306-5235	District Business/Sponsorsh	2,000		-			2,000
12-1591-679000-53306-5940	Reproduction/Printing Expen	212		-			212
Totals for PROJECT: 1591	LA/OC Regional Consortium	370,000	370,000	370,000	370,000	141,459	141,459

5.1 (18)

SPECIAL PROJECT DETAILED BUDGET: #2450
NAME: Santa Ana Middle College High School
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT AWARD: \$100,000

PROJ ADM: Sara Lundquist
 PROJ DIR: Kathy Apps

Prime Sponsor: California Community Colleges Chancellor's Office
Prime Award #: 17-035-
Fiscal Agent: Rancho Santiago CCD
Sub-Award #: N/A; CFDA #: N/A

Date: 05/23/17

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		100,000		1,000
12-2450-100600-15565-2320	Classified Employees - Hour	600		579			21
12-2450-100600-15565-3215	PERS - Non-Instructional	-		92		92	
12-2450-100600-15565-3315	OASDHI - Non-Instructional	37		36			1
12-2450-100600-15565-3325	Medicare - Non-Instructiona	9		8			1
12-2450-100600-15565-3435	H & W - Retiree Fund Non-In	6		21		15	
12-2450-100600-15565-3515	SUI - Non-Instructional : P	1		-			1
12-2450-100600-15565-3615	WCI - Non-Instructional : P	14		13			1
12-2450-110500-15643-1314	Int/Sum-Beyond Contract : S	5,665		6,361		696	
12-2450-110500-15643-3111	STRS - Instructional : Span	713		918		205	
12-2450-110500-15643-3321	Medicare - Instructional :	82		92		10	
12-2450-110500-15643-3431	H & W - Retiree Fund Inst :	57		231		174	
12-2450-110500-15643-3511	SUI - Instructional : Spani	3		3		-	-
12-2450-110500-15643-3611	WCI - Instructional : Spani	127		143		16	
12-2450-150100-15620-1314	Int/Sum-Beyond Contract : E	15,457		15,780		323	
12-2450-150100-15620-3111	STRS - Instructional : Engl	1,943		2,277		334	
12-2450-150100-15620-3321	Medicare - Instructional :	224		229		5	
12-2450-150100-15620-3431	H & W - Retiree Fund Inst :	155		573		418	
12-2450-150100-15620-3511	SUI - Instructional : Engli	8		8		-	-
12-2450-150100-15620-3611	WCI - Instructional : Engli	348		355		7	
12-2450-490100-19100-4310	Instructional Supplies : St	20,000		20,000		-	-
12-2450-631000-15310-1430	Part-Time Counselors : Coun	23,206		32,615		9,409	

5.1 (19)

SPECIAL PROJECT DETAILED BUDGET: #2450
NAME: Santa Ana Middle College High School
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT AWARD: \$100,000

PROJ ADM: Sara Lundquist
 PROJ DIR: Kathy Apps

Prime Sponsor: California Community Colleges Chancellor's Office
Prime Award #: 17-035-
Fiscal Agent: Rancho Santiago CCD
Sub-Award #: N/A; CFDA #: N/A

Date: 05/23/17

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2450-631000-15310-1435	Int/Sum - Counselors,Part-T	2,912		2,039			873
12-2450-631000-15310-3115	STRS - Non-Instructional :	3,663		4,923		1,260	
12-2450-631000-15310-3325	Medicare - Non-Instructiona	422		502		80	
12-2450-631000-15310-3435	H & W - Retiree Fund Non-In	291		1,209		918	
12-2450-631000-15310-3515	SUI - Non-Instructional : C	15		17		2	
12-2450-631000-15310-3615	WCI - Non-Instructional : C	655		780		125	
12-2450-649000-19100-5300	Inst Dues & Memberships : S	8,000		6,000			2,000
12-2450-649000-19100-5966	Transportation - Student :	6,000		350			5,650
12-2450-675000-19100-5210	Conference Expenses : Stude	4,580		-			4,580
12-2450-679000-10000-5865	Indirect Costs : Santa Ana	3,807		3,846		39	
Totals for PROJECT: 2450	Santa Ana Middle College H.S.	99,000	99,000	100,000	100,000	14,128	14,128

5.1 (20)

SPECIAL PROJECT DETAILED BUDGET: # 2539

NAME: Information Communications Technology (ICT)/Digital Media Sector Navigator

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/16 - 06/30/18

PROJ ADM: Enrique Perez

CONTRACT AWARD: \$372,500

Date: 05/24/2017

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 17-151-006

SUB-AWARD: N/A

CFDA #: N/A

Account String	Description	New Budget	
		Debit	Credit
12-2539-000000-50000-8659	Other Reimb Categorical Allow : District Operations		372,500
12-2539-672000-50000-5865	Indirect Costs : District Operations @ 4%	14,326	
12-2539-679000-53305-4610	Non-Instructional Supplies : Educational Services O	54	
12-2539-679000-53305-5100	Contracted Services : Educational Services Office - Independent Contractor, Steve Wright, LLC \$172,000 - Shawn Monsen will conduct research and update NetLab+ curricular options on NetLab+ UG website. \$5,000 - Content development for web site (ListenToSee) \$51,900 - Research expenses (Integrative Impact LLC - Nicole Sherman) \$40,000	268,900	
12-2539-679000-53305-5235	District Business/Sponsorships : Ed.Services - WASC June \$10,000 - DMEC \$5,000	15,000	
12-2539-679000-53345-2130	Classified Employees : Reso - Francisco Villaseñor @ 60%	44,663	
12-2539-679000-53345-3215	PERS - Non-Instructional :	7,057	
12-2539-679000-53345-3315	OASDHI - Non-Instructional	2,825	
12-2539-679000-53345-3325	Medicare - Non-Instructiona	661	
12-2539-679000-53345-3415	H & W - Non-Instructional :	15,412	
12-2539-679000-53345-3435	H & W - Retiree Fund Non-In	1,654	
12-2539-679000-53345-3515	SUI - Non-Instructional :	23	
12-2539-679000-53345-3615	WCI - Non-Instructional :	1,025	
12-2539-679000-53345-3915	Other Benefits - Non-Instru	900	
	Total - 2539 ICT/Digital Media Sector Navigator	372,500	372,500

The match required is \$372,500 that will be met entirely by third party in-kind contributions.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: June 12, 2017
Re:	Approval of Sub-Agreement between RSCCD and the Coast Community College District/Coastline Community College for the Deputy Sector Navigator Information and Communications Technology (ICT)/Digital Media Grant	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded the Deputy Sector Navigator - Information Communications Technology (ICT)/Digital Media grant #16-158-006 by the California Community Colleges Chancellor's Office – Workforce & Economic Development Division. The purpose of the ICT/DM grant is to focus its efforts to helping to close the state's skills gap by providing in-demand skills training for employers, creating career pathways and stackable credential programs, promoting student success and getting Californians into jobs.

ANALYSIS

The DSN ICT has identified partners that will provide Information and Communications Technology/Digital Media grant (ICT/DM) services within the Orange County region. Through this sub-award Coastline will coordinate Cyber Patriot competitions for Orange County high school districts, to support student teams through training, mentors, mock competitions, and competition enrollment assistance.

DO-16-2267-02 - Coast Community College District/Coastline Community College (\$12,000.00)

The project administrator is Enrique Perez.

RECOMMENDATION

It is recommended that the Board approve 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: \$12,000.00	Board Date: June 12, 2017
Prepared by: Francisco Villaseñor, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
*Coast Community College District/Coastline Community College***

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the *Coast Community College District/Coastline Community College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Information and Communications Technology/ Digital Media” grant, (hereinafter “**Grant**”), #16-158-006, from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Division, to disseminate funds to community colleges for them to implement the “Information and Communications Technology/ Digital Media” (hereinafter “**Program**”), to ensure a skilled workforce in support of the regional economy and industry sector and to establish career pathways for the regional community into those regional economies.

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the Grant, and

WHEREAS, **RSCCD** has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees,

NOW, THEREFORE the **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

Provide Information and Communications Technology/ Digital Media grant (ICT/DM) services within **Orange County Region** (refer to **Exhibit A**). The purpose of the ICT/DM grant is to focus its efforts on helping to close the state’s skills gap by providing in-demand skills training for employers, creating career pathways and stackable credential programs, promoting student success and getting Californians into jobs.

2. Period of Performance

The period of performance for this Agreement shall be from June 12, 2017 through December 31st 2017.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$12,000.00.

4. Payment

50% of the award amount will be provided to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed Agreement and invoice for this disbursement. The remainder of the award will be paid upon receipt of a final invoice requesting payment, and the project director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes. Invoices referencing the Agreement contract number (refer to footer in this agreement) should be submitted to the following address:

Digital Media Center
ATTN: Marbella Ruiz
1300 S. Bristol Street Santa Ana, CA 92704
Gonzalez_marbella@rsccd.edu

5. Reporting

SUBCONTRACTOR is responsible for completion and submission of all activity report related to the Information and Communications Technology/ Digital Media Grant to **Marbella Ruiz** at **Gonzalez_marbella@rsccd.edu**

6. Expenditure of Grant Funds.

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

7. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of **RSCCD**, nor shall its employees be entitled to any personnel benefits of **RSCCD** whatsoever.

8. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this Agreement.

SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines. **SUBCONTRACTOR** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this Agreement **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

9. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

10. Audit

SUBCONTRACTOR agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.

Further, **SUBCONTRACTOR** agrees to include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement.

11. Mutual Indemnification

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

12. Termination

Either party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the **RSCCD** Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination.

13. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

Digital Media Center
Marbella Ruiz
Business Services Coordinator, ICT Digital Media
1300 S. Bristol Street
Santa Ana, CA 92704
(714) 241-5836
gonzalez_marbella@rsccd.edu

Coast Community College District/Coastline Community College (Subcontractor)
Project Manager: Nancy Jones
Garden Grove Center
12901 Euclid Street
Garden Grove, CA 92840
714.241.6209x17301 /njones@coastline.edu

ARTICLE II

1. Legal Terms and Conditions

Both parties, **RSCCD** and **SUBCONTRACTOR** will implement the project in accordance to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/2015 and Article II, Rev. 05/2014), as set forth and incorporated into this Agreement by reference. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This Agreement represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

*Coast Community College District /
Coastline Community College*

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: John Weispfenning, Ph.D.

Title: Business Operations/Fiscal Services

Title: Chancellor

Date: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: June 12, 2017

Cyber Patriot Conceptual Project Definition (Scope of Work):

Coastline Community College agrees to coordinate the Cyber Patriot competition team project. This proposed project has four major elements: 1. Outreach to all high school districts in Orange County, 2. Coach training for high school coaches, 3. Help with the Cyber Patriot Team enrollment costs, 4. Hosting of Cyber Security competitions, 5. Host Cyber Security training sessions and mock competitions, 6. Provide team mentors for high school teams, and 7. Provide leadership for community college Cyber Patriot programs. The outreach to the high school districts for this grant will begin in June or when the grant is approved with meetings with the high school districts high schools in Orange County. The Coaches training will help the high school faculty to be comfortable with the use of the Netlabs environment and Cyber Patriot game playing. The third element deals with coordinating registration and the payment of team registration fees for the Cyber Patriot competition teams. The fourth element provides a competition environment for the teams. The fifth element is to develop and deliver Cyber Security training sessions and mock competitions. The sixth element provides mentors to high school teams to develop strategies and routines for competition events. The seventh element is to provide guidance and help to Irvine Valley College and Cypress start up their Cyber Patriot programs.

Tentative Budget:

1483 Account – Tobi West and Irvin Lemus salary (\$6,000)
2131 Account – Grant Fiscal and Administrative Support (\$480)
3000 Series – Tobi West and Irvin Lemus benefits (\$836)
4312 Account – Food, supplies, etc. (\$434)
5112 Account – Independent Contractor Mentors (\$1,500)
5877 Account – Air Force Association – Registration Fees (\$2,750)

Total Allocation: \$12,000.00

Tentative Timeline:

June – September Contact with local high school district administrators
September Cyber Patriot Coaches Clinic
October – December Cyber Patriot Competitions

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: June 12, 2017
Re:	Approval of Sub-Agreement between RSCCD and the North Orange County Community College District/Cypress College for the Deputy Sector Navigator Information Communications Technology (ICT)/Digital Media Grant	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded the Deputy Sector Navigator - Information Communications Technology (ICT)/Digital Media grant #16-158-006 by the California Community Colleges Chancellor's Office – Workforce & Economic Development Division. The purpose of the ICT/DM grant is to focus its efforts to helping to close the state's skills gap by providing in-demand skills training for employers, creating career pathways and stackable credential programs, promoting student success and getting Californians into jobs.

ANALYSIS

The DSN ICT has identified partners that will provide Information and Communications Technology/Digital Media grant (ICT/DM) services within the Orange County region. Through this sub-award Cypress College will coordinate Cyber Patriot competitions for Orange County high school districts, to support student teams through training, mentors, mock competitions, and competition enrollment assistance.

DO-16-2267-03 - North Orange County Community College District/Cypress College (\$12,000.00)

The project administrator is Enrique Perez.

RECOMMENDATION

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

Fiscal Impact: \$12,000.00	Board Date: June 12, 2017
Prepared by: Francisco Villaseñor, Resource Development	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND**

North Orange County Community College District/Cypress College

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the *North Orange County Community College District/Cypress College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Information and Communications Technology/ Digital Media” grant, (hereinafter “**Grant**”), #16-158-006, from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Division, to disseminate funds to community colleges for them to implement the “Information and Communications Technology/ Digital Media” (hereinafter “**Program**”), to ensure a skilled workforce in support of the regional economy and industry sector and to establish career pathways for the regional community into those regional economies.

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the Grant, and

WHEREAS, **RSCCD** has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees,

NOW, THEREFORE the **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

Provide Information and Communications Technology/ Digital Media grant (ICT/DM) services within **Orange County Region** (refer to **Exhibit A**). The purpose of the ICT/DM grant is to focus its efforts on helping to close the state’s skills gap by providing in-demand skills training for employers, creating career pathways and stackable credential programs, promoting student success and getting Californians into jobs.

2. Period of Performance

The period of performance for this Agreement shall be from June 12, 2017 through December 31st 2017.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$12,000.

4. Payment

50% of the award amount will be provided to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed Agreement and invoice for this disbursement. The remainder of the award will be paid upon receipt of a final invoice requesting payment, and the project director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes. Invoices referencing the Agreement contract number (refer to footer in this agreement) should be submitted to the following address:

Digital Media Center

ATTN: Marbella Ruiz (Business Services Coordinator)

1300 S. Bristol Street Santa Ana, CA 92704

Gonzalez_Marbella@rsccd.edu

5. Reporting

SUBCONTRACTOR is responsible for completion and submission of all activity report related to the Information and Communications Technology/ Digital Media Grant to **Marbella Ruiz at Gonzalez_Marbella@rsccd.edu**

6. Expenditure of Grant Funds.

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

7. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of **RSCCD**, nor shall its employees be entitled to any personnel benefits of **RSCCD** whatsoever.

8. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this Agreement.

SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines. **SUBCONTRACTOR** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this Agreement **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

9. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

10. Audit

SUBCONTRACTOR agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. **SUBCONTRACTOR**

agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement.

11. Mutual Indemnification

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

12. Termination

Either party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the **RSCCD** Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination.

13. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

Digital Media Center
Marbella Ruiz
Business Services Coordinator, ICT Digital Media
1300 S. Bristol Street
Santa Ana, CA 92704
(714) 241-5836
Gonzalez.Marbella@rsccd.edu

North Orange County Community College District/Cypress College (Subcontractor)
Project Manager: Ben Izadi
9200 Valley View St.
Cypress, CA 90630

bizadi.cypress@gmail.com

ARTICLE II

1. Legal Terms and Conditions

Both parties, **RSCCD** and **SUBCONTRACTOR** will implement the project in accordance to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/2015 and Article II, Rev. 05/2014), as set forth and incorporated into this Agreement by reference. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This Agreement represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

North Orange County Community College District/ Cypress College

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

DUNS#: 07-607-0283

DUNS #:
Employer/Taxpayer Identification Number (EIN)

Board Approval Date: June 12, 2017

EXHIBIT A

CyberPatriot Conceptual Project Definition

Cypress College agrees to coordinate the CyberPatriot competition team project. The objectives of this project are:

1. Outreach to Middle Schools (MSs) and High Schools (HSs)
2. Training mentors and delivering CyberPatriot training sessions
3. Assisting with the CyberPatriot team enrollment and training costs
4. Purchasing needed training/outreach supplies and equipment
5. Hosting the official competition events
6. Providing frequent training sessions at selected MSs and HSs

Tentative Budget

\$2,000 Stipend for PE to train mentors and work with high schools

\$1,000 Assisting with CyberPatriot entrance fee

\$3,000 Training/Outreach supplies and equipment

\$6,000 Stipend for mentors

Tentative Timeline

March/May Fieldtrips/Orientation sessions for MSs/HSs to generate interest

July CyberPatriot Academy at Cypress College

June/October CyberPatriot training sessions at Cypress College

Aug/Dec CyberPatriot training sessions at MSs/HSs

Nov/Dec CyberPatriot competition rounds at Cypress College

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: June 12, 2017
Re: Approval of Sub-Agreement between RSCCD and Stephen A. Wright, LLC for the Sector Navigator ICT/Digital Media Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District will continue to serve as the Fiscal Agent for the 2017/18 (year 5) Sector Navigator – Information Communications Technology/Digital Media grant, RFA #13-151, by the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division. RSCCD will support implementation of this statewide project to strengthen and develop the California Community Colleges’ information communications technology and digital media programs. This project will provide up-to-date and expert information on industry trends and workforce needs, serving to improve the connections between employers and colleges, and provide professional development and faculty lead projects to increase program capacity and alignment with industry workforce needs.

ANALYSIS

Stephen A. Wright, LLC, will continue to serve as the Sector Navigator to implement the ICT/Digital Media Sector Navigator project under the terms and conditions of sub-agreement #DO-17-2539-03 for this renewal grant-funded term. The enclosed sub-agreement outlines the terms and conditions for Stephen A. Wright, LLC to serve as the Sector Navigator to implement the project. The performance period of the sub-agreement is July 1, 2017 through June 30, 2018, with an amount of \$172,000.

The Project Administrator is Enrique Perez.

RECOMMENDATION

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

Fiscal Impact: \$172,000	Board Date: June 12, 2017
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
*Stephen A Wright, LLC***

This grant sub-agreement (hereinafter “Agreement”) is entered into this 12th day of June 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and the Stephen A. Wright, LLC (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was awarded the “Sector Navigator – Information Communications Technology/Digital Media” grant # 17-151-006 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Division, to implement a statewide project to develop California community colleges’ information communications technology and digital media programs to improve alignment with employers and industry and ensure students’ preparation for careers and continued study in these fields.

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth;

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will implement the Grant as described in the attached Statement of Work, Exhibit A – Fiscal Year 2017/18 Information Communications Technology/Digital Media Sector Navigator Application. SUBCONTRACTOR agrees to comply with all provisions, to perform all work, and to provide all services set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this Agreement shall be from July 1, 2017, through June 30, 2018.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$172,000 USD.

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*) submitted by the SUBCONTRACTOR and approved by RSCCD, which by reference is incorporated into this

Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected.

5. Payment

SUBCONTRACTOR will submit upon RSCCD's receipt invoice for that disbursement. RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

6. Invoices

SUBCONTRACTOR will submit invoices to receive payment for work performed for this Agreement. Invoices should include the Agreement number (refer to footer) and be submitted no more frequently than monthly, and, preferably, at least on a quarterly basis. Invoices should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Director of Grants
2323 North Broadway, Suite 350
Santa Ana, CA 92706

7. Reporting

SUBCONTRACTOR will be responsible for completion and submission of project reports as required by the Grant Legal Terms and Conditions, and summarized below:

Quarterly Reports are due: 1st Quarter – October 25th; 2nd Quarter – January 25th; 3rd Quarter – April 25th; and 4th Quarter – July 25th.

Final Report is due August 31, 2016.

8. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

9. Time Extensions

RSCCD will not be requesting a time extension for program activities from the PRIME SPONSOR. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **June 30, 2018**.

10. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with state SUBCONTRACTOR guidelines. SUBCONTRACTOR shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by SUBCONTRACTOR. By entering into this Agreement SUBCONTRACTOR agrees that it is the direct provider of intended services. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

SUBCONTRACTOR agrees that RSCCD, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this agreement.

14. Mutual Indemnification

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

15. Termination

Either party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

16. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

17. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD: Enrique Perez, J.D., Project Administrator
Rancho Santiago Community College District
2323 North Broadway, Ste. 350
Santa Ana, CA 92706-1640
perez_enrique@rsccd.edu
(714) 480-7460

SUBCONTRACTOR: Stephen A Wright, LLC
Attn: Stephen A. Wright
1696 La Jolla Drive
Thousand Oaks, CA 91362
Steve@wrightca.com
(805) 231-8444

18. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/2017 and Article II, Rev. 04/2016), as set forth and incorporated into this Agreement by reference. As the Grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

[NOTE: Articles I and II (Exhibit C) serve as a reference for the general Grant terms and conditions. The payment and reporting terms in the Articles pertain only to RSCCD. The payment terms and reporting requirements for the SUBCONTRACTOR are in this Agreement under Articles I.5. "Payment" and I.7. "Reporting".]

2. Assurances

By signing this Agreement, the Parties certify that they comply with the Legal Terms and Conditions as described in Article II (Rev. 4/2016) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Non-discrimination Clause, Accessibility for Person with Disabilities and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Stephen A Wright,
LLC

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: Steven A. Wright

Title: Business Operations/Fiscal Services

Title: Manager

Date: _____

Date: _____

Board Approval Date: June 12, 2016

EIN/TIN: 81-2592903

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) Stephen A. Wright, LLC	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <u>P</u> <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.) 1696 La Jolla DR	Requester's name and address (optional) Rancho Santiago Community College Dist
	City, state, and ZIP code Thousand Oaks, CA, 91362	2323 N Broadway Santa Ana CA 92706
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)																																						
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																																						
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="9" style="text-align: center;">Social security number</th> </tr> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="9" style="text-align: center;">Employer identification number</th> </tr> <tr> <td style="width: 20px;">8</td><td style="width: 20px;">1</td><td style="width: 20px;">-</td><td style="width: 20px;">2</td><td style="width: 20px;">5</td><td style="width: 20px;">9</td><td style="width: 20px;">2</td><td style="width: 20px;">9</td><td style="width: 20px;">0</td><td style="width: 20px;">3</td> </tr> </table>	Social security number																		Employer identification number									8	1	-	2	5	9	2	9	0	3
Social security number																																						
Employer identification number																																						
8	1	-	2	5	9	2	9	0	3																													

Part II Certification	
Under penalties of perjury, I certify that:	
<ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. citizen or other U.S. person (defined below). 	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.	
Sign Here	Signature of U.S. person ▶ Date ▶ <u>5-12-16</u>

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

EXHIBIT A

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Sector Navigator

SECTOR (if applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2017/18

RFA NUMBER: 13-151

Please Note:
To avoid rounding issues, please key only whole numbers and not cents. Cents may also be created when using formulas. If this happens, type over the calculated amount within the cell.

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	FUNDS REQUESTED	
		Economic Development	
		\$	372,500
1000		\$	-
2000	Classified Salaries, Non-instructional (Regular, Full-time) Francisco Villasenor/Resource Development Coordinator at 60% \$6,203.26/month X 12 months = \$74,439.15/year at 60% = \$44,663.49	\$	44,663
3000	Employee Benefits Francisco Villasenor/Resource Development Coordinator @ (29.380%)	\$	29,557
4000	Supplies and Materials Non-instructional supplies	\$	54
5000	Other Operating Expenses and Services Subcontractor: Sector Navigator Independent Contractor, Steve Wright as the Sector Navigator: \$12,083/mo x 12 months = \$145,000; plus, travel required by CCCCCO and to fulfill the duties of the role \$10,000 ICT/DM Conferencess/Expos: 4 events per year @ \$500/event, including registration, travel and hotel \$2,000 SXSW Conf. Austin, TX: \$650 air+(\$150/night x 6 nights)+(\$71/diem x 7 days)+ pkg & transport \$300, \$700 reg \$3,000 Chancellor's Office Meetings: 4 TIMES PER YEAR @ \$500 travel cost \$2,000 Attend 4 Regional Consortia Meetings @ \$500ea = \$2,000 ICT/DM Statewide Advisory Meetings: 4 times per year. Meeting refreshments \$500: \$2,000 ICT/DM marketing and outreach materials: pathways Trifold BIW and others: \$5,000 Program supplies: paper, toner, binders, folders, USB storage, easels, etc. \$1,000 Consultant Services Shawn Monsen will conduct research and update NetLab+ curricular options on NetLab+ UG website. \$5,000 ListenToSee: portal development, hosting, maintenance, support & other services. \$51,900 Integrative Impact LLC - Research expenses for curriculum inventory relative to branded pathways, 3rd party credentials, by region to be assembled in interactive database for webuse (N. Sherman) \$40,000 Subcontractors WASC June \$10,000 DMEC \$5,000	\$	172,000
6000	Capital Outlay	\$	-
7000	Other Outgo	\$	-
TOTAL DIRECT COSTS:		\$	358,174
TOTAL INDIRECT COSTS (Not to exceed % of Direct Costs): 4%		\$	14,326
TOTAL COSTS:		\$	372,500

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Sector Navigator

SECTOR (if applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2017/18

RFA NUMBER: 13-151

Please Note:
To avoid rounding issues, please key only whole numbers and not cents. Cents may also be created when using formulas. If this happens, type over the calculated amount within the cell.

Funding Requires Dollar-for-Dollar Match

**APPLICATION BUDGET DETAIL SHEET
MATCH**

Object of Expenditure	Classification	Match Required 100%
		\$ 372,500
1000		\$ -
2000		\$ -
3000		\$ -
4000		\$ -
5000	IN-KIND Cisco Networking Academy will work with Steve Wright, Sector Navigator hosted by RSCCD by providing in kind donation value for our program at 67 participating CA community colleges for the upcoming year. Based upon our own budget analysis for these activities in the coming fiscal year this represents a \$1.785M. In-kind contribution of time and expense for these mutual objectives. The Cisco Networking Academy looks forward to another year of collaboration in the advancement of ICT education with RSCCD and the California community College Chancellor's Office.	\$ 372,500
6000		\$ -
7000		\$ -
TOTAL DIRECT COSTS:		\$ 372,500
TOTAL INDIRECT COSTS (Not to Exceed % of Direct Costs):		
TOTAL COSTS:		\$ 372,500

EXHIBIT A

TO: Steven Wright

4/25/2017

FROM: John Bjerke, Cisco Systems

SUBJECT: Forecasted 2017/2018 Academic Year Cisco NetAcad In-Kind Donation Value

Hi Steve:

Cisco Networking Academy forecasted an in kind donation value for our program at 67 participating CA community colleges for the upcoming year. You can view the details in the 3 attached documents.

This represents an in-kind value complimenting your grant activities. The value, \$1.8 million, is quite substantial.

The Cisco Networking Academy looks forward to another year of collaboration in the advancement of ICT education with the California community College Chancellor's Office.

Thanks,
John

Networking Academy In-Kind Contribution Estimate*

Report Date: April 25, 2017

Country: United States

Project Name: California Community Colleges FY2017 Projection

*The following information is proprietary Cisco information and serves only as a best estimate. This estimate is subject to change over time. It should not be shared outside of the context of this partnership.

This projection is based on the following assumptions:	
Number of fiscal years: FY2017 (based on FY2016 data)	1
Grand total students enrolled:	9,343
<ul style="list-style-type: none"> • CCNA Exploration: 18 • CCNA R&S: 7,322 • CCNA Security: 289 • CCNP: 292 • Cybersecurity: 53 • Health Information Networking: 43 • IoT: 1 • IT Essentials: 1,325 	

In-kind Contribution Category	In-kind Contribution Value (\$)	Percent (%) of Total
Packet Tracer	\$274,150.00	15.36%
Academy Support	\$382,803.60	21.44%
Curriculum/Student Support	\$1,086,456.53	60.85%
Instructor Support	\$41,941.67	2.35%
TOTAL:	\$1,785,351.80	100.00%

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Sector Navigator
SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media
DISTRICT: Rancho Santiago CCD
COLLEGE: N/A
FISCAL YEAR: 2017/18
RFA NUMBER: 13-151

Collaborative Regional Workplan Certification

In accordance with the required grant renewal process, I certify that I have conducted collaborative regional planning with other regional key talent to develop common workplan objectives (where possible), associated with the required common metrics.

Print Name: Enrique Perez, J.D. (Project Administrator)

Signature:



Date:

5-18-17

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2017/18

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 1
Lead the ICT-Digital Media Sector Team (including subsectors IT, BIW, Digital Media, Software Development and Entertainment) in effective academic growth responsive to changing industry demands.

Strong Workforce Metrics:
Select: 1 **Number of course enrollments: The number of registrations in courses (may include duplicated students)****

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Develop challenges and rewards to help DSNs Encourage BIW Certification and BIW AA as appropriate	Chart and measurement on line	2nd Quarter	Sector Navigator
1.2	Copy and tool kit for DSNFormulate statewide grassroots marketing campaignBegin to assist DSNs Outreach to prospective students (HS, Craigslist) utilizing statewide BIW marketing campaigns and BIW community	Copy and tool kit for DSNs and BIW community	2nd Quarter	Sector Navigator
1.3	Lead with Community building and engage DSNs Promote BIW II for every campus	95% BIW participating	2nd Quarter	Sector Navigator

5.4 (14)

EXHIBIT A

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2017/18

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

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Strong Workforce Metrics:
Select: 1 **Number of course enrollments: The number of registrations in courses (may include duplicated students)****

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.4	Summarize statewide opportunities and manage DSNs to support Faculty and Staff professional development opportunities	Postings on site	2nd Quarter	Sector Navigator
1.5	Champion statewide CyberPatriots planning, funding and contests to help DSNs promote CyberPatriots program with local High Schools, encourage CCC Mentors, and seed fund as appropriate.	Statewide resource tab on website	2nd Quarter	Sector Navigator
1.6	Develop statewide BAS-IT Networking team for research and development	2 CCC institute BAS IT	2nd Quarter	Sector Navigator

5.4 (15)

EXHIBIT A

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Sector Navigator
SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media
DISTRICT: Rancho Santiago CCD
COLLEGE: N/A
FISCAL YEAR: 2017/18
RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 1
 Lead the ICT-Digital Media Sector Team (including subsectors IT, BIW, Digital Media, Software Development and Entertainment) in effective academic growth responsive to changing industry demands.

Strong Workforce Metrics:
 Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.7	Drive community building and DSN engagement with CCCs to Promote ITTP on all campus locations	80% all CCCs with ITTP	2nd Quarter	Sector Navigator
1.8	Develop Counselors Brief for IT for DSNs to Promote and share with Counselors best pathways for IT students	Delivered by DSNs	2nd Quarter	Sector Navigator
1.9	Develop Statewide IT Campus Readiness Inventory to help DSNs assess each campus for IT Campus readiness and develop a program to improve where appropriate (use IT Readiness Inventory)	80% of CCCs evaluated	2nd Quarter	Sector Navigator

5.4 (16)

EXHIBIT A

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Sector Navigator
SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media
DISTRICT: Rancho Santiago CCD
COLLEGE: N/A
FISCAL YEAR: 2017/18
RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 2
 Lead the ICT-Digital Media Sector Team (including subsectors IT, BIW, Digital Media, Software Development and Entertainment) in effective academic growth responsive to changing industry demands

Strong Workforce Metrics:
Select: 2) Number of students who got a degree or certificate: Unique individuals who completed a credit or noncredit local certificate, credit or noncredit Chancellor's Office approved certificate, associate degree, or applied bachelor's degree *

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Develop communication package with Academic Senate to Facilitate conversion of BIW courses to CTE C-ID	50% conversion statewide	4th Quarter	Sector Navigator
2.2	Develop conversion plan kit and video for statewide use to Promote and facilitate IT MC C-ID conformance in IT Campuses	Video and tool kit available on website	2nd Quarter	Sector Navigator
2.3				

5.4 (17)

EXHIBIT A

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2017/18

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 2
Lead the ICT-Digital Media Sector Team (including subsectors IT, BIW, Digital Media, Software Development and Entertainment) in effective academic growth responsive to changing industry demands

Strong Workforce Metrics:
Select: 2) Number of students who got a degree or certificate: Unique individuals who completed a credit or noncredit local certificate, credit or noncredit Chancellor's Office approved certificate, associate degree, or applied bachelor's degree *

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.4				
2.5				
2.6				

5.4 (18)

EXHIBIT A

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2017/18

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 2
Lead the ICT-Digital Media Sector Team (including subsectors IT, BIW, Digital Media, Software Development and Entertainment) in effective academic growth responsive to changing industry demands

Strong Workforce Metrics:
Select: 2) Number of students who got a degree or certificate: Unique individuals who completed a credit or noncredit local certificate, credit or noncredit Chancellor's Office approved certificate, associate degree, or applied bachelor's degree *

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.7				
2.8				
2.9				

5.4 (19)

EXHIBIT A

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2017/18

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 3
Lead the ICT-Digital Media Sector Team (including subsectors IT, BIW, Digital Media, Software Development and Entertainment) in effective academic growth responsive to changing industry demands.

Strong Workforce Metrics:
Select: 3) **Number of students who transferred: Unique individuals who transferred to a four-year institution**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Improve 'how to' on website to Facilitate student access to 3rd Party Certificate mapping and support, i.e. MOS, Salesforce.com	Improve cert vouchers demand	2nd Quarter	Sector Navigator
3.2	Research and develop pathways for statewide utilization to establish Digital Media certificate skills and workflows for Professional non-digital people	Cert Pathway published for CCCs	2nd Quarter	Sector Navigator
3.3	Research hybrid uses of DM for academic instruction and share with Faculty	Guidelines to help DSNs see panelists	2nd Quarter	Sector Navigator

EXHIBIT A

5.4 (20)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2017/18

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 3
Lead the ICT-Digital Media Sector Team (including subsectors IT, BIW, Digital Media, Software Development and Entertainment) in effective academic growth responsive to changing industry demands.

Strong Workforce Metrics:
Select: 3) Number of students who transferred: Unique individuals who transferred to a four-year institution

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.4	Develop onboarding strategy and implement to solicit industry experienced faculty and course descriptions to match pathways on Ent EDGE	Site operational	3rd Quarter	Sector Navigator
3.5	Acquire Linked In training solution for state to help counselors establish Linked IN seminars for all students	Solution available to all CCCs	3rd Quarter	Sector Navigator
3.6	Maintain statewide Placement agency network - conduct surveys to help DSNs visit and interview placement agency contacts for sector demands	Be aware of latest trends in sectors	3rd Quarter	Sector Navigator

5.4 (21)

EXHIBIT A

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Sector Navigator
SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media
DISTRICT: Rancho Santiago CCD
COLLEGE: N/A
FISCAL YEAR: 2017/18
RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 3
 Lead the ICT-Digital Media Sector Team (including subsectors IT, BIW, Digital Media, Software Development and Entertainment) in effective academic growth responsive to changing industry demands.

Strong Workforce Metrics:
 Select: 3) Number of students who transferred: Unique individuals who transferred to a four-year institution

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.7	Fund and communicate Xvoucher plan to Assure 3rd Party IT Certificate mapping and support exists for relevant courses with available voucher or testing center information	Improve or replace voucher support system	3rd Quarter	Sector Navigator
3.8	Lead teams and research and develop draft for concensus validation for to CCCs to provide effective post baccalaureate certifications in IT, e.g. B2B Sales, High level NetLab certs (e.g. Rockwell IOT), HCIT	B2B Tech Sales available to CCCs statewide	4th Quarter	Sector Navigator
3.9	Draft call to action for faculty, supervise Web development of site to solicit faculty and course descriptions that match SD EDGE pathways	All pathways populated with available courses in Bay and LA	4th Quarter	Sector Navigator

5.4 (22)

EXHIBIT A

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2017/18

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 4
Lead the ICT-Digital Media Sector Team (including subsectors IT, BIW, Digital Media, Software Development and Entertainment) in effective academic growth responsive to changing industry demands

Strong Workforce Metrics:
Select: 4 Employed in the second fiscal quarter after exit: Employment rate for exiting students in the second fiscal quarter after leaving the community college system (based on a match to the state unemployment insurance wage file)*

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Write press and host events that will promote Ent EDGE in community organizations and Economic Development events	Two articles in LA	3rd Quarter	Sector Navigator
4.2	Attend industry conferences to keep up with emerging trends	Schedule major conference dates	3rd Quarter	Sector Navigator
4.3	Support IOTTC with membership and participation to Provide Technical Assistance to Business	Participate in workforce committee	3rd Quarter	Sector Navigator

EXHIBIT A

5.4 (23)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media
 DISTRICT: Rancho Santiago CCD
 COLLEGE: N/A
 FISCAL YEAR: 2017/18
 RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 4
 Lead the ICT-Digital Media Sector Team (including subsectors IT, BIW, Digital Media, Software Development and Entertainment) in effective academic growth responsive to changing industry demands

Strong Workforce Metrics:
 Select: 4) Employed in the second fiscal quarter after exit: Employment rate for exiting students in the second fiscal quarter after leaving the community college system (based on a match to the state unemployment insurance wage file)*

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.4	Draft PR and press to Promote SD EDGE in community organizations and Economic Development events (especially in areas where Software Developers are a workforce gap .after site is up)	Published stories in Bay and LA	3rd Quarter	Sector Navigator
4.5				
4.6				

5.4 (24)

EXHIBIT A

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2017/18

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 4
Lead the ICT-Digital Media Sector Team (including subsectors IT, BIW, Digital Media, Software Development and Entertainment) in effective academic growth responsive to changing industry demands

Strong Workforce Metrics:
Select: 4) Employed in the second fiscal quarter after exit: Employment rate for exiting students in the second fiscal quarter after leaving the community college system (based on a match to the state unemployment insurance wage file)*

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.7				
4.8				
4.9				

5.4 (25)

EXHIBIT A

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date:	June 12, 2017
Re:	First Reading of Board Policies		
Action:	Information		

BACKGROUND

The Board Policy Committee met on May 23, 2016 and reviewed new and revised policies. These revised policies are now presented for a first reading.

ANALYSIS

The District subscribes to the Policy and Procedure Service of the Community College League of California (CCLC). This service provides the district with model board policies which comply with state law, Title 5 regulations and address the relevant accreditation standards. CCLC provides the District with semi-annual updates to these policies, which reflect recent changes in law, state regulations and accreditation standards. The Board Policy Committee is recommending the attached policies be updated and revised to conform to the CCLC recommendations and to reflect changes in the organization:

- BP 2015 – Student Member
- BP 2340 – Agendas
- BP 2345 – Public Participation at Board Meetings
- BP 3430 – Prohibition of Harassment
- BP 3820 – Gifts
- BP 7365 – Discipline and Dismissal – Classified Employees
- BP 7310 - Nepotism

RECOMMENDATION

These policies are presented for a first reading as an information item.

Fiscal Impact:	None	Board Date:	June 12, 2017
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor		
Submitted by:	Debra Gerard, Executive Assistant to the Chancellor		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

BP 2015 Student Member

Reference:

Education Code Section 72023.5

The Board shall include one student member. The term of office shall be one year commencing June 1.

The student member shall be enrolled in and maintain a minimum of six (6) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain the standards of scholarship and eligibility criteria enumerated in Administrative Regulation 2105.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings and reimbursement for approved travel (see BP 2735) to the same extent as publicly elected trustees.

The student member shall have the privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board. The student member may, prior to the vote on any item before the Board, advise the President of the Board that the student member would like to cast his/her vote first as a means of providing advice to the Board.

The student member shall not be liable for any acts of the Governing Board. The student member shall be bound by Code of Ethics/Standards of Practice (BP 2715).

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the following privileges:

- The privilege to make and second motions;
- The privilege to attend closed sessions ~~, other than closed sessions on personnel or collective bargaining matters~~ on matters concerning student discipline;
- The privilege to receive compensation for meeting attendance and the amount of that compensation, up to the amount prescribed by Education Code Section 72425;
- The privilege to serve a term commencing on May 15
- The privilege to serve on Board committees.

Revised: March 24, 2014 (Previously BP9006)

Revised: XXXX, 2017

BP 2340 Agendas

References:

Education Code Sections 72121, 72121.5
Government Code Sections 54954 et seq., 6250 et seq.

An agenda shall be posted adjacent to the place of meeting as well as on the District's internet website at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an "emergency situation" as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Chancellor. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Chancellor in consultation with the Board President.

Individual Board members who wish to place matters on the agenda shall consult with the Board President, who shall confer with the Chancellor on the request.

Agenda items submitted by members of the public must be received by the office of the Chancellor 10 working days prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission. See Administrative Regulation ~~9015~~ 2340.

Revised: October 8, 2012 (Previously BP9015)

Revised: XXXX, 2017

BP 2345 Public Participation at Board Meetings

References:

Education Code 72121.5
Government Code Sections 54954.3, 54957.5

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

- There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda. Members wishing to present such items shall submit a written request at the beginning of the meeting to the Chancellor that summarizes the item and provides his or her name, address or college of attendance, and organizational affiliation, if any. To ensure a non-English speaking individual receives the same opportunity to directly address the Board, they will be provided twice the time allocated for an individual speaker. No action may be taken by the Board on such items.
- Members of the public may place items on the prepared agenda in accordance with Board Policy ~~9015~~ 2340. A written summary of the item must be submitted to the Chancellor at least 10 working days prior to the board meeting. The summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.

Members of the public also may submit written communications to the Board on items on the agenda and ~~not~~ speak to agenda items at the board meeting. Written communication regarding items on the Board's agenda should reach the office of the Chancellor not later than 1 working day prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

Revised: October 8, 2012 (Previously BP9014)

Revised: XXXX, 2017

BP 3430 – Prohibition of Harassment

References:

Education Code Sections 212.5, 44100, 66252, and 66281.5
Government Code Sections 12940 and 12950.1
Title 2 Sections 10500 et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, unpaid intern, or volunteer who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AR 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. They shall be available for students, ~~and~~ employees, unpaid interns and volunteers in all administrative offices and shall be posted on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measures up to and including termination from the internship or other unpaid work experience program.

Adopted: August 19, 2013
Revised: June 15, 2015
References Updated: November 7, 2016
Revised: XXXX, 2017

BP 3820 Gifts

Reference:

Education Code ~~72122~~ 72205

The Governing Board may accept on behalf of the district any bequest or gift of money or property for a purpose deemed by the Governing Board to be suitable and in support of the district's academic mission, and to utilize such money or property so designated.

The Chancellor shall establish procedures for district acceptance of gifts, grants and bequests, and shall establish criteria for usability and maintenance. Gifts which entail high maintenance costs shall be avoided.

All gifts shall be accepted on behalf of the district as a whole, not by a particular department. At the discretion of the Chancellor, the gift may be used in a particular facility.

Equipment gifts will not be replaced with district funds; if replacement is desired, the items will be submitted for consideration under new equipment.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.

Revised: September 9, 2013 (Previously BP3208)

Revised: XXXX, 2017

BP 7365 – Discipline and Dismissal - Classified Employees

References:

Education Code Section 88013
Government Code Sections 3300 et seq.

~~A permanent classified employee of the District may be disciplined by the District for just cause. The causes for discipline shall include but not be limited to:~~

- ~~1. Incompetency~~
- ~~2. Inefficiency~~
- ~~3. Insubordination~~
- ~~4. Inattention to or dereliction of duty~~
- ~~5. Discourteous treatment of the public or of fellow employees~~
- ~~6. Any willful or persistent violation of the provisions of the Education Code or rules, regulations, or procedures adopted by the Board of Trustees~~
- ~~7. Political activity engaged in by an employee in violation of BP 4227~~
- ~~8. Immoral or unprofessional conduct~~
- ~~9. Any violation of Article 4 (commencing with Section 11400 of Chapter 3 of Title 1 of Part 4 of the Penal Code)~~
- ~~10. Dishonesty~~
- ~~11. Evident unfitness for service~~
- ~~12. Physical or mental condition which makes him or her unfit to instruct or associate with students~~
- ~~13. Persistent violation of or refusal to obey the school laws of the state or reasonable regulations prescribed by the board of governors or by the Board of Trustees~~
- ~~14. Conviction of a felony or any crime involving moral turpitude~~
- ~~15. Conduct specified in Section 1028 of the Government Code~~
- ~~16. Any other willful failure of good conduct tending to injure the public service~~

~~No disciplinary action shall be taken for any cause which arose prior to the employee's becoming permanent, nor for any cause which arose more than two years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District (Education Code Section 88013).~~

~~All notices of proposed disciplinary action shall be processed through the Executive Vice Chancellor of Human Resources and Educational Services or his designee.~~

~~The employee shall be notified in writing of any intent to discipline and given the opportunity to respond orally and in writing to the specific charges (Skelly hearing).~~

~~The written notice of the specific charges shall include a statement of the employee's right to a hearing on such charges and the time within which such hearing may be requested, which shall be not less than five days after service of the notice to the employee. Included will be a Request for Evidentiary Hearing form, the signing and filing of which with the party delivering or mailing the charges shall constitute a request for hearing and a denial of all charges.~~

~~The hearing will be conducted within a reasonable period of time from receipt of the request by the Board of Trustees or a hearing officer selected by the Board of Trustees or its designee in accordance with the following procedures.~~

~~The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Irrelevant and unduly repetitious evidence shall be excluded. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of~~

~~privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.~~

~~The employee shall have a right to appear in person, with counsel or such other representation as determined by the employee. The District will have the burden of proof and shall first present evidence. Normal procedures shall be followed: i.e., District presentation, defense cross-examination and rebuttal evidence from each party. Each party may introduce exhibits or cross-examine witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination, to impeach any witness regardless of which party first called the witness to testify. If the employee does not testify in his own behalf, the respondent may be called and examined as if under cross-examination by the District.~~

~~A request by the employee for the presence of District witnesses shall be submitted to the Executive Vice-Chancellor of Human Resources and Educational Services or his designee in writing at least 72 hours prior to the date of the hearing. After the hearing, the matter shall be given consideration, either in open or closed session after which a decision shall be made. An employee has the right to a public hearing upon request.~~

~~If the hearing was conducted by a hearing officer, the hearing officer shall submit a recommendation to the Board within ten days after the conclusion of the hearing. Within five days after receiving such recommendation, the board shall make a decision.~~

~~If the hearing was conducted by the Board, it shall make a decision within fifteen days after the conclusion of the hearing.~~

~~The Board's decision may be that the recommended discipline be sustained in full, modified, or rescinded.~~

~~In the event the Board makes a finding that the recommendation of the administration should be rescinded, the Board shall make a finding that the employee shall be reinstated in his former position and shall receive pay for all of the period of time he was removed from duty.~~

~~The Board's determination of the sufficiency of cause for disciplinary action shall be conclusive.~~

The Chancellor shall enact procedures for the disciplinary proceedings applicable to permanent classified employees of the District. Such procedures shall conform to the requirements of the Education Code and may be delineated in the appropriate collective bargaining agreement.

The Board's determination of the sufficiency of the cause for disciplinary action of a classified employee shall be final.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent, or for any cause that arises more than two years preceding the date of the filing of any charge against the employee, unless that cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee shall have disclosed the facts to the district.

Adopted October 28, 2013 (Previously AR4319)
Revised: XXXX, 2017

BP 7310 Nepotism

Reference:

Government Code Sections 1090 et seq. and 12940 et seq.

The District does not prohibit the employment of relatives (or domestic partners as defined by Family Code Sections 297 et seq.) in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division or site that has a family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, discipline, demotion, or salary of the relative or domestic partner as defined by Family Code Sections 297 et seq.

For the purposes of this policy, a relative shall be a spouse, domestic partner, parent, child, grandchild, sibling, aunt, uncle, cousin, niece, nephew, or in-laws. A parent, child, grandchild or sibling of a domestic partner shall also be considered an in-law. Persons related by blood or marriage living in the same household and foster parents/children are also considered to be relatives.

This policy would require, as soon as possible, the reassignment of one employee, to a comparable position when two employees get married or form a domestic partnership and a supervisory or evaluative relationship exists between the positions held by the employees.

The District will also make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest. Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place relatives in the same department, division or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

Revised: October 28, 2013 (Previously BP4118)

Revised: XXXXX, 2017

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date:	June 12, 2017
Re:	Approval of Extension of Consulting Services – Townsend Public Affairs, Inc.		
Action:	Request for Approval		

BACKGROUND

On December 6, 2010 the Board of Trustees approved the contract to engage the consulting services of Townsend Public Affairs, Inc. to assist the district in the areas of government and community relations and various other projects as assigned by staff. General Counsel reviewed the original contract and prepared a revised contract for the district's consideration.

ANALYSIS

Townsend Public Affairs, Inc. has assisted the district with the arrangement of meetings with legislators, communication with both Federal and State legislators relating to RSCCD and its interests, and provided an ongoing update of legislation and legislative action. The original approved contract for consulting services expired and the most recent subsequent contract supplement will expire on June 30, 2017. In order to maintain the momentum on various projects, it is requested that a revised contract for consulting services be entered into from July 1, 2017 through June 30, 2018.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Contract for Consulting Services with Townsend Public Affairs, Inc. as presented.

Fiscal Impact:	\$6,000/mo plus reimbursable expenses	Board Date:	June 12, 2017
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor		
Submitted by:	Raúl Rodríguez, Ph.D., Chancellor		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

CONTRACT FOR CONSULTANT SERVICES

THIS CONTRACT FOR CONSULTANT SERVICES (“Contract”) is made and entered into this 1st day of July 2017, by and between the Rancho Santiago Community College District, a non-profit corporation, (“Client”), and Townsend Public Affairs, Inc. a California corporation (“Consultant”).

RECITALS

- A. WHEREAS, Consultant has the competence, experience, and expertise to provide professional legislative advocacy and consulting services to Client; and
- B. WHEREAS, Client desires to retain Consultant to provide professional services;
- C. NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, Client and Consultant (the “parties”) agree as follows:

CONTRACT

1. Term.

This Contract is effective as of the date above. The terms and conditions of this Contract shall remain in full force for the period set forth in Exhibit "A."

2. Services.

Consultant will, in accordance with the terms of this Contract, perform the legislative advocacy (lobbying) and consulting services described in Exhibit "A," ("Services").

3. Fees.

Client agrees to pay Consultant for the Services in the amount described in Exhibit "A" in accordance with the provisions of the Fee Schedule in Exhibit "A." Consultant will submit a monthly invoice to Client with a detailed itemized list reflecting the Services performed for the prior month. Upon approval of this invoice, Client will pay the fee and any approved reimbursable expenses incurred for such month. Billing shall be submitted no more than monthly and within thirty (30) days of the end of the previous month. Consultant is responsible for obtaining all outstanding invoices from outside vendors before submitting the final bill to Client. Unless there are exigent circumstances or written agreement between the parties, billings submitted after the final bill is due for such month will not be paid. Client shall pay each billing within thirty (30) days of receipt thereof. Consultant shall not expend any funds on behalf of or in the name of Client in support of any candidate for political office.

4. Expenses.

To qualify as reimbursable expenses, expenses shall be reviewed and approved in writing by the Chancellor prior to such expenses being incurred. Client shall reimburse Consultant for all reasonable reimbursable itemized expenses with third party vendors, including local transportation, meals and entertainment, and travel incurred while transacting business as defined herein on behalf of Client. Consultant shall detail expenses in invoices so as to permit Client to determine the exact name or matter of the expense, the person(s) involved, the date(s) of any expense, and the purpose or necessity for the expense. Client will pay and reimburse only for the actual and ordinary costs for reasonable expenses without premiums or markups. If approved, these expenses will be billed to Client on a monthly basis and will be due upon receipt, as stated in Section 3, above.

5. Indemnity.

Consultant shall indemnify, defend and hold harmless Client and its Board members, officers, and employees, from and against any and all claims, suits, losses, liabilities or damage, including (but not limited to) legal fees and costs of litigation, arising out of or related to Consultant's negligent performance of the Services provided hereunder, or any action involving intentional actions or wrongdoing, and which forms the basis, in whole or in part, of or for any such claim, suit, or other action by a third party against Client, except for any such claim, suit, loss, liability or damage caused by or arising from the negligence of Client. The foregoing indemnification shall apply to the Services rendered on or after the effective date of this Contract.

6. Insurance.

Without limiting Consultant's indemnification of Client and its Board members, officers, agents, employees, and volunteers, Consultant shall provide and maintain at its own expense the following programs of insurance covering Consultant's operations during the term of this Contract. Insurance is to be placed with insurers having a current A.M. Best Rating of not less than A.

a. Liability Insurance. Consultant agrees to name Client, including Client's Board members, officers, and employees, as Additional Insureds on an in force Commercial General Liability policy, and Comprehensive Automobile Liability policy, documented by Endorsement, for coverage of not less than \$1,000,000 per occurrence or per claim for bodily injury, personal injury and property damage, and to assure that the Endorsement extends defense, hold harmless and indemnification benefits for all matters referenced in Section 5, above. Said Endorsement shall further provide for notice in writing to Client not less than thirty (30) days prior to the effective date of any cancellation or reduction in coverage or limits of liability. Consultant shall provide Client with copies of all Endorsements satisfying this requirement.

b. Workers' Compensation Insurance. Consultant shall confirm that it carries and maintains in force during the term covered by this Supplement Workers' Compensation insurance of not less than \$1,000,000 per accident.

c. Professional Liability Insurance (Errors and Omissions). Consultant shall procure and maintain professional liability insurance (errors and omissions) covering claims arising out of the performance of the Services under this Contract. Consultant's coverage shall reflect a minimum of \$1,000,000 per occurrence and at least a minimum of \$1,000,000 annual aggregate.

d. Failure on the part of Consultant to procure or maintain required insurance shall constitute a material breach for which Client may immediately terminate this Contract.

7. Laws, Rules and Regulations.

Consultant shall perform the Services in accordance with all applicable local, state and federal laws and regulations, exercising the standard of care applicable to Consultant's profession.

8. Payment for Performance.

It is the intention of the parties that this Contract and the Services rendered hereunder and the payments made hereunder and the payments made therefore are contingent upon the performance of Consultant according to mutually agreed upon work products and activities. It is also the intention of the parties that this Contract and the Services rendered hereunder and the payments made hereunder and the payments made therefore are not in any way contingent upon the defeat or enactment of any legislative or administrative proposal or the achievement of any specific result.

9. Independent Contractor.

It is the intention of the parties to this Contract that the Services rendered hereunder shall be so rendered by Consultant as an independent contractor and not as an employee, agent, joint venturer or partner of Client. Nothing in this Contract shall be interpreted or construed as creating or establishing the relationship of employer and employee between Client and Consultant or any employee or agent of Consultant. Both parties acknowledge that Consultant is not an employee for state or federal tax purposes. As such, Consultant understands and agrees that Consultant's personnel who furnish services to Client under this Contract are employees solely of Consultant and not of Client for purposes of workers' compensation liability. Consultant shall bear the sole responsibility and liability for furnishing workers' compensation benefits to any personnel of Consultant for injuries arising from Services performed under this Contract. Consultant shall retain the right to perform services for others under the terms of this Contract during the entire term hereof.

10. Work Product.

Any tangible work product that is developed by Consultant shall be the property of Client.

11. Confidentiality.

Consultant agrees to maintain the confidentiality of files or other information it is provided or develops during the course of its work for Client. It is understood, however, that disclosure of certain information provided by Client may be necessary or appropriate in the course of its representation of Client. Such disclosures shall be made upon consultation with Client or Client's designated representative and with written consent from Client.

12. Termination.

This Contract may be terminated by either party upon thirty (30) days written notice to the other party specifying effective date of termination. Upon receipt of notice of termination by Client, Consultant shall stop services on the date and to the extent specified in the termination notice. Within fifteen (15) days upon any termination, Consultant shall, at its own cost, deliver to Client all files and work product for which under this Contract has been terminated.

13. Entire Agreement; Contract Modifications.

Client and Consultant agree that the terms and conditions of this Contract shall constitute the entire agreement between the parties signatory hereto as to the matters set forth herein. Client and Consultant may modify the terms of this Contract only by executing a written Contract Addendum, which shall reference this Contract and shall be executed by the parties' signatory hereto.

14. Attorneys' Fees.

Client and Consultant agree that the prevailing party in any dispute under this Contract shall be entitled to an award of attorneys' fees and costs as ordered by a court of competent jurisdiction.

15. Certification of Non-Discrimination.

By signing this Contract, Consultant certifies that it does not discriminate in hiring on the basis of race, color, creed, religion, sex, age, marital status, national origin, ancestry, physical handicap or medical conditions.

16. Non-Exclusivity.

Consultant acknowledges that nothing in this Contract is intended, nor will be construed, as creating any exclusive contract between Client and Consultant related to the providing of legislative advocacy and consulting services. As such, nothing in this Contract shall be interpreted to restrict or prohibit Client from obtaining similar professional services from other sources.

17. Adherence to Board Policy 3821 Gift Ban Policy.

Consultant is notified that Client's Board adopted the Board Policy 3821 Gift Ban Policy: "5. *Gift* shall have the meaning it is defined to have in the California Political Reform Act, and the regulations issued pursuant to that Act, except that the following shall not be

deemed to be gifts: *a. Meals, beverages, and free admission at any event sponsored by, or for the benefit of, a bona fide educational, academic, or charitable organization, and commemorative gifts from such organizations with a cumulative value from an single source of fifty dollars (\$50.00) or less during any twelve-month period.*” Consultant acknowledges and adheres to the Board Policy 3821 Gift Ban Policy.

18. Notice.

Notice and written communications sent by one party to the other shall be personally delivered or sent by U.S. Mail, postage prepaid, to the following addresses:

To Client: Rancho Santiago Community College District
 Attention: Raúl Rodríguez, Ph.D., Chancellor
 2323 North Broadway
 Santa Ana, California 92706-1640

To Consultant: Townsend Public Affairs, Inc.
 Attention: Christopher Townsend, President
 2699 White Road, Suite 251
 Irvine, California 92614

19. Assignment.

No part of this Contract or any right or obligation arising from it is assignable without Client’s written consent. Any attempt by Consultant to assign or subcontract services relating to this Contract without Client’s prior written consent shall constitute a material breach of this Contract.

20. Governing Laws.

This Contract shall be governed by and construed in accordance with the laws of the State of California and any action brought by either party on this Contract shall be brought in Orange County.

21. Waiver.

No waiver of a breach of any section of this Contract by either party shall constitute a waiver of any other breach of the section or any other section of this Contract.

22. Execution.

The representatives of Client and Consultant warrant that they have authority to sign on behalf of and bind their principals and have caused this Contract to be duly executed the day and year first above written.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

CONTRACT FOR CONSULTANT SERVICES

“CONSULTANT”
TOWNSEND PUBLIC AFFAIRS, INC.
a California corporation

“CLIENT”
RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT
a non-profit corporation

By: _____
Christopher J. Townsend
President

By: _____
Raúl Rodríguez, Ph.D.
Chancellor

**EXHIBIT “A”
TO
CONTRACT FOR CONSULTING SERVICES**

TERM: July 1, 2017 through June 30, 2018

FEE SCHEDULE: \$6,000.00 per month

SERVICES: Consultant shall develop and maintain government and community relations and shall assist with special projects as requested by Client. Consultant shall focus its efforts on the following:

- As directed by Chancellor or designee, pursue funding and other partnerships from the federal Government, State of California and local government agencies for the development, enhancement, and/or expansion of facilities and programs for Client and its two colleges. Advise Client on developing responses to RFPs for Chancellor's Office and other agency grants.
- In coordination with RSCCD Board, Chancellor, and staff, introduce and advocate for legislation desired by Client. Assist in drafting sponsored legislation and assist in finding authors for Client sponsored legislation. Monitor such legislation and meet with legislators and legislative staff to build a coalition of support for the legislation and provide testimony and letters of support or opposition for legislation as directed by Client.
- Monitor statewide community college budget development proposals and advocate for Client’s priorities. Provide weekly status reports on activities and quarterly reports on progress on Client’s legislative goals and priorities. At the end of each month, provide a detailed billing statement outlining all activities performed on behalf of Client. Perform other assignments, as mutually agreed upon by both parties.
- Meet with the Chancellor and other Client representatives on a regular basis to brief them on the progress of achieving strategic goals. Assist Client in developing talking points and letters of support for achieving Client’s priorities.

Client Initials: _____

Consultant Initials: _____

A RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

June 12, 2017

MANAGEMENT

2017/2018 Chancellor Interim Salary Schedule/Attachment #1

2017/2018 Cabinet Interim Salary Schedule/Attachment #2

2017/2018 Management Interim Salary Schedule/Attachment #3

2017/2018 Administrator/Academic Supervisor Step Increases/Attachment #4

2017/2018 Management/Classified Supervisor/Confidential Step Increases/Attachment #5

New Job Descriptions/Attachments #6-7

Executive Director, Digital Media Center
Educational Services
District
Classified Supervisory
Grade Level D

Executive Director, Los Angeles-Orange County
Regional Consortium
Educational Services
District
Classified Supervisory
Grade Level A

Appointment

Wales, Charles
Facilities Manager
Administrative Services
Santiago Canyon College

Effective: June 19, 2017
Salary Placement: I-7 \$102,936.86/Year
(Requisition #CL17-0963)

Appointment/Interim to Permanent

Hernandez, John C.
President
Santiago Canyon College

Effective: July 1, 2017
Salary Placement: Step 6 \$213,928.16/Year
(Requisition #AC17-0607)

Ratification of Executive Management Contracts

Hardash, Peter J.	Vice Chancellor, Business Operations & Fiscal Services, District
Perez, Enrique	Vice Chancellor, Educational Services, District
Rose, Linda D.	President, Santa Ana College

MANAGEMENT (CONT'D)

Extension of Interim Assignment

Perez, Lakyshia
Director of Special Programs
Student Services
Santiago Canyon College

Effective: July 1 – August 31, 2017
Pay Rate: H-1 \$38.93/Hour

Wahl, Susan R.
Interim Director II
CEC Child Development Center
Child Development Services
District

Effective: July 1, 2017 – June 30, 2018
Salary Placement: J-6 \$92,984.36/Year

Ratification of Resignation/Retirement

Irwin, Kari M.
Associate Dean
Business and Career Technical Education Division
Santiago Canyon College

Effective: June 2, 2017 (Last Day)
Reason: Resignation

FACULTY

2017/2018 FARSCCD Interim Salary Schedules/Attachments #8-13

2017/2018 CSEA 888 Interim Salary Schedules/Attachments #14-15

2017/2018 CEFA Interim Salary Schedule/Attachment #16

2017/2018 FARSCCD Contract Salary Step Increases/Attachment #17

2017/2018 CSEA 888 Step Increases/Attachments #18

2017/2018 FARSCCD Athletic Coaching Contract Stipends/Attachment #19

2017/2018 CSEA 888 Contract Stipend/Attachment #20

2017/2018 FARSCCD Coordinator Contract Stipends/Attachment #21

2017/2018 FARSCCD Contract Extension Days/Attachment #22

Appointment

Chamberlain, Amberly
Assistant Professor, Theatre Arts
Fine & Performing Arts Division
Santa Ana College

Effective: August 21, 2017
Salary Placement: III-3 \$62,291.19/Year
(Requisition #AC17-069)

FACULTY (CONT'D)

Appointment (cont'd)

Horenstein, Daniel
Assistant Professor, Astronomy
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 21, 2017
Salary Placement: II-3 \$59,559.05/Year
(Requisition #AC16-0598)

Ortiz, Rebecca V.
Assistant Professor, Psychology
Humanities & Social Sciences Division
Santa Ana College

Effective: August 21, 2017
Tentative Salary Placement: VII-3 \$73,332.29/Year
(Requisition #AC17-0591)

Thornton, Shantel L.
Assistant Professor, Psychology
Humanities & Social Sciences Division
Santa Ana College

Effective: August 21, 2017
Tentative Salary Placement: II-3 \$59,995.05/Year
(Requisition #AC17-0606)

Rehiring of Temporary Employee per Education Code 87470

Janio, Jaroslaw
Assistant Professor/Coordinator, English as a
Second Language
Continuing Education Division
Centennial Education Center
Santa Ana College

Effective: August 21, 2017 – May 27, 2018
Salary Placement: VII-16 \$106,523.54/Year
(Project #1102 & 1109)

Extension of Interim Assignment

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

July 1, 2017 – June 30, 2018
Salary Placement: MT/BA-5 \$43,224.94/Year

Voluntary Workload Reduction

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

July 1, 2017 – June 30, 2018
From: 212 Days
To: 207 Days

FACULTY (CONT'D)

Leave of Absence

Santamaria, Sandra
Master Teacher
Child Development Services
District

Effective: July 22 – September 4, 2017
Reason: Maternity Leave

Ratification of Resignation/Retirement

Le, Phi Loan
Professor/Psychologist
Health & Wellness Center
Student Services
Santa Ana College

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

2016/2017 Contract Extension Days

Madrigal, Osiel
Assistant Professor/Coordinator,
Workforce Development
Continuing Education Division
Centennial Education Center
Santa Ana College

Effective: June 1 – June 30, 2017
Contract Extension: 7 Days
Contract Extension Rate: \$456.01/Day

Weber, Merari
Assistant Professor/Coordinator,
Workforce Development
Continuing Education Division
Centennial Education Center
Santa Ana College

Effective: May 30 – June 30, 2017
Contract Extension: 10 Days
Contract Extension Rate: \$468.78/Day

2016/2017 Additional Contract Extension Days

Lockhart, Ann
Associate Professor/Counselor/Coordinator
CARE/CalWORKS
Extended Opportunities Programs & Services
Student Services
Santa Ana College

Effective: June 19 – June 29, 2017
Contract Extension: 4 Days
Contract Extension Rate: \$463.49/Day

Beyond Contract/Overload Stipend

Cotter, Matthew
Assistant Professor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Effective: May 19, 2017
Amount: \$250.00
Reason: Curriculum Development
(Project #2058)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Danova, Veselka Assistant Professor, Mathematics Mathematics & Sciences Division Santiago Canyon College	Effective: May 19, 2017 Amount: \$250.00 Reason: Curriculum Development-Math (Project #2058)
Diller, Jeffrey Assistant Professor, English Humanities & Social Sciences Division Santa Ana College	Effective: May 2, 2017 Amount: \$300.00 Reason: Other Instructional Support Services-English (Project #2058)
Dwyer, Dalva Professor, ESL Humanities & Social Sciences Division Santa Ana College	Effective: May 2, 2017 Amount: \$500.00 Reason: Curriculum Development, ESL (Project #2058)
English, Noemi Assistant Professor, Automotive Technology/Engine Human Services & Technology Division	Effective: May 1, 2017 Amount: \$500.00 Reason: Curriculum Development-Diesel (Project #2058)
Fondren, Stephanie Professor, Communication Studies Fine & Performing Arts Division Santa Ana College	Effective: April 22, 2017 Amount: \$200.00 Reason: Professional Development (Project #2501)
Hall, Kathryn Assistant Professor, English Arts, Humanities & Social Sciences Division Santiago Canyon College	Effective: May 11, 2017 Amount: \$500.00 Reason: Professional Development (Project #2058)
Hassel, Elissa Professor, ESL Humanities & Social Sciences Division Santa Ana College	Effective: May 2, 2017 Amount: \$250.00 Reason: Curriculum Development, ESL (Project #2058)
Hauscarriague, Anne Professor, Mathematics Mathematics & Sciences Division Santiago Canyon College	Effective: May 19, 2017 Amount: \$250.00 Reason: Curriculum Development-Math (Project #2058)
Higgins, Mark Professor, English Humanities & Social Sciences Division Santa Ana College	Effective: May 2, 2017 Amount: \$200.00 Reason: Other Instructional Support Services-English (Project #2058)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Jones, Vanessa Assistant Professor, Mathematics Mathematics & Sciences Division Santiago Canyon College	Effective: May 19, 2017 Amount: \$250.00 Reason: Curriculum Development-Math (Project #2058)
Keith, Katharine Professor, ESL Humanities & Social Sciences Division Santa Ana College	Effective: May 2, 2017 Amount: \$250.00 Reason: Curriculum Development, ESL (Project #2058)
Kelly, Sara Assistant Professor, English Humanities & Social Sciences Division Santa Ana College	Effective: May 2, 2017 Amount: \$200.00 Reason: Other Instructional Support Services-English (Project #2058)
Kramer, Jessica Assistant Professor, Mathematics Mathematics & Sciences Division Santiago Canyon College	Effective: May 19, 2017 Amount: \$250.00 Reason: Curriculum Development-Math (Project #2058)
Lewis, Michael Professor, ESL Humanities & Social Sciences Division Santa Ana College	Effective: May 2, 2017 Amount: \$250.00 Reason: Curriculum Development, ESL (Project #2058)
Moore, Kathleen Professor, Mathematics Mathematics & Sciences Division Santiago Canyon College	Effective: May 19, 2017 Amount: \$250.00 Reason: Curriculum Development-Math (Project #2058)
Mowrer, Melanie Professor, English/ESL Humanities & Social Sciences Division Santa Ana College	Effective: May 2, 2017 Amount: \$250.00 Reason: Curriculum Development, ESL (Project #2058)
Muir, Shannon Assistant Professor/Counselor Counseling Division Santa Ana College	Effective: April 22, 2017 Amount: \$200.00 Reason: Professional Development (Project #2501)
Patterson, Kathleen Professor, English Humanities & Social Sciences Division Santa Ana College	Effective: May 2, 2017 Amount: \$200.00 Reason: Other Instructional Support Services-English (Project #2058)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Pecenkovic, Nidzara Assistant Professor, English Arts, Humanities & Social Sciences Division Santa Ana College	Effective: May 11, 2017 Amount: \$500.00 Reason: Professional Development (Project #2058)
Pineda, Maribel Assistant Professor/Counselor Counseling Division Santa Ana College	Effective: April 22, 2017 Amount: \$200.00 Reason: Professional Development (Project #2501)
Rocke, Brandon Assistant Professor, English Humanities & Social Sciences Division Santa Ana College	Effective: May 2, 2017 Amount: \$300.00 Reason: Other Instructional Support Services-English (Project #2058)
Sakamoto, Scott Professor, Mathematics Mathematics & Sciences Division Santiago Canyon College	Effective: May 19, 2017 Amount: \$250.00 Reason: Curriculum Development (Project #2058)
Saterfield, Kalonji Assistant Professor, Communications Studies Fine & Performing Arts Division Santa Ana College	Effective: April 22, 2017 Amount: \$200.00 Reason: Professional Development (Project #2501)
Scott, Randy Professor, Mathematics Mathematics & Sciences Division Santiago Canyon College	Effective: May 19, 2017 Amount: \$250.00 Reason: Curriculum Development-Math (Project #2058)
Serrano, Jr., Maximiliano Associate Professor, Automotive Technology Human Services & Technology Division Santa Ana College	Effective: May 1, 2017 Amount: \$250.00 Reason: Curriculum Development-Diesel (Project #2058)
Sosta, Rachel Associate Professor, English Humanities & Social Sciences Division Santa Ana College	Effective: May 2, 2017 Amount: \$200.00 Reason: Other Instructional Support Services-English (Project #2058)
Wagner, Joyce Professor, Mathematics Mathematics & Sciences Division Santiago Canyon College	Effective: May 19, 2017 Amount: \$250.00 Reason: Curriculum Development (Project #2058)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Williams, Alison
Professor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Effective: May 19, 2017
Amount: \$250.00
Reason: Curriculum Development
(Project #2058)

Summer Stipend

Frost, Alicia
Professor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Effective: June 19, 2017
Amount: \$3,600.00
Reason: Staff Development
(Project #2549)

Williams, Alison
Professor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Effective: June 19, 2017
Amount: \$3,600.00
Reason: Staff Development
(Project #2549)

Part-time Hourly New Hires/Rehires

Lee, Gower B.
Instructor, Education
Counseling & Student Support Services Division
Santiago Canyon College

Effective: July 03, 2017
Hourly Non-Instructional Rate: II-3 \$29.14

Morgan, Kaitlin A.
Instructor, Biology
Mathematics & Sciences Division
Santiago Canyon College

Effective: August 21, 2017
Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46

Sandoval, Nancy N.
Instructor, Citizenship
Continuing Education Division (CEC)
Santa Ana College

Effective: May 30, 2017
Hourly Lecture Rate: I-3 \$47.94

Sultan, Hani N.
Instructor, Computer Science
Business & Career Technical Education Division
Santiago Canyon College

Effective: August 21, 2017
Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46

Tran, Duy Q.
Instructor, Computer Science
Business & Career Technical Education Division
Santiago Canyon College

Effective: June 19, 2017
Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46

FACULTY (CONT'D)

Part-time Hourly New Hires/Rehires (cont'd)

Williams, Frances M. Effective: June 13, 2017
Instructor, Older Adults/Nutrition Hourly Lecture Rate: II-3 \$49.14
Continuing Education Division (CEC)
Santa Ana College

Non-paid Instructors of Record

Anderson, Jonathan Effective: May 22, 2017
Instructor, Fire Technology (equivalency)
California State Parks, Lifeguard
Human Services & Technology Division
Santa Ana College

Garcia, Timothy R. Effective: June 5, 2017
Instructor, Apprenticeship (equivalency)
So Cal Surveyors Joint Apprenticeship
Business & Career Technical Education Division
Santiago Canyon College

Kramer, Kenneth M. Effective: May 22, 2017
Instructor, Fire Technology (equivalency)
California State Parks, Lifeguard
Human Services & Technology Division
Santa Ana College

Ortega, Joshua A. Effective: May 22, 2017
Instructor, Fire Technology (equivalency)
City of Costa Mesa Fire & Rescue
Human Services & Technology Division
Santa Ana College

Snyder, Danielle D. Effective: May 22, 2017
Instructor, Fire Technology (equivalency)
California State Parks, Lifeguard
Human Services & Technology Division
Santa Ana College

Non-paid Intern Service

Vazquez, Kenia Effective: August 28 – December 15, 2017
Intern, Human Services College Affiliation: CSU, Dominguez Hills
Extended Opportunities Programs & Services Discipline: Human Services
Student Services
Santa Ana College

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2017/2018 Chancellor Interim Salary Schedule
 Effective July 1, 2017

TITLE	Annual Base Salary
Chancellor	\$268,257.31

ADDITIONAL COMPENSATION		
Housing Allowance:	\$31,855.42	Annually
Professional Expense Allowance:	\$6,371.11	Annually
Cell Phone:	\$1,274.25	Annually
Tax Sheltered Annuity:	\$6,689.62	Annually

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

2017/2018 CABINET INTERIM ANNUAL SALARY SCHEDULE
Effective July 1, 2017

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Vice Chancellor, Human Resources	\$176,577.33	\$183,465.55	\$190,624.13	\$198,091.71	\$205,855.42	\$213,928.16	\$222,322.75
Vice Chancellor, Business Operations & Fiscal Services	\$176,577.33	\$183,465.55	\$190,624.13	\$198,091.71	\$205,855.42	\$213,928.16	\$222,322.75
Vice Chancellor, Educational Services	\$176,577.33	\$183,465.55	\$190,624.13	\$198,091.71	\$205,855.42	\$213,928.16	\$222,322.75
President, Santa Ana College	\$176,577.33	\$183,465.55	\$190,624.13	\$198,091.71	\$205,855.42	\$213,928.16	\$222,322.75
President, Santiago Canyon College	\$176,577.33	\$183,465.55	\$190,624.13	\$198,091.71	\$205,855.42	\$213,928.16	\$222,322.75

ADDITIONAL COMPENSATION

Tax Sheltered Annuity: \$563.79 per month

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
MANAGEMENT INTERIM ANNUAL SALARY SCHEDULE
Effective July 1, 2017**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
R	\$51,397.60	\$53,972.65	\$56,663.55	\$59,496.08	\$62,444.51	\$65,586.04	\$68,856.31
Q	\$53,316.01	\$55,968.29	\$58,762.20	\$61,723.49	\$64,813.53	\$68,045.18	\$71,457.10
P	\$55,324.53	\$58,092.69	\$61,002.47	\$64,041.01	\$67,246.93	\$70,620.21	\$74,160.89
O	\$57,551.94	\$60,423.10	\$63,448.75	\$66,603.17	\$69,937.84	\$73,452.74	\$77,122.17
N	\$60,101.22	\$63,113.99	\$66,255.53	\$69,577.32	\$73,053.62	\$76,710.16	\$80,546.96
M	\$62,753.50	\$65,907.92	\$69,191.06	\$72,654.49	\$76,285.27	\$80,096.33	\$84,100.49
L	\$65,817.78	\$69,100.94	\$72,564.35	\$76,182.29	\$79,980.45	\$83,984.63	\$88,194.80
K	\$69,152.46	\$72,615.86	\$76,220.91	\$80,031.95	\$84,036.12	\$88,259.17	\$92,675.37
J	\$72,860.50	\$76,491.28	\$80,328.08	\$84,332.26	\$88,555.29	\$92,984.36	\$97,632.29
I	\$76,813.16	\$80,649.96	\$84,692.76	\$88,915.81	\$93,357.74	\$98,044.28	\$102,936.86
H	\$81,280.84	\$85,349.40	\$89,623.94	\$94,104.51	\$98,803.94	\$103,747.98	\$108,936.68
G	\$86,186.27	\$90,499.44	\$95,018.64	\$99,769.55	\$104,752.24	\$110,005.33	\$115,503.01
F	\$91,529.46	\$96,125.89	\$100,928.33	\$105,975.39	\$111,279.95	\$116,842.01	\$122,674.46
E	\$98,507.79	\$103,438.98	\$108,614.79	\$114,048.11	\$119,738.94	\$125,738.74	\$132,021.83
D	\$109,400.19	\$113,777.73	\$118,335.53	\$123,060.73	\$127,991.88	\$133,103.33	\$138,433.66
C	\$118,129.53	\$122,841.85	\$127,747.27	\$132,858.71	\$138,176.14	\$143,699.58	\$149,454.78
B	\$126,807.39	\$131,867.31	\$137,146.13	\$142,618.08	\$148,321.77	\$154,257.22	\$160,437.30
A	\$135,459.48	\$140,867.05	\$146,519.24	\$152,377.43	\$158,454.50	\$164,801.96	\$171,394.03

Based on 12
Month/Year

Cola: 1.06%

Board Approved: June 12, 2017

Title	Grade	Position	Designation	Title	Grade	Position	Designation
Accounting Manager - Accounts Payable	G	Classified	Supervisory	Director of Grants	F	Classified	Supervisory
Accounting Manager - Payroll	G	Classified	Supervisory	Director, Academic Support	D	Classified	Supervisory
Assistant Dean, Admissions & Records	E	Academic	Administrative	Director, ACT/Corporate Training	F	Classified	Supervisory
Assistant Dean, Financial Aid, Scholarship & Veterans	E	Academic	Administrative	Director, Auxiliary Services	F	Classified	Supervisory
Assistant Dean, Criminal Justice Academies	F	Academic	Administrative	Director, Business & Career Technical Education	H	Classified	Supervisory
Assistant Dean, Fire Technology	F	Academic	Administrative	Director, Child Development Services Quality Assurance	F	Academic	Supervisory
Assistant Dean, Student Services	E	Academic	Administrative	Director, College Advancement	G	Classified	Supervisory
Assistant Director, Athletics & Sports Information	I	Classified	Supervisory	Director, College Research	F	Classified	Supervisory
Assistant Director, OC Small Business Development Center	L	Classified	Supervisory	Director, Continuing Education Support Services	H	Classified	Supervisory
Assistant Director, Small Business Initiative	L	Classified	Supervisory	Director, Digital Media Center	E	Classified	Supervisory
Assistant to the Executive Vice Chancellor	M	Classified	Confidential	Director, District Research, Planning & Institutional Effectiveness	F	Classified	Supervisory
Assistant to the President	M	Classified	Confidential	Director, Employment Services, Equity & Diversity	F	Classified	Supervisory
Assistant to the Vice Chancellor	M	Classified	Confidential	Director, Facility Planning, District Construction & Support Services	C	Classified	Administrative
Assistant Vice Chancellor, Educational Services	A	Classified	Administrative	Director, Fire Instruction	H	Academic	Supervisory
Assistant Vice Chancellor, Facility Planning, District Construction & Support Services	A	Classified	Administrative	Director, Global Trade & Logistics Initiative	F	Classified	Supervisory
Assistant Vice Chancellor, Fiscal Services	A	Classified	Administrative	Director, Information Communications Technology/Digital Media Initiative	F	Classified	Supervisory
Assistant Vice Chancellor, Human Resources	A	Classified	Administrative	Director, Information Systems	D	Classified	Supervisory
Assistant Vice Chancellor, Information Technologies Services	A	Classified	Administrative	Director, Institute for Workforce Development	E	Classified	Supervisory
Associate Dean, Business & Career Technical Education	D	Academic	Administrative	Director, Los Angeles/Orange County Regional Consortia (LAOCRC) OC Director	C	Classified	Supervisory
Associate Dean, Disabled Student Programs & Services	D	Academic	Administrative	Director, Los Angeles/Orange County Regional Consortia (LAOCRC) LA Director	C	Classified	Supervisory
Associate Dean, EOPS	D	Academic	Administrative	Director, Network & Communications	D	Classified	Supervisory
Associate Dean, Financial Aid	D	Academic	Administrative	Director, Public Affairs & Publications	E	Classified	Supervisory
Associate Dean, Health Science & Nursing	D	Academic	Administrative	Director, Purchasing Services	F	Classified	Supervisory
Associate Dean, Instructional & Student Services	D	Academic	Administrative	Director, Retail, Hospitality & Tourism Initiative	F	Classified	Supervisory
Associate Dean, Student Development	D	Academic	Administrative	Director, Small Business Development Center	F	Classified	Supervisory
Associate Director I, Child Development Center	Q	Academic	Supervisory	Director, Small Business Initiative	F	Classified	Supervisory
Associate Director II, Child Development Center	O	Academic	Supervisory	Director, Special Programs	H	Classified	Supervisory
Associate Registrar	K	Classified	Supervisory	District Support Services Supervisor	I	Classified	Supervisory
Benefits Analyst	L	Classified	Confidential	Director, Workforce Education	C	Academic	Administrative
Bookstore Manager	J	Classified	Supervisory	Enrollment Reporting Manager	G	Classified	Supervisory
Budget Analyst	K	Classified	Confidential	Executive Assistant to the Board of Trustees	K	Classified	Confidential
Campus Budget Manager	H	Classified	Supervisory	Executive Assistant to the Chancellor	J	Classified	Confidential
Chief District Safety & Security	D	Classified	Supervisory	Executive Director, Child Development Services	C	Academic	Administrative
Custodial Supervisor	O	Classified	Supervisory	Executive Director, College Advancement	C	Classified	Supervisory
Dean, Arts, Humanities & Social Sciences	B	Academic	Administrative	Facilities Manager	I	Classified	Supervisory
Dean, Business	B	Academic	Administrative	Facilities Project Manager	E	Classified	Supervisory
Dean, Business & Career Technical Education	B	Academic	Administrative	Graphic Communications Manager	H	Classified	Supervisory
Dean, Counseling	B	Academic	Administrative	Human Resources Analyst	L	Classified	Confidential
Dean, Counseling & Student Support Services	B	Academic	Administrative	Internal Audit Manager	G	Classified	Supervisory
Dean, Enrollment & Support Services	B	Academic	Administrative	Inventory, Delivery & Storage Supervisor	L	Classified	Supervisory
Dean, Kinesiology, Health & Athletics	B	Academic	Administrative	Lieutenant District Safety & Security	H	Classified	Supervisory
Dean, Fine & Performing Arts	B	Academic	Administrative	Maintenance Supervisor	O	Classified	Supervisory
Dean, Human Services & Technology	B	Academic	Administrative	Manager, Budget, Forecasting & Analysis	G	Classified	Supervisory
Dean, Humanities & Social Sciences	B	Academic	Administrative	Manager, Fiscal Services	E	Classified	Supervisory
Dean, Institutional Effectiveness, Library & Learning Support Services	B	Academic	Administrative	Project Manager	E	Classified	Supervisory
Dean, Instruction & Student Services	B	Academic	Administrative	Publications and Electronic Media Manager	H	Classified	Supervisory
Dean, Mathematics & Sciences	B	Academic	Administrative	Public Information Officer	I	Classified	Supervisory
Dean, Science, Mathematics & Health Science	B	Academic	Administrative	Registrar	G	Classified	Supervisory
Dean, Student Affairs	B	Academic	Administrative	Risk Manager	H	Classified	Supervisory
Director I, Child Development Center	L	Academic	Supervisory	Sergeant District Safety & Security	K	Classified	Supervisory
Director II, Child Development Center	J	Academic	Supervisory	Vice President, Academic Affairs	A	Academic	Administrative
				Vice President, Administrative Services	A	Classified	Administrative
				Vice President, Continuing Education	A	Academic	Administrative
				Vice President, Student Services	A	Academic	Administrative

Position List Revised: March 13, 2017

**2017/2018 ADMINISTRATOR/ACADEMIC SUPERVISOR
STEP INCREASES
Effective July 1, 2017**

ATTACHMENT #4

NAME	TITLE	ASSIGNMENT	SITE	GRADE	STEP	SALARY
Castellon, Maria R.	Director I	SAC Early Childhood Education Center	SAC ECEC	L	7	\$88,194.80
Chitlik, Judyanne	Interim Vice Chancellor	Human Resources	DO	VC(2)	6	\$213,928.16
Coopman, Ronald G.	Asst Dean	Criminal Justice Academies	SAC	F	3	\$100,928.33
Cowan, Jerelyn	Director II	SAC Child Development Center	SAC	J	3	\$80,328.08
Dela Cruz, Maria	Assoc Dean	Counseling Division	SAC	D	2	\$113,777.73
Dominguez, Gary M.	Director	Fire Instruction	SAC	H	6	\$103,747.98
Kikawa, Eve S.	Dean	Fine & Performing Arts	SAC	B	5	\$148,321.77
Kosko, Christine F.	Dean	Instructional & Student Svcs	CEC	B	5	\$148,321.77
Lawson, Cassell A.	Dean	Business & Career Technical Education	SCC	B	3	\$137,146.13
Liang, Mark C.	Dean	Enrollment & Sup Svcs	SAC	B	5	\$148,321.77
Linnell, Janneth P.	Executive Director	Child Development Svcs	DO	C	4	\$132,858.71
Nguyen, Tuyen, K.	Asst Dean	Admissions & Records	SCC	E	4	\$114,048.11
Priest, Michelle A.	Dean	Science, Mathematics & Health Sciences	SAC	B	7	\$160,437.30
Pruznick, Jennifer L.	Assoc Director II	Early Head Start	DO	O	5	\$69,937.84
Rizvi, Syed A.	Dean	Enrollment & Sup Svcs	SCC	B	7	\$160,437.30
Van, Connie	Assoc Director II	Early Head Start	DO	O	7	\$77,122.17
Voelcker, Aaron J.	Dean	Institut'l Effectiveness, Library & Learning Sup Svcs	SCC	B	4	\$142,618.08
Winter, Alistair M.	Asst Vice Chancellor	Human Resources	DO	A	2	\$140,867.05

ATTACHMENT #5

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT							
MANAGEMENT/SUPERVISORY/CONFIDENTIAL - STEP INCREASES							
EFFECTIVE JULY 1, 2017							
Note: A Management/Supervisory/Confidential employee must be employed or receive a promotion before January 1st of a fiscal year to receive a step increment on July 1st of the next fiscal year. (Reference, Section 7131 of the Board Policy)							
	Colleague_ID	NAME	Grade	STEP	CURRENT RATE	NEW STEP	NEW RATE
1	1031041	ABEJAR, ESMERALDA	H	4	\$94,104.51	5	\$98,803.94
2	1058398	ALONZO, JOSEPH	H	2	\$85,349.40	3	\$89,623.94
3	2211121	BHANDARI, ARCHANA	D	4	\$123,060.73	5	\$127,991.88
4	2102865	COBURN, ALLISON	E	3	\$108,614.79	4	\$114,048.11
5	1067414	COVARUBIAS, DEISY	H	5	\$98,803.94	6	\$103,747.98
6	1026270	DAVIS, STUART	D	3	\$118,335.53	4	\$123,060.73
7	2258066	ESTRADA, BRENDA	H	1	\$81,280.84	2	\$85,349.40
8	1029353	GARCIA, ELVIA	M	3	\$69,191.06	4	\$72,654.49
9	1028362	GASCON, CHRISTINE	H	4	\$94,104.51	5	\$98,803.94
10	1027820	GOULDSMITH, KENNETH R.	K	2	\$72,615.86	3	\$76,220.91
11	1027130	HARSEN, ERIC A.	H	4	\$94,104.51	5	\$98,803.94
12	1025939	HOPKINS, DEAN A.	H	4	\$94,104.51	5	\$98,803.94
13	2231260	LOVE, JANICE	F	1	\$91,529.46	2	\$96,125.89
14	2154260	MANJARREZ, JANETH	H	2	\$85,349.40	3	\$89,623.94
15	1028082	MATHEWS, KIMBERLY	H	4	\$94,104.51	5	\$98,803.94
16	1030065	NGUYEN, PHUONG T.	G	5	\$104,752.24	6	\$110,005.33
17	1026531	ODEGARD, ESTHER	M	2	\$65,907.92	3	\$69,191.06
18	1145085	PACHECO, MANUEL	H	2	\$85,349.40	3	\$89,623.94
19	1028514	ROMERO, CHRISTINA R.	C	4	\$132,858.71	5	\$138,176.14
20	2231246	STEFFENS, JOHN	E	1	\$98,507.79	2	\$103,438.98
21	1026589	STEWART, LYNN	F	4	\$105,975.39	5	\$111,279.95
Approved: June 12, 2017							

EXECUTIVE DIRECTOR, DIGITAL MEDIA CENTER**CLASS SUMMARY**

Responsible for the direction, management and marketing of the RSCCD Digital Media Center, serving as the primary manager, developing, implementing, and updating the plan for the facility, including the direct management of the digital media business incubator, overall facility management, and facilitation of interaction with other facility educational functions. Implements workforce and economic development operations in accordance with the goals and objectives of the California Community College Chancellor's Office, Workforce and Economic Development Division's Doing What Matters and Strong Workforce Programs.

REPRESENTATIVE DUTIES**DEVELOPMENT AND IMPLEMENTATION OF INCUBATOR**

Responsible for the success of the Digital Media Center facility and daily operations of the digital media/technology incubator. Develops and implements incubator activities and programs, including a plan for the recruitment and nurturing of entrepreneurial businesses to reside in the incubator. Manages the recruiting, growth, and promotion of incubated businesses. Obtains and facilitates support services for incubated businesses from appropriate partners and business services. Serves as the primary spokesperson for the Digital Media Center to its Advisory Group, potential donors, business leaders, news media, and economic development agencies. Ensures coordination and interaction among the programs and functions of the facility. Interfaces with other facility functions and computer labs. Oversees primary coordination of facility maintenance and technology support. Manages incubator budget.

ADMINISTRATION AND MAINTENANCE OF PROJECTS

Works collaboratively with the community colleges Regional Consortia to align needs of employers with the programs and curricula offered. Collaborates with faculty to connect industry sector programs to employers, promote and strengthen curriculum and program alignment. Builds partnerships with the Workforce Development Boards and employers in the retail, hospitality, tourism, ICT/Digital Media and other related industries to determine skills gaps. Promotes integration of workforce training and employment, and development of on-the-job training opportunities for students in related programs at the colleges. Administers third-party, industry-based training and certifications to students and faculty in partnership with corporate programs. Implements strategic support to the colleges with online training modules and learning systems to strengthen career pathways. Supervises the budget, auditing timelines, and program evaluations. Serves on committees at the local, state and national level. Conducts special trainings and workshops as needed. Prepares reports to funding sources and college administration, and participates in the preparation of grant applications. Establishes and maintains administration planning and organizational procedures in accordance with state codes and related laws. Prepares a variety of reports, agendas, proposals and agreements as required. Assists in continuing funding sources.

OTHER RESPONSIBILITIES

Plans, develops and implements strategic marketing and public relations campaigns in conjunction with the college and District marketing teams to promote the Digital Media Center. Promotes career pathways offered through the colleges' CTE programs and the incubator. Develops rapport and maintains membership with appropriate professional organizations; participates in community activities related to areas of responsibility.

EXECUTIVE DIRECTOR, DIGITAL MEDIA CENTER

DESIRABLE QUALIFICATION GUIDE (CONT'D)

Writes clear and concise documents, reports, pamphlets and brochures. Develops content for website and social media accounts. Communicates effectively and works collaboratively with the community. Establishes strategic partnerships with governmental, educational, business and industry, and community agencies and organizations. Responsible for interpreting and implementing the rules and policies of the Board of Trustees and the directive of the Chancellor. Plans, develops and maintains the District's compliance with appropriate state and federal regulations and policies related to career and technical education programs. Maintains current knowledge of economic trends and labor market conditions to implement special projects.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Vice Chancellor of Educational Services and supervises the Digital Media Center incubator, and special projects staff. Incumbent also works with internal and external workforce and economic development service providers, employers, community organizations and educational leaders.

REQUIRED SKILLS AND QUALIFICATIONS

Training and Experience: Any combination of education and/or experience equivalent to a Master's degree in business management, marketing or related field, and a minimum of five years of experience in management, administration of grant programs and/or experience in the marketing of vocational education, contract education or other economic development programs. Experience with business incubation and/or business start-ups is preferred.

Knowledge and Abilities

Thorough knowledge of: principles of supervision and management, marketing, leadership, record keeping, accountability and program documentation, business plan development and implementation, program budgeting and facility management; federal and state regulations governing workforce education; statistical and financial procedures; supervision and training principles for staff.

Ability to: make program and procedural analyses; maintain records and documentation subject to external audit; execute promotional, marketing and public relations campaigns; communicate effectively in oral and written form; write and manage grants, yield digital media productions and integrate new technologies relating to business, media, production studios, and higher education. Demonstrate outstanding organizational skills; supervise the work of others. Demonstrate ability to resolve conflicts and solve problems, identify opportunities to improve programs. Envision and implement programs for the incubator and special projects associated with student-centered and revenue producing programs.

License: a valid California Motor Vehicle Operator's License.

**EXECUTIVE DIRECTOR
LOS ANGELES-ORANGE COUNTY REGIONAL CONSORTIUM**

CLASS SUMMARY

Reports to the designated administrator and provides leadership in the planning, organization, administration, evaluation, and policy development for career technical education, economic and workforce development programs and initiatives for the Los Angeles Orange County Regional Consortium. Reports to the designated administrator and provides leadership and advocacy for the planning, organization, administration, evaluation, and policy support for career technical education, economic and workforce development programs and initiatives for the LAOCRC.

REPRESENTATIVE DUTIES

Serves as Executive Director of the Los Angeles Orange County Regional Consortium (LAOCRC) and the main point of contact for the LAOCRC Chief Executive Officers. Responsible for the overall management of the LAOCRC and accountable for all of its functions. Manages the LAOCRC in conjunction with the Los Angeles and Orange County LAOCRC Directors, including organizing LAOCRC-wide meetings, developing and managing budgets, meeting reporting requirements, representing the LAOCRC at statewide meetings and other operating duties of the LAOCRC, policies, procedures, systems and timelines for the LAOCRC. Leads the process for strategic planning and implementation across the Los Angeles and Orange County region and ensures plan alignment with the Strong Workforce objectives and regional metrics. Responsible for supporting the LAOCRC directors with strengthening and expanding partnerships between LAOCRC and including but not limited to: business, industry, chambers, workforce development boards and economic development corporations. Collaborates with the LAOCRC Chief Executive Officers to advocate for additional funding opportunities. Increases value of the LAOCRC to all LAOCRC districts, colleges, and other regional stakeholders. Oversees budget development and approval and ensures fiscal transparency of all LAOCRC funds. Facilitates the timely completion of the regional program in partnership with the LAOCRC CRLC. Facilitates implementation of California Community Colleges Chancellor's Office career technical education, workforce and economic development initiatives. Collaborates with career technical education, workforce and economic development initiative directors and various workforce and economic development agencies in the region to identify and develop strategies to determine work-based needs for student readiness. Leads region into a process of program development that is proactive and yields the greatest economic gains for students, business, industry, county, region and other regional stakeholders. Communicates regularly with LAOCRC Chief Executive Officers and LAOCRC oversight committees. Responsible for the oversight of regional projects and helps facilitate, monitor, and leverage inter and intra-regional collaborations amongst districts, colleges, deans, faculty, sector navigators, deputy sector navigators and other regional talent. Supervises, monitors and evaluates the Los Angeles and Orange County LAOCRC Directors. Coordinates efforts between LAOCRC colleges and other regional stakeholders to generate additional funding opportunities for the LAOCRC and its colleges.

**EXECUTIVE DIRECTOR
LOS ANGELES-ORANGE COUNTY REGIONAL CONSORTIUM**

DESIRABLE QUALIFICATION GUIDE (CONT'D)

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Vice Chancellor of Educational Services.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum qualifications

A Master's degree in education, public administration, business, or a related field. At least five (5) years of progressively responsible administrative experience in a leadership position including grant management, planning and resource development, preferably in a public educational agency in scope and size similar to the LAOCRC.

REQUIRED SKILLS AND ABILITIES

Required Skills. Thorough knowledge of California Chancellor's Office, federal and state regulations governing workforce education; statistical and financial procedures; administration, supervision and training principles for staff. Communicate actual and proposed changes in regulations; understand and apply changing policies procedures, and guideline; write and speak effectively; make program and procedural analyses; maintain records and documentation subject to external audit; knowledge in grant management, monitoring, reporting and compliance at the community college level and state-funded workforce and economic development initiatives, community college fiscal services, standard practices and procedures.

Ability to: provide leadership, communicate well with a diverse group of people; be able to organize complex process and systems and communicate them clearly; cultivate and maintain positive relationships with senior leadership, administrators and staff across the region; be able to interpret budget reports and analyze information to track and anticipate budget management issues; facilitate problem solving one-on-one with chief executive officers from the private and public sectors, directors, colleges, and with community stakeholders; be able to supervise and assign staff to ensure effective and efficient operations.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2017/2018 FARSCCD INTERIM SALARY SCHEDULE
175 Day Contract Faculty
 Effective July 1, 2017 (Fall Semester)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$55,433.76	\$59,559.05	\$62,291.19	\$65,022.26	\$67,753.33	\$70,484.41	\$73,332.29
4	\$57,990.70	\$62,115.98	\$64,850.24	\$67,577.07	\$70,310.26	\$73,029.65	\$75,880.72
5	\$60,538.07	\$64,670.78	\$67,399.74	\$70,134.00	\$72,851.26	\$75,586.58	\$78,436.58
6	\$63,091.83	\$67,223.46	\$69,953.48	\$72,680.30	\$75,410.32	\$78,142.45	\$80,989.28
7	\$65,642.38	\$69,777.21	\$72,511.48	\$75,247.86	\$77,968.32	\$80,701.51	\$83,541.97
8	\$68,199.32	\$72,326.71	\$75,060.97	\$77,786.74	\$80,519.93	\$83,253.13	\$86,094.64
9	\$70,754.12	\$74,884.70	\$77,622.14	\$80,341.55	\$83,076.87	\$85,801.56	\$88,646.24
10	\$73,307.87	\$77,441.64	\$80,171.65	\$82,894.22	\$85,626.35	\$88,355.31	\$91,201.06
11	\$75,861.61	\$79,994.32	\$82,717.95	\$85,453.27	\$88,182.23	\$90,910.11	\$93,756.93
12	\$78,416.42	\$82,549.12	\$85,275.95	\$88,003.85	\$90,729.60	\$93,462.80	\$96,308.55
13		\$85,100.75	\$87,827.56	\$90,560.77	\$93,289.72	\$96,018.67	\$98,862.30
14		\$87,654.49	\$90,382.38	\$93,114.52	\$95,844.53	\$98,575.59	\$101,417.11
15		\$90,208.24	\$92,937.19	\$95,670.38	\$98,396.15	\$101,127.22	\$103,969.78
16				\$98,225.19	\$100,946.70	\$103,679.90	\$106,523.54
A						\$107,505.75	\$110,352.55
B						\$111,341.13	\$114,181.58
C						\$115,173.34	\$118,012.19

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

CLASS I a) Bachelor's degree
 b) CTE placement - appropriate minimum qualifications

CLASS II a) Master's degree
 b) Bachelor's degree plus 45 approved semester units earned after award of the degree
 c) CTE placement - appropriate minimum qualifications plus one of the following:
 1. Associate degree or 65 approved semester units plus six years approved work experience credit
 2. Bachelor's degree plus three years approved work experience credit

CLASS III a) Master's degree plus 15 approved semester units earned after award of the degree
 b) Bachelor's degree plus 49 approved semester units including a master's degree
 c) CTE placement - appropriate minimum qualifications plus one of the following:
 1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit
 2. Bachelor's degree plus six years approved work experience credit
 3. Completion of 15 approved semester units after initial placement on Class II

6.1 (20)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2017/2018 FARSCCD INTERIM SALARY SCHEDULE
175 Day Contract Faculty
Effective July 1, 2017 (Fall Semester)

- CLASS IV* a) Master's degree plus 30 approved semester units earned after award of the degree
b) Bachelor's degree plus 64 approved semester units including a master's degree
c) CTE placement - appropriate minimum qualifications plus one of the following:
 1. Bachelor's degree plus nine years approved work experience credit
 2. Completion of 15 approved semester units after initial placement on Class III
- CLASS V* a) Master's degree plus 45 approved semester units earned after award of the degree
b) Bachelor's degree plus 79 approved semester units including a master's degree
c) CTE placement - appropriate minimum qualifications plus one of the following:
 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
 2. Master's degree plus nine years approved work experience credit
 3. Completion of 15 approved semester units after initial placement on Class IV
- CLASS VI* a) Master's degree plus 60 approved semester units earned after award of the degree
b) Bachelor's degree plus 94 approved semester units including a master's degree
c) CTE placement - appropriate minimum qualifications plus one of the following:
 1. Master's degree plus 15 approved semester units plus nine years
 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V
- CLASS VII* a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2017/2018 FARSCCD INTERIM SALARY SCHEDULE
192 Day Contract Faculty
 Effective July 1, 2017 (Fall Semester)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$60,819.45	\$65,345.06	\$68,342.66	\$71,339.20	\$74,335.74	\$77,332.25	\$80,456.22
4	\$63,624.87	\$68,150.47	\$71,150.18	\$74,142.48	\$77,141.13	\$80,124.94	\$83,252.08
5	\$66,419.65	\$70,953.74	\$73,948.15	\$76,947.87	\$79,928.48	\$82,930.33	\$86,056.41
6	\$69,220.80	\$73,753.84	\$76,749.32	\$79,741.60	\$82,736.00	\$85,733.60	\$88,857.57
7	\$72,019.84	\$76,556.05	\$79,555.78	\$82,558.67	\$85,542.48	\$88,541.13	\$91,657.65
8	\$74,825.25	\$79,352.96	\$82,352.68	\$85,343.91	\$88,342.56	\$91,341.22	\$94,458.82
9	\$77,627.45	\$82,159.42	\$85,163.39	\$88,147.20	\$91,147.97	\$94,137.07	\$97,257.84
10	\$80,429.67	\$84,964.82	\$87,960.30	\$90,947.28	\$93,944.88	\$96,939.29	\$100,061.11
11	\$83,231.89	\$87,765.98	\$90,754.02	\$93,754.80	\$96,749.20	\$99,741.51	\$102,865.46
12	\$86,034.11	\$90,568.20	\$93,560.49	\$96,553.85	\$99,543.99	\$102,542.65	\$105,664.51
13		\$93,368.29	\$96,359.52	\$99,358.19	\$102,352.60	\$105,347.01	\$108,466.72
14		\$96,170.50	\$99,162.80	\$102,160.40	\$105,155.86	\$108,152.40	\$111,269.99
15		\$98,971.67	\$101,966.06	\$104,964.74	\$107,954.89	\$110,951.43	\$114,070.08
16				\$107,768.01	\$110,753.93	\$113,752.58	\$116,872.29
A						\$117,949.55	\$121,072.44
B						\$122,157.66	\$125,274.18
C						\$126,362.57	\$129,475.91

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

- CLASS I**
- a) Bachelor's degree
 - b) CTE placement - appropriate minimum qualifications
- CLASS II**
- a) Master's degree
 - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 1. Associate degree or 65 approved semester units plus six years approved work experience credit
 2. Bachelor's degree plus three years approved work experience credit
- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 49 approved semester units including a master's degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit
 2. Bachelor's degree plus six years approved work experience credit
 3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2017/2018 FARSCCD INTERIM SALARY SCHEDULE
192 Day Contract Faculty
Effective July 1, 2017 (Fall Semester)

- CLASS IV* a) Master's degree plus 30 approved semester units earned after award of the degree
b) Bachelor's degree plus 64 approved semester units including a master's degree
c) CTE placement - appropriate minimum qualifications plus one of the following:
 1. Bachelor's degree plus nine years approved work experience credit
 2. Completion of 15 approved semester units after initial placement on Class III
- CLASS V* a) Master's degree plus 45 approved semester units earned after award of the degree
b) Bachelor's degree plus 79 approved semester units including a master's degree
c) CTE placement - appropriate minimum qualifications plus one of the following:
 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
 2. Master's degree plus nine years approved work experience credit
 3. Completion of 15 approved semester units after initial placement on Class IV
- CLASS VI* a) Master's degree plus 60 approved semester units earned after award of the degree
b) Bachelor's degree plus 94 approved semester units including a master's degree
c) CTE placement - appropriate minimum qualifications plus one of the following:
 1. Master's degree plus 15 approved semester units plus nine years
 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V
- CLASS VII* a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2017/2018 FARSCCD INTERIM SALARY SCHEDULE
225 Day Contract Faculty
 Effective July 1, 2017 (Fall Semester)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$71,272.30	\$76,576.22	\$80,088.83	\$83,600.36	\$87,111.88	\$90,623.42	\$94,284.67
4	\$74,559.77	\$79,863.72	\$83,379.48	\$86,885.71	\$90,399.36	\$93,896.04	\$97,561.55
5	\$77,835.58	\$83,149.07	\$86,657.41	\$90,173.19	\$93,666.66	\$97,183.51	\$100,847.95
6	\$81,118.82	\$86,430.18	\$89,940.65	\$93,446.88	\$96,956.28	\$100,468.86	\$104,129.06
7	\$84,397.81	\$89,714.48	\$93,229.19	\$96,748.16	\$100,245.88	\$103,759.53	\$107,411.23
8	\$87,685.27	\$92,992.40	\$96,507.12	\$100,012.27	\$103,525.92	\$107,040.65	\$110,693.40
9	\$90,969.58	\$96,280.94	\$99,799.90	\$103,296.58	\$106,813.41	\$110,316.45	\$113,974.52
10	\$94,253.87	\$99,568.44	\$103,077.82	\$106,578.74	\$110,091.34	\$113,599.69	\$117,258.82
11	\$97,537.10	\$102,850.60	\$106,352.58	\$109,869.41	\$113,377.77	\$116,885.05	\$120,545.23
12	\$100,821.41	\$106,134.88	\$109,641.12	\$113,148.39	\$116,652.51	\$120,167.20	\$123,825.27
13		\$109,416.00	\$112,921.17	\$116,435.87	\$119,944.23	\$123,452.58	\$127,109.58
14		\$112,699.23	\$116,206.53	\$119,719.11	\$123,229.59	\$126,740.05	\$130,393.87
15		\$115,982.47	\$119,490.82	\$123,005.53	\$126,509.63	\$130,021.17	\$133,676.04
16				\$126,289.83	\$129,788.62	\$133,303.33	\$136,959.28
A						\$138,221.81	\$141,882.53
B						\$143,153.04	\$146,805.79
C						\$148,081.07	\$151,730.65

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

- CLASS I**
- a) Bachelor's degree
 - b) CTE placement - appropriate minimum qualifications
- CLASS II**
- a) Master's degree
 - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 - 1. Associate degree or 65 approved semester units plus six years approved work experience credit
 - 2. Bachelor's degree plus three years approved work experience credit
- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 49 approved semester units including a master's degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 - 1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit
 - 2. Bachelor's degree plus six years approved work experience credit
 - 3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2017/2018 FARSCCD INTERIM SALARY SCHEDULE
225 Day Contract Faculty
Effective July 1, 2017 (Fall Semester)

- CLASS IV**
- a) Master's degree plus 30 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 64 approved semester units including a master's degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 - 1. Bachelor's degree plus nine years approved work experience credit
 - 2. Completion of 15 approved semester units after initial placement on Class III
- CLASS V**
- a) Master's degree plus 45 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 79 approved semester units including a master's degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 - 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
 - 2. Master's degree plus nine years approved work experience credit
 - 3. Completion of 15 approved semester units after initial placement on Class IV
- CLASS VI**
- a) Master's degree plus 60 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 94 approved semester units including a master's degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 - 1. Master's degree plus 15 approved semester units plus nine years
 - 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V
- CLASS VII**
- a) Doctorate degree

2017/2018 FARSCCD INTERIM CREDIT SUMMER SALARY SCHEDULE "A"

Effective June 18, 2018

TEACHING

(Lecture Hour Equivalent [LHE] = 18 times the hourly rate)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$76.99	\$82.72	\$86.52	\$90.31	\$94.10	\$97.89	\$101.85
4	\$80.54	\$86.27	\$90.07	\$93.86	\$97.66	\$101.43	\$105.39
5	\$84.08	\$89.82	\$93.61	\$97.40	\$101.18	\$104.98	\$108.93

LAB

(Equivalent to 0.90 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$69.29	\$74.46	\$77.87	\$81.28	\$84.70	\$88.11	\$91.67
4	\$72.49	\$77.65	\$81.07	\$84.47	\$87.89	\$91.29	\$94.85
5	\$75.67	\$80.84	\$84.26	\$87.67	\$91.07	\$94.49	\$98.05

COUNSELING/

LIBRARIAN/NURSING

(Equivalent to .085 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$65.44	\$70.32	\$73.54	\$76.76	\$79.99	\$83.21	\$86.57
4	\$68.46	\$73.33	\$76.56	\$79.78	\$83.00	\$86.21	\$89.58
5	\$71.46	\$76.35	\$79.58	\$82.79	\$86.01	\$89.24	\$92.59

NON-TEACHING

(Equivalent to 0.5 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$38.50	\$41.36	\$43.26	\$45.16	\$47.05	\$48.95	\$50.93
4	\$40.28	\$43.14	\$45.03	\$46.93	\$48.83	\$50.71	\$52.70
5	\$42.04	\$44.92	\$46.81	\$48.71	\$50.60	\$52.50	\$54.47

Schedule A applies to all academic college credit faculty who were employed on contract during the preceding academic year. All laboratory classes will be compensated at 0.90 of a lecture hour. Compensation for health services faculty, counselors, and librarian assignments will be computed at .85 of a lecture hour.

Placement on Schedule A is according to class and step placement as of the spring semester immediately preceding summer school.

A maximum assignment of 1.5 LHE per week will be allowed for all instructors, up to a maximum of 12 LHE for the summer program. This is a weekly assigned maximum, not an average or aggregate of total weeks taught during a summer session.

A maximum of twenty seven (27) hours per week will be allowed for all counselors. Combined counseling and instructional assignments shall be subject to the 27 hour limit. Assignments during the summer session shall be 100% student contact unless modified by mutual agreement with the appropriate administrator.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2017/2018 FARSCCD INTERIM CREDIT SUMMER SALARY SCHEDULE "A"
Effective June 18, 2018

ATTACHMENT #11

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2017/2018 FARSCCD INTERIM NON-CREDIT
SUMMER SALARY SCHEDULE "C"
 Effective May 29, 2018

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$86.62	\$93.06	\$97.33	\$101.60	\$105.87	\$110.13	\$114.58
4	\$90.61	\$97.05	\$101.33	\$105.59	\$109.86	\$114.11	\$118.57
5	\$94.59	\$101.05	\$105.31	\$109.58	\$113.83	\$118.11	\$122.56

Schedule C applies to all college non-credit full-time employees who were employed on contract during the preceding academic year and are continuing on contract for the ensuing academic year.

Placement on Schedule C is according to class and step placement as of the spring semester immediately preceding summer school.

Full-time instructors assigned to teach the course, Learning Disabilities Laboratory, shall be paid at 0.85 of the appropriate rate on this schedule.

A summer session assignment shall not exceed a total of 170 hours.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2017/2018 FARSCCD INTERIM SALARY SCHEDULE "B"
PART-TIME/BEYOND CONTRACT
 Effective July 1, 2017 (Fall Semester)

TEACHING	(Lecture Hour Equivalent [LHE] = 18 times the hourly rate)			
	Column I	Column II	Column III	Column IV
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1				
2				
3	\$55.51	\$58.29	\$61.20	\$64.25
4	\$58.29	\$61.20	\$64.25	\$67.47
5	\$61.20	\$64.25	\$67.47	\$70.84

LAB	(Equivalent to 0.90 of a lecture hour)			
	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1				
2				
3	\$49.96	\$52.46	\$55.08	\$57.83
4	\$52.46	\$55.08	\$57.83	\$60.72
5	\$55.08	\$57.83	\$60.72	\$63.76

COUNSELING/ LIBRARIAN/NURSING	(equivalent to 0.85 of a lecture hour)			
	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1				
2				
3	\$47.18	\$49.54	\$52.02	\$54.62
4	\$49.54	\$52.02	\$54.62	\$57.35
5	\$52.02	\$54.62	\$57.35	\$60.22

NON-TEACHING	(equivalent to 0.5 of a lecture hour)			
	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1				
2				
3	\$27.76	\$29.14	\$30.60	\$32.13
4	\$29.14	\$30.60	\$32.13	\$33.73
5	\$30.60	\$32.13	\$33.73	\$35.42

Schedule B applies to all non-contract college credit academic employees. Extra pay assignments beyond the regular contract load during the fall and spring semesters shall be paid at the established lecture hour equivalent (LHE) or fraction thereof. Part-time laboratory assignments shall be paid at 0.90 of the LHE rate. Part-time assignments in library, health services, and counseling shall be paid at 0.85 of the LHE rate.

The hourly pay rate for **part-time psychologists** who are college counselors assigned specifically to provide psychological services through the Health Centers will be **\$72.57**.

Initial placement for faculty is at step 3, with advancement occurring every two (2) semesters of part-time/beyond contract work.

Rancho Santiago Community College District
2017/2018 CSEA 888 INTERIM SALARY SCHEDULE
CHILD DEVELOPMENT CENTER TEACHERS
 Effective July 1, 2017

TEACHER

STEP	ASSOCIATE TEACHER	PERMIT	AA	BA
1	\$23,877.73	\$31,223.33	\$32,786.41	\$34,425.68
2	\$24,626.55	\$32,035.44	\$33,596.41	\$35,235.67
3	\$25,375.39	\$32,847.57	\$34,409.59	\$36,048.86
4	\$26,122.06	\$33,660.76	\$35,220.64	\$36,859.91
5	\$26,871.98	\$34,470.74	\$36,031.70	\$37,672.03
6	\$27,620.80	\$35,283.93	\$36,844.88	\$38,484.15
7	\$28,367.46	\$36,096.05	\$37,655.94	\$39,296.27
8	\$29,117.37	\$36,907.11	\$38,469.13	\$40,108.40
9	\$29,864.05	\$37,719.24	\$39,279.12	\$40,919.46
10	\$30,612.88	\$38,530.29	\$40,091.24	\$41,731.59
11	\$31,359.56	\$39,343.49	\$40,905.51	\$42,543.70
12	\$32,109.46	\$40,154.54	\$41,716.56	\$43,353.68

MASTER TEACHER

STEP	AA	BA	MA
1	\$37,939.16	\$39,835.90	\$41,829.20
2	\$38,786.69	\$40,683.44	\$42,673.50
3	\$39,633.13	\$41,530.97	\$43,521.03
4	\$40,479.60	\$42,377.42	\$44,368.56
5	\$41,328.19	\$43,224.94	\$45,217.16
6	\$42,175.72	\$44,072.46	\$46,063.61
7	\$43,022.18	\$44,918.91	\$46,911.15
8	\$43,868.63	\$45,764.30	\$47,758.67
9	\$44,716.16	\$46,613.98	\$48,605.13
10	\$45,562.62	\$47,461.52	\$49,452.65
11	\$46,412.29	\$48,307.96	\$50,300.18
12	\$47,260.89	\$49,155.48	\$51,145.57

The annual rate will be paid in 12 equal monthly payments. A \$300/month stipend will be paid to the employee who serves in the capacity of Assistant Director. A \$500/month stipend will be paid to the employee who serves in the capacity of Site Supervisor.

**Rancho Santiago Community College District
2017/2018 CSEA 888 INTERIM HOURLY SALARY
SCHEDULE CHILD DEVELOPMENT CENTER TEACHERS
CHAPTER 888
Effective July 1, 2017**

TEACHER

STEP	ASSOCIATE TEACHER	PERMIT	AA	BA
1	\$14.42	\$18.86	\$19.80	\$20.79
2	\$14.87	\$19.34	\$20.29	\$21.27
3	\$15.32	\$19.84	\$20.78	\$21.77
4	\$15.77	\$20.33	\$21.27	\$22.26
5	\$16.23	\$20.81	\$21.76	\$22.75
6	\$16.68	\$21.31	\$22.25	\$23.24
7	\$17.13	\$21.80	\$22.74	\$23.73
8	\$17.58	\$22.28	\$23.23	\$24.22
9	\$18.03	\$22.78	\$23.72	\$24.71
10	\$18.48	\$23.27	\$24.21	\$25.20
11	\$18.94	\$23.76	\$24.71	\$25.69
12	\$19.39	\$24.25	\$25.19	\$26.18

MASTER TEACHER

STEP	AA	BA	MA
1	\$22.92	\$24.05	\$25.26
2	\$23.42	\$24.57	\$25.77
3	\$23.93	\$25.08	\$26.28
4	\$24.45	\$25.59	\$26.79
5	\$24.95	\$26.10	\$27.30
6	\$25.47	\$26.62	\$27.82
7	\$25.98	\$27.12	\$28.33
8	\$26.49	\$27.64	\$28.84
9	\$27.00	\$28.15	\$29.35
10	\$27.52	\$28.67	\$29.87
11	\$28.02	\$29.17	\$30.37
12	\$28.54	\$29.68	\$30.89

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2017/2018 CEFA INTERIM HOURLY SALARY SCHEDULE
 EFFECTIVE JULY 1, 2017 (Fall Semester)

ATTACHMENT #16

INSTRUCTION	Column I	Column II	Column III
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 30
1			
2			
3	\$47.94	\$49.14	\$50.38
4	\$49.14	\$50.38	\$51.64
5	\$50.38	\$51.64	\$52.93

Non-credit counselor's salary paid by the district during 2008-2009 shall continue at that same rate until the schedule below increases to the 2008-2009 rate of pay. If any of the non-credit counselors leave the unit and return at a later date, their rate of pay will continue at what is was as of 2008-2009, or the schedule below, whichever is greater.

COUNSELING	Column I	Column II	Column III
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 30
1			
2			
3	\$40.75	\$41.77	\$42.82
4	\$41.77	\$42.82	\$43.89
5	\$42.82	\$43.89	\$44.99

NON-INSTRUCTION	Column I	Column II	Column III
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 30
1			
2			
3	\$23.97	\$24.58	\$25.19
4	\$24.58	\$25.19	\$25.82
5	\$25.19	\$25.82	\$26.47

COORDINATION OR CURRICULUM DEVELOPMENT	Column I	Column II
STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1	\$38.99	\$39.97

Placement on Salary Schedules

New unit members shall be placed on Step 3 of the appropriate class. Advancement to the next step shall occur upon

2017/2018 FARSCCD CONTRACT SALARY STEP INCREASES

ATTACHMENT #17

NAME	DISCIPLINE/ASSIGNMENT	LOC	CONT CLASS	17/18 CONT STEP	CONTRACT SALARY
Abbey, Troy	Kinesiology	SAC	VI	C(M)	\$115,173.34
Adams, Richard	English	SCC	VI	C(M)	\$115,173.34
Aguilar Beltran, Maria	Assessment Center	SAC	V	15	\$107,954.89
Alduenda, Leann	Dance	SAC	V	13	\$93,289.72
Andrade, Philippe	Political Science	SAC	VII	16(1)	\$106,523.54
Axtell, Christina	English	SAC	II	14	\$87,654.49
Baquero, Jaymie	Kinesiology	SAC	II	14	\$87,654.49
Beltran, Jennie	Biology	SAC	III	11	\$82,717.95
Bennett, Gary	English	SAC	VII	C(M)	\$118,012.19
Bennett, Sarah	Communications & Media Studies	SAC	II	12	\$82,549.12
Benson, Kyla	Family & Consumer Studies	SAC	II	12	\$82,549.12
Bootman, Ashly	English	SAC	II	13	\$85,100.75
Bradley, Kyle	Math	SAC	III	14	\$90,382.38
Breeden, Emma	Psychology	SCC	III	13	\$87,827.56
Briones, Michael	Music	SAC	II	6	\$67,223.46
Buechler, Michael	Manufacturing Technology	SAC	II	14	\$87,654.49
Campbell, Alondo	Sociology	SAC	VII	15	\$103,969.78
Campitelli-Smith, Melissa	Health & Wellness Center	SCC	VII	16(1)	\$116,872.29
Cannon, Christopher	Theatre Arts	SAC	VI	14	\$98,575.59
Canzona, Paula	Counseling	SAC	VI	C(M)	\$126,362.57
Carpio, Brenda	Political Science	SCC	VI	11	\$90,910.11
Castillo, Ricardo	Psychology	SAC	II	14	\$87,654.49
Chaidez, Maria	Counseling	SCC	III	9	\$85,163.39
Clark, Stephanie	Art/Digital Media	SAC	IV	13	\$90,560.77
Coffman, Jodi	Counseling	SAC	VII	B(1)	\$125,274.18
Corp, Richard	Math	SAC	III	13	\$87,827.56
Cotter, Matthew	Mathematics	SCC	II	10	\$77,441.64
Coyne, Claire	Geology	SAC	IV	16(M)	\$98,225.19
Crabill, Phillip	Counseling	SCC	VII	13	\$108,466.72
Crammer, Cale	Political Science	SCC	VI	12	\$93,462.80
Cummings, Reyna	Communication Studies	SAC	V	12	\$90,729.60
Danova, Veselka	Math	SCC	II	13	\$85,100.75
Daugherty, Seth	Library	SCC	IV	11	\$85,453.27
Deluna, Daniel	History	SAC	II	10	\$77,441.64
Dermody, Michael	TV/Video Communications	SAC	VI	11	\$90,910.11
Dibb, Patrick	Emergency Medical Technologies	SAC	V	13	\$93,289.72
Diller, Jeffrey	English	SAC	II	8	\$72,326.71
Dinh-Mahavongtrakul, Minhan	Biology	SAC	VII	5	\$78,436.58
Dufala, Christopher	Studio Arts	SAC	III	10	\$80,171.65
El Said, Nahla	Chemistry	SCC	VII	15	\$103,969.78
English, Noemi	Automotive Technology/Engine	SAC	II	13	\$85,100.75
Engstrom, Vanessa	Geography	SCC	III	13	\$87,827.56
Escobar, Dora	Counseling	SCC	VI	13	\$105,347.01
Estrada, Maria	EOPS	SAC	II	12	\$90,568.20
Foley, Denise	Biology	SCC	VII	B(1)	\$114,181.58
Fosmire, Edward	Art History	SAC	IV	13	\$90,560.77
Freese, Amy	Reading	SCC	V	12	\$90,729.60
Frizler, Karla	ESL	SCC	V	12	\$90,729.60
Funaoka, Marygrace	Human Dev/Education/School Age	SAC	VII	14	\$101,417.11
Galvan, Juana	EOPS	SCC	III	7	\$79,555.78
Gause, Tiffany	Sociology	SCC	II	10	\$77,441.64
Geissler, Joseph	Library	SCC	VI	C(M)	\$115,173.34
Gonzalez, Adrianna	ABE/Basic Skills	SAC	VI	11	\$90,910.11
Gonzalez, Haydee	Counseling	SAC	III	9	\$85,163.39
Govea-Von Velasco, Melissa	Women's Studies	SCC	III	12	\$85,275.95
Graham, Song	Counseling	SCC	VI	12	\$102,542.65
Guevara, Angela	Adults with Disabilities	SCC	IV	12	\$88,003.85
Gutierrez, Erika	Sociology	SCC	VI	12	\$93,462.80
Guzman, Kristen	History	SAC	VII	B(1)	\$114,181.58
Hager, Benjamin	Math	SAC	II	15(M)	\$90,208.24

2017/2018 FARSCCD CONTRACT SALARY STEP INCREASES

ATTACHMENT #17

Hall, Kathryn	English	SCC	IV	12	\$88,003.85
Harding, Glen	Computer Science	SAC	VII	C(M)	\$118,012.19
Hardy, Michelle	Human Dev/Early Childhood Ed/Child Dev	SAC	V	14	\$95,844.53
Hauscarriague, Anne	Math	SCC	VII	C(M)	\$118,012.19
Hedenberg, Lacy	Counseling	SCC	IV	11	\$93,754.80
Hernandez, Rosalba	Counseling	SCC	III	12	\$93,560.49
Higgins, Conor	English	SAC	III	7	\$72,511.48
Ho, Pao Fen	Library	SCC	VI	C(M)	\$115,173.34
Hoang, Susan	Library	SAC	VI	11	\$90,910.11
Hoffman, Elizabeth	Health & Wellness Center	SCC	VI	C(M)	\$126,362.57
Hostetter, Darren	Studio Arts	SAC	VI	13	\$96,018.67
Hovanitz, Eric	Geology	SCC	VII	C(M)	\$118,012.19
Huebsch, Mary	Communication Studies/Student Equity	SAC	VI	C(M)	\$115,173.34
Hyman, Deborah	Occupational Therapy Asst	SAC	II	14	\$87,654.49
James, Scott	Distance Education	SCC	II	12	\$90,568.20
Jang, Charles	Biology	SAC	VI	14	\$98,575.59
Janus, Louise	Learning Disabilities (DSPS)	SAC	III	15(M)	\$92,937.19
Johnson, Kimberly	Biology (Anatomy & Physiology)	SCC	II	13	\$85,100.75
Jones, Elliott	Music	SAC	VII	B(1)	\$114,181.58
Jones, Louise	Nursing	SAC	III	12	\$85,275.95
Jones, Vanessa	Math	SCC	II	15(M)	\$90,208.24
Kelley, Sara	English	SAC	II	9	\$74,884.70
Khalid, Donna	ASE Science	SAC	VII	12	\$96,308.55
King, Judith	Library	SAC	II	6	\$67,223.46
Kirchen, DeAnna	Accounting	SCC	VI	11	\$90,910.11
Knight, Annie	Library	SAC	II	13	\$85,100.75
Kossler, Wenona	Reading	SAC	VI	C(M)	\$115,173.34
Kowsari, Ali	Marketing	SAC	VI	6	\$78,142.45
Kramer, Jessica	Mathematics	SCC	IV	8	\$77,786.74
Kubicka-Miller, Jared	Communication	SCC	II	15(M)	\$90,208.24
Kushida, Cherylee	Distance Education	SAC	VI	C(M)	\$126,362.57
Lamourelle, Chantal	Human Development	SAC	III	12	\$85,275.95
Lamourelle, Regina	Human Dev	SCC	VII	C(M)	\$118,012.19
Lechuga, Janet	Math	SAC	II	15(M)	\$90,208.24
Lewis, Michael	ESL	SAC	VI	C(M)	\$115,173.34
Littlejohn, Stacey	Chemistry	SAC	IV	9	\$80,341.55
Lui, Rachel	Math	SAC	II	8	\$72,326.71
Macintyre, Michelle	Counseling	SAC	VI	13	\$105,347.01
Madrigal, Osiel	Workforce Development	SAC	VII	11	\$93,756.93
Malone, Charlie	American Sign Language	SCC	VI	14	\$98,575.59
Mandir, Joshua	Chemistry	SAC	VII	14	\$101,417.11
Marecek, Lynn	Math	SAC	VI	C(M)	\$115,173.34
Marr, John	Music/Music Theory/Digital Music Production	SAC	VI	14	\$98,575.59
Martin, Linda	Library & Information Science	SCC	V	13	\$93,289.72
Mathot, Sarah	Nutrition & Culinary Arts	SAC	IV	13	\$90,560.77
McCallick, Mark	Accounting	SAC	IV	14	\$93,114.52
McLean, Stephen	Water Utility Science	SCC	V	14	\$95,844.53
Meckes, Ana	Counseling	SAC	III	13	\$96,359.52
Medina, Moises	History	SAC	VI	12	\$93,462.80
Meloni, Jennifer	Physical Ftness/Wellness/Fire Technology	SAC	II	13	\$85,100.75
Mirbeik Sabzevary, Mohammadreza	Mathematics-Basic Skills	SAC	II	10	\$77,441.64
Mishal, Amit	Math	SAC	VII	13	\$98,862.30
Moreno, Alejandro	Counseling	SAC	III	12	\$93,560.49
Muir, Shannon	Counseling	SAC	VI	12	\$102,542.65
Murphy, Tim	Political Science	SAC	VII	C(M)	\$118,012.19
Nguyen, Kelly	Mathematics	SAC	II	12	\$82,549.12
Nguyen, Thu T.	Counseling	SAC	IV	14	\$102,160.40
Nguyen, Thu Van T.	Counseling	SAC	VI	C(M)	\$126,362.57
Nilles, Thomas	Kinesiology	SAC	II	13	\$85,100.75
Nyssen, Adam	Kinesiology	SAC	V	12	\$90,729.60
Oase, Daniel	CTE Business Skills	SCC	VI	8	\$83,253.13
Oertel, Patricia	Microbiology	SAC	VII	14	\$101,417.11
Papa, Elenor Gael	Nursing	SAC	VI	8	\$83,253.13

2017/2018 FARSCCD CONTRACT SALARY STEP INCREASES

Pastrana, Leo	Counseling	SAC	III	10	\$87,960.30
Patton, Carrie	HSS/Basic Skills	CEC	IV	15	\$95,670.38
Pecenkovic, Nidzara	English	SCC	III	12	\$85,275.95
Petrocelli, Rachel	History	SCC	VII	10	\$91,201.06
Pham, Elaine	ABE/HSS	SCC	V	9	\$83,076.87
Pierce, Cathryn	Communication Studies	SAC	II	13	\$85,100.75
Pineda, Maribel	Counseling	SAC	IV	10	\$90,947.28
Quach, Nguyen	CIS/Computer Science	SAC	V	13	\$93,289.72
Rabii-Rakin, Narges	History	SCC	VI	A(1)	\$107,505.75
Ro, Kelly	Math	SAC	VI	13	\$96,018.67
Robinson, Kristen	Paralegal	SAC	VII	13	\$98,862.30
Robledo, Joanna	Counseling	SAC	VI	15	\$110,951.43
Robledo, Reymundo	Counseling	SAC	VI	15	\$110,951.43
Rocke, Brandon	English	SAC	II	8	\$72,326.71
Roe, Maureen	English	SCC	VI	C(M)	\$115,173.34
Romero, Martin	Math	SAC	VII	14	\$101,417.11
Rudd, James	Automotive Technology/Engine	SAC	II	14	\$87,654.49
Rutan, Craig	Astronomy/Physics	SCC	VI	16(1)	\$103,679.90
Salcido, Andrew	Business/CIS	SCC	VI	C(M)	\$115,173.34
Salcido, Denise	ABE/HSS	SCC	II	9	\$74,884.70
Salgado, Susana	DSPS	SAC	VII	16(1)	\$116,872.29
Saterfield, Kalonji	Communication Studies	SAC	III	10	\$80,171.65
Scoggin, Sally	ESL	CEC	VI	C(M)	\$115,173.34
Seitz, Carol	Medical Asst Program	SAC	I	12	\$78,416.42
Serrano, Jr., Maximilano	Automotive Technology	SAC	IV	16(M)	\$98,225.19
Shields, Jolene	ABE/HSS	SCC	IV	14	\$93,114.52
Shirah, Melissa	Accounting	SCC	II	12	\$82,549.12
Siddiqui, Shereen	Women's Studies	SCC	VII	10	\$91,201.06
Simbro, Teresa	Nursing/Nat'l Council Licensing Examination/Tech	SAC	VI	C(M)	\$115,173.34
Simmerman, Stacy	English	SAC	II	12	\$82,549.12
Smith, Kimberly	Law	SAC	VII	11	\$93,756.93
Sosta, Rachel	English	SAC	II	15(M)	\$90,208.24
Sproat, Barbara	Library	SCC	VI	C(M)	\$115,173.34
Strong, John	Accounting	SAC	II	12	\$82,549.12
Sung, Linda	Accounting	SAC	IV	12	\$88,003.85
Sweeney, George	Math/Student Equity	SAC	VII	14	\$101,417.11
Taber, Alexander	Economics	SCC	VII	B(1)	\$114,181.58
Takahashi, Craig	Engineering	SAC	VII	B(1)	\$114,181.58
Takahashi, Mary Kathleen	Microbiology	SAC	VII	15	\$103,969.78
Tashima, John	ESL	CEC	III	14	\$90,382.38
Taylor, Michael R.	TV/Video Communications	SAC	IV	13	\$90,560.77
Tolentino, Justin	Mathematics	SAC	IV	12	\$88,003.85
Torneo, Nicole	Chemistry	SCC	V	13	\$93,289.72
Tragarz, Roberta	English	SCC	VI	C(M)	\$115,173.34
Tran, Melissa	English	SAC	VI	C(M)	\$115,173.34
Turner, Mark	Learning Disabilities (DSPS)	SAC	VI	14	\$98,575.59
Valdez, Susanne	Human Dev	SAC	V	16(M)	\$100,946.70
Valles, Rodrigo	Ethnic Studies	SAC	II	11	\$79,994.32
Vasquez, Michelle	Nursing (Obstetric/Pediatric)	SAC	V	9	\$83,076.87
Veyna, Angelina	History	SAC	VI	C(M)	\$115,173.34
Viera, Violeta	Counseling	SAC	VI	12	\$102,542.65
Vu, Vivien	DSPS	SCC	V	12	\$99,543.99
Walczak, Katharine	Learning Skills	SAC	IV	14	\$93,114.52
Weber, Merari	ESL	SAC	VII	12	\$96,308.55
Wright, Kelley	Math	SCC	VII	B(1)	\$114,181.58
Zook, Rochelle	Counseling/ULINK	SAC	VI	C(M)	\$126,362.57

2017/2018 CSEA 888
CHILD DEVELOPMENT CENTER TEACHER
STEP INCREASES
Effective July 1, 2017

ATTACHMENT #18

NAME	POSITION	CTR/SITE	GRADE	STEP	SALARY	HOURLY
Arreguin Lopez, Marybel	Master Teacher	CEC	MT/BA	6	\$44,072.46	\$26.62
Benavente, Nicole	Master Teacher	SAC ECEC	MT/BA	3	\$41,530.97	\$25.08
Cahill, Mary	Teacher	CEC	T/AA	9	\$39,279.12	\$23.72
Camson, Marian	Master Teacher	CEC	MT/BA	12	\$49,155.48	\$29.68
Candela, Catherine	Master Teacher	DO	MT/BA	6	\$44,072.46	\$26.62
Castaneda, Daisy	Master Teacher	SAC ECEC	MT/BA	10	\$47,461.52	\$28.67
Cervantes, Isela	Master Teacher	EHS/DO	MT/BA	6	\$44,072.46	\$26.62
Chavez, Erika	Master Teacher	SCC	MT/AA	3	\$39,633.13	\$23.93
Cordoba, Luz	Master Teacher	SAC ECEC	MT/BA	8	\$45,764.30	\$27.64
Covarrubias, Julisa	Master Teacher	DO	MT/BA	2	\$40,683.44	\$24.57
Escalera, Juana	Master Teacher	SAC ECEC	MT/BA	5	\$43,224.94	\$26.10
Gasca, Yolanda	Master Teacher	CEC	MT/BA	11	\$48,307.96	\$29.17
Gutierrez, Violeta	Master Teacher	SAC ECEC	MT/BA	3	\$41,530.97	\$25.08
Iniguez, Imelda	Master Teacher	SAC ECEC	MT/BA	8	\$45,764.30	\$27.64
Jorquera, Paz	Master Teacher	SAC ECEC	MT/AA	7	\$43,022.18	\$25.98
Lemus Vallejo, Cristina	Teacher	SAC ECEC	T/P	7	\$36,096.05	\$21.80
Mangali, Colleen	Master Teacher	SCC	MT/BA	7	\$44,918.91	\$27.12
Montalbetti de Perez, Laura	Master Teacher	DO	MT/BA	2	\$40,683.44	\$24.57
Nichols, Teresa	Acting Master Teacher	SAC EAST	T/BA	9	\$40,919.46	\$24.71
Ortiz, Consuelo	Master Teacher	CEC	MT/MA	3	\$43,521.03	\$26.28
Paz-Lugo, Artemisa	Master Teacher	CEC	MT/BA	7	\$44,918.91	\$27.12
Perez Zuniga, Elvia	Teacher	CEC	T/P	7	\$36,096.05	\$21.80
Racca, Lyn	Master Teacher	SAC ECEC	MT/BA	11	\$48,307.96	\$29.17
Ramirez, Lilia	Master Teacher	SAC EAST	MT/BA	3	\$41,530.97	\$25.08
Salinas, Keo	Master Teacher	SAC ECEC	MT/MA	8	\$47,758.67	\$28.84
Santamaria, Sandra	Master Teacher	DO	MT/AA	6	\$42,175.72	\$25.47
Witron, Briseyda	Master Teacher	SCC	MT/BA	1	\$39,835.90	\$24.05

17/18 FARSCCD
ATHLETIC COACHING STIPENDS
 Effective August 21, 2017

ATTACHMENT #19

NAME	COACHING ASSIGNMENT	SPORT	COLLEGE	ANNUAL STIPEND
Abbey, Troy	Head Coach	Volleyball	SAC	\$1,750.00
Baquero, Jaymie	Head Coach	Women's Soccer	SAC	\$1,750.00
Breig, David	Head Coach	Men's Basketball	SAC	\$1,750.00
Camarco, Lisa	Head Coach	Softball	SCC	\$1,750.00
Cummins, Shawn	Head Coach	Cross Country	SCC	\$1,750.00
Jones, Geoffrey	Asst Coach	Football	SAC	\$1,250.00
Luppani, Maria	Head Coach	Women's Basketball	SAC	\$1,750.00
Nilles, Thomas	Head Coach	Baseball	SAC	\$1,750.00
Nutter, Kim	Head Coach	Softball	SAC	\$1,750.00
Nyssen, Adam	Head Coach	Football	SAC	\$1,750.00
Woodhead, Ian	Head Coach	Women's Soccer	SCC	\$1,750.00

17/18 CSEA 888
CHILD DEVELOPMENT TEACHER STIPENDS
 Effective July 1, 2017

ATTACHMENT #20

NAME	TITLE	SITE	STIPEND DUTIES	ANNUAL STIPEND
Aguilera, Yolanda	Master Teacher	CEC	Site Supervisor	\$6,000.00
Arreguin Lopez, Marybel	Master Teacher	CEC	Site Supervisor	\$6,000.00
Cahill, Mary	Teacher	CEC	Master Teacher	\$900.00
Gasca, Yolanda	Master Teacher	CEC	Assistant Director	\$3,600.00
Lemus Vallejo, Cristina	Teacher	SAC ECEC	Master Teacher	\$900.00
McCann, Kathleen	Master Teacher	SCC	Assistant Director	\$3,600.00
Perez Zuniga, Elvia	Teacher	CEC	Master Teacher	\$900.00
Salinas, Keo	Master Teacher	SAC ECEC	Assistant Director	\$3,600.00

17/18 FARSCCD COORDINATOR STIPENDS

ATTACHMENT #21

NAME	COORDINATOR ASSIGNMENT	COLLEGE	ANNUAL STIPEND
Bautista, Steven	Center for Teacher Education	SAC	\$1,000.00
Hoffman, Elizabeth	Health & Wellness Center	SCC	\$1,000.00
Parolise, Michelle	Occupational Therapy Asst	SAC	\$1,000.00
Ross, Kristina	Physical Fitness/Wellness/Fire Technology	SAC	\$1,000.00
Sanabria, Reina	Puente Program	SAC	\$1,000.00
Sanchez-Gutierrez, Gabriela	EOPS	SAC	\$1,000.00
Shaffer, Catherine	MESA	SAC	\$1,000.00
Vargas, Martha	University Transfer Center	SAC	\$1,000.00
Wann, Teresa	Physical Fitness/Wellness/Fire Technology	SAC	\$1,000.00
Zarske, Monica	Speech, Language Pathology Asst Program	SAC	\$1,000.00

17/18 FARSCCD CONTRACT EXTENSION DAYS

ATTACHMENT #22

NAME	CONTRACT EXTENSION DUTIES	SITE	DAYS	DAILY RATE
Abbey, Troy	Head Coach	SAC	20	\$575.87
Aguilar Beltran, Maria	Coordinator	SAC	20	\$490.70
Baquero, Jaymie	Head Coach	SAC	20	\$438.28
Bautista, Steven	Coordinator	SAC	20	\$489.85
Breig, David	Head Coach	SAC	20	\$537.53
Camarco, Lisa	Head Coach	SCC	20	\$532.62
Cummins, Shawn	Head Coach	SCC	20	\$537.53
Garnett, Susan	Coordinator	CEC	5	\$464.69
Gonzalez, Adrianna	Coordinator	CEC	5	\$454.56
Hoffman, Elizabeth	Coordinator	SCC	14	\$574.38
Janio, Jaroslaw	Coordinator	CEC	5	\$532.62
Jenkins, Robert	Coordinator	CEC	5	\$464.69
Jones, Geoffrey	Asst Coach	SAC	13	\$451.04
Khalid, Donna	Coordinator	CEC	10	\$481.55
Kim, Henry	Coordinator	CEC	5	\$464.69
Lockhart, Ann	Coordinator	SAC	3	\$463.49
Luppani, Maria	Head Coach	SAC	20	\$451.04
Madrigal, Osiel	Coordinator	CEC	14	\$468.78
Madrigal, Romelia	Coordinator	SAC	20	\$451.04
Mirbeik Sabzevary, Mohammadreza	Coordinator	CEC	10	\$387.21
Morris-Pfyl, Sandy	Program Facilitator	SAC	25	\$504.74
Nilles, Thomas	Head Coach	SAC	20	\$425.50
Nutter, Kim	Head Coach	SAC	20	\$575.87
Nyssen, Adam	Head Coach	SAC	13	\$453.65
Pastrana, Leo	Counselor	SAC	10	\$399.82
Patton, Carrie	Coordinator	CEC	10	\$478.35
Quimzon, Eden	Coordinator	OEC	30	\$491.13
Ramirez, Marco	Coordinator	SAC	35	\$451.04
Sanabria, Reina	Counselor	SAC	10	\$536.14
Shaffer, Catherine	Coordinator	SAC	20	\$503.42
Shields, Jolene	Coordinator	OEC	24	\$465.58
Sneddon, Marta	Instruction	SAC	12	\$575.87
Tashima, John	Coordinator	CEC	10	\$451.91
Vargas, Martha	Coordinator	SAC	20	\$574.38
Weber, Merari	Coordinator	CEC	5	\$481.55
Woodhead, Ian	Head Coach	SCC	20	\$537.53

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
JUNE 12, 2017**

CLASSIFIED

2017-2018 CSEA Interim Salary Schedule Attachment #1

2017-2018 Miscellaneous Salary Schedule Attachment #2

2017-2018 CSEA Step Increases Attachment #3

New Appointment

Espinoza, Esther Senior Purchasing Clerk/ Purchasing/ District	Effective: June 1, 2017 Grade 8, Step 3 \$43,324.89
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Tran, Kieu Loan Admissions & Records Spec. III/ Admissions/ SCC	Effective: June 6, 2017 Grade 10, Step 4 \$49,556.47
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Tsao, Theresa Program Specialist/ Student Services/ SCC	Effective: July 5, 2017 Grade 8, Step 1 \$39,282.09
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Professional Growth Increments

Campbell, Amanda Transfer Center Specialist/ Counseling/ SCC	Effective: July 1, 2017 Grade 11, Step 5 + 4PG (2000) \$56,368.89
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Out of Class Assignment

Verduzco, Maria Administrative Secretary/ Continuing Ed./ CEC	Effective: 05/28/17 – 06/30/18 Grade 12, Step 5 + 7.5%L \$61,549.99
Meade, Esther International Student Program Specialist/ Enrollment/ SCC	Effective: 05/11/17 – 06/30/17 Grade 11, Step 2 + 1PG (500) \$47,417.05 07/01/17 – 06/29/18 Grade 11, Step 3 + 1PG (500) \$49,760.32

Return to Regular Assignment

Easter, Candi Accountant/ Fiscal Services/ District	Effective: 05/31/17 Grade 13, Step 6 + 2.5%L + 2PG (1000) \$ 65,810.63
Meade, Esther Admissions/Records Spec II/ Admissions/ SCC	Effective: 05/10/17 Grade 8, Step 3 + 1PG (500) \$43,824.89
Zambrano, Wendy Admissions & Records Specialist II/ Continuing Ed./ CEC	Effective: 05/21/17 Grade 8, Step 2 + 2.5%Bil \$42,296.48

Change in Position

Easter, Candi From: Accountant To: Senior Accountant (CI17-0949) Fiscal Services/ District	Effective: June 1, 2017 Grade 15, Step 5 + 2.5%L + 2PG (1000) \$69,677.38
Zambrano, Wendy From: Admissions/Records Spec II To: Admissions/Records Spec. III (CL17-0935) Continuing Ed./ CEC	Effective: May 22, 2017 Grade 10, Step 3 \$47,200.32

Leave of Absence

Lomeli, Elizabeth Student Services Specialist/ Student Services/ SAC	Effective: 07/01/17 – 08/31/17 Reason: 10 Month contract Non Work Days
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Ratification of Resignation/Retirement

Martinez, Evelyn Administrative Secretary/ Student Affairs/ SAC	Effective: June 2, 2017 Reason: Resignation
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CLASSIFIED HOURLY

New Appointments

Castaneda Ramirez, Cesar Senior Clerk/ Student Affairs/ SAC	Effective: May 22, 2017 19 Hours/Week 12 Months/Year Grade 8, Step A \$18.81/Hour
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CLASSIFIED HOURLY cont'd

New Appointments

Montes, Karina Instructional Assistant (CL16-0846) Continuing Ed./ OEC	Effective: May 24, 2017 Up to 19 Hours/Week School Session Grade 5, Step A \$16.78/Hour
Sanchez, Natalie Instructional Assistant (CL16-0902) Continuing Ed./ CEC	Effective: May 16, 2017 Up to 19 Hours/Week School Session Grade 5, Step A \$16.78/Hour

Temporary to Hourly Ongoing

Ramirez, Yiria Instructional Assistant (CL16-0725) Continuing Ed./ OEC	Effective: May 22, 2017 Up to 19 Hours/Week School Session Grade 5, Step A \$16.78/Hour
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Professional Growth Increments

Gilbert, Jessica Administrative Clerk/ Academic Affairs/ SCC	Effective: July 1, 2017 Grade 10, Step A + 4PG (1000) \$20.49/Hour + \$83.33/Mo. PG
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Ratification of Resignation/Retirement

Box, Shelly General Office Clerk/ EOPS/ SAC	Effective: May 30, 2017 Reason: Resignation
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TEMPORARY ASSIGNMENT

Akleh, Heba Learning Facilitator/ Humanities & Soc. Sci./ SAC	Effective: 07/03/17 – 06/30/18
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Bejarano, Monica Student Services Spec./ Student Services/ SAC	Effective: 07/03/17 – 12/29/17
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Bonilla, Jesse Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/17 – 06/30/18
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TEMPORARY ASSIGNMENT cont'd

Budean Zorilla, Bianca Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/17 – 06/30/18
Cordova, Aimee Electronic & Computer Tech I/ ITS/ District	Effective: 07/01/17 – 09/30/17
Coto, Gustavo District Safety Officer/ District	Effective: 07/01/17 – 06/30/18
Cruz, Alexandro District Safety Officer/ District	Effective: 07/01/17 – 06/30/18
Dang, Luan Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/17 – 06/30/18
Davis, Mark Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/17 – 06/30/18
De la Torre, Ivan Electronic & Computer Tech II/ ITS/ SAC	Effective: 07/01/17 – 12/31/17
Dearing, Alexander Learning Facilitator/ Humanities & Soc. Sci./ SAC	Effective: 07/03/17 – 06/28/18
Degraw, James Instructional Assistant/ Math & Science/ SCC	Effective: 06/13/17 – 06/30/17 07/01/17 – 08/30/17
Degraw, James Instructional Assistant/ Math & Science/ SCC	Effective: 06/13/17 – 06/30/17 07/03/17 – 08/31/17
Diaz, Vianney General Office Clerk/ Academic Affairs/ SAC	Effective: 06/13/17 – 06/30/17 07/01/17 – 06/30/18

TEMPORARY ASSIGNMENT cont'd

Dinh, Anh Instructional Assistant/ Humanities & Soc. Sci./ SAC	Effective: 07/03/17 – 06/28/18
Eaton, Michael District Safety Officer/ District	Effective: 07/01/17 – 06/30/18
Flores, Edgar Student Program Specialist/ Student Services/ SAC	Effective: 07/01/17 – 08/10/17
Garcia, Ana Student Services Spec./ Student Services/ SAC	Effective: 07/03/17 – 12/29/17
Gonzalez, Dania Instructional Assistant/ Humanities & Soc. Sci./ SAC	Effective: 07/03/17 – 06/28/18
Gray, Malcolm Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/17 – 06/30/18
Gutierrez, Carolina Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/17 – 06/30/18
Hashemi Tari, Seyed Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/17 – 06/30/18
Huynh, Shirley Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/17 – 06/30/18
Kim, Hyung Instructional Assistant/ Student Services/ SAC	Effective: 07/01/17 – 10/31/17
Landeros, Cristina Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/17 – 06/30/18

TEMPORARY ASSIGNMENT cont'd

Leal, Soraida General Office Clerk/ Science & Math/ SAC	Effective: 07/01/17 – 06/30/18
Lin, David District Safety Officer/ District	Effective: 07/01/17 – 06/30/18
Lopez, Christian Electronic & Computer Tech I/ ITS/ SAC	Effective: 07/01/17 – 12/31/17
Macias, Anthony Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/17 – 06/30/18
MacKowiak, Paige Administrative Clerk/ Human Services & Tech./ SAC	Effective: 07/03/17 – 09/29/17
Marasigan, Mary Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/17 – 06/30/18
Marcos Ramirez, Rodrigo Student Services Spec./ Student Services/ SAC	Effective: 07/03/17 – 12/27/17
Martinez Rizo, Guadalupe Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/17 – 06/30/18
Mir Eshghi, Touba Instructional Assistant/ Student Services/ SAC	Effective: 07/01/17 – 10/31/17
Mutuc, Benjamin District Safety Officer/ District	Effective: 07/01/17 - 06/0/18
Nelson, Nathan Instructional Assistant/ Student Services/ SAC	Effective: 07/01/17 – 10/31/17

TEMPORARY ASSIGNMENT cont'd

Nguyen, Quang Electronic & Computer Tech I/ ITS/ District	Effective: 07/03/17 – 09/30/17
Ochoa, Antonio Lifeguard/ Kinesiology/ SAC	Effective: 06/19/17 – 06/30/17 07/01/17 – 07/27/17
Pierot, Gregory Student Trustee/ District	Effective: 06/01/17 – 05/31/18
Pinedo, David District Safety Officer/ District	Effective: 07/01/17 – 06/30/18
Pule, Rocio Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/17 – 06/30/18
Ramirez, Miguel Student Program Spec./ Student Services/ SAC	Effective: 07/01/17 -12/31/17
Rangel, Kevin Instructional Assistant/ Humanities & Soc. Sci./ SAC	Effective: 07/03/17 – 06/28/18
Resendiz, Monica Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/17 – 06/30/18
Rich, Jacquelyn Instructional Assistant/ Student Services/ SAC	Effective: 07/01/17 – 10/31/17
Rios, Denise Instructional Assistant/ Student Services/ SAC	Effective: 07/01/17 – 10/31/17
Roman Sanchez, Karen Instructional Assistant/ Student Services/ SAC	Effective: 07/01/17 – 08/04/17

Additional Hours for Ongoing Assignment cont'd

Amaton, Jose Custodian/ Continuing Ed./ CEC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Avila, Edgar District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Ayala, Jose District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Barbery, Monika Counseling Assistant/ Continuing Ed. /CEC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Cabrera, Juan Learning Facilitator/ Humanities & Soc. Sci./ SAC	Effective: 07/03/17 – 06/28/18 Not to exceed 19 consecutive working days in any given period.
Cadenas, Abimael Instructional Assistant/ Continuing Ed./ CEC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Cadenas, Maria Admissions & Records Spec. I/ Continuing Ed./ CEC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Camarena, Evangelina Admissions & Records Spec. I/ Continuing Ed./ CEC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Chaikaew, Jarunee Instructional Assistant/ Continuing Ed./ CEC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Chang, Mary Instructional Assistant/ Continuing Ed./ CEC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Clayton, Joe District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.

Additional Hours for Ongoing Assignment cont'd

Counts, Christopher District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Danley, Nichole Instructional Assistant/ Continuing Ed./ CEC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Delgado, Juan District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Demar, John Learning Facilitator/ Humanities & Soc. Sci./ SAC	Effective: 07/03/17 – 06/29/18 Not to exceed 19 consecutive working days in any given period.
Duong, Thao Instructional Assistant/ Continuing Ed./ CEC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Escobar, Alfonso District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Escobar, David District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Esparza, Felipe Instructional Assistant/ Continuing Ed./ CEC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Farris, Karlene Instructional Center Tech./ Humanities & Soc. Sci./ SAC	Effective: 07/03/17 – 06/29/18 Not to exceed 19 consecutive working days in any given period.
Flores, Juan Instructional Assistant/ Continuing Ed./ CEC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Gandarilla, Frank Instructional Assistant/ Continuing Ed. CEC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.

Additional Hours for Ongoing Assignment cont'd

Gonzales, Freddie District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Gonzalez, Jaime District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Harris, Courtney District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Huyen, Thu Instructional Assistant/ Continuing Ed./ CEC	Effective: 05/22/17 – 06/30/17 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Lee, Patrick District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Lomeli, Elizabeth Student Services Spec./ Student Services/ SAC	Effective: 07/03/17 – 08/31/17 Not to exceed 19 consecutive working days in any given period.
Lopez Sotelo, Eduardo District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Martes, David District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Martinez, Daniel District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Medina La Rosa, Jorge Learning Facilitator/ Humanities & Soc. Sci./ SAC	Effective: 07/03/17 – 06/28/18 Not to exceed 19 consecutive working days in any given period.

Additional Hours for Ongoing Assignment cont'd

Montanez, Jesse District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Murphy, Aileen Learning Facilitator/ Humanities & Soc. Sci./ SAC	Effective: 07/03/17 – 06/28/18 Not to exceed 19 consecutive working days in any given period.
Palencia Funes, Debora Instructional Assistant/ Humanities & Soc. Sci./ SAC	Effective: 07/03/17 – 06/28/18 Not to exceed 19 consecutive working days in any given period.
Phan, David Learning Facilitator/ Humanities & Soc. Sci./ SAV	Effective: 07/03/17 – 06/29/18 Not to exceed 19 consecutive working days in any given period.
Pita, Lazaro District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Ruesga, Claudia Instructional Assistant/ Humanities & Soc. Sci./ SAC	Effective: 07/03/17 – 06/29/18 Not to exceed 19 consecutive working days in any given period.
Ryou Choi, Joohee Learning Facilitator/ Humanities & Soc. Sci./ SAC	Effective: 07/03/17 – 06/29/18 Not to exceed 19 consecutive working days in any given period.
Vu, Michelle Learning Facilitator/ Humanities & Soc. Sci. / SAC	Effective: 07/03/17 – 06/29/18 Not to exceed 19 consecutive working days in any given period.

Substitute Assignments

Avila, Edgar District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Ayala, Jose District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.

Substitute Assignments cont'd

Clayton, Joe District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Coto, Gustavo District Safety Officer/ District	Effective: 07/01/17 – 06/30/18
Counts, Christopher District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Cruz, Alexandro District Safety Officer/ District	Effective: 07/01/17 – 06/30/18
Delgado, Juan District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Eaton, Michael District Safety Officer/ District	Effective: 07/01/17 – 06/30/18
Escobar, Alfonso District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Escobar, David District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Gonzales, Freddie District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Gonzalez, Jaime District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Harris, Courtney District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.

Substitute Assignments cont'd

Lee, Patrick District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Lim, David District Safety Officer/ District	Effective: 07/01/17 – 06/30/18
Lopez Sotelo, Eduardo District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Martes, David District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Martinez, Daniel District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Montanez, Jesse District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Mutuc, Benjamin District Safety Officer/ District	Effective: 07/01/17 – 06/30/18
Ochoa, Antonio Lifeguard/ Kinesiology/ SAC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Ortiz Ruiz, Maria Science Storekeeper/Lab Tech/ Math & Science/ SCC	Effective: 06/19/17 – 06/20/17
Pinedo, David District Safety Officer/ District	Effective: 07/01/17 – 06/30/18
Pita, Lazaro District Safety Officer/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.

Substitute Assignments cont'd

Saldivar Chavez, Ruben Custodian/ Continuing Ed./ CEC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Talavera, Jose District Safety Officer/ District	Effective: 07/01/17 – 06/30/18
Turino, Christopher District Safety Officer/ District	Effective: 07/01/17 – 06/30/18
Uicab Noh, Jose Custodian/ Continuing Ed. / CEC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Vazquez, Evelyn District Safety Officer/ District	Effective: 07/01/17 – 06/30/18
Weathersby, Brandon District Safety Officer/ District	Effective: 07/01/17 – 06/30/18

MISCELLANEOUS POSITIONS

Beale, Divonte Coaching Assistant/ Kinesiology/ SAC	Effective: 05/15/17
Carbonaro, Juliana Community Services Presenter/ Continuing Ed./ SCC	Effective: 06/01/17
Flores, Ruby Residential Assistant III/ Student Services/ SAC	Effective: 07/01/17 – 08/04/17
Yglesias, Alyssa Coaching Assistant/ Kinesiology/ SAC	Effective: 06/13/17

Instructional Associates/Associate Assistants

Criminal Justice

Lee, Mark	Effective: 06/13/17
Perez, Jacob	Effective: 06/13/17

Instructional Associates/Associate Assistants cont'd

Fire Technology

King, Christopher

Effective: 06/13/17

COMMUNITY SERVICE PRESENTERS

Stipends Effective April 11 – May 10, 2017

Amsler, Brittany	Amount: \$ 244.02
Boggio Wooldridge, Alexandra	Amount: \$ 280.00
Cohen, Robert	Amount: \$ 152.69
Dewberry, Dorianne	Amount: \$ 689.04
Diebolt Price, Julie	Amount: \$ 336.69
Famolaro, Felix	Amount: \$ 1,071.00
Figueroa, Miguel	Amount: 734.70
Fischermilitaru, Mariana	Amount: \$ 684.75
Friebert, Martin	Amount: \$ 660.00
Gates, Alana	Amount: \$ 287.10
Goldman, Deborah	Amount: \$ 146.16
Gorman, Ron	Amount: \$ 344.52
Morgan, Analisa	Amount: \$ 105.00
Morgan, Analisa	Amount: \$ 550.00
Nolasco, Jeffrey	Amount: \$ 277.50
Perreault, Elizabeth	Amount: \$ 191.40
Raslan, Nayrouz	Amount: \$ 2,925.00
Rudd, James	Amount: \$ 518.10
Tran, Chi	Amount: \$ 369.61

COMMUNITY SERVICE PRESENTERS cont'd
Stipends Effective April 11 – May 10, 2017

Varela, Karen	Amount: \$ 518.88
Williams, Ronald	Amount: \$ 799.00

VOLUNTEERS

Sandoval, Maria	Effective: 07/01/17 – 06/30/18
Volunteer/ Kinesiology/ SAC	

SANTA ANA COLLEGE
STUDENT ASSISTANT LIST

Arriaza, Amy A.	Effective: 05/30/17-06/30/17
Carrillo, Vanessa G.	Effective: 05/30/17-06/30/17
Contreras, Eleazar	Effective: 05/30/17-06/30/17
Cruz, Jocelyn	Effective: 05/30/17-06/30/17
Galvan, Alma S.	Effective: 05/15/17-06/30/17
Garcia, Himbler J.	Effective: 05/30/17-06/30/17
Garcia Reyes, Jonathan R.	Effective: 05/22/17-06/30/17
Gomez Bernal, Marlen	Effective: 05/30/17-06/30/17
Magallon, Noemi	Effective: 05/30/17-06/30/17
Marin, Crystal L.	Effective: 05/30/17-06/30/17
Mendoza Ruiz, Severiano	Effective: 05/30/17-06/30/17
Monsisvais, Pamela	Effective: 05/30/17-06/30/17
Pineda, Noe M.	Effective: 05/22/17-06/30/17
Ramirez, Sylvia X.	Effective: 05/30/17-06/30/17
Rodriguez, Diana	Effective: 05/30/17-06/30/17
Romero, Aleyna R.	Effective: 05/30/17-06/30/17
Salazar, Angel	Effective: 05/30/17-06/30/17
Suarez Garcia, Viridiana I.	Effective: 05/30/17-06/30/17

Attachment #1

CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION
INTERIM CONTRACT ANNUAL SALARY SCHEDULE
 Effective: July 1, 2017

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	\$31,067.75	\$32,651.37	\$34,286.54	\$36,011.80	\$37,814.33	\$39,719.85
2	\$31,956.13	\$33,539.77	\$35,226.42	\$37,003.18	\$38,870.09	\$40,839.98
3	\$32,857.40	\$34,453.91	\$36,217.80	\$38,058.96	\$39,977.35	\$41,985.88
4	\$33,938.90	\$35,612.67	\$37,389.44	\$39,282.09	\$41,264.86	\$43,324.89
5	\$35,046.16	\$36,810.05	\$38,651.21	\$40,582.48	\$42,616.75	\$44,754.03
6	\$36,282.18	\$38,123.32	\$40,054.61	\$42,063.12	\$44,187.54	\$46,389.18
7	\$37,749.95	\$39,655.48	\$41,638.26	\$43,749.76	\$45,964.30	\$48,243.18
8	\$39,282.09	\$41,264.86	\$43,324.89	\$45,539.42	\$47,818.33	\$50,213.09
9	\$40,930.12	\$43,003.01	\$45,178.91	\$47,457.81	\$49,826.83	\$52,324.63
10	\$42,784.12	\$44,947.16	\$47,200.32	\$49,556.47	\$52,015.61	\$54,616.40
11	\$44,689.66	\$46,917.05	\$49,260.32	\$51,758.12	\$54,358.89	\$57,075.55
12	\$47,032.94	\$49,427.71	\$51,899.74	\$54,487.65	\$57,255.80	\$60,088.35
13	\$49,504.97	\$51,964.11	\$54,564.90	\$57,333.07	\$60,191.34	\$63,229.88
14	\$52,170.12	\$54,783.78	\$57,539.06	\$60,410.21	\$63,474.50	\$66,654.67
15	\$55,105.65	\$57,848.08	\$60,757.85	\$63,770.64	\$67,002.32	\$70,336.95
16	\$58,466.07	\$61,401.61	\$64,440.13	\$67,684.67	\$71,083.72	\$74,624.38
17	\$61,929.49	\$65,032.40	\$68,289.80	\$71,714.61	\$75,319.64	\$79,117.81
18	\$65,740.52	\$69,049.46	\$72,525.75	\$76,156.53	\$79,980.45	\$83,971.74
19	\$70,066.59	\$73,568.62	\$77,276.66	\$81,164.96	\$85,207.76	\$89,495.18
20	\$74,843.27	\$78,589.93	\$82,516.85	\$86,624.02	\$91,014.45	\$95,546.52
21	\$80,019.08	\$84,023.25	\$88,246.30	\$92,688.24	\$97,284.67	\$102,164.34
22	\$86,830.03	\$91,156.09	\$95,726.76	\$100,542.08	\$105,550.50	\$110,842.19

Based on 12 Month/Year

Service Recognition:

10 Years	2.5%
15 Years	5.0%
20 Years	7.5%
25 Years	10 %
30 Years	12.50%

Differential Pay:

Bilingual Requirement	2.5%
Swing Shift	5%
Graveyard Shift	7.5%

COLA 1.06%

Board Approved: June 12, 2017

Rancho Santiago Community College District
CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION
INTERIM HOURLY SALARY SCHEDULE
 Effective: July 1, 2017

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	\$12.56	\$12.88	\$13.20	\$13.51	\$13.82	\$14.13
A	\$14.42	\$14.79	\$15.14	\$15.50	\$15.86	\$16.22
1	\$14.88	\$15.26	\$15.62	\$16.00	\$16.37	\$16.74
2	\$15.30	\$15.69	\$16.06	\$16.45	\$16.83	\$17.21
3	\$15.74	\$16.14	\$16.52	\$16.92	\$17.32	\$17.71
4	\$16.25	\$16.66	\$17.07	\$17.48	\$17.89	\$18.29
5	\$16.78	\$17.20	\$17.62	\$18.04	\$18.45	\$18.88
6	\$17.38	\$17.82	\$18.25	\$18.69	\$19.12	\$19.55
7	\$18.08	\$18.53	\$18.98	\$19.43	\$19.89	\$20.34
8	\$18.81	\$19.28	\$19.75	\$20.22	\$20.69	\$21.16
9	\$19.60	\$20.10	\$20.58	\$21.07	\$21.57	\$22.05
10	\$20.49	\$21.01	\$21.52	\$22.03	\$22.54	\$23.05
11	\$21.41	\$21.94	\$22.48	\$23.01	\$23.55	\$24.08
12	\$22.52	\$23.09	\$23.65	\$24.21	\$24.77	\$25.34
13	\$23.71	\$24.30	\$24.90	\$25.49	\$26.08	\$26.68
14	\$24.99	\$25.61	\$26.24	\$26.87	\$27.49	\$28.11
15	\$26.39	\$27.06	\$27.71	\$28.38	\$29.03	\$29.69
16	\$28.00	\$28.70	\$29.41	\$30.11	\$30.80	\$31.50
17	\$29.66	\$30.40	\$31.14	\$31.88	\$32.62	\$33.36
18	\$31.48	\$32.26	\$33.06	\$33.84	\$34.62	\$35.41
19	\$33.56	\$34.40	\$35.24	\$36.08	\$36.92	\$37.76
20	\$35.85	\$36.75	\$37.64	\$38.54	\$39.43	\$40.33
21	\$38.33	\$39.28	\$40.25	\$41.20	\$42.16	\$43.12
22	\$41.59	\$42.63	\$43.67	\$44.71	\$45.75	\$46.79

Based on 12 Month/Year

Service Recognition:

10 Years 2.5%
 15 Years 5.0%
 20 Years 7.5%
 25 Years 10 %
 30Years 12.5%

Differential Pay:

Bilingual Requirement 2.5%

1.06% Cola

Board Approved: June 12, 2017

				Attachment #2
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT				
MISCELLANEOUS PAY SCHEDULE 2017-2018				
PROFESSIONAL EXPERTS:				
CHILD DEVELOPMENT				
Child Care Associate I			(Effect: 1/1/17)	\$10.50
Child Care Associate II			(Effect: 7/1/09)	\$12.00
Child Care Associate III			(Effect: 7/1/09)	\$15.00
Child Development Intern I			(Effect: 1/1/17)	\$10.75
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
COMMUNITY SERVICES				
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
CONTRACT EDUCATION				
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
INSTRUCTIONAL SUPPORT				
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
SMALL BUSINESS DEVELOPMENT CENTER				
Business Expert Professional			(Effect: 7/1/04)	\$40.00
Business Expert Professional II			(Effect: 04/17/07)	\$45.00
MISCELLANEOUS				
Clerical Assistant			(Effect: 1/1/17)	\$10.50
Facility Planner I			(Effect: 1/1/07)	\$75.00
Facility Planner II			(Effect: 7/1/08)	\$115.00
Health Educator			(Effect: 1/1/07)	\$23.00
Model			(Effect: 02/01/17)	\$26.00
Physician/Psychiatrist			(Effect: 1/1/16)	\$90.00
Pre-Employment Articulation Testing			(Effect: 7/1/96)	\$24.50
Scorekeeper			(Effect: 1/1/07)	\$15.00
Regional Consortia Chair			(Effect: 7/1/13)	\$68.00
Residential Assistant I			(Effect: 1/1/17)	\$10.50
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
STUDENT WORKERS				
Student Assistant I			(Effect: 1/1/17)	\$10.50
Student Assistant II			(Effect: 1/1/16)	\$10.75
Student Assistant III			(Effect: 1/1/16)	\$11.50
Student Assistant IV			(Effect: 1/1/16)	\$12.25
Student Assistant V			(Effect: 1/1/16)	\$13.00
Student Assistant VI			(Effect: 1/1/16)	\$14.25
Board approved: 06/12/17				

HUMAN RESOURCES CLASSIFIED DOCKET
JUNE 12, 2017

Attachment #3

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION												
EFFECTIVE JULY 1, 2017												
Note: A classified employee must have completed 60% of assigned work year (hired or promoted before November 24, 2016) in the same classification to be eligible for a step increase in that classification effective July 1, 2017. This 60% requirement applied to new hires and promotional appointments. For further clarification see Article 14.15 of the CSEA Agreement.												
COLLEAGUE ID	NAME	GRADE	STEP	CURRENT	Longevity %	Bilingual	Shift %	Professional Growth	NEW STEP	NEW BASE	NEW TOTAL	EFFECTIVE 7/1/17 OR RETRO TO:
1	1216111	ASQUITH, GREGORY	13	1	49504.97				2	\$51,964.11	\$51,964.11	
2	1754656	AVALOS, JESSICA	10	4	49556.47	2.5		2000	5	\$52,015.61	\$55,316.00	
3	1276370	BARKER, HILLARY	10	2	44947.16				3	\$47,200.32	\$47,200.32	
4	2261815	BEIZA VARGAS, RENE	11	3	49260.32				4	\$51,758.12	\$51,758.12	
5	1030447	BIZON, VERONICA	6	1	36282.18	5		500	2	\$38,123.32	\$40,529.49	RETRO 5/1/17
6	1983650	BLANCAS, CRYSTAL	4	3	37389.44		7.5		4	\$39,282.09	\$42,228.25	
7	2041944	BORBOA, KENNETH	13	4	57333.07				5	\$60,191.34	\$60,191.34	
8	2272765	BUNCH, PETERSON	8	1	39282.09				2	\$41,264.86	\$41,264.86	
9	2236528	BURRUS, TANISHA	15	1	55105.65				2	\$57,848.08	\$57,848.08	RETRO 4/1/17
10	1029249	CABRERA, ANNABELL	15	4	63770.64				5	\$67,002.32	\$67,002.32	
11	2192981	CADENAS, MARLON	3	1	32857.40			500	2	\$34,453.91	\$34,953.91	RETRO 2/1/17
12	1718608	CALDERON, DAVID	13	5	60191.34				6	\$63,229.88	\$63,229.88	
13	1978972	CAMPBELL, AMANDA	11	4	51758.12			1500	5	\$54,358.89	\$55,858.89	
14	1532757	CARDENAS, RAUL	15	4	63770.64				5	\$67,002.32	\$67,002.32	
15	1542709	CARPENTER, AMANDA	10	3	47200.32			1000	4	\$49,556.47	\$50,556.47	
16	2235811	CHA, CHRISTINE	14	3	57539.06				4	\$60,410.21	\$60,410.21	RETRO 4/4/17
17	1030499	CHAU, HUY (HOWARD)	19	5	85207.76	5		500	6	\$89,495.18	\$94,469.94	RETRO 2/1/17
18	1856998	CONTRERAS, GERARDO	15	1	55105.65				2	\$57,848.08	\$57,848.08	RETRO 4/1/17
19	1030530	DAO, QUYN GIAO	13	3	54564.90	2.5			4	\$57,333.07	\$58,766.50	
20	1125521	DELVALLE, CLAUDIA	10	1	42784.12				2	\$44,947.16	\$44,947.16	RETRO 1/1/17
21	1031050	DIAZ, ANA	11	2	46917.05	2.5		750	3	\$49,260.32	\$51,241.83	
22	1029616	DIAZ, CECILIA	10	3	47200.32	2.5			4	\$49,556.47	\$50,795.38	
23	1418034	DO, VINH	4	1	33938.90		7.5		2	\$36,612.67	\$38,283.62	
24	1026995	DULALAS, LUMINACION	15	4	63770.64	10		2500	5	\$67,002.32	\$76,202.55	
25	1028135	DUONG, LINDA	13	5	60191.34	2.5		3500	6	\$63,229.88	\$68,310.63	
26	1028508	EDISS, MICHAEL	11	5	54358.89	2.5		3500	6	\$57,075.55	\$62,002.44	
27	1028391	EDWARDS, ZINA	10	3	47200.32	10			4	\$49,556.47	\$54,512.12	
28	2272152	ENRIQUEZ, JANET	16	1	58466.07				2	\$61,401.61	\$61,401.61	
29	1028363	ESPARZA, WENDY	10	1	42784.12	2.5	2.5	3500	2	\$44,947.16	\$50,694.52	RETRO 1/1/17
30	1107246	FLORES, RODRIGO	4	3	37389.44		7.5		4	\$39,282.09	\$42,228.25	
31	1059561	GARCIA, ANAISABELLE	10	2	44947.16		2.5	500	3	\$47,200.32	\$48,880.33	
32	1030578	GHEORGHE, MARTA	17	4	71714.61	2.5		1250	5	\$75,319.64	\$78,452.63	RETRO 6/1/17
33	1030388	GITONGA, KANANA	16	5	71083.72	5		2500	6	\$74,624.38	\$80,855.60	
34	1268465	GODOY, GIOVANNI	4	2	35612.67				3	\$37,389.44	\$39,258.91	
35	2063455	GREENHALGH, SCOTT	9	3	45178.91		5		4	\$47,457.81	\$49,830.70	
36	2255913	GUTIERREZ, KATHERINE	8	5	47818.33				6	\$50,213.09	\$50,213.09	
37	1032780	HAGELBARGER, THERESA	12	1	47032.94				2	\$49,427.71	\$49,427.71	RETRO 2/1/17
38	1029231	HARRIZON, ROSA	10	2	44947.16	2.5			3	\$47,200.32	\$48,380.33	
39	1027710	HERMEN, LISA A.	8	2	41264.86	2.5		500	3	\$43,324.89	\$22,704.01	50% FTE
40	1027651	HERRERA, MELVEN	4	3	37389.44	7.5			4	\$39,282.09	\$45,174.40	
41	1028126	JENSEN, ASHLEY	13	3	54564.90				4	\$57,333.07	\$57,333.07	
42	2232948	KANG, HELEN	15	1	55105.65				2	\$57,848.08	\$57,848.08	RETRO 3/1/17
43	1697133	KAVEH, HAYDEH	16	1	58466.07				2	\$61,401.61	\$61,401.61	RETRO 2/1/17
44	1030718	KRZEMINSKI, IAN	8	5	47818.33				6	\$50,213.09	\$50,213.09	
45	2278747	LAM, NATALIE	11	3	49260.32				4	\$51,758.12	\$51,758.12	
46	1646867	LANDA, ALEJANDRA	13	3	54564.90				4	\$57,333.07	\$57,333.07	
47	1057637	LE, HANG MY	15	5	67002.32				6	\$70,336.95	\$70,336.95	
48	1482197	LOPEZ DE LA LUZ, BASTI	13	1	49504.97				2	\$51,964.11	\$51,964.11	RETRO 3/1/17
49	1503145	LORDANICH, JOSEPH	9	4	47457.81				5	\$49,826.83	\$49,826.83	
50	2264736	LOTT, GLENN	13	2	51964.11				3	\$54,564.90	\$54,564.90	
51	1511949	LOZANO ARRIAGA, ERICK	13	3	54564.90				4	\$57,333.07	\$57,333.07	
52	2098323	LUNA, MIGUEL	9	1	55105.65				2	\$57,848.08	\$57,848.08	
53	2216538	LUQUE, IVAN	5	5	49826.83				6	\$52,324.63	\$52,324.63	RETRO 1/1/17
54	2146224	LUZADER, CHRISTOPHER	9	2	43003.01				3	\$45,178.91	\$45,178.91	
55	1028043	MARTHELL, MONIQUE	5	2	36810.05	5			3	\$38,651.21	\$40,583.77	
56	1030580	MARTINEZ, LORETTA	8	1	39282.09		5		2	\$41,264.86	\$43,328.10	
57	1181555	MCCOY, KAREN	12	4	54487.65				5	\$57,255.80	\$57,255.80	
58	1030275	MEADE, ESTHER	8	3	43324.89			500	4	\$45,539.42	\$46,039.42	
59	1933132	MEDRANO, MIRANDA	14	5	63474.50				6	\$66,654.67	\$66,654.67	
60	1233047	MEJIA, JOANNE	10	4	49556.47				5	\$52,015.61	\$52,015.61	
61	1055577	MELGOZA HURTADO, ANGELIC	13	3	54564.90		2.5		4	\$57,333.07	\$58,766.40	
62	1982974	MORALES, MICHELLE	13	5	60191.34				6	\$63,229.88	\$63,229.88	
63	1028079	MORIN, MARTHA	12	4	54487.65				5	\$57,255.80	\$57,255.80	
64	1365836	MORONES, CRISTINA	15	1	55105.65				2	\$57,848.08	\$57,848.08	RETRO 12/1/16
65	2215859	MOYA, NICOLE	15	3	60757.85				4	\$63,770.64	\$63,770.64	RETRO 1/1/17
66	2018465	NAGUIB ESTAFANOUS, NANCY	8	2	41264.86				3	\$43,324.89	\$43,324.89	
67	1027667	NAKAGAWA, PHYLLIS	11	2	46917.05	5		2000	3	\$49,260.32	\$53,723.34	
68	2277394	NGUYEN, BRIAN	11	1	44689.66				2	\$46,917.05	\$46,917.05	
69	1026229	NGUYEN, DAO	11	3	49260.32	2.5		1000	4	\$51,758.12	\$54,052.07	
70	1031005	NGUYEN, JIMMY	12	4	54487.65	2.5		3000	5	\$57,255.80	\$61,687.20	
71	1029267	NGUYEN, MAI	11	1	44689.66				2	\$46,917.05	\$46,917.05	RETRO 2/1/17
72	1054142	NGUYEN, TRANG	8	1	39282.09				2	\$41,264.86	\$41,264.86	

HUMAN RESOURCES CLASSIFIED DOCKET
JUNE 12, 2017

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION													
EFFECTIVE JULY 1, 2017													
Note: A classified employee must have completed 60% of assigned work year (hired or promoted before November 24, 2016) in the same classification to be eligible for a step increase in that classification effective July 1, 2017. This 60% requirement applied to new hires and promotional appointments. For further clarification see Article 14.15 of the CSEA Agreement.													
COLLEAGUE ID	NAME	GRADE	STEP	CURRENT	Longevity %	Bilingual	Shift %	Professional Growth	NEW STEP	NEW BASE	NEW TOTAL	EFFECTIVE 7/1/17 OR RETRO TO:	
73	1114757	OROPEZA, LILIANA (QUINLAN)	8	1	39282.09				500	2	\$41,264.86	\$41,764.86	RETRO 3/1/17
74	1030836	OROZCO, VANESSA	15	4	63770.64					5	\$67,002.32	\$67,002.32	
75	2100670	ORTIZ, BRENDA	12	1	47032.94				500	2	\$49,427.71	\$49,927.71	RETRO 3/1/17
76	1807160	PACKARD, ROXANNE	10	4	49566.47					5	\$52,015.61	\$52,015.61	
77	1930927	PADRON, BALTIMORE	11	3	49260.32					4	\$51,758.12	\$51,758.12	
78	1570992	PANOTES, JAMES	4	1	33938.90		7.5			2	\$35,612.67	\$38,283.62	
79	1988998	PAZ, BLYTHE	12	5	57255.80					6	\$60,088.35	\$60,088.35	
80	1055625	PECH, MANUEL	4	3	37389.44		7.5			4	\$39,282.09	\$42,228.25	
81	1578438	PLASCENCIA, CYNTHIA	10	1	42784.12					2	\$44,947.16	\$44,947.16	RETRO 6/1/17
82	2027159	PLEITEZ, ROXANA	10	2	44947.16				1000	3	\$47,200.32	\$48,200.32	
83	1031001	POV, TINA	15	2	57848.08				1500	3	\$60,757.85	\$62,257.85	
84	1346963	PUN, NANCY	12	2	49427.71				500	3	\$51,899.74	\$52,399.74	
85	1358959	QUINONEZ TAPIA, EDGAR	9	4	47457.81		5			5	\$49,826.83	\$52,318.17	
86	1734010	RABIOLA, ANTHONY	9	5	49826.83		7.5			6	\$52,324.63	\$56,248.98	
87	1029888	RAMIREZ, ALICIA	10	2	44947.16	2.5				3	\$47,200.32	\$48,380.33	
88	1806410	RAMIREZ, DIANA	11	1	44689.66					2	\$46,917.05	\$46,917.05	RETRO 1/1/17
89	1429472	REYES, JOHNNY	13	2	51964.11					3	\$54,564.90	\$54,564.90	
90	2113781	RIVERA, FRANK	13	2	51964.11					3	\$54,564.90	\$54,564.90	
91	1028178	RODRIGUEZ, HECTOR	10	4	49566.47					5	\$52,015.61	\$52,015.61	
92	1025851	ROMERO, ISADORA	5	3	38651.21	2.5				4	\$40,582.48	\$41,597.04	
93	2090990	RUESGA, ELIAS	4	1	33938.90		7.5			2	\$35,612.67	\$38,283.62	
94	1460377	RUIZ, MARBELLA (GONZALEZ)	13	3	54564.90					4	\$57,333.07	\$57,333.07	
95	1667538	SALDANA, CRISTINA	10	2	44947.16		2.5			3	\$47,200.32	\$48,380.33	
96	2255604	SANCHEZ URIBE, JOSE	15	1	55105.65					2	\$57,848.08	\$57,848.08	
97	2039925	SANCHEZ, MARISOL	8	3	43324.89					4	\$45,539.42	\$45,539.42	
98	1027544	SCOLARO, DENISE	13	5	60191.34	2.5			1000	6	\$63,229.88	\$65,810.63	RETRO 6/1/17
99	1715394	SEHM KELLETT, MARY	12	3	51899.74					4	\$54,487.65	\$54,487.65	
100	2212444	SMALL, ERIC	19	2	73568.62					3	\$77,276.66	\$77,276.66	
101	2084798	STEWART, REUBEN	4	3	37389.44					5	\$39,282.09	\$41,246.19	
102	1357716	STURRUS, RICHARD	22	1	86830.03					2	\$91,156.09	\$91,156.09	
103	1026874	TJIPTAHADI, RUDY	16	5	71083.72	2.5			3000	6	\$74,624.38	\$79,489.99	
104	2195148	TORRES, ESMERALDA	6	1	36282.18					2	\$38,123.32	\$38,123.32	
105	2049514	TRAN, PHILIP	13	3	54564.90					4	\$57,333.07	\$57,333.07	
106	1062034	TRASLAVINA, PILAR	15	5	67002.32					6	\$70,336.95	\$70,336.95	
107	1029104	TRUJILLO ZUNIGA, BEATRICE	8	3	43324.89					4	\$45,539.42	\$45,539.42	
108	1030605	TRUJILLO, GLORIA	10	1	42784.12		2.5		1250	2	\$44,947.16	\$47,320.84	RETRO 4/1/17
109	1026816	TRUONG, JAMES	8	1	39282.09					2	\$41,264.86	\$41,264.86	
110	1025357	TURRENTINE, MICHAEL	17	5	75319.64	7.5			3000	6	\$79,117.81	\$88,051.65	
111	1532992	URBINA, THOMAS	9	5	49826.83				5	6	\$52,324.63	\$54,940.86	
112	2099310	VANCHEZWARAN, ASHA	19	5	85207.76					6	\$89,495.18	\$89,495.18	
113	1030726	VASQUEZ, PILAR	10	3	47200.32					4	\$49,556.47	\$49,556.47	
114	1984061	VEGA, ALEXANDRIA	10	3	47200.32					4	\$49,556.47	\$49,556.47	
115	1099453	VELA SAAVEDRA, MARIO	4	3	37389.44					7.5	\$39,282.09	\$42,228.25	
116	1030020	VU, GIANG T.	10	3	47200.32	12.5			3000	4	\$49,556.47	\$58,751.03	RETRO 1/1/17
117	1991578	WEEKES, PATRICIA	12	2	49427.71					3	\$51,899.74	\$51,899.74	RETRO 1/1/17
118	2033285	WICKMAN, ANNETTE	19	4	81164.96					5	\$85,207.76	\$85,207.76	
119	2075987	YAMOTO, SEC STEPHANIE	17	3	68289.80					4	\$71,714.61	\$71,714.61	
120	2234873	YOUNGREN, WHITNEY	16	1	58466.07					2	\$61,401.61	\$61,401.61	RETRO 6/1/17
Board Approved: June 12, 2017													