

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, November 26, 2018
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.

Santa Ana College inspires, transforms, and empowers a diverse community of learners.

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 the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging.

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda

Action

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of October 29, 2018

Action

1.6 Approval of Consent Calendar

Action

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

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

1.7 Presentation to Student Veterans

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

- 2.1 Report from Student Trustee
- 2.2 Reports from Student Presidents
 - Student activities
- 2.3 Report from Classified Representative
- 2.4 Reports from Academic Senate Presidents
 - Senate meetings
- 2.5 Reports from College Presidents
 - Enrollment
 - Facilities
 - College activities
 - Upcoming events
- 2.6 Report from the Chancellor
- 2.7 Reports from Board Committee Chairpersons and Representatives of the Board
 - Board Facilities Committee
 - Board Fiscal/Audit Committee
 - Orange County Community Colleges Legislative Task Force

3.0 INSTRUCTION

- *3.1 Approval of Concurrent Enrollment Program (CEP) Agreement with Grand Canyon University Action

The administration recommends approval of the CEP Program Agreement with Grand Canyon University based in Phoenix, Arizona, as presented.
- *3.2 Approval of Standard Professional Services Agreement with City of Oceanside Action

The administration recommends approval of the standard professional services agreement with the City of Oceanside located in Oceanside, California, as presented.
- *3.3 Approval of Educational Affiliation Agreement with Ontario-Montclair School District Action

The administration recommends approval of the educational affiliation agreement with Ontario-Montclair School District located in Ontario, California, as presented.
- *3.4 Approval of Educational Affiliation Agreement Renewal with Vibra Hospital of San Bernardino, LLC, d/b/a Ballard Rehabilitation Hospital Action

The administration recommends approval of the educational affiliation agreement renewal with Vibra Hospital of San Bernardino, LLC, d/b/a Ballard Rehabilitation Hospital located in San Bernardino, California, as presented.

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

- *3.5 Approval of Educational Affiliation Agreement Renewal with Etiwanda School District Action
The administration recommends approval of the educational affiliation agreement renewal with Etiwanda School District located in Etiwanda, California, as presented.
- *3.6 Confirmation of Santa Ana College (SAC) Associate Degrees and Certificates for Summer 2018 Action
The administration recommends confirmation of the list of recipients of SAC associate degrees and certificates for Summer 2018 as presented.
- *3.7 Confirmation of Santiago Canyon College (SCC) Associate Degrees and Certificates for Summer 2018 Action
The administration recommends confirmation of the list of recipients of SCC associate degrees and certificates for Summer 2018 as presented.
- *3.8 Approval of Proposed Revisions for 2018-2019 Santa Ana College Catalog Addendum Action
The administration recommends approval of the proposed revisions for the 2018-2019 SAC catalog.
- *3.9 Approval of Proposed Revisions for 2019-2020 Santa Ana College Catalog Action
The administration recommends approval of the proposed revisions for the 2019-2020 SAC catalog.
- *3.10 Approval of Proposed Revisions for 2018-2019 Santiago Canyon College Catalog Addendum and/or 2019-2020 Catalog Action
The administration recommends approval of the proposed revisions for the 2018-2019 SCC catalog addendum and/or 2019-2020 catalog.
- *3.11 Approval of Santa Ana College Community Services Program for Spring 2019 Action
The administration recommends approval of the proposed SAC Community Services Program for Spring 2019.
- *3.12 Approval of Santiago Canyon College Community Services Program for Spring 2019 Action
The administration recommends approval of the proposed SCC Community Services Program for Spring 2019.
- *3.13 Approval of Travel Tour Service Agreement with Good Times Travel Action
The administration recommends approval of the Travel Tour Service Agreement, including renewals, with Good Times Travel to provide educational travel tours as presented.

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

- *3.14 Approval of Career Education Website Proposal from Interact Communications, Inc. Action
The administration recommends approval of the career education website proposal from Interact Communications, Inc. as presented.
- *3.15 Approval of Vital Link Contract for Santiago Canyon College Senior Day Action
The administration recommends approval of the contract with Vital Link for the SCC Senior Day as presented.
- *3.16 Approval of Amendment #1 to Lease with Affordable Housing Specialists Group Action
The administration recommends approval of Amendment #1 to the lease with Affordable Housing Specialists Group to extend the existing lease for an additional two years effective February 1, 2019, through January 3, 2021.
- *3.17 Approval of Oracle Academy Institution Membership Agreement Action
The administration recommends approval of the Oracle Academy Institution Membership Agreement with SCC as presented.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers from October 18, 2018, to November 13, 2018.
- *4.3 Acceptance of 2017-2018 Measure Q Citizens' Bond Oversight Committee Annual Report to Community Action
The administration recommends acceptance of the Measure Q Citizens' Bond Oversight Committee Annual Report to the Community for 2017-2018 as presented.
- *4.4 Approval of Appointment to Measure Q Citizens' Bond Oversight Committee Action
The administration recommends approval of the appointment of the Santa Ana College student representative to the Measure Q Citizens' Bond Oversight Committee as presented.
- *4.5 Approval of Change Order #1 for RT Contractor Corporation for Bid #1349 for Mailroom at District Operations Center Action
The administration recommends approval of change order #1 for RT Contractor Corporation for Bid #1349 for mailroom at district operations center as presented.

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

- *4.6 Approval of Agreement with McCarthy Building Companies, Inc. for Lease-Leaseback Construction Services for Johnson Student Center at Santa Ana College Action
The administration recommends approval of the agreement with McCarthy Building Companies, Inc. for lease-leaseback construction services for the Johnson Student Center at SAC as presented.
- *4.7 Approval of Agreement with Sandy Pringle Associates Inspection Consultants for Project Inspector Services for Johnson Student Center at Santa Ana College Action
The administration recommends approval of the agreement with Sandy Pringle Associates Inspection Consultants for project inspector services for the Johnson Student Center at SAC as presented.
- *4.8 Approval of Amendment to Agreement with Cumming Construction Management, Inc. for Planning and Project Management Services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College Action
The administration recommends approval of the amendment to the agreement with Cumming Construction Management, Inc. for planning and project management services for Russell Hall Replacement at SAC as presented.
- *4.9 Approval of Amendment to Agreement with Sandy Pringle Associates Inspection Consultants for Project Inspector Services for Hammond Hall Window Replacement Project at Santa Ana College Action
The administration recommends approval of the amendment to the agreement with Sandy Pringle Associates Inspection Consultants for project inspector services for the Hammond Hall window replacement project at SAC as presented.
- *4.10 Approval of Amendment to Agreement with Sindoni Consulting & Management Services, Inc. for Commissioning Services for Fan Coil Unit Replacement for Building D at Santiago Canyon College Action
The administration recommends approval of the amendment to the agreement with Sindoni Consulting & Management Services, Inc. for commissioning services for the fan coil unit replacement project at Building D at SCC as presented.
- *4.11 Ratification of Award of Bid #1355 for Building B Interior Improvements at Santiago Canyon College Action
The administration recommends ratification of the award of Bid #1355 for Building B interior improvements at SCC as presented.

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

- *4.12 Ratification of Award of Bid #1356 for Barrier Removal Exterior Stair Treads at Santiago Canyon College Action
The administration recommends ratification of the award of Bid #1356 for the barrier removal exterior stair treads at SCC as presented.
- *4.13 Award of Bid #1347 for Integrated Waste Management Services Action
The administration recommends award of Bid #1347 for integrated waste management services including renewals to Ware Disposal, Inc. as presented.
- *4.14 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Welding Certification Center to provide assessment, development, implementation and evaluation of the current welding education program at SAC. Dates of service are November 27, 2018, to June 1, 2019. The fee is \$26,000.
- *4.15 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period September 23, 2018, through October 20, 2018.

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:
- Disabled Students Programs & Services (DSPS) (SAC) \$1,099,035
 - Governor's Office of Business & Economic Development (GOBiz) Small Business Technical Assistance Expansion Program (TAEP) Grant (District Office) \$ 100,000
- *5.2 Approval of Sub-Agreements between RSCCD and San Mateo, Chaffey, South Orange County, MiraCosta, Southwestern, Allan Hancock Joint and Santa Clarita Community College Districts to award 2018-2019 Deputy Sector Navigator Grants to Host Colleges/Districts in State of California Action
The administration recommends approval of the sub-agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.

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

- *5.3 Approval of Sub-Agreements between RSCCD and Chaffey, Los Rios, MiraCosta, Mt. San Antonio, San Francisco, Ventura, and Yosemite Community College Districts to Award Centers of Excellence (COE) for Labor-Market Research Grants to Host Colleges/Districts in State of California Action
The administration recommends approval of the sub-agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.
- *5.4 Approval of Sub-Agreement between RSCCD and Sequoias Community College District for Industry Sector Projects in Common (ISPIC) for Ensuring Safe Food Production and Distribution Project Funded by Career Technical Education (CTE) Data Unlocked Initiative 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 Approval of Sub-Agreement between RSCCD and California Workforce Association for California Apprenticeship Initiative 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.
- *5.6 Approval of Sub-Agreement between RSCCD and Mt. San Antonio Community College District for Technical Assistance Providers for Contract Education Funded by Fiscal Agent Key Talent Administration and Sector Strategy 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.
- *5.7 Approval of First Amendment to Sub-Agreement between RSCCD and Santiago Canyon College Foundation for National Science Foundation Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) Grant Action
The administration recommends approval of the first amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

- *5.8 Approval of Agreement between RSCCD and San Bernardino Community College District to Provide Training Funded by California Employment Training Panel (ETP) Action
The administration recommends approval of the 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.
- *5.9 Approval of Software License Service Agreement with Alteryx Designer Action
The administration recommends approval of the 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.
- *5.10 Approval of the Contract with Cambridge West Partnership, LLC (CWP) Action
The administration recommends approval of the contract and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related agreement on behalf of the district.
- 5.11 Board of Trustees Express Interest in Board Officer Positions Information
The board president shall solicit expressions of interest from board members regarding service as president, vice president, and clerk for 2018-2019, as well as any committee assignments.
- 5.12 Review and Discussion of Self-Evaluation Responses from Community and Staff Information
The survey responses from community and staff are presented to the board for review and discussion
- 5.13 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. Other Educational and Classified Administrators
 - (1) Associate Dean

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

2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiators: Tracie Green, Vice Chancellor, Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579
California School Employees Association (CSEA), Chapter 888
Continuing Education Faculty Association (CEFA)
Unrepresented Management Employees
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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

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

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

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

Action

- Approval of Revised Job Descriptions
- Approval of Appointments
- Approval of Interim Assignments
- Ratification of Resignations/Retirements
- Approval of 2018-2019 CEFA Permanent Hourly Salary Schedule
- Approval of Changes of Assignment
- Approval of Leaves of Absence
- Approval of Beyond Contract/Overload Stipends
- Approval of Part-time/Hourly New/Rehires
- Approval of Non-paid Intern Service

- 6.2 Classified Personnel Action
- Approval of 2018-2019 CSEA Permanent Salary Schedule
 - Approval of New Appointments
 - Approval of Hourly Ongoing to Contract Assignments
 - Approval of Professional Growth Increments
 - Approval of Out of Class Assignments
 - Approval of Return to Regular Assignments
 - Approval of Leaves of Absence
 - Approval of Voluntary Furloughs
 - Approval of Temporary to Hourly Ongoing Assignments
 - 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 Student Assistant Lists
- 6.3 Public Disclosure of Collective Bargaining Agreement between California School Employees Association, Chapter 579 and Rancho Santiago Community College District Action
- It is recommended that the board approve the collective bargaining agreement with CSEA, Chapter 579 for the period of July 1, 2018, through June 30, 2019.
- 6.4 Ratification of Agreement between Rancho Santiago Community College District and PPL, Incorporated Action
- It is recommended that the board ratify the agreement between RSCCD and PPL, Incorporated as presented.
- 6.5 Authorization for Board Travel/Conferences Action
- It is recommended that the board authorize the submitted conference and travel by a board member.
- 7.0 **ADJOURNMENT** - The next regular and annual self-evaluation meeting of the Board of Trustees will be held on December 10, 2018.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

**Santiago Canyon College
8045 E. Chapman Ave., Room H-106
Orange, CA 92869**

**Board of Trustees
(Regular meeting)**

Monday, October 29, 2018

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:42 p.m. by Ms. Nelida Mendoza. Other members present were Ms. Claudia Alvarez, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Phillip Yarbrough and Ms. Elizabeth Weber. Ms. Arianna Barrios was not in attendance due to a prior commitment.

Administrators present during the regular meeting were Ms. Tracie Green, 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 Ms. Karen Bustamante, Development Coordinator, Santiago Canyon College (SCC).

1.3 Approval of Additions or Corrections to Agenda

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

Mr. Hanna requested that the meeting be adjourned in memory of those who lost their lives in the October 27, 2018, Pittsburgh synagogue massacre and all victims of hate crimes.

1.4 Public Comment

Mr. Emmanuel Flores spoke regarding the library hours at Santiago Canyon College.

Ms. Jolene Shields spoke regarding Santiago Canyon College’s high school program.

Ms. Rosalba Hernandez spoke regarding Project Rise, a Santiago Canyon College program for formerly incarcerated students.

1.4 Public Comment (cont.)

Ms. Cindy Partida spoke regarding support for DREAMer (Development, Relief, and Education for Alien Minors) and Deferred Action for Childhood Arrivals (DACA) students.

Ms. Raquel Manriquez, Mr. Jordan Torres and Ms. Arly Chavez spoke regarding the Upward Bound Program.

Ms. Halen Daniel spoke regarding the TRIO Club event at Santiago Canyon College.

Dr. Barry Resnick spoke regarding the RSCCD Foundation Audit.

1.5 Approval of Minutes

It was moved by Ms. Alvarez and seconded by Mr. Labrado to approve the minutes of the meeting held October 15, 2018. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Weber'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. Mr. Yarbrough requested that the responses to his questions be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

3.1 Approval of Standard Professional Services Agreement with Vital Link Orange County

The board approved the standard professional services agreement with Vital Link Orange County located in Tustin, California, as presented.

3.2 Approval of Department of Treasury-Internal Revenue Service Volunteer Income Tax Assistance (VITA)/Tax Counseling for the Elderly (TCE) Partner Sponsor (VITA) Agreement and Orange County United Way, Orange County Free Tax Prep Campaign (OCFTP) Tax Filing Season 2018 Coalition Partner Participation Agreement

The board approved the Department of Treasury-Internal Revenue Service VITA/TCE Partner Sponsor (VITA) agreement and Orange County United Way, OCFTP tax filing season 2018 coalition partner participation agreement as presented.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

1.6 Approval of Consent Calendar (cont.)

4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers from October 3, 2018, to October 17, 2018.

4.3 Approval of Updates to 2018-2019 Adopted Budget

The board approved the updates to the 2018-2019 Adopted Budget as presented.

4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended September 30, 2018

The board approved the CCFS-311Q for the quarter ended September 30, 2018, as presented.

4.6 Acceptance of Completion of Bid #1338 for Proposition 39 Year 5 Light-Emitting Diode (LED) Lighting at Santa Ana College (SAC), Santiago Canyon College (SCC), Digital Media Center (DMC), Orange County Sheriff's Regional Training Academy, and District Operations Center; and Approval of Recording a Notice of Completion

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

4.7 Ratification of Amendment to Agreement with Moreto Mathison & Associates Architects, Inc. for Architectural Services for Building H (Hammond Hall) Window Replacement Water Intrusion Study at Santa Ana College

The board ratified the amendment to the agreement with Moreto Mathison & Associates Architects, Inc. for architectural services for Building H window replacement water intrusion study at SAC as presented.

4.8 Approval of Agreement with SVA Architects, Inc. for Architectural and Engineering Services for Campus Entrance Improvements at Santiago Canyon College

The board approved the agreement with SVA Architects, Inc. for architectural and engineering services for campus entrance improvements at SCC as presented.

4.9 Approval of Amendment to Agreement with Facilities Planning & Program Services, Inc. for Planning and Project Management Services

The board approved the amendment to the agreement with Facilities Planning & Program Services, Inc. for planning and project management services as presented.

1.6 Approval of Consent Calendar (cont.)

4.10 Approval of Change Order #2 for Golden Gate Steel, Inc. dba Golden Gate Construction for Bid #1341 for Barrier Removal Exterior Path of Travel (Phase 2A) at Santiago Canyon College

The board approved change order #2 for Golden Gate Steel, Inc. dba Golden Gate Construction for Bid #1341 for barrier removal exterior path of travel (Phase 2A) at SCC as presented.

4.11 Acceptance of Completion of Bid #1341 for Barrier Removal Exterior Path of Travel (Phase 2A) at Santiago Canyon College and Approval of Recording a Notice of Completion

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

4.12 Acceptance of Completion of Fan Coil Unit Replacement at Building D Located at Santiago Canyon College and Approval of Recording a Notice of Completion

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

4.13 Rejection of all Bids for Bid #1354 for Building B Refresh at Santiago Canyon College

The board rejected all bids for Bid #1354 for Building B refresh as SCC as presented.

4.14 Approval of Purchase Orders

The board approved the purchase order listing for the period August 26, 2018, through September 22, 2018.

5.1 Approval of Resource Development Items

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:

- Upward Bound – Year 2 (SAC) - *Augmentation* \$40,000
- Upward Bound – Math & Science Program – Year 2 (SCC) – *Augmentation* \$40,000
- Urban Agriculture Community-Based Research Experience (U-ACRE 3.0) – Year 3 (SAC) \$16,500

1.6 Approval of Consent Calendar (cont.)

- 5.2 Approval of Sub-Agreements between RSCCD and Butte-Glenn, Cerritos, Coast, Contra Costa, Desert, Foothill-DeAnza, Grossmont-Cuyamaca, Lake Tahoe, Los Rios, Merced, MiraCosta, Ohlone, Peralta, Rio Hondo, San Bernardino, San Francisco, San Joaquin Delta, San Luis Obispo, Santa Clarita, Sequoia, Shasta-Tehama-Trinity Joint, Sonoma County Joint, State Center, Victor Valley and Yosemite Community College Districts to award 2018/2019 Deputy Sector Navigator grants to Host Colleges/Districts in State of California
The board approved the sub-agreements and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.
- 5.3 Approval of First Amendment to Sub-Agreement between RSCCD and Jackstin for Strong Workforce Program Regional Share Initiative
The board approved the first amendment to the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.
- 5.4 Approval of Service Agreement with Economic Modeling, LLC aka Economic Modeling Specialists International (EMSI)
The board approved the agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related agreement on behalf of the district.

1.7 Recognition of Faculty by Board of Trustees

The board recognized Robbie Miller, Professor, Art, for being selected as the 2018 Santiago Canyon College Distinguished Faculty Member.

1.8 Presentation of Santiago Canyon College Shirt to New Faculty Members

On behalf of the Board of Trustees and the Southwest Regional Council of Carpenters, Mr. Hanna presented Santiago Canyon College shirts (made in the USA) to new faculty members at Santiago Canyon College.

1.9 Presentation of Santiago Canyon College Real Estate Program

Ms. Elizabeth Arteaga, Associate Dean of Business and Career Education, SCC; and Ms. Alana Gates, Real Estate Program Instructor and Department Facilitator, SCC; provided a presentation on the Santiago Canyon College Real Estate Program. Board members received clarification on data related to the presentation from Ms. Gates.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Student Trustee

Ms. Weber provided a report to the board.

2.2 Reports from Student Presidents

The following student representatives provided a report to the board on behalf of the Associated Student Government (ASG) organization:

Mr. Evan Ostrow, Student President, Santiago Canyon College
Ms. Breanna Ceja, Student President, Santa Ana College

2.3 Report from Classified Representative

Ms. Karen Bustamante, Development Coordinator – Office of College Advancement, Santiago Canyon College, provided a report on behalf of the classified staff.

2.4 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Ms. Corinna Evett, Former Academic Senate President, Santiago Canyon College
Ms. Monica Zarske, Academic Senate President, Santa Ana College

2.5 Reports from College Presidents

The following college representatives provided reports to the board:

Dr. John Hernandez, 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 the college presidents be attached to the minutes.

2.6 Report from the Chancellor

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

2.7 Reports from Board Committee Chairpersons and Representatives of the Board

Mr. Labrado provided a report on the October 25, 2018, Board Facilities Committee meeting.

2.8 Presentation on Santiago Canyon College Health & Wellness Center

Ms. Beth Hoffman, Nurse Coordinator Health & Wellness Services, SCC, provided a presentation on the Santiago Canyon Health and Wellness Center. Board members received clarification on data related to the presentation from Ms. Hoffman.

3.0 **INSTRUCTION**

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

4.0 **BUSINESS OPERATIONS/FISCAL SERVICES**

Items 4.1, 4.2, 4.3, 4.4, and 4.6 through 4.14 were approved as part of Item 1.6 (Consent Calendar).

4.5 Quarterly Investment Report as of September 30, 2018

The quarterly investment report as of September 30, 2018, was presented as an information item.

5.0 **GENERAL**

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

5.4 Board Member Comments

Ms. Weber stated that she researched library hours in the county and learned that Santa Ana College was second to last in library hours for students and Santiago Canyon College provided a lot of library hours to students. She indicated SAC took the necessary steps last fall to provide students with more library hours and commended SAC library for extending its hours in response to student needs. She stated that some students do not have access to internet services at home. The colleges are providing transportation services to students to attend classes but students are unable to travel to Chapman University for extended library hours.

Mr. Hanna indicated that the library hours on campus need to be addressed by college staff.

Ms. Weber commended SCC Hawk's Pantry for its efforts in providing food to students.

Mr. Hernandez reported that he planned to attend the Sheriff's graduation ceremonies on October 16 but was unaware of the change of time for the event so he arrived after it was over.

5.4 Board Member Comments (cont.)

Board members thanked SCC staff and Dr. Hernandez for hosting the board meeting.

Mr. Yarbrough explained his concerns and the answers he received to the questions he asked regarding Items No. 4.3 (Updates to 2018-2019 Adopted Budget) and Item 4.13 (Rejection of all Bids for Bid #1354 for Building B Refresh at Santiago Canyon College).

Mr. Yarbrough requested the first amendment to the agreement with Facilities Planning & Program Services Inc. (Item 4.9) be provided to him.

Ms. Alvarez provided a report on the Leadership Congress hosted by the Association of Community College Trustees on October 24-27, 2018, in New York City. She attended a lawyer roundtable and workshops that included discussions on sexual harassment, other types of harassment, safety on campuses, concealed weapons on campus, and Bachelor's degrees offered at community colleges.

Mr. Labrado stated that he was impressed with the student speakers at the board meeting, especially the high school students. Mr. Hanna was impressed with SCC students' participation during public comments and the health center presentation.

In response to extending college library hours so students are able to access the internet, Mr. Labrado asked if it was possible to provide internet services throughout the city.

Mr. Hanna asked Mr. Ostrow to send the student senate resolution on student health care to the board's assistant.

As a member of the Ad Hoc Committee to discuss the selection of an Executive Search Firm, Mr. Hanna indicated that the district is not requesting approval of search firms it has used in the past in Item 6.7 (Executive Search Consultant for Chancellor Search).

Mr. Hanna wished Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough the best of luck in the upcoming election.

Ms. Mendoza explained the reason she was running for a seat on the Santa Ana City Council.

RECESS TO CLOSED SESSION

The board convened into closed session at 7:36 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: Melanie L. Chaney, J.D., Partner, Liebert Cassidy Whitmore
Tracie Green, Vice Chancellor, Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association (CEFA)
Unrepresented Management Employees

Ms. Weber left the meeting at this time.

RECONVENE

The board reconvened at 8:41 p.m.

Closed Session Report

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

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

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

- Approve New Job Descriptions
- Approve 2017-2018 Chancellor Permanent Annual Salary Schedule
- Approve 2018-2019 Chancellor Permanent Annual Salary Schedule
- Approve 2017-2018 FARSCCD Permanent Annual & Hourly Salary Schedules
- Approve 2018-2019 FARSCCD Permanent Annual & Hourly Salary Schedules
- Approve Beyond Contract/Overload Stipends
- Approve Part-time/Hourly New/Rehires
- Approve Non-paid Instructors of Record

6.2 Classified Personnel

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

- Approve Miscellaneous Pay Schedule 2018-2019 Revised 10-29-18
- Approve 2017-2018 CSEA Adjusted Permanent Salary Schedule
- Approve 2018-2019 CSEA Adjusted Interim Salary Schedule
- Approve Professional Growth Increments
- Approve Changes in Department
- Approve Changes in Salary Placements
- Approve New Appointments
- Approve Reductions in Force
- Approve Temporary Assignments
- Approve Changes in Temporary Assignment
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and Rancho Santiago Community College District Continuing Education Faculty Association

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the collective bargaining agreement with the RSCCD Continuing Education Faculty Association for the period of July 1, 2018, through June 30, 2020. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.4 Approval of Public Disclosure of the Increase to the California School Employees Association, Chapter 579 Salary Schedule

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the increase to the California School Employees Association, Chapter 579 salary schedule as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.5 Approval of Credit Instructional Calendar for 2019-2020

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the 2019-2020 Credit Instructional Calendar as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

Since Ms. Mendoza did not ask if there were any public comments after returning from closed session (as listed on the agenda), she asked if there were any public comments at this time.

Public Comment

There were no public comments.

6.6 Selection of CSEA, Chapter 888 Grievance Level VII-B Hearing Process

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to select one of the processes outlined regarding the hearing of the grievance and direct the Vice Chancellor of Human Resources to facilitate the hearing. After discussion, Mr. Yarbrough withdrew his motion.

It was moved by Mr. Hanna and seconded by Ms. Alvarez to approve a hearing to be conducted by Ms. Barrios as a board designee (or Phillip Yarbrough as an alternate board designee) to hear the grievance on the board's behalf; and directed the Vice Chancellor of Human Resources to facilitate the hearing. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.7 Approval of Executive Search Consultant for Chancellor Search

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to select PPL, Inc. to assist in the recruitment and selection process for a new Chancellor and authorize the Vice Chancellor of Human Resources to negotiate a professional services agreement and coordinate the recruitment and selection process. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.8 Adoption of Resolution No. 18-15 authorizing payment to Trustee Absent from Board Meetings

It was moved by Ms. Alvarez and seconded by Mr. Labrado to authorize payment to Phillip Yarbrough for his absence from the October 15, 2018, board meeting due to a medical issue. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza, and a vote of abstention from Mr. Yarbrough.

At this time Dr. Rodríguez indicated that the board needed to select a date for a special meeting to ratify the contract with the search consultant.

6.7 Approval of Executive Search Consultant for Chancellor Search

Discussed ensued regarding the date for a special meeting to ratify the contract with the search consultant. It was moved by Mr. Labrado and seconded by Ms. Alvarez to authorize the chancellor to ratify the contract with the search consultant.

Ms. Green indicated that the board would need to work with the search consultants on the challenges, opportunities, and profiles of selecting a new chancellor. After discussion, the board agreed to work with the search consultants after the contract was ratified.

The motion to authorize the chancellor to ratify the contract with the search consultant carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza, and a vote of abstention from Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, November 26, 2018.

There being no further business, Ms. Mendoza declared the meeting adjourned at 8:58 p.m. in memory of those who lost their lives in the October 27, 2018, Pittsburgh synagogue massacre and all victims of hate crimes.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

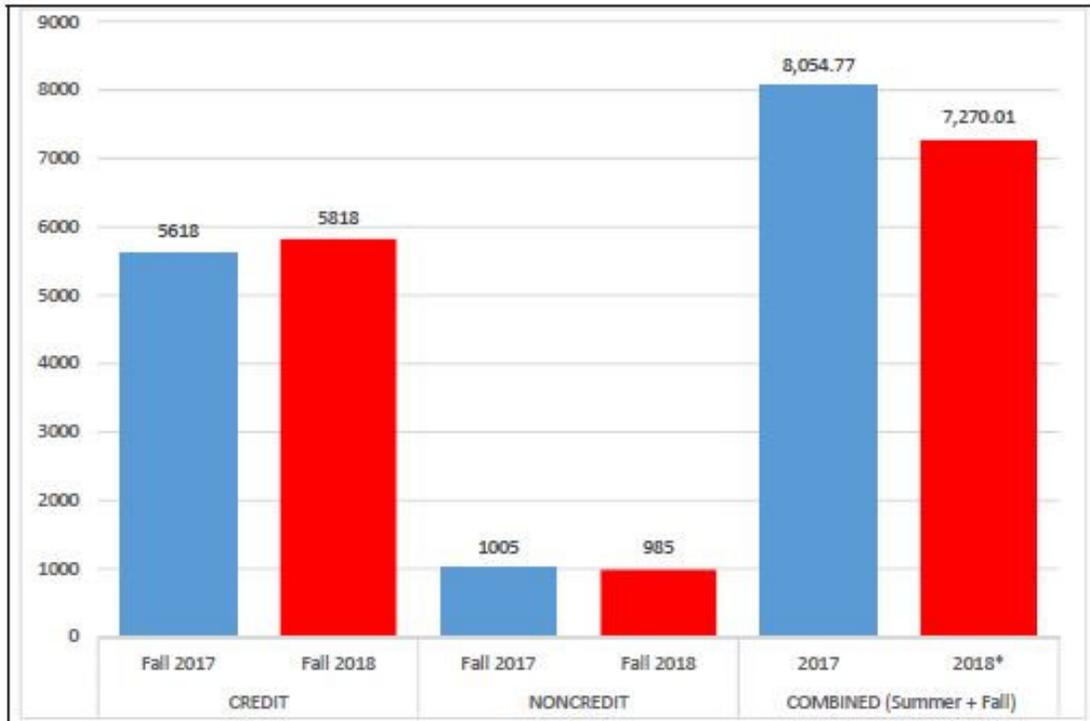
Approved: _____
Clerk of the Board

Minutes approved: November 26, 2018



SAC 2018/2019 Fall Enrollment Report

Date: 10/08/18



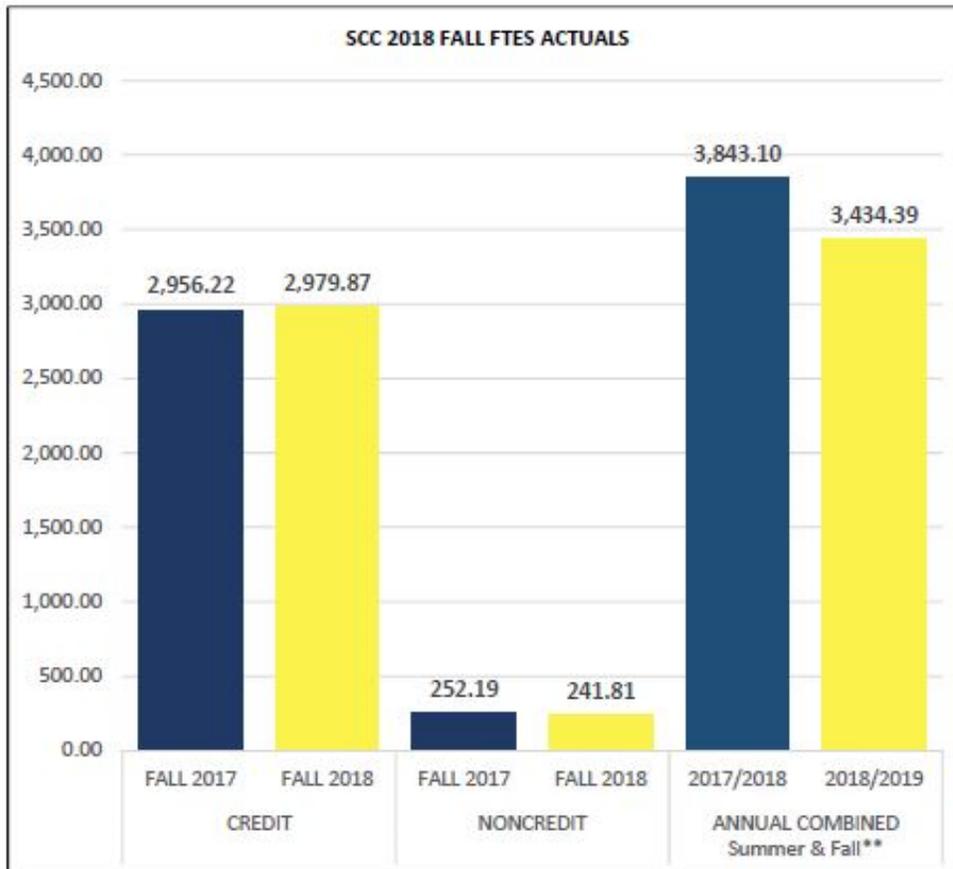
FTES Target

Terms	2017/2018	DIFF	PCT
Credit Fall Target	6917.00		
Credit Fall Projection	7117.00	200.00	3%
Noncredit Fall Target	1694.00		
Noncredit Fall Projection	1694.00	0.00	0%
Annual Target*	18743.00		
Annual Projection*	18843.00	100.00	1%

* Accounts for summer shift of 942.24 FTES to the 17/18 year from 18/19 which reduces the combined total compared to last year.



SCC 2018/2019 ENROLLMENT REPORT



FTES TARGETS

TERMS	2018/2019	DIFF	PCT
Credit Fall Target	3041.07		
Credit Fall Projection	3041.07	0	0%
Noncredit Fall Target	442		
Noncredit Fall Projection	422	-20	-5%
Annual Target*	7900.81		
Annual Projection*	7900.81	0	0%

NOTES

*Accounts for summer shift of 450.66 FTES to the 2017/2018 year from 2018/2019 which reduces the Annual Combined Total compared to last year.

**Post 6/30 Summer FTES: Credit 74.06; Noncredit 138.65

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor - Business Operations/Fiscal Services

2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340 – Office
(714) 796-3935 – Fax

Date: October 29, 2018
To: Dr. Raúl Rodríguez
From: Peter J. Hardash
Subject: Responses to Board Requests

From Trustee Phillip Yarbrough

4.3 Approval of Updates to the 2018/19 Adopted Budget

1. Where is the \$1,307,884 coming from to add to the FON?

- In the enacted 2018/19 State Budget, there was \$50 million allocated for hiring additional full-time faculty above the compliance Faculty Obligation Number (FON). The allocation was based on 2017/18 annual estimated FTES. RSCCD's share is approximately 2.6%, or \$1,307,884. The District received \$496,996 in October and expect to receive the balance monthly at the same rates as the monthly general apportionment. Please see attached memo dated September 10, 2018 with details from Christian Osmeña, Vice Chancellor, College Finance and Facilities Planning at the State Chancellor's Office.

2. When will the FON number be known?

- The compliance FON is included in the September 10th memo. Human Resources is currently working on calculating the District's actual FON. The State Chancellor's Office has provided an advance FON for fall 2019 of 381 for RSCCD as indicated in the attached memo. Our District actual FON calculation is due by November 30th.

3. Where are we with finalizing the Student Centered Funding Formula (SCFF)?

- The State will not be releasing any further updates to 2018/19 funding until the end of February 2019 at P1.

4. When will the Full-time Faculty Hiring Funds Allocation spending guidelines be released from the State Chancellor's office?

- The State Chancellor's Office states that they are currently working on guidelines and they should be out soon.

In short: We still don't know what the SCFF formula is, the FON is still unknown and the State Chancellor still does not know the spending guidelines for Faculty hiring.

5. Are they just making this stuff up as we go through the 18-19 year?

- In this transitional year of SCFF, there are many technical issues that need to be addressed by the State Chancellor's Office. Some of the 2017/18 data the SCFF formula is based on isn't reported until the end of October, therefore actual information under this formula will always be behind.

4.13 Reject all Bids for Bid #1354 – Building B Refresh at Santiago Canyon College

1. What is the scope of work?

- The scope of work is all interior work at Building B and included the following which was mainly painting and flooring work:
- Remove existing chalkboards and provide 16 new whiteboards, ceiling tiles, flooring material, baseboard and paint.
- Remove all existing flooring (vinyl or carpet) and replace with new flooring materials (except for B 212).
- Remove all existing chalkboards and white boards, remove any adhesive, patch and paint walls and reinstall white boards in rooms to be painted.
- Install whiteboards to replace removed chalkboards in rooms listed.
- All patching to match existing finish.
- Spot prime and paint to achieve uniform coat, eggshell finish, smooth nap throughout (visible lines in finished surface will not be accepted).
- Properly mask all material adjacent to painted surfaces.
- Remove and reinstall existing bulletin boards as noted.
- Remove old flooring, patch and float as necessary for a level surface and replace flooring as specified.
- Prep, prime and paint doors (prep sanding and priming), and remove, protect and reinstall hardware.
- Paint accent walls as noted.
- Replace ceiling tiles and paint t-bar as noted.
- Provide and install cove base to cover old cove base markings.
- All flooring to include a walk off mat as specified
- In B-102, demolish all cabinets and desks in main room except for black lectern in front and 3 large cabinets in rear; cap all waste below slab, demo all water and venting behind wall to the cage (plumbing exposed in open space); patch walls; use existing circuits in floor panduit and install one double electrical outlet with closing covers in the floor, centered at each existing desk location. Outlets to be flush with new finished floor; finish and float any exposed panduit sections to ensure no movement of flooring.

2. What was the estimated target budget?

- The estimated target budget, estimated by the campus is \$100,000.

89 invitations, 9 attended the job walk and 5 submitted bids. Is this response what we are accustomed to, or does it reflect the increase in business activity in a growing economy?

- The bid response is what we are typically accustomed to for this type of project and it also reflects the increase in business activity with the higher priced bids. The bidder interest and turnout for the bids as noted in the summary was a fairly good response due to the larger scope and type of work. Painting and flooring work when done together and for an entire building typically attracts bidders. In the last year, the district has been struggling with low bidder turnout on smaller sized projects (i.e. concrete or asphalt work). To have more than just a few bidders was indicative of a moderate to good contractor interest due to the type of project and perhaps also due to timing. This project would have occurred during a non-peak time of year and is often attractive to bidders looking for work after the summer rush.

If so, does the higher than expected bids also reflect that businesses can choose between project since they are experiencing higher business activity?

- The current construction industry is experiencing a labor market boom and it is correct that contractors can choose between projects. The District has received this feedback from several contractors that they are just not available to bid on our projects. The construction industry is at record highs for commercial, industrial and apartment development from the last high which was back in the mid-80s. The District is competing with other developments around the state with the high speed rail project as well as restoration efforts due to fires. This has resulted in local impacts to the construction market. Therefore, scoping of projects during such period of time becomes critical along with bid timing efforts. The college is looking to re-scope the project and rebid it to see if they can hit a target closer to the campuses available budget.

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Concurrent Enrollment Program (CEP) Agreement with Grand Canyon University	
Action:	Request for Approval	

BACKGROUND

This is a Concurrent Enrollment Program (CEP) Agreement with Grand Canyon University, based in Phoenix, Arizona, to be a provider of undergraduate education for students pursuing careers in nursing education. This Concurrent Enrollment Program (CEP) Agreement allows Santa Ana College Nursing students to pursue an Associate Degree in Nursing degree and be enrolled in a Bachelor's Degree in Nursing program.

ANALYSIS

This Concurrent Enrollment Program (CEP) Agreement with Grand Canyon University, allows for students to be enrolled in Santa Ana College's Nursing Program and the Grand Canyon University Nursing Program to pursue a Bachelor's Degree in Nursing once the prospective student has met Grand Canyon University's eligibility requirements. This Concurrent Enrollment Program (CEP) Agreement allows the Santa Ana College Nursing Program students to pay \$250/credit unit for 18 Concurrent Enrollment Program credits. The Concurrent Enrollment Program (CEP) Agreement covers the scope of program operations, as well as other issues relating to responsibilities for both parties. The Concurrent Enrollment Program (CEP) Agreement has been reviewed by district and college staff. The Concurrent Enrollment Program (CEP) Agreement carries no costs or other financial arrangements and is in effect for three (3) years.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Concurrent Enrollment Program (CEP) Agreement with Grand Canyon University, based in Phoenix, Arizona, as presented.

Fiscal Impact:	None	Board Date: November 26, 2018
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President of Academic Affairs Rebecca Miller, MSN, Associate Dean of Health Sciences	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



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Grand Canyon University and Santa Ana College Concurrent Enrollment Program (CEP) Agreement

This Agreement is entered into by and between Grand Canyon University (GCU), with its principal place of business located at 3300 West Camelback Road, Phoenix, Arizona 85017 and Rancho Santiago Community College District on behalf of Santa Ana College (Partner) with its principal place of business located at 1530 W. 17th Street Santa Ana, CA 92706. This Agreement refers to GCU and Partner collectively as “the Parties”. This agreement shall replace or supersede all other agreements between the parties.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein expressed, the parties do hereby agree as follows:

Purpose of Agreement. GCU & Partner wish to enter into an agreement in which in return for the promises contained herein GCU shall offer a scholarship to Partner’s students subject to the terms of this Agreement. The scholarship shall apply to online and local cohort students who are concurrently enrolled in partner Associate Degree in Nursing program and a GCU RN to Bachelor of Science in Nursing (BSN) to be known as the Concurrent Enrollment Program (CEP).

Performance by Partner. Partner shall work with GCU to create and make available to Partner’s students marketing materials which describe the Program and provide qualifying students at Partner’s facilities with all relevant information regarding the CEP. Partner shall also provide any additional services that may be listed in Exhibit A to this Agreement

Performance by GCU. GCU shall provide the content, instruction, and academic oversight of the above mentioned Program including concurrent enrollment requirements, course requirements, and requirements for matriculation into the BSN. GCU shall also provide the services listed in Exhibit A to this Agreement.

Terms of Agreement. This Agreement shall be effective when signed by all parties and shall remain in effect until the earlier of (a) three (3) years from the date of the last signature below, or (b) the termination of this Agreement by either party in accordance with the terms below. Either party may terminate this Agreement with sixty (60) days written notice. In the event this Agreement is terminated, any student enrolled in the Program at the time of termination will be permitted to continue their studies and complete the Programs under the terms specified in this Agreement. This Agreement contains the entire understanding of the parties and replaces all other agreements or understandings, written or verbal, which may be in effect between the parties relating to the subject matter herein.

IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be executed by themselves or by their duly authorized representatives as of the day and date first written above.

GRAND CANYON UNIVERSITY

SANTA ANA COLLEGE

By: _____

By: _____

Print Name: _____

Print name: Peter J. Hardash

Title: _____

Title: Vice Chancellor, Fiscal Services/Business Operations

Date: _____

Date: _____



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EXHIBIT A **Performance of Services by GCU and Santa Ana College**

GCU offers content, instruction, and academic oversight of the CEP known as the RN to BSN through the College of Nursing and Health Care Professions.

The Program courses will follow the CEP Outline of Courses shown in the attachment Exhibit B. As improvements are made to the Programs, the Program of Study courses may change, however, credit hour requirements will follow the specifications of the current catalog.

GCU Requirements Include:

1. GCU shall grant eligible Partner student intenders a scholarship rate of \$250 a credit hour for the 18 CEP credits (Exhibit B) which is a reduction in the undergraduate tuition as shown in the current GCU University Policy Handbook (UPH) (the “Partner Scholarship”). This Partner Scholarship shall be available as long as this Agreement is in place and student maintains eligibility in the CEP by Partner. GCU reserves the right to change the pricing in its UPH at any time and the Partner Scholarship will be applied only as an offset to tuition stated in the UPH. The Partner Scholarship cannot be used in conjunction with any other scholarships, awards, promotions and/or other programs offered by GCU.
2. The Partner Scholarship applies to all Partner eligible students who apply to GCU for the CEP on or after the effective date of this Agreement. GCU shall provide a welcome page to Partner for students interested in learning more about the GCU’s CEP offering with Partner.
3. GCU shall provide marketing literature and informational sessions in collaboration with Partner to promote CEP and support student educational goals. GCU shall also include the CEP in its general marketing efforts and, at the request of Partner, shall conduct periodic marketing efforts specifically targeted at potential students for the CEP. GCU shall also conduct all necessary public relations activities designed to enhance and further the status and reputation of the CEP with Partner’s prior consent, and which consent shall not be unreasonably withheld.
4. GCU shall provide a local University Development Counselor as a primary contact and Partner resource and information events.
5. GCU will provide all necessary student advisement to insure student success during CEP and necessary coordination with partner processes.

Partner Requirements Include:

1. Partner shall announce the formation of the alliance with GCU to appropriate student intenders to the CEP and shall work with GCU to communicate to appropriate students the benefits of Programs offered by GCU.
2. Partner shall provide communication to known intenders for the CEP to GCU and will include GCU in recruitment efforts.
3. Partner shall allow access to present information regarding the CEP with GCU to Partner students via information meetings as appropriate when there are groups of students interested in pursuing a CEP option.



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4. Partner shall also work with GCU to provide outreach to potential students, including but not limited to informational webinars, posting of flyers, profiling in Partner's newsletters, and other activities as appropriate.
5. Partner will provide appropriate clinical space / experiences / skills labs for student involved in the CEP with GCU according to the clinical requirements necessary to sit for the NCLEX-RN exam and obtain RN licensure in the State of California. These services and measures will be provided in a timely manner to insure completion of the program.
6. Partner will notify GCU of CEP student acceptances, withdrawals, leave of absences, suspensions, or failures as relates to student groups/cohorts that may affect student progress in the GCU required coursework.
7. Partner will identify / designate point of contact for CEP to provide coordination with GCU appointed personnel on administrative, advising, and student service support to partner students.



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EXHIBIT B

Santa Ana College & Grand Canyon University ADN in Nursing to Bachelor of Science in Nursing CEP – Fall Enrollment

Semester I	Fall	Credits
Nursing-Registered 160	Introduction to Pharmacology	1.0
Nursing-Registered 161	Principles of Nursing Practice	2.0
Nursing-Registered 161L	Principles of Nursing Practice Lab	2.5
Nursing-Registered 162	Pharmacological Concepts	1.5
Nursing-Registered 163	Simple Concepts	3.0
Nursing-Registered 163L	Simple Concepts Lab	2.5
Winter Break		
(GCU) NRS-430V	Professional Dynamics (online – 5 week course)	3
Semester II	Spring	
Nursing-Registered 164	Family Health Concepts	2.0
Nursing-Registered 164L	Family Health Concepts Lab	2.0
Nursing-Registered 165	Health & Illness Concepts	2.5
Nursing-Registered 165L	Health & Illness Concepts Lab	2.5
Summer		
(GCU) NRS-434VN	Health Assessment (online – 5 week course)	3
(GCU) NRS-429VN	Family-Centered Health Promotion (online – 5 week course)	3
Semester III	Fall	
Nursing-Registered 261	Mental Health Concepts	1.5
Nursing-Registered 261L	Mental Health Concepts Lab	1.5
Nursing-Registered 262	Acute Concepts	3.0
Nursing-Registered 262L	Acute Concepts Lab	3.0
Winter Break		
(GCU) NRS-428VN	Community and Public Health (online – 5 week course)	3
Semester IV	Spring	
Nursing-Registered 263	Complex Concepts	3.5
Nursing-Registered 263L	Complex Concepts Lab	2.5
Nursing-Registered 264L	Preceptorship lab	2.5
Summer		
(GCU) NRS-451VN	Nursing Leadership & Management (online – 5 week course)	3
(GCU) NRS-410V	Pathophysiology & Nursing Management of Clients' Health (online -5 week course)	3
Graduate from Santa Ana College with ADN degree; Pass NCLEX-RN Complete Remaining BSN Course Requirements*		
(GCU) PHI-413V	Ethical and Spiritual Decision-Making in Healthcare (online – 5 week course)	3
(GCU) HLT-362V	Statistics (online – 5 week course)	3
(GCU) NRS-433V	Introduction to Nursing Research (online – 5 week course)	3
(GCU) NRS-440VN	Trends and Issues in Healthcare (online – 5 week course)	3
(GCU) NRS-493	Professional Capstone and Practicum (online – 10 week course)	6

***Total Credit Hours for Bachelor of Science in Nursing (BSN) Completion: 120 Credits**

General education coursework / requirements and elective credits may be taken at GCU or substituted through course equivalency. Students must have 120 total credit hours to graduate with a Bachelor of Science in Nursing at Grand Canyon University



GRAND CANYON UNIVERSITY™

Santa Ana College & Grand Canyon University ADN in Nursing to Bachelor of Science in Nursing CEP – Spring Enrollment

Semester I	Spring	Credits
Nursing-Registered 160	Introduction to Pharmacology	1.0
Nursing-Registered 161	Principles of Nursing Practice	2.0
Nursing-Registered 161L	Principles of Nursing Practice Lab	2.5
Nursing-Registered 162	Pharmacological Concepts	1.5
Nursing-Registered 163	Simple Concepts	3.0
Nursing-Registered 163L	Simple Concepts Lab	2.5
Summer Break		
(GCU) NRS-430V	Professional Dynamics (online – 5 week course)	3
(GCU) NRS-434VN	Health Assessment (online – 5 week course)	3
Semester II	Fall	
Nursing-Registered 164	Family Health Concepts	2.0
Nursing-Registered 164L	Family Health Concepts Lab	2.0
Nursing-Registered 165	Health & Illness Concepts	2.5
Nursing-Registered 165L	Health & Illness Concepts Lab	2.5
Winter Break		
(GCU) NRS-429VN	Family-Centered Health Promotion (online – 5 week course)	3
Semester III	Spring	
Nursing-Registered 261	Mental Health Concepts	1.5
Nursing-Registered 261L	Mental Health Concepts Lab	1.5
Nursing-Registered 262	Acute Concepts	3.0
Nursing-Registered 262L	Acute Concepts Lab	3.0
Summer Break		
(GCU) NRS-428VN	Community and Public Health (online – 5 week course)	3
(GCU) PHI-413V	Ethical and Spiritual Decision-Making in Healthcare (online – 5 week course)	3
Semester IV	Fall	
Nursing-Registered 263	Complex Concepts	3.5
Nursing-Registered 263L	Complex Concepts Lab	2.5
Nursing-Registered 264L	Preceptorship lab	2.5
Winter Break		
(GCU) NRS-451VN	Nursing Leadership & Management (online – 5 week course)	3
Graduate from Santa Ana College with ADN degree; Pass NCLEX-RN Complete Remaining BSN Course Requirements*		
(GCU) NRS-410V	Pathophysiology & Nursing Management of Clients' Health (online -5 week course)	3
(GCU) HLT-362V	Statistics (online – 5 week course)	3
(GCU) NRS-433V	Introduction to Nursing Research (online – 5 week course)	3
(GCU) NRS-440VN	Trends and Issues in Healthcare (online – 5 week course)	3
(GCU) NRS-493	Professional Capstone and Practicum (online – 10 week course)	6

***Total Credit Hours for Bachelor of Science in Nursing (BSN) Completion: 120 Credits**

General education coursework / requirements and elective credits may be taken at GCU or substituted through course equivalency. Students must have 120 total credit hours to graduate with a Bachelor of Science in Nursing at Grand Canyon University

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of the Standard Professional Services Agreement with the City of Oceanside	
Action:	Request for Approval	

BACKGROUND

This is a standard professional services agreement with the City of Oceanside.

ANALYSIS

This standard professional services agreement with the City of Oceanside is administered in compliance with the guidelines issued by the State of California Community College Chancellor's Office. This standard professional services agreement with the City of Oceanside shall be effective for a period of five (5) years or until termination by written notice of either party. The standard professional services agreement with the City of Oceanside has been reviewed by Carol Comeau, District and college staff. This agreement will not carry a cost for Santa Ana College for each fiscal year.

RECOMMENDATION

It is recommended that the Board of Trustees approve this standard professional services agreement with the City of Oceanside, located in Oceanside, California, as presented.

Fiscal Impact:	Revenue not to exceed \$11,960	Board Date: November 26, 2018
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President of Academic Affairs Carol Comeau, Interim Dean of Human Services & Technology	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

CITY OF OCEANSIDE

PROFESSIONAL SERVICES AGREEMENT

PROJECT: Oceanside Firefighters' Association ("OFA") Wellness Program

THIS AGREEMENT, for identification purposes, is made and entered into by and between the CITY OF OCEANSIDE, a municipal corporation, hereinafter designated as "CITY", and Rancho Santiago Community College District, on behalf of Santa Ana College Fire Technology Wellness Program, hereinafter designated as "CONSULTANT."

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. SCOPE OF WORK. The project is more particularly described as follows:

Consultant, agrees to perform during the term of this Agreement, a Wellness Class for the City of Oceanside Fire Department ("OFD"). The estimated number of students that will participate in the class will be approximately 115. Eligible students will be those OFD employees in the following classifications: Firefighter/Paramedic, Fire Safety Specialist, Fire Engineer and Fire Captain. The Wellness Class (FAC 029 Public Safety Wellness and Fitness-Operation and Safety Training) will begin in December 2018 and end in December 2019. The class will include the following:

The Fitness Assessment will include a 12-lead ECG, graded exercise test, blood pressure, pulmonary function, body composition assessment, and various strength and flexibility tests. This is a fitness evaluation not a medical assessment a doctor does not evaluate the results. Students are encouraged to take their individualized fitness profile to their doctor for review.

Individualized Fitness Assessment Results Profile will be provided to each participant. A minimum of 8 hours of lectures/workshops on health, fitness, and nutrition topics is included as part of the Wellness Class. Classes are repeated up to four times per shift, for a total of up to 12 lecture/workshops sessions to cover each topic.

Throughout the duration of the class, students enrolled in the Wellness Class have access to registered dietitians, exercise physiologists, strength and conditioning coaches, yoga therapists, and injury prevention specialists.

The Fire Department will receive an aggregate report with the Fire Department average fitness scores in the following areas: Cardiovascular fitness, muscular fitness, body composition, and coronary risk.

2. INDEPENDENT CONTRACTOR. CONSULTANT'S relationship to the CITY shall be that of an independent contractor. CONSULTANT shall have no authority, express or implied, to act on behalf of the CITY as an agent, or to bind the CITY to any obligation whatsoever, unless specifically authorized in writing by the CITY. CONSULTANT shall be solely responsible for the performance of any of its employees, agents, or subcontractors

OFA Wellness Program

under this Agreement, including the training of each employee regarding the rights and responsibilities of an employer and employee for any potential discrimination or harassment claim under state or federal law. CONSULTANT shall report to the CITY any and all employees, agents, and consultants performing work in connection with this project, and all shall be subject to the approval of the CITY.

3. WORKERS' COMPENSATION. Pursuant to Labor Code section 1861, the CONSULTANT hereby certifies that the CONSULTANT is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and the CONSULTANT will comply with such provisions, and provide certification of such compliance as a part of this Agreement.

4. LIABILITY INSURANCE.

4.1. CONSULTANT shall, throughout the duration of this Agreement maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, covering all operations of CONSULTANT, its agents and employees, performed in connection with this Agreement including but not limited to premises and automobile.

4.2 CONSULTANT shall maintain liability insurance in the following minimum limits:

Comprehensive General Liability Insurance
(bodily injury and property damage)

Combined Single Limit Per Occurrence	\$ 2,000,000
General Aggregate	\$ 4,000,000*

Commercial General Liability Insurance
(bodily injury and property damage)

General limit per occurrence	\$ 2,000,000
General limit project specific aggregate	\$ 4,000,000

<u>Automobile Liability Insurance</u>	\$ 2,000,000
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*General aggregate per year, or part thereof, with respect to losses or other acts or omissions of CONSULTANT under this Agreement.

4.3 If coverage is provided through a Commercial General Liability Insurance policy, a minimum of 50% of each of the aggregate limits shall remain available at all times. If over 50% of any aggregate limit has been paid or reserved, the CITY may require additional coverage to be purchased by the CONSULTANT to restore the required limits. The CONSULTANT shall also notify the CITY promptly of all losses or claims over \$25,000 resulting from work performed under this contract, or any loss or claim against the CONSULTANT resulting from any of the CONSULTANT'S work.

OFA Wellness Program

- 4.4 All insurance companies affording coverage to the CONSULTANT for the purposes of this Section shall add the City of Oceanside as "additional insured" under the designated insurance policy for all work performed under this agreement. Insurance coverage provided to the City as additional insured shall be primary insurance and other insurance maintained by the City of Oceanside, its officers, agents, and employees shall be excess only and not contributing with insurance provided pursuant to this Section.
- 4.5 All insurance companies affording coverage to the CONSULTANT pursuant to this agreement shall be insurance organizations admitted by the Insurance Commissioner of the State of California to transact business of insurance in the state or be rated as A-X or higher by A.M. Best.
- 4.6 CONSULTANT shall provide thirty (30) days written notice to the CITY should any policy required by this Agreement be cancelled before the expiration date. For the purposes of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.
- 4.7 CONSULTANT shall provide evidence of compliance with the insurance requirements listed above by providing, at minimum, a Certificate of Insurance and applicable endorsements, in a form satisfactory to the City Attorney, concurrently with the submittal of this Agreement.
- 4.8 CONSULTANT shall provide a substitute Certificate of Insurance no later than thirty (30) days prior to the policy expiration date. Failure by the CONSULTANT to provide such a substitution and extend the policy expiration date shall be considered a default by CONSULTANT and may subject the CONSULTANT to a suspension or termination of work under the Agreement.
- 4.9 Maintenance of insurance by the CONSULTANT as specified in this Agreement shall in no way be interpreted as relieving the CONSULTANT of any responsibility whatsoever and the CONSULTANT may carry, at its own expense, such additional insurance as it deems necessary.
5. **PROFESSIONAL ERRORS AND OMISSIONS INSURANCE.** Throughout the duration of this Agreement, the CONSULTANT shall maintain professional errors and omissions insurance for work performed in connection with this Agreement in the minimum amount of Two Million Dollar (\$2,000,000.00). If the Errors and Omissions policy is a Claims Made Policy, Consultant shall maintain the policy for an additional four (4) years thereafter.

CONSULTANT shall provide evidence of compliance with these insurance requirements by providing a Certificate of Insurance.

6. **CONSULTANT'S INDEMNIFICATION OF CITY.** To the greatest extent allowed by

OFA Wellness Program

law, CONSULTANT shall indemnify and hold harmless the CITY and its officers, agents and employees against all claims for damages to persons or property arising out of the negligent acts, errors or omissions or wrongful acts or conduct of the CONSULTANT, or its employees, agents, subcontractors, or others in connection with the execution of the work covered by this Agreement, except for those claims arising from the willful misconduct, or negligence of the CITY, its officers, agents, or employees.

CONSULTANT'S indemnification shall include any and all costs, expenses, attorneys' fees, expert fees and liability assessed against or incurred by the CITY, its officers, agents, or employees in defending against such claims or lawsuits, whether the same proceed to judgment or not. Further, CONSULTANT at its own expense shall, upon written request by the CITY, defend any such suit or action brought against the CITY, its officers, agents, or employees resulting or arising from the conduct, tortious acts or omissions of the CONSULTANT.

CONSULTANT'S indemnification of CITY shall not be limited by any prior or subsequent declaration by the CONSULTANT.

7. **COMPENSATION.** The Tuition fee for the Wellness Class (FAC 029), California Resident, is \$92.00 per person (\$46.00 per unit x 2.0 units = \$92.00). There is a \$12.00 per student material fee.

Tuition and material fee for a non-resident is \$662.00.

CONSULTANT'S compensation for all work performed in accordance with this Agreement, shall not exceed the total annual price of \$11,960.

No work shall be performed by CONSULTANT in excess of the total contract price without prior written approval of the CITY. CONSULTANT shall obtain approval by the CITY prior to performing any work that results in incidental expenses to CITY.

8. **TIMING REQUIREMENTS.** Time is of the essence in the performance of work under this Agreement and the timing requirements shall be strictly adhered to unless otherwise modified in writing. All work shall be completed in every detail to the satisfaction of the CITY.
9. **ENTIRE AGREEMENT.** This Agreement comprises the entire integrated understanding between CITY and CONSULTANT concerning the work to be performed for this project and supersedes all prior negotiations, representations, or agreements.
10. **INTERPRETATION OF THE AGREEMENT.** The interpretation, validity and enforcement of the Agreement shall be governed by and construed under the laws of the State of California. The Agreement does not limit any other rights or remedies available to CITY.

The CONSULTANT shall be responsible for complying with all local, state, and federal laws whether or not said laws are expressly stated or referred to herein.

OFA Wellness Program

Should any provision herein be found or deemed to be invalid, the Agreement shall be construed as not containing such provision, and all other provisions, which are otherwise lawful, shall remain in full force and effect, and to this end the provisions of this Agreement are severable.

11. **AGREEMENT MODIFICATION.** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by the parties hereto.
12. **PERIOD OF AGREEMENT, TERMINATION.** This agreement shall be effective as of the date signed, and shall continue in effect for five years. Either party may terminate this Agreement by providing thirty (30) days written notice to the other party. If any portion of the work is terminated or abandoned by the CITY, then the CITY shall pay CONSULTANT for any work completed up to and including the date of termination or abandonment of this Agreement. The CITY shall be required to compensate CONSULTANT only for work performed in accordance with the Agreement up to and including the date of termination.
13. **SIGNATURES.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY.

IN WITNESS WHEREOF, the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Professional Services Agreement to be executed by setting hereunto their signatures on the dates set forth below.

Rancho Santiago Community College District

City of Oceanside

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

By: _____
City Manager

APPROVED AS TO FORM:

Employer ID No.

City Attorney

NOTARY ACKNOWLEDGMENTS OF CONSULTANT MUST BE ATTACHED.

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

To: Board of Trustees	Date: November 26, 2018
Re: Approval of Educational Affiliation Agreement with Ontario-Montclair School District	
Action: Request for Approval	

BACKGROUND

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

ANALYSIS

This educational affiliation agreement with Ontario-Montclair School District covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This educational affiliation agreement with Ontario-Montclair School District shall be effective for five (5) years or until termination by written notice of either party. Dr. Simon B. Hoffman and college staff have reviewed this educational affiliation agreement with Ontario-Montclair School District. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this educational affiliation agreement with Ontario-Montclair School District, located in Ontario, California as presented.

Fiscal Impact: None	Board Date: November 26, 2018
Prepared by: Jeffrey N. Lamb, Ph.D., Vice President of Academic Affairs Carol Comeau, Interim Dean of Human Services & Technology	
Submitted by: Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

EDUCATIONAL AFFILIATION AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into by and between **Ontario-Montclair School District**, hereinafter called the Agency, and **Rancho Santiago Community College District on behalf of Santa Ana College**, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

A. For the Program in General

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

B. For Background Clearance

The District shall inform The Occupational Therapy Assistant Program students of the Background Check requirement and their responsibility of payment.

C. For Program Planning

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

D. For Occupational Therapy Assistant Program Students

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

PART III. **GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY**

A. For the Program in General

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

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

B. For Services and Facilities

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

C. For the Control of District Personnel

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

PART IV. **JOINT RESPONSIBILITIES AND PRIVILEGES**

A. For Publications

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

B. Insurance:

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

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

C. Indemnification

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

PART V. **STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS**

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

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

PART VI. PERIOD OF AGREEMENT, TERMINATION

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

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

**District: Rancho Santiago Community
College District**

Agency: Ontario-Montclair School District

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

**Ontario-Montclair School District
950 West D Street
Ontario, CA. 91762**

Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services

Phil Hillman
Chief Business Official

Date: _____

Date: _____

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Educational Affiliation Agreement Renewal with Vibra Hospital of San Bernardino, LLC, d/b/a Ballard Rehabilitation Hospital	
Action:	Request for Approval	

BACKGROUND

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

ANALYSIS

This educational affiliation agreement renewal with Vibra Hospital of San Bernardino, LLC, d/b/a Ballard Rehabilitation Hospital covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This educational affiliation agreement renewal with Vibra Hospital of San Bernardino, LLC, d/b/a Ballard Rehabilitation Hospital shall be effective for five (5) years or until termination by written notice of either party. Interim Dean Carol Comeau and college staff have reviewed this educational affiliation agreement renewal with Vibra Hospital of San Bernardino, LLC, d/b/a Ballard Rehabilitation Hospital. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this educational affiliation agreement renewal with Vibra Hospital of San Bernardino, LLC, d/b/a Ballard Rehabilitation Hospital, located in San Bernardino, California as presented.

Fiscal Impact:	None	Board Date: November 26, 2018
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President of Academic Affairs Carol Comeau, Interim Dean of Human Services & Technology	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

EDUCATIONAL AFFILIATION AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into by and between **Vibra Hospital of San Bernardino, LLC, d/b/a Ballard Rehabilitation Hospital**, hereinafter called the Agency, and **Rancho Santiago Community College District on behalf of Santa Ana College**, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

A. For the Program in General

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

B. For Background Clearance, Health and Immunization

The District shall inform The Occupational Therapy Assistant Program students and any on-site faculty that, prior to arrival on-site at Agency, they shall have: (a) Obtained negative results to a ten panel drug screen with expanded opiate panel; (b) possession of a current (within a year) certification of health clearance, including verification of a titer test proving immunity to rubella, mumps and measles or proof of immunization, PPD Test or chest x-

ray showing no active tuberculosis, verbal screening for clinical history of Varicella-zoster virus infection (chicken pox), proof of immunization against hepatitis B (heptavac), and annual influenza vaccination; (c) successfully completed a seven year criminal background check for all states in which students/faculty have held residence; and (d) successfully completed checks to participate in all federal and state health programs and possess verification that students/faculty are not on the OIG List of Excluded Providers or the GSA Excluded Parties List from participation in health care programs, and that they are not on the state healthcare/government sanctions and/or exclusions listings of any state in which they have held residence.

C. For Program Planning

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

D. For Occupational Therapy Assistant Program Students

1. The District will be responsible for assuring that Occupational Therapy Assistant Program students assigned to the Agency for clinical instruction meet both District and Agency standards of health, background checks and physical fitness, as set forth in Section II(B) hereof, and shall provide certification that the Occupational Therapy Assistant Program students have been immunized against the common communicable diseases.

PART III. **GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY**

A. For the Program in General

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Occupational Therapy Assistant programs. To further this, the Agency agrees to provide and maintain personnel who are in its opinion, capable and qualified in those divisions in which students are placed.
2. The administration of the service and patient care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and shall be administered through the Agency staff.

3. The Agency will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Agency facilities, including joint planning and representatives of all involved Occupational Therapy Assistant programs.
4. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.
5. The Agency will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.
6. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula.
7. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

B. For Services and Facilities

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

C. For the Control of District Personnel

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

PART IV.

JOINT RESPONSIBILITIES AND PRIVILEGES

A. For Publications

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

B. Insurance:

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

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

C. Indemnification

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

PART V.

STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS

- A. Occupational Therapy Assistant Program students shall have the status as learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned patient care in that area. Clinical experience will be conducted as

a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.

- B. Occupational Therapy Assistant Program students are subject to the authority, policies, and regulations of the District. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as are for Agency employees in matters relating to the welfare of patients and general Agency operations. The Agency reserves the right to immediately remove from clinical assignments any student who presents a threat or danger to any patient or employee of Agency.
- C. The District will be responsible for assuring that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT, TERMINATION, MISCELLANEOUS

- A. This agreement shall be effective as of the date signed, and shall continue in effect for five years, unless terminated earlier by written notice of either party. Either party to this Agreement may, in its sole discretion, terminate this Agreement with or without cause by giving the other party at least 30 days' prior written notice. In the event the Agreement is terminated for cause, all of the obligations of the terminating party shall be waived immediately upon written notice of termination. In the event of termination without cause, the parties agree to fulfill their respective obligations associated with the current term or semester, prior to such termination becoming effective.
- B. This agreement may only be amended in a written document signed by both parties hereto. Neither party may assign this agreement without the prior written consent of the other party, which shall not be unreasonably withheld. This agreement shall be subject to the laws of the State of California, and any disputes arising hereunder shall be adjudicated in a court of competent jurisdiction within California.

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

**District: Rancho Santiago Community
College District**

**Agency: Vibra Hospital of San Bernardino,
LLC, d/b/a Ballard Rehabilitation Hospital**

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

**Ballard Rehabilitation Hospital
1760 West 16th Street
San Bernardino, CA 92411**

Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services

Mary Hunt
Regional Chief Executive Officer

Date: _____

Date: _____

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Educational Affiliation Agreement Renewal with Etiwanda School District	
Action:	Request for Approval	

BACKGROUND

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

ANALYSIS

This educational affiliation agreement renewal with Etiwanda School District covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This educational affiliation agreement renewal with Etiwanda School District shall be effective for five (5) years or until termination by written notice of either party. Interim Dean Carol Comeau and college staff have reviewed this educational affiliation agreement renewal with Etiwanda School District. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this educational affiliation agreement renewal with Etiwanda School District, located in Etiwanda, California as presented.

Fiscal Impact:	None	Board Date: November 26, 2018
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President of Academic Affairs Carol Comeau, Interim Dean of Human Services & Technology	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

EDUCATIONAL AFFILIATION AGREEMENT

Occupational Therapy Assistant Program

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

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

A. For the Program in General

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

B. For Background Clearance

The District shall inform The Occupational Therapy Assistant Program students of the Background Check requirement and their responsibility of payment.

C. For Program Planning

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

D. For Occupational Therapy Assistant Program Students

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

PART III. **GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY**

A. For the Program in General

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

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

B. For Services and Facilities

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

C. For the Control of District Personnel

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

PART IV. **JOINT RESPONSIBILITIES AND PRIVILEGES**

A. For Publications

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

B. Insurance:

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

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

C. Indemnification

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

PART V. **STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS**

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

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

PART VI. PERIOD OF AGREEMENT, TERMINATION

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

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

**District: Rancho Santiago Community
College District**

Agency: Etiwanda School District

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

**Etiwanda School District
6061 East Ave.
Etiwanda, CA 91739**

Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services

Douglas Clafin
Assistant Superintendent of Business Services

Date: _____

Date: _____

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Confirmation of Santa Ana College Associate Degrees and Certificates for Summer 2018	
Action:	Request for Approval	

BACKGROUND

A list of students who successfully completed coursework at Santa Ana College leading to an associate in arts degree, associate in arts for transfer degree, associate in science degree, associate in science for transfer degree, certificate of achievement, and/or certificate of proficiency for summer 2018 is presented ([view document](#)). Also included are the statistical tables showing degrees and certificates awarded by major.

ANALYSIS

Santa Ana College awarded 259 Associate Degrees at the conclusion of summer 2018. Of the total number of degrees awarded, 162 were Associate of Arts, 34 Associate of Science, 27 Associate of Arts for Transfer, 36 Associate of Science for Transfer and 36 double majors. The area with the highest number of degrees was in Liberal Arts: Arts, Humanities, Communication with 76 degrees awarded in summer 2018.

Santa Ana College awarded 417 Certificates of Achievement (CA) and 597 Certificates of Proficiency (CP) at the conclusion of summer 2018. The area with the most significant amount of certificates was International Business, International Law Specialist, which awarded 106 certificates. Santa Ana College awarded 1,014 overall Certificates during summer 2018.

RECOMMENDATION

It is recommended that the Board of Trustees confirm the list of recipients of Santa Ana College Associate Degrees and Certificates for summer 2018 as presented.

Fiscal Impact:	None	Board Date: November 26, 2018
Prepared by:	Mark C. Liang, J.D., Dean, Enrollment Services Vaniethia Hubbard, Ed.D., Vice President, Student Services	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College – Student Services

To:	Board of Trustees	Date: November 26, 2018
Re:	Confirmation of Associate Degrees and Certificates Awarded in Summer 2018	
Action:	Request for Approval	

BACKGROUND

Attached is a list of students who successfully completed coursework at Santiago Canyon College leading to an associate of arts degree, associate in arts for transfer degree, associate of science degree, associate in science for transfer degree, certificate of achievement, and/or certificate of proficiency for Summer 2018. Also attached are the statistical tables showing degrees and certificates awarded by major. ([Click here for degrees, certificates, and student list.](#))

ANALYSIS

Santiago Canyon College awarded 150 associate degrees, 39 associate degrees for transfer, 963 certificates of achievement and 975 certificates of proficiency in Summer 2018.

RECOMMENDATION

It is recommended that the Board of Trustees confirm the Associate Degrees and Certificates Awarded in Summer 2018.

Fiscal Impact: None	Board Date: November 26, 2018
Prepared by: Syed Rizvi, Vice President of Student Services	
Submitted by: John Hernandez, Ph.D., President	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Proposed Revisions for the 2018 – 2019 Santa Ana College Catalog Addendum	
Action:	Request for Approval	

BACKGROUND

The attached memo is the annual summary of actions taken by the Santa Ana College Curriculum and Instruction Council during 2018. It includes new courses, course revisions, course deletions, and other curricula changes that are reflected in the catalog.

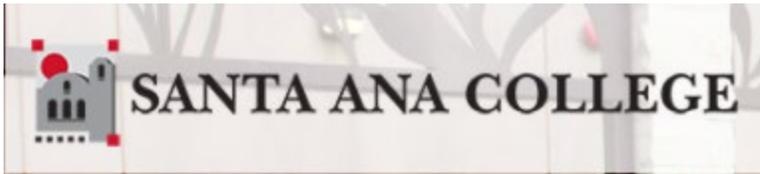
ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed revisions for the 2018 – 2019 Santa Ana College Catalog.

Fiscal Impact:	None	Board Date: November 26, 2018
Prepared by:	Brian Sos, Ph.D., Chair of the Curriculum and Instruction Council Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



CURRICULUM AND INSTRUCTION COUNCIL

DATE: November 26, 2018

TO: Linda D. Rose, Ed.D., President of Santa Ana College

FROM: Brian Sos, Ph.D., Chair of the Curriculum and Instruction Council
Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs

RE: **PROPOSED REVISIONS FOR THE 2018-2019 CATALOG ADDENDUM**

The following changes to the 2018-2019 college catalog are proposed by the Curriculum and Instruction Council (CIC) of Santa Ana College. All changes to academic policies, courses, and programs are reviewed and approved by departmental curriculum committees before action is taken by the CIC.

Santa Ana College's CIC is chaired by Dr. Brian Sos, 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, two Curriculum Specialists and a student representative.

The changes initiated at Santa Ana College for the 2018-2019 catalog are:

REVISED COURSE (See Attachment #1)

One (1) course revision was 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.

DISTANCE EDUCATION OFFERING

One (1) course was separately reviewed and approved in accordance with California Code of Regulations §55206. This course was designed with portions of the instruction which the instructor and student are separated by distance and interact through the assistance of communication technology in lieu of face-to-face interaction.

Cc: Monica Zarske, Academic Senate President, Santa Ana College
Jeffrey Lamb, Vice-President of Academic Affairs, Santa Ana College
Venethia Hubbard, Vice-President of Student Services, Santa Ana College
James Kennedy, Vice-President of Continuing Education, Centennial Education Center
Madeline Grant, Dean of Business, Santa Ana College
Brian Kehlenback, Interim Dean of Fine and Performing Art, Santa Ana College
Carol Comeau, Interim Dean of Human Services and Technology, Santa Ana College
Shelley Jaffray, Dean of Humanities and Social Sciences, Santa Ana College
Douglas Manning, Dean of Kinesiology, Santa Ana College
Michelle Priest, Dean of Sciences, Mathematics and Health Sciences, Santa Ana College
Maria Dela Cruz, Interim Dean of Counseling, Santa Ana College
Darlene Diaz, Chair of the Curriculum and Instruction Council, Santiago Canyon College
John Hernandez, President of Santiago Canyon College
Michael DeCarbo, Academic Senate President, Santiago Canyon College
Marilyn Flores, Vice-President of Academic Affairs, Santiago Canyon College

REVISED COURSE

Credit

Paralegal 246, Legal Research and Analysis

Non-Credit

None

DISTANCE EDUCATION OFFERING

Credit

Paralegal 246, Legal Research and Analysis

Non-Credit

None

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Proposed Revisions for the 2019 – 2020 Santa Ana College Catalog	
Action:	Request for Approval	

BACKGROUND

The attached memo is the annual summary of actions taken by the Santa Ana College Curriculum and Instruction Council during 2018. It includes new courses, course revisions, course deletions, and other curricula changes that are reflected in the catalog.

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed revisions for the 2019 – 2020 Santa Ana College Catalog.

Fiscal Impact:	None	Board Date: November 26, 2018
Prepared by:	Brian Sos, Ph.D., Chair of the Curriculum and Instruction Council Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



CURRICULUM AND INSTRUCTION COUNCIL

DATE: November 26, 2018

TO: Linda D. Rose, Ed.D., President of Santa Ana College

FROM: Brian Sos, Ph.D., Chair of the Curriculum and Instruction Council
Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs

RE: **PROPOSED REVISIONS FOR THE 2019-2020 CATALOG**

The following changes to the 2019-2020 college catalog are proposed by the Curriculum and Instruction Council (CIC) of Santa Ana College. All changes to academic policies, courses, and programs are reviewed and approved by departmental curriculum committees before action is taken by the CIC.

Santa Ana College's CIC is chaired by Dr. Brian Sos, 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, two Curriculum Specialists and a student representative.

The changes initiated at Santa Ana College for the 2019-2020 catalog are:

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE (Plan A)

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

Area E: Language and Rationality: E2 – Communication and Analytical Thinking

Mathematics 141 (*Added*)

Mathematics 221 (*Added*)

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

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

Area B: Scientific Inquiry and Quantitative Reasoning: B4 – Mathematics/Quantitative Reasoning

Mathematics 141 (*Added*)

Mathematics 221 (*Added*)

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (Plan C)

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

Area 2A: Mathematical Concepts and Quantitative Reasoning

Mathematics 141 (*Added*)

Mathematics 221 (*Added*)

NEW PROGRAMS, DEGREES AND CERTIFICATES

(See Attachment #1)

Five (5) new program control numbers will be requested from the California Community colleges Chancellor's Office for the upcoming academic year in accordance with California Code of Regulations §55130.

REVISED PROGRAMS, DEGREES AND CERTIFICATES

(See Attachment #2)

A total of twenty-six (26) 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)

Six (6) degrees were 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)

Nineteen (19) new courses were approved due to new and/or expanded programs or major changes in the discipline.

REVISED COURSES

(See Attachment #5)

One hundred four (104) 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.

HONORS COURSE REVISIONS

(See Attachment #6)

Five (5) honor 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 #7)

Fifty-six (56) courses were deactivated because they were outdated and/or had not been offered in three (3) or more years.

DISTANCE EDUCATION OFFERINGS

(See Attachment #8)

Seventy-eight (78) 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: Monica Zarske, Academic Senate President, Santa Ana College
Jeffrey Lamb, Vice-President of Academic Affairs, Santa Ana College
Venethia Hubbard, Vice-President of Student Services, Santa Ana College
James Kennedy, Vice-President of Continuing Education, Centennial Education Center
Madeline Grant, Dean of Business, Santa Ana College
Brian Kehlenback, Interim Dean of Fine and Performing Art, Santa Ana College
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Shelley Jaffray, Dean of Humanities and Social Sciences, Santa Ana College
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Michelle Priest, Dean of Sciences, Mathematics and Health Sciences, Santa Ana College
Maria Dela Cruz, Interim Dean of Counseling, Santa Ana College
Darlene Diaz, Chair of the Curriculum and Instruction Council, Santiago Canyon College
John Hernandez, President of Santiago Canyon College
Michael DeCarbo, Academic Senate President, Santiago Canyon College
Marilyn Flores, Vice-President of Academic Affairs, Santiago Canyon College

NEW PROGRAMS, DEGREES AND CERTIFICATES

Credit

1. Agency Film Production Certificate of Achievement
2. STEAM (Science, Technology, Engineering, Arts, Math) Certificate for Early Childhood Educators Certificate of Proficiency

Non-Credit

3. Caregiver/Personal Care Aide Certificate of Completion
4. Hospitality Services Certificate of Completion
5. Pharmacy Technology Certificate of Completion

REVISED PROGRAMS, DEGREES AND CERTIFICATES**Credit**

1. 3D Modeling and Animation Certificate C - Video Game & Interactive Media Art Emphasis Certificate of Achievement
2. After School Program Assistant Certificate of Proficiency
3. After School Program Associate Teacher Certificate of Proficiency
4. Associate in Arts in Child Development - Emphasis in Infant/Toddler Care and Development Degree
5. Associate in Arts in Child Development - Emphasis in Preschool Age Care and Development Degree
6. Associate in Arts in Child Development - Emphasis in School-Age Care and Recreation Degree
7. Associate in Arts in Elementary Education (Pre-Professional) Degree
8. Associate in Arts in Elementary Teacher Education for Transfer Degree
9. Associate in Arts in Geography for Transfer
10. Associate in Arts in Political Science for Transfer Degree
11. Associate in Arts in Psychology Degree
12. Associate in Arts in Psychology for Transfer Degree
13. Associate in Arts in Sociology for Transfer Degree
14. Associate in Arts in Theatre Arts for Transfer
15. Associate in Science in Business Administration for Transfer Degree
16. Digital Music Production Certificate of Proficiency
17. Legal Office Technician Certificate of Achievement
18. Library Technology Certificate of Achievement
19. School-Age Teacher Certificate of Achievement
20. Television/Video Communications Certificate A-Television Production Certificate of Achievement
21. Television/Video Communications Certificate B-Broadcast Journalism Certificate of Achievement
22. Theatre Arts - Performance Emphasis Degree
23. Theatre Arts - Technical Theatre Emphasis Degree

Non-Credit

24. Adult High School Diploma
25. ESL Enhanced Writing Capstone Certificate of Competency
26. Vocational ESL Enhanced Certificate of Competency

DELETED PROGRAMS, DEGREES AND CERTIFICATES

Credit

1. Business Applications and Technology Degree and Certificate
2. Costume Design Certificate of Proficiency
3. Entertainment Business Certificate of Proficiency
4. Microsoft Dynamics for Financial Accounting Certificate of Proficiency
5. Performance Emphasis Certificate of Proficiency
6. Supporting Children with Special Needs Certificate of Proficiency

Non-Credit

None

NEW COURSES**Credit**

1. American Sign Language 211, American Sign Language IV
2. Business Applications 155, WordPress
3. Business Applications 182, Document Sharing and Collaboration using the Cloud and Google Apps
4. Criminal Justice Academies 034D, Courthouse Operations
5. Criminal Justice Academies 040A, Basic Peer Support Training
6. Criminal Justice Academies 040B, Post Critical Incident Response for Peer Support
7. Education 105, Exploration in the Field of Education
8. Education 120A, Development of the School-Age Child
9. Education 120B, School-Age Child Care and Recreation Activities
10. Mathematics 141, College Algebra with Support
11. Mathematics 221, Statistics and Probability with Support
12. Music 245, Intermediate Jazz Improvisation and Performance Workshop
13. Nursing-Continuing Education 150, Registered Nurse Competency Refresher Course
14. Theatre Arts 137, Costume Design and History
15. Theatre Arts 138, Costume Periods and Styles
16. Theatre Arts 169, Cooperative Work Experience-Entertainment

Non-Credit

17. Vocational – Health 109, Introduction to Caregiving
18. Vocational – Health 110, Caregiver Training
19. Vocational – Hospitality 201, Career Focus - Hospitality Service

REVISED COURSES**Credit**

1. Accounting 010, Accounting Procedures
2. Accounting 032, Payroll Accounting
3. Accounting 102, Managerial Accounting
4. Accounting 104, Federal and California Taxes
5. Accounting 108, Tax Practices and Procedures
6. Art 104, Mexican and Chicano Art History
7. Art 130, Introduction to Drawing
8. Art 140A, Watercolor Painting
9. Art 141, Beginning Painting
10. Art 282, Jewelry II
11. Art 283, Jewelry III
12. Biology 115, Concepts in Biology for Educators
13. Biology 132, Natural History of Death Valley
14. Biology 139, Health Microbiology
15. Business 130, Personal Finance
16. Business 141, The Globalization of Marketing
17. Business 142, International Market Research and Planning
18. Business 143, Packaging, Pricing and Promoting Products/Services for Export
19. Business 145, Channels of Distribution in International Markets
20. Business 150, Introduction to Information Systems and Applications
21. Business 163, International Methods of Payment and Letters of Credit
22. Business 164, Alternative Financing Techniques for International Trade
23. Business 165, International Trade Finance and Insurance
24. Business 166, Financing an Import/Export Business
25. Business Applications 110, Computer Keyboarding Skills
26. Business Applications 115, Computer Keyboarding Speed and Accuracy Development
27. Business Applications 181, Everyone Can Code with Apple
28. Chemistry 229, General Chemistry and Qualitative Analysis
29. Child Development 120B, School-Age Child Care and Recreation Activities (DS5)
30. Chinese 101, Elementary Chinese I
31. Chinese 102, Elementary Chinese II
32. Communication Studies 101, Introduction to Interpersonal Communication
33. Communication Studies 103, Introduction to Intercultural Communication
34. Communication Studies 140, Argumentation and Debate
35. Communication Studies 145, Group Dynamics
36. Computer Science 105, Visual BASIC Programming
37. Computer Science 112, Java Programming
38. Computer Science 137, Personal Computer Troubleshooting
39. Computer Science 139, Configuration and Administration of Local Area Networks
40. Computer Science 140, Discrete Structures for Computer Science
41. Computer Science 214, XML Programming
42. Counseling 103, Educational Planning
43. Counseling 107, The Freshman Experience
44. Criminal Justice Academies 099, OCSD Basic Pre-Academy
45. Dance 112, Ethnic Dance
46. Dance 113A, Flamenco Dance I
47. Dance 117, Introduction to Middle Eastern Dance
48. Dance 120A, Introduction to Hip-Hop Dance

49. Dance 120B, Intermediate Hip-Hop Dance
50. Dance 232, Partnering
51. Fashion Design Merchandising 136, Fundamentals of Costume Design
52. Fire Academy 018B, Beginning Fire Physical Ability Training
53. Fire Academy 018C, Intermediate Fire Physical Ability Training
54. Fire Academy 018D, Advanced Fire Physical Ability Training
55. French 101, Elementary French I
56. French 102, Elementary French II
57. French 198, Topics in French
58. History 105, Ancient Mesoamerican Civilization
59. Italian 121, Elementary Italian II
60. Kinesiology Intercollegiate Athletics 202, Basketball-Men
61. Kinesiology Intercollegiate Athletics 206, Swimming-Men
62. Kinesiology Intercollegiate Athletics 212, Basketball—Women
63. Kinesiology Intercollegiate Athletics 293, Sand Volleyball
64. Marketing 113, Principles of Marketing
65. Marketing 120, Understanding Consumer Behavior – Getting them to Buy, Buy, Buy
66. Marketing 121, Negotiating - Getting to a Win-Win
67. Marketing 122, Sales Strategies that Build Business Relationships & Increase Sales
68. Marketing 123, Marketing and Technology - Trends and Cutting Edges
69. Marketing 124, Cause Marketing and Public Relations - Doing Well by Doing Good
70. Marketing 125, Advertising & Promotion – Get the Word Out & Keep your Customers Buying
71. Marketing 126, Distributing Products & Services – Reaching Customers Where They Shop
72. Mathematics 150, Calculus for Biological, Management and Social Sciences
73. Music 111, Basic Music Theory and Musicianship I
74. Music 168, Stylistic Interpretation of Piano Repertoire
75. Music 174, Percussion Ensemble
76. Paralegal 101, Law Office Management
77. Paralegal 120, Computers in the Law Office
78. Paralegal 121, Ethics and Professional Responsibility
79. Paralegal 131, Advanced ADR Practice
80. Paralegal 136, Real Property Law and Procedure
81. Paralegal 139, Fundamentals of Labor Law
82. Paralegal 140, Immigration Law and Procedure
83. Paralegal 144, Introduction to eDiscovery
84. Paralegal 145, Civil Litigation Overview
85. Paralegal 146, Tort Law and Alternative Dispute Resolution
86. Political Science 101, Introduction to American Governments
87. Political Science 235, Identity Politics
88. Spanish 101, Elementary Spanish I
89. Spanish 102, Elementary Spanish II
90. Spanish 201, Intermediate Spanish I
91. Spanish 202, Intermediate Spanish II
92. Theatre Arts 105, Theatre History 1
93. Theatre Arts 111, Intermediate Acting
94. Theatre Arts 114, Acting for the Camera II
95. Theatre Arts 165L, Fundamentals of Programming for Intelligent Lighting Lab
96. Theatre Arts 166, Intermediate Programming
97. Theatre Arts 166L, Intermediate Programming Lab
98. Theatre Arts 250, Advanced Theatre Production
99. Theatre Arts 255, Motion Picture Performance Production
100. TV/Video Communications 142, Acting for the Camera

101.TV/Video Communications 215, Advanced Single-Camera/Digital Cinema Production
102.Vietnamese 101, Elementary Vietnamese I
103.Vietnamese 102, Elementary Vietnamese II
104.Vietnamese 198, Topics in Vietnamese

Non-Credit

None

HONORS COURSE REVISIONS

Credit

1. Communication Studies 101H, Honors Introduction to Interpersonal Communication
2. Communication Studies 103H, Honors Introduction to Intercultural Communication
3. Spanish 101H, Honors Elementary Spanish I
4. Spanish 102H, Honors Elementary Spanish II
5. Spanish 201H, Honors Intermediate Spanish I

Non-Credit

None

DEACTIVATED COURSES**Credit**

1. Accounting 116, Money, Finance and Accounting for Entrepreneurs
2. Accounting 170, Microsoft Dynamics for Financial Accounting - Core Modules
3. Accounting 171, Microsoft Dynamics for Financial Accounting - Operations and Analysis
4. Accounting 202, Cost Accounting for Construction Engineering
5. Art 221, Graphic Design II
6. Business 183, Customs Broker License Class
7. Business 184, Customs Broker Exam Prep Class
8. Business Applications 046, Word Processing Laboratory
9. Computer Science 135, Software Deployment Mechanisms
10. Computer Science 207A, Introduction to Business Intelligence
11. Computer Science 207B, Business Intelligence and Data Warehouse Architecture
12. Computer Science 249, Microsoft Internet Information Server (IIS)
13. English 206, Introduction to Language Structure and Use
14. Entrepreneurship 107, Money, Finance and Accounting for Entrepreneurs
15. Fire Academy 033, Swift Water Rescue
16. Fire Academy 052, Flashover
17. Fire Academy 080A, S-234 Wildland Firing Methods and Procedures
18. Fire Academy 098-03, EMT-I Recertification/ Continuing Education
19. Fire Academy 098-04, EMT-1 24 hour refresher variable unit
20. Fire Officer Training 008C, S-244 Field Observer
21. Fire Officer Training 012, Ethical Leadership
22. Fire Officer Training 031-20, Fire Service/Lifeguard EMT-1
23. Fire Officer Training 031-21, S-336 Tactical Decision Making in Wildland Fire
24. Fire Officer Training 100, Emergency Medical Technician
25. Kinesiology Aquatics 204, Lifesaving
26. Kinesiology Fitness 101A, Personal Fitness Evaluation I
27. Kinesiology Fitness 101B, Personal Fitness Evaluation II
28. Kinesiology Fitness 101C, Personal Fitness Evaluation III
29. Kinesiology Intercollegiate Athletics 128, Conditioning for Athletes (0.5 unit)
30. Kinesiology Intercollegiate Athletics 134, Golf-Playing Lesson - Off Season
31. Kinesiology Intercollegiate Athletics 214, Golf-Women
32. Kinesiology Intercollegiate Athletics 235, Speed and Agility (0.5 unit)
33. Kinesiology Intercollegiate Athletics 261, Soccer-Women (0.5 unit)
34. Kinesiology Intercollegiate Athletics 262, Soccer-Men (0.5 unit)
35. Kinesiology Professional 098, Topics
36. Kinesiology Professional 201, Movement Anatomy
37. Kinesiology Professional 203, Physiology of Cardiovascular Exercise
38. Kinesiology Professional 207, Physiology of Resistance Training
39. Kinesiology Professional 209, Exercise for Special Populations
40. Kinesiology Professional 211, Practicum in Fitness Evaluation I
41. Kinesiology Professional 213, Practicum in Fitness Evaluation II
42. Music 211, Music History and Literature
43. Nursing-Registered 101, Nursing Process: Non-Critical Adults
44. Nursing-Registered 101L, Nursing Actions: Non-Critical Adults
45. Nursing-Registered 102, Nursing Process: Women, Parents, and Children
46. Nursing-Registered 102L, Nursing Actions: Women, Parents and Children
47. Nursing-Registered 103, Pharmacological Concepts of Nursing

- 48. Nursing-Registered 112, Nursing Concepts
- 49. Nursing-Registered 201, Nursing Process: Critical Biological and Psychosocial System Needs I
- 50. Nursing-Registered 201L, Nurse Actions: Critical Biological and Psychosocial System Needs I
- 51. Nursing-Registered 202, Nursing Process: Critical Biological and Psychosocial System Needs II
- 52. Nursing-Registered 202L, Nursing Action: Critical Biological and Psychosocial System Needs II

Non-Credit

- 53. English As a Second Language 701, Academic English as a Second Language Beginning 1
- 54. English As a Second Language 702, Academic English as a Second Language Beginning 2
- 55. Vocational – Health 800, Beginning Pharmacy Calculations
- 56. Vocational – Health 801, Advanced Pharmacy Calculations

DISTANCE EDUCATION OFFERINGS**Credit**

1. Accounting 010, Accounting Procedures
2. Accounting 032, Payroll Accounting
3. Accounting 102, Managerial Accounting
4. Accounting 104, Federal and California Taxes
5. Accounting 108, Tax Practices and Procedures
6. Business 130, Personal Finance
7. Business 141, The Globalization of Marketing
8. Business 142, International Market Research and Planning
9. Business 143, Packaging, Pricing and Promoting Products/Services for Export
10. Business 145, Channels of Distribution in International Markets
11. Business 150, Introduction to Information Systems and Applications
12. Business 163, International Methods of Payment and Letters of Credit
13. Business 164, Alternative Financing Techniques for International Trade
14. Business 165, International Trade Finance and Insurance
15. Business 166, Financing an Import/Export Business
16. Business Applications 110, Computer Keyboarding Skills
17. Business Applications 115, Computer Keyboarding Speed and Accuracy Development
18. Business Applications 181, Everyone Can Code with Apple
19. Child Development 070, Early Childhood Education: Introductory Principles and Practices (DS3)
20. Child Development 111A, Principles and Practices of Teaching Young Children
21. Child Development 111B, Introduction to Curriculum for Young Children
22. Child Development 116A, Infant/Toddler Growth and Development (DS4)
23. Child Development 116B, Care and Education for Infants and Toddlers (DS3)
24. Child Development 120A, Development of the School-Age Child (DS5)
25. Child Development 206, Curriculum and Intervention Strategies
26. Child Development 207, Supporting and Empowering Families of Children with Special Needs
27. Child Development 210, Creative Music Experiences for Young Children
28. Child Development 214, Creative Art Experiences for Children
29. Child Development 220, The Child as a Victim
30. Child Development 221, Living and Teaching in a Diverse Society
31. Child Development 231, Developing Language and Literacy in Young Children
32. Child Development 232, Math and Science Methods for Early Learning Environments
33. Child Development 297, Analyzing and Applying Teacher Strategies in the Classroom
34. Child Development 298A, Practicum in Early Childhood Programs
35. Child Development 298B, Practicum in Infant/Toddler Programs
36. Chinese 101, Elementary Chinese I
37. Communication Studies 101, Introduction to Interpersonal Communication
38. Computer Science 214, XML Programming
39. Fashion Design Merchandising 105B, Intermediate Sewing
40. Fashion Design Merchandising 109, Flat Pattern Techniques
41. Fashion Design Merchandising 111B, Fashion Illustration
42. Fashion Design Merchandising 111C, Fashion Portfolio Development
43. Fashion Design Merchandising 112, Advanced Flat Pattern Making
44. Fashion Design Merchandising 213, Apparel Line Production
45. Fashion Design Merchandising 216, Computer Flat Pattern Design, Grading, and Marking
46. French 101, Elementary French I
47. French 102, Elementary French II
48. Italian 121, Elementary Italian II

49. Marketing 113, Principles of Marketing
50. Marketing 120, Understanding Consumer Behavior – Getting them to Buy, Buy, Buy
51. Marketing 121, Negotiating - Getting to a Win-Win
52. Marketing 122, Sales Strategies that Build Business Relationships & Increase Sales
53. Marketing 123, Marketing and Technology - Trends and Cutting Edges
54. Marketing 124, Cause Marketing and Public Relations - Doing Well by Doing Good
55. Marketing 125, Advertising & Promotion – Get the Word Out & Keep your Customers Buying
56. Marketing 126, Distributing Products & Services – Reaching Customers Where They Shop
57. Music 111, Basic Music Theory and Musicianship I
58. Paralegal 101, Law Office Management
59. Paralegal 120, Computers in the Law Office
60. Paralegal 121, Ethics and Professional Responsibility
61. Paralegal 131, Advanced ADR Practice
62. Paralegal 136, Real Property Law and Procedure
63. Paralegal 139, Fundamentals of Labor Law
64. Paralegal 140, Immigration Law and Procedure
65. Paralegal 144, Introduction to eDiscovery
66. Paralegal 145, Civil Litigation Overview
67. Paralegal 146, Tort Law and Alternative Dispute Resolution
68. Political Science 101, Introduction to American Governments
69. Spanish 101, Elementary Spanish I
70. Spanish 101H, Honors Elementary Spanish I
71. Spanish 102, Elementary Spanish II
72. Spanish 102H, Honors Elementary Spanish II
73. Spanish 201, Intermediate Spanish I
74. Spanish 201H, Honors Intermediate Spanish I
75. Spanish 202, Intermediate Spanish II
76. Theatre Arts 105, Theatre History 1
77. Vietnamese 101, Elementary Vietnamese I
78. Vietnamese 102, Elementary Vietnamese II

Non-Credit

None

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Proposed Revisions for the 2018-2019 Santiago Canyon College Catalog Addendum and/or 2019-2020 Catalog	
Action:	Request for Approval	

BACKGROUND

The attached memo is a summary of actions taken by the Santiago Canyon College Curriculum and Instruction Council (CIC) to date this semester. It includes new courses, course revisions, course deletions, other curricula changes, and may include previous course submissions that have been approved that will be reflected in the college catalog addendum and/or 2019-2020 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 2018-2019 Santiago Canyon College Catalog Addendum and/or 2019-2020 catalog as presented.

Fiscal Impact:	None	Board Date: November 26, 2018
Prepared by:	Marilyn Flores, Ph.D., Vice President, Academic Affairs, SCC Darlene Diaz, Chair, Curriculum and Instruction Council, SCC	
Submitted by:	John Hernandez, Ph.D., President, SCC	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



CURRICULUM AND INSTRUCTION COUNCIL

DATE: November 26, 2018

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

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

RE: **PROPOSED REVISIONS FOR THE 2018-2019 CATALOG ADDENDUM AND/OR 2019-2020 CATALOG**

The following changes to the 2018-2019 college catalog are proposed by the Curriculum and Instruction Council (CIC) of Santiago Canyon College. All changes to academic policies, courses, and programs are reviewed and approved by departmental curriculum committees before action is taken by the CIC.

Santiago Canyon College's CIC is chaired by Darlene Diaz, 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 2018-2019 catalog are:

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE (Plan A)

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

SCC GE (Plan A): Area C: Humanities

- Cinema Studies 107, Great Directors added
- Cinema Studies 108, Film Genres added
- Cinema Studies 150A, Film/TV Producing I added
- Cinema Studies 150B, Film/TV Producing II added

SCC GE (Plan A): Area E1: English Composition

- English N99, Introduction to Composition with Integrated Support added

SCC GE (Plan A): Area E2: Communication and Analytical Thinking

- Sociology 125, Introduction to Statistics in Sociology added

SCC GE (Plan A): Area G1: Mathematics Proficiency

- Sociology 125, Introduction to Statistics in Sociology added

SCC GE (Plan A): Area G2: Reading Proficiency

- Reading 101, Introduction to Academic Reading added

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

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

CSU GE (Plan B): Area B4: Mathematics/Quantitative Reasoning

- Sociology 125, Introduction to Statistics in Sociology added

CSU GE (Plan B): Area C1: Arts (Art, Dance, Music, Theatre)

- Cinema Studies 107, Great Directors added
- Cinema Studies 108, Film Genres added

CSU GE (Plan B): Area D: Social, Political, Economic Institutions, and Behavior

- Gender, Sexuality and Women's Studies 103, Men and Masculinities added

CSU GE (Plan B): Area E1: Lifelong Understanding and Self-Development

- Counseling 113, Learning Strategies for College Success added

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (Plan C)

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

IGETC (Plan C): Area 2A: Mathematical Concepts and Quantitative Reasoning

- Sociology 125, Introduction to Statistics in Sociology added

IGETC (Plan C): Area 3A: Arts

- Cinema Studies 107, Great Directors added
- Cinema Studies 108, Film Genres added

IGETC (Plan C): Area 4: Social and Behavioral Sciences

- Sociology 125, Introduction to Statistics in Sociology added
- Gender, Sexuality and Women's Studies 103, Men and Masculinities added

NEW PROGRAMS, DEGREES, AND CERTIFICATES

(See Attachment #1)

Five (5) 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)

Twenty-one (21) programs, degrees and certificates were revised because of changes in required or restricted elective courses, advisory committee recommendations, changes in requirements for four year schools, and recommendations from state agencies.

DEACTIVATED PROGRAMS, DEGREES, AND CERTIFICATES

(See Attachment #3)

Two (2) programs were deactivated because they were outdated and/or had not been awarded in three (3) or more years.

NEW COURSES

(See Attachment #4)

Twenty-five (25) new courses were approved due to new and/or expanded programs or major changes in the discipline.

REVISED COURSES

(See Attachment #5)

Forty-six (46) 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)

Eighteen (18) 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)

Twenty-nine (29) 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.

STAND ALONE

(See Attachment #8)

Eight (3) nondegree-applicable courses, which are not part of an approved educational program, as permissible by California Education Code §70900-70902 and California Code of Regulations §55002, were approved as stand-alone.

Cc: Michael DeCarbo, Academic Senate President, Santiago Canyon College
Marilyn Flores, Vice-President of Academic Affairs, Santiago Canyon College
Darlene Diaz, Chair of the Curriculum and Instruction Council, Santiago Canyon College
Syed Rizvi, 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
Elizabeth Arteaga, Associate Dean of Business and Career Technical Education, Santiago Canyon College
Ruth Babeshoff, 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
Linda Rose, President of Santa Ana College
Jeffrey Lamb, Vice-President of Academic Affairs, Santa Ana College
Monica Zarske, Academic Senate President, Santa Ana College
Brian Sos, Chair of the Curriculum and Instruction Council, Santa Ana College

NEW PROGRAMS, DEGREES, AND CERTIFICATES

Credit

Film/TV Producing, Certificate of Achievement.

Non-Credit

Healthcare Support Worker, Certificate of Completion

Home Health Aide, Certificate of Completion

Nurse Assistant Acute Care, Certificate of Completion

Office Leadership Skills, Certificate of Completion

REVISED PROGRAMS, DEGREES, AND CERTIFICATES**Credit**

Apprenticeship Electricity, Intelligent Transportation Systems Electrician, A.S Degree (22271)
Apprenticeship Electricity, Intelligent Transportation Systems Electrician, Certificate of Achievement (22270)
Business Management, A.S. Degree (11859)
Business Management, Certificate of Proficiency
Communication, A.A. Degree (11929)
Computerized Accounting, Certificate of Proficiency
Cosmetology, A.S Degree (11948)
Cosmetology, Certificate of Achievement (21674)
Esthetician, Certificate of Achievement (36520)
Sociology, A.A. Degree for Transfer (30600)
Social Justice Studies: Ethnic Studies A.A Degree for Transfer
Social Justice Studies: General A.A. Degree for Transfer

Non-Credit

Customer Service Representative, Certificate of Completion (24427)
Executive Secretary/Administrative Assistant, Certificate of Completion (24426)
Food Handler, Certificate of Completion
Food Service Manager, Certificate of Completion (24093)
General Medical Office Clerk, Certificate of Completion
General Office Clerk, Certificate of Completion (24095)
Medical Billing, Certificate of Completion (24052)
Receptionist/Information Clerk, Certificate of Completion (30985)
Warehousing, Certificate of Completion (33562)

DEACTIVATED PROGRAMS, DEGREES, AND CERTIFICATES

Credit

Digital Media Production, Certificate of Proficiency

Digital Media Studies, Certificate of Proficiency

NEW COURSES**Credit**

Apprenticeship Electrician 039, Intelligent Transportation Systems Electrician Apprentice 9
 Apprenticeship Electrician 040, Intelligent Transportation Systems Electrician Apprentice 10
 Cinema Studies 107, Great Directors
 Cinema Studies 108, Film Genres
 Cinema Studies 130, Film Appreciation
 Cinema Studies 150A, Film/TV Producing I
 Cinema Studies 150B, Film/TV Producing II
 English N99, Introduction to Composition with Integrated Support
 Mathematics N40, Intermediate Algebra Support Course
 Mathematics N43, Statistics and Probability Support Course
 Reading 101, Introduction to Academic Reading
 Real Estate 053, Real Estate License Preparation
 Real Estate 151, Fundamentals of Escrow
 Sociology 125, Introduction to Statistics in Sociology

Non-Credit

High School Subjects: Other 040, Introduction to Academic Pathways and Programs
 Vocational: Medical 050, Introduction to Healthcare Occupations
 Vocational: Medical 051, Healthcare Support Worker Pathways
 Vocational: Medical 060, Overview of the Home Health Aide Training Program
 Vocational: Medical 061, Home Health Aide (HHA) Training
 Vocational: Medical 070, Acute Care Theory for Nurse Assistants
 Vocational: Medical 071, Acute Care Practice for Nurse Assistants
 Workforce Preparation 014, Basic Finances in the Workforce
 Workforce Preparation 015, Public Communications
 Workforce Preparation 016, Long Term Competitive Employment Training
 Workforce Preparation 500, Workforce Readiness

REVISED COURSES**Credit**

Anthropology 100H, Honors Introduction to Cultural Anthropology
 Business 105, Legal Environment of Business
 Business 222, Business Writing
 Cinema Studies 103, History of Film to 1945
 Cinema Studies 104, History of Film From 1945 to Present
 Cinema Studies 105, Mass Media and Society
 Cinema Studies 122, Screenwriting for Digital Media
 Cinema Studies 124, Introduction to Digital Media Production
 Communication 111, Argumentation and Debate
 Computer Information Systems 106, Microsoft Excel
 Cosmetology 005, Health and Safety
 Cosmetology 040, Cosmetology
 Cosmetology 080, Esthetician
 Counseling 113, Learning Strategies for College Success
 Gender, Sexuality and Women's Studies 103, Men and Masculinities
 Geography 140, California Geography
 Management 122, Business Communications
 Mathematics 203, Fundamental Concepts of Elementary Mathematics
 Reading 097, Advanced College Reading
 Reading 102, Academic Reading
 Water Utility Science 065, Backflow Prevention Devices

Non-Credit

Adult Basic Education 023, Reading
 Adult Basic Education 024, Writing
 Adult Basic Education 025, Mathematics
 Adult Basic Education 026, Spelling
 High School Subjects: Art 828, Understanding America Through Art
 High School Subjects: Art 837, The Film As Art
 High School Subjects: Art 845, Drawing and Painting 1
 High School Subjects: Art 846, Drawing and Painting 2
 High School Subjects: Science 100, Chemistry 1B
 High School Subjects: Science 182, Physiology 1A
 High School Subjects: Science 183, Physiology 1B
 High School Subjects: Science 184, Chemistry 1A
 High School Subjects: Science 192, Basic Science 1
 High School Subjects: Science 193, Basic Science 2
 High School Subjects: Science 196, Health Science
 High School Subjects: Social Science 215, Introduction to Economics
 High School Subjects: Social Science 216, World Cultures 1A
 High School Subjects: Social Science 217, World Cultures 1B
 High School Subjects: Social Science 218, U.S History 1: Colonization to Industrialization
 High School Subjects: Social Science 219, U.S History 2: The Shaping of Modern America
 High School Subjects: Social Science 222, Government 1: United States Federal Government and Politics

REVISED COURSES (Continued)

Non-Credit

High School Subjects: Arts 828, Understanding America through Art

High School Subjects: Social Sciences 217, World Cultures 1B

Workforce Preparation 002, Self-Advocacy

Workforce Preparation 500, Workforce Readiness

DEACTIVATED COURSES

Credit

TV/Video Communications 100, Introduction to Electronic Media: TV, Radio, Film, and the Internet

TV/Video Communications 101, TV and Society: A Visual History

TV/Video Communications 120, Beginning Writing for TV: Film, and Corporate Video

Non-Credit

None

DISTANCE EDUCATION OFFERINGS**Credit**

Business 105, Legal Environment of Business
Business 222, Business Writing
Communication 111, Argumentation and Debate
Computer Information Systems 106, Microsoft Excel
Counseling 113, Learning Strategies for College Success
English N99, Introduction to Composition with Integrated Support
Gender, Sexuality and Women's Studies 103, Men and Masculinities
Geography 140, California Geography
Management 122, Business Communications
Mathematics N40, Intermediate Algebra Support Course
Mathematics N43, Statistics and Probability Support Course
Reading 097, Advanced College Reading
Reading 101, Introduction to Academic Reading
Reading 102, Academic Reading
Real Estate 053, Real Estate License Preparation
Real Estate 151, Fundamentals of Escrow
Real Estate 098, Real Estate License Preparation
Real Estate 098, Fundamentals of Escrow

Non-Credit

Vocational: Medical 050, Introduction to Healthcare Occupations
Vocational: Medical 051, Healthcare Support Worker Pathways
Vocational: Medical 070, Acute Care Theory for Nurse Assistants
Vocational: Medical 060, Overview of the Home Health Aide Training Program
Vocational: Medical 061, Home Health Aide (HHA) Training
Vocational: Medical 060
Workforce Preparation 002, Self-Advocacy
Workforce Preparation 014, Basic Finances in the Workforce
Workforce Preparation 015, Public Communications
Workforce Preparation 016, Long Term Competitive Employment Training
Workforce Preparation 112, Workforce Readiness

STAND ALONE

Credit

Computer Information Systems 098, Introduction to Enterprise Resource Planning
Real Estate 098, Real Estate License Preparation
Real Estate 098, Fundamentals of Escrow

Non-Credit

None

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Santa Ana College Community Services Program for Spring 2019	
Action:	Request For Approval	

BACKGROUND

The Santa Ana College Community Services Program offers classes that are of special interest or those designed for a specific audience or need. They are noncredit, usually shorter in duration than credit classes, and do not require lengthy preparation or rigorous testing. From creative arts and financial management to computer software and travel tours, these programs are offered to the general public for a fee. The flexibility of the program allows for classes to be added or replaced that have the most cost-effective impact on the program and the community.

ANALYSIS

The proposed Spring 2019 schedule supports the mission of Santa Ana College as a partner that inspires, transforms and empowers a diverse community of learners. Adults and children in the Santa Ana College service area will be given access to over 200 academic and professional development courses, personal enrichment and recreational activities. This comprehensive fee based program seeks to provide educational opportunities for students to discover, prepare, develop and pursue lifelong learning.

RECOMMENDATION

It is recommended that the Board of Trustees review and approve the attached proposed Santa Ana College Community Services Program for Spring 2019.

Fiscal Impact:	\$35,000 (estimated net income after expenses)	Board Date: November 26, 2018
Prepared by:	Lithia Williams, Community Services Program Coordinator II James Kennedy, Ed.D, Vice President of Continuing Education, SAC SCE	
Submitted by:	Linda D. Rose, Ed.D, President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

COMMUNITY SERVICES – SPRING 2019 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Active Adults			
Computer Basics	Dori Dumon	\$44	\$35/hrly
Eldercare Benefits	Carl Leiter	\$25	60/40
VA Benefits/Government Grants	Carl Leiter	\$25	60/40
Tai Chi	Celia Rubalcaba	\$79	\$40/hrly
Animal Care			
Dog Obedience	Dog Services Unlimited	\$96	60/40
Dog Manners “Crash Course”	Dog Services Unlimited	\$84	60/40
Around The Home			
Electrical Repairs	Phil Famolaro	\$125	\$35/hr.
Building Construction	Phil Famolaro	\$125	\$35//hr.
Furniture Upholstery	Pacino Dominguez	\$99	60/40
Itty Bitty Container Gardening	Beth Davidson	\$30	70/30
Miniature Gardens	Beth Davidson	\$39	70/30
Auto Upholstery	Pacino Dominguez	\$99	60/40
Feng Shui Fundamentals	Kim-Yen Gil	\$69	60/40
Arts & Crafts			
Spring Floral Design	Mina Asadirad	\$70	50/50
Wedding Floral Design	Mina Asadirad	\$70	50/50
Decorative Greenhouse	Beth Davidson	\$40	70/30
Terrarium Workshop	Beth Davidson	\$25	70/30
Mosaic Tiling	Beth Davidson	\$55	70/30
Beads, Crystals & Semi-Precious	Brigitte Burns	\$25	60/40
Wire-Wrapping	Brigitte Burns	\$25	60/40
Soap Making	Quayum Abdul	\$29	60/40
Candle Making	Quayum Abdul	\$29	60/40
Fizzy Bath Bombs	Quayum Abdul	\$29	60/40
Shower Gels & Bubble Bath	Quayum Abdul	\$29	60/40
Art of Calligraphy	Beth Davidson	\$55	70/30
Suncatcher Workshop	Beth Davidson	\$30	70/30
Metal Stamping	Beth Davidson	\$30	70/30
Creative Card Making	Brigitte Burns	\$29	60/40
Flower Plate Workshop	Beth Davidson	\$39	70/30
Dreamcatcher Workshop	Beth Davidson	\$35	70/30
Tillandsia Workshop	Beth Davidson	\$25	70/30
Boho Wall Art	Beth Davidson	\$30	70/30
Windchime Workshop	Beth Davidson	\$30	70/30
Balloon Twisting	Kim-Yen Gil	\$49	60/40
Chinese Painting	Zhonghuang(Jazz) Li	\$125	60/40
Automotive			
BAR Update	Marty Rudd	\$295	60/40
CCDET Smoke Inspection	Marty Rudd	\$175	60/40
EPA Certification	Marty Rudd	\$175	60/40
Auto Wholesale Business	Ronald Williams	\$85	60/40
Auto Upholstery	Paciano Dominguez	\$125	60/40
DVOM T-T-T	Marty Rudd	\$200	60/40
DEAM Certification	Marty Rudd	\$175	60/40
HVAC I & II	Marty Rudd	\$200	50/50
Electrical Transit Systems	Marty Rudd	\$200	60/40

COMMUNITY SERVICES – SPRING 2019 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Business & Careers			
Become A Mystery Shopper	Jennifer Schutza	\$35	60/40
Become An Immigration Consultant	NPS Inc.	\$199	60/40
Become A Notary Public	NPS Inc.	\$85	60/40
Renewing Your Notary	NPS, Inc.	\$49	60/40
Loan Signing Agent	NPS, Inc.	\$89	60/40
Voice-Overs	Such A Voice	\$29	60/40
Become A Floral Designer	Mina Asadirad	\$70	60/40
Human Resources Management	Silvia Gonzalez	\$125	60/40
Home Inspection	Felix Famolaro	\$125	\$35/hr.
Phlebotomy Certificate	AUMT Institute	\$2000	25/75
How To Sell on eBay	Francis Greenspan	\$59	60/40
Home-Based Business	LeeAnne Krusemark	\$29	60/40
Typing/Word Processing Business	LeeAnne Krusemark	\$15	60/40
Guide to Getting Published	LeeAnne Krusemark	\$29	60/40
Meet the Publisher	LeeAnne Krusemark	\$15	60/40
Intro to Screenwriting	LeeAnne Krusemark	\$15	60/40
Writing Blogs, Magazines & Websites	LeeAnne Krusemark	\$15	60/40
QuickBooks Fundamentals	Miguel Figueroa	\$89	60/40
Small Business Bookkeeping & Taxes	Phil Famolaro	\$125	\$35/hr.
Make-Up Artistry Certification	Michelle Jackson	\$125	60/40
Make Up 101	Michelle Jackson	\$65	60/40
Transgender Make Up 101	Michelle Jackson	\$65	60/40
Start A Home-based Business	Nancy Miller	\$39	60/40
Become A Professional Organizer	Nancy Miller	\$39	60/40
Protect Your Property with Patents, Trademarks	Michael Rounds	\$39	60/40
Self-Publish for Free	Michael Rounds	\$39	60/40
Build Your Own Website	Michael Rounds	\$39	60/40
Homebased Businesses	Nancy Miller	\$39	60/40
Art of Public Speaking	Donna Valenti	\$59	60/40
Intro to Podcasting	Dennis Donovan	\$39	60/40
Introduction to Customer Service	Anita Jones	\$85	60/40
Leadership Workshop	Anita Jones	\$85	60/40
Nursing Preceptors	Anita Jones	\$85	60/40
College For Kids			
Early Reader	Alpine Tutoring	\$89	\$35/hr.
Reading Development & Comprehension	Alpine Tutoring	\$89	\$35/hr.
Basic Math	Alpine Tutoring	\$89	\$35/hr.
Study Skills for Kids	Alpine Tutoring	\$35	\$35/hr.
Conversational Spanish	Alpine Tutoring	\$69	\$35/hr.
SAT Prep	Alpine Tutoring	\$125	\$35/hr.
Online Driver's Education	Safety Driver's Ed	\$55	60/40
English Composition	Phyllis Neal	\$59	\$30/hr.
Spelling & Vocabulary Builder	Phyllis Neal	\$39	\$30/hr.
Kid's Marital Arts	John Bishop	\$49	60/40
Keyboard for Kids	Jacob Mindes	\$59	\$30/hr.
Softball for Kids	Aaron Vail	\$59	60/40
Computers			
Microsoft Office Applications	Dori Dumon	\$69	\$35/hr
Computer Basics & Windows	Dori Dumon	\$44	\$35/hr
Microsoft Excel	Dori Dumon	\$44	\$35/hr
Microsoft Outlook: Email & Calendar	Dori Dumon	\$44	\$35/hr
Acrobat Pro DC	Dori Dumon	\$44	\$35/hr

COMMUNITY SERVICES – SPRING 2019 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Court Mandated			
Alcohol & Drug Awareness	Dennis Donovan	\$50	80/20
VC 14601.1 Suspended License Program	Barry Reed	\$260	50/50
DEJ Deferred Dismissal	Lori Thomas	\$260	50/50
Culinary Arts			
Mediterranean Cuisine	Tarla Fallgatter	\$35	60/40
Spring Lamb Dinner	Tarla Fallgatter	\$35	60/40
Fresh Salmon Supper	Tarla Fallgatter	\$35	60/40
Egg & Spring Rolls	Vikki Pham	\$25	60/40
Dance			
Salsa Beginning	Salomon Rivera	\$69	60/40
Ballroom Dance	Ashley Fletcher	\$59	60/40
Country Line Dance	Jeanne Estrin	\$80	50/50
Caribbean & Latin Dance	Miguel Figueroa, Jr.	\$69	60/40
Social Salsa	Miguel Figueroa, Jr.	\$69	60/40
Belly Dance	Stella McKenzie	\$59	60/40
Health, Fitness & Beauty			
Yoga, Mind, Body & Spirit	John Bishop	\$79	60/40
Basic First Aid	Sabrina Bradley	\$30	60/40
Adult, Child, Infant, CPR	Sabrina Bradley	\$30	60/40
Mindfulness, Stress Reduction	Donna Valenti	\$59	60/40
Zumba	Salomon Rivera	\$25	60/40
MakeUp & Skincare	Michelle Jackson	\$59	60/40
Open Court Badminton	Chi Tran	\$39/\$59	60/40
Essential Oils	Beth Davidson	\$25	30/70
Women's Health	Shahizad Nasrabadi	\$25	\$40/hrly
Spring Allergy Relief	Shahizad Nasrabadi	\$25	\$40/hrly
Healthy Weight Lose	Shahizad Nasrabadi	\$25	\$40/hrly
Stress Management & Emotional Resilience	Kristine Fish	\$69	60/40
Tai Chi	Celia Rubalcaba	\$79	\$40/hrly
Sports Conditioning	Varies	\$15	50/50
Adult Marital Arts	John Bishop	\$49	60/40
Women's Self-Defense	John Bishop	\$49	60/40
Inner Wisdom	Kim-Yen Gil	\$39	60/40
Destiny Revealed	Kim-Yen Gil	\$69	60/40
Older Adult Softball	Aaron Vail	\$79	60/40
Language			
Conversational Spanish	Alpine Tutoring.	\$69	\$35/hr.
Italian for Travelers	Alpine Tutoring	\$69	\$35/hr.
French for Travelers	Alpine Tutoring	\$69	\$35/hr.
Medical Billing			
Medical Insurance Billing Certificate	Kris Patterson	\$150	60/40
Start A Medical Billing Service	Kris Patterson	\$25	60/40
Medical Front Office Certificate	Kris Patterson	\$35	60/40
Money Matters			
Safeguarding Your Retirement	Jason Micheli	\$25	60/40
Introduction to Stock Market	Jason Micheli	\$25	60/40
Identifying Financial Pitfalls	Jason Micheli	\$25	60/40
Protect Your Hard Earned Money	Lee & Olson	\$25	60/40
Outliving Your Retirement	Lee & Olson	\$25	60/40
Understanding Medicare & Long Care Benefits	Lee & Olson	\$25	60/40

COMMUNITY SERVICES – SPRING 2019 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Asset Protection	Lee & Olson	\$25	60/40
Music			
Flamenco Guitar	Omar Avalos	\$59	60/40
Santa Ana Camerata	Omar Avalos	\$329	60/40
Beginning Guitar	Jimmy Nguyen	\$75	\$30/hr.
Online Workshops			
Internet & Basic Computer Literacy	Education To Go	\$115	\$75
Web Page Design, Graphics & Multimedia	Education To Go	\$115	\$75
Computer Troubleshooting & Networking	Education To Go	\$115	\$75
Computer Programming	Education To Go	\$115	\$75
Design & Composition	Education To Go	\$115	\$75
Digital Photography & Digital Video	Education To Go	\$115	\$75
Languages (various)	Education To Go	\$115	\$75
Writing Courses	Education To Go	\$115	\$75
Entertainment Industry	Education To Go	\$115	\$75
Business Planning & Sales	Education To Go	\$115	\$75
Business Marketing & Accounting	Education To Go	\$115	\$75
Finance, Wealth & Career Building	Education To Go	\$115	\$75
Family, Parenting & Child Care	Education To Go	\$115	\$75
Personal Development	Education To Go	\$115	\$75
Healthcare & Medical	Education To Go	\$115	\$75
College Readiness	Education To Go	\$115	\$75
Online Career Training Programs			
Arts, Media & Design	Gatlin Education	\$1795	\$300
Business, Professional & Industry	Gatlin Education	\$1795	\$300
Construction, Environment & Trade	Gatlin Education	\$1795	\$300
Health & Fitness	Gatlin Education	\$1795	\$300
Hospitality	Gatlin Education	\$1795	\$300
IT & Software Development	Gatlin Education	\$1795	\$300
Language	Gatlin Education	\$1795	\$300
Management & Corporate	Gatlin Education	\$1795	\$300
Real Estate			
Smart Home Buyer Workshop	Sandy Flores	\$25	60/40
Purchase Home With No Down Payment	Sandy Flores	\$25	60/40
Fix & Flip Homes	Sandy Flores/Phil Famolaro	\$125	60/40
Airbnb Tax Perspective	Dean Ferraro	\$125	60/40
Travel			
Titanic the Musical	Good Times Travel	\$119	75/35
Cats the Musical	Good Times Travel	\$149	75/35
Temple & Teppan	Good Times Travel	\$89	75/35
Edwards Air Force Base	Good Times Travel	\$69	75/35
Tippi Hedren's Shambala	Good Times Travel	\$99	75/35
Sip, Swirl & Savor	Good Times Travel	\$149	75/35
Flowers, Tacos & Tiny Machines	Good Times Travel	\$99	75/35
Sunday By the Seaside	Good Times Travel	\$95	75/35
Lavender & Lincoln	Good Times Travel	\$69	75/35
Brazilian, Books & The Broad	Good Times Travel	\$95	75/35
Something Brewing In LA	Good Times Travel	\$99	75/35
Murder Mystery Train	Good Times Travel	\$119	75/35
Eat, Drink & Be Rosemary	Good Times Travel	\$99	75/35
Lavender & Lincoln	Good Times Travel	\$59	75/35

COMMUNITY SERVICES – SPRING 2019 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Getty & Gladstone's	Good Times Travel	\$89	75/35
First Lady Tea & Tour	Good Times Travel	\$119	75/35
Wisteria Vine Festival	Good Times Travel	\$59	75/35
Jewels of the Inland Empire	Good Times Travel	\$99	75/35
Solvang Danish Days	Good Times Travel	\$59	75/35
Miss Saigon the Musical	Good Times Travel	\$149	75/35
Greystone Mansion	Good Times Travel	\$69	75/35
Homes for the Holidays	Good Times Travel	\$99	75/35
Holiday on the Hill	Good Times Travel	\$79	75/35
Coronado Christmas by Rail	Good Times Travel	\$119	75/35
New Year's Eve Matinee Celebration	Good Times Travel	\$69	75/35
Rose Parade	Good Times Travel	\$189	75/35
Central Coast Whales, Rails & Dunes	Good Times Travel	\$100/deposit	75/35
Catalina Island Escape	Good Times Travel	\$75/deposit	75/35
Sweet, Savory SLO	Good Times Travel	\$100/deposit	75/35
New York City & Upstate	Good Times Travel	\$250/deposit	75/35
Boston, Cape Cod & Newport	Good Times Travel	\$250/deposit	75/35
Historic Cities of Eastern Canada	Good Times Travel	\$250/deposit	75/35

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santiago Canyon College
Community Services Program**

To: Board of Trustees	Date: November 26, 2018
Re: Approval of Santiago Canyon College Community Services Program, Spring 2019	
Action: Request for Approval	

BACKGROUND

The Spring 2019 Community Services Program reflects a comprehensive effort to meet the needs of the community by maintaining quality in community education programming through the development of new courses and promoting on-going revenue generating courses.

ANALYSIS

Santiago Canyon College (SCC) maintains a comprehensive educational Community Services Program that supports RSCCD's vision of "providing comprehensive educational opportunities" and responds to the diverse needs of the community. Community Services continues to expand its educational program by offering more than 120 cost effective classes in the SCC service area. Classes offered are presented to SCC's Curriculum and Instruction Council twice per year to ensure that they do not compete with credit and noncredit course offerings.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Santiago Canyon College Community Services Program for Spring 2019.

Fiscal Impact: \$25,000 revenue	Board Date: November 26, 2018
Prepared by: Jose Vargas, Vice President of Continuing Education	
Submitted by: John C. Hernandez, Ph.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

SANTIAGO CANYON COLLEGE
Community Services Program – Spring 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
Active Adults			
Online Courses	Education to Go	Varied	Varied
Retired – Now What?	Flora M. Brown	\$29	60/40
Total Fitness	Jeff Nolasco	\$45	\$35/hour
Tai Chi for Balance	Karen Mack	\$99	60/40
Meditation for Everyday	Mariana Fischer-Militaru	\$28	\$35/hour
Yoga for Every Body	Mariana Fischer-Militaru	\$45	\$35/hour
Retirement Planning	Pure Financial Advisors	\$49	No Charge
Animal Care			
Basic Dog Manners “Crash Course”	Dog Services Unlimited	\$88	50/50
Dog Obedience	Dog Services Unlimited	\$96	50/50
Dog Obedience Refresher & Drill	Dog Services Unlimited	\$88	50/50
Frisbee Dogs! Catch the FUN!	Dog Services Unlimited	\$32	50/50
Online Courses	Education to Go	Varied	Varied
How to Help Your Dog Help Others	Kim Pagonos	\$78	60/40
S.T.A.R. Puppy	Kim Pagonos	\$78	60/40
Around the Home & Garden			
Online Courses	Education to Go	Varied	Varied
Arts & Crafts			
Printmaking for Fun	Deborah Goldman	\$120	60/40
Drawing & Painting in Pastels	Dori Dewberry	\$120	60/40
Online Courses	Education to Go	Varied	Varied
Beginners Buttercream Cake Decorating	Elizabeth Perreault	\$60	60/40
Beginners Cookie Decorating	Elizabeth Perreault	\$150	60/40
Beginners Fondant Cake Decorating	Elizabeth Perreault	\$60	60/40
Cake Decorating	Elizabeth Perreault	\$150	60/40
Cherry Blossom Art Workshop	Jennifer Lee	\$35	60/40
Spring Bouquet Acrylic Art Workshop	Jennifer Lee	\$35	60/40
Family Night Art Workshop	Jennifer Lee	\$35	60/40
Whimsical Still Life Workshop	Jennifer Lee	\$35	60/40
Painting & Drawing with Pastels	Kamillia Hardy	\$120	60/40
The Art of Balloon Twisting	Kim-Yen Gil	\$49	60/40
Basic Floral Designs	Mina Wholesale Flowers	\$70	50/50
Become A Floral Designer	Mina Wholesale Flowers	\$70	50/50
Spring Holiday Designs	Mina Wholesale Flowers	\$70	50/50
Wedding Floral Designs	Mina Wholesale Flowers	\$70	50/50
Business & Careers			
LS Test Prep Course	CA Land Surveyors Assoc. OC	\$400/\$499	70/30
Online Courses	Education To Go	Varied	Varied
How to Sell on EBay	Frances Greenspan	\$65	60/40
Advanced Computer Aided Drafting	Jeff Covey	\$290	\$56
How to Become a Mystery Shopper	Jennifer Hayes/Schutzta	\$39	60/40

SANTIAGO CANYON COLLEGE
Community Services Program – Spring 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
<i>Business & Careers Continued</i>			
ACLS for Healthcare Professionals	Joe Mendivil	\$170	\$115/Participant
BLS/CPR for Healthcare Professionals	Joe Mendivil	\$45	\$35/Participant
PALS for Healthcare Professionals	Joe Mendivil	\$170	\$115/Participant
Survey Mapping in Civil 3D	Jonathan Maddox	TBD	TBD
How to Start a Business in 5 Easy Steps	Julie Diebolt-Price	\$129	50/50
Medical Insurance Billing Certificate Program	Kris G. Patterson	\$150	60/40
Medical Front Office Certificate Program	Kris G. Patterson	\$25	60/40
Start Your Own Billing Service	Kris G. Patterson	\$25	60/40
Beginner's Guide to Getting Published	LeeAnne Krusemark	\$39	60/40
Explore 250 Home Based Business Ideas	LeeAnne Krusemark	\$39	60/40
Introduction to Screenwriting for TV and Movies	LeeAnne Krusemark	\$19	60/40
Make Money w/Virtual Assistant	LeeAnne Krusemark	\$19	60/40
Meet the Publisher	LeeAnne Krusemark	\$19	60/40
Self-Publishing vs. Traditional	LeeAnne Krusemark	\$19	60/40
Writing for Online Blogs, Magazines, & Websites	LeeAnne Krusemark	\$19	60/40
Medical Transcription Training Program	Medical Transcription Services	TBD	TBD
How to Stand Out as a Writer	Nikki Hanna	TBD	TBD
Become a Notary Public	Notary Public Seminars	\$99	60/40
Certified Loan Signing Agent	Notary Public Seminars	\$89	60/40
Renew Your Notary Commission	Notary Public Seminars	\$50	60/40
What do I want to do When I Grow Up	Linda Neumann Perez	TBD	TBD
Wholesale Auto Dealer	Ronald Williams	\$89	60/40
Human Resources Series	Silvia Gonzalez	\$120	60/40
• What is Human Resources?	Silvia Gonzalez	\$39	60/40
• How to Manage Diversity	Silvia Gonzalez	\$39	60/40
• Avoid Employment Litigation	Silvia Gonzalez	\$39	60/40
Water Certification Continuing Ed Units	Stephen McLean	\$2,400	\$55/hour
Accounting for Non-Accountants	TBD	TBD	TBD
Continuing Ed. Units	TBD	TBD	TBD
Edit Your Manuscript	TBD	TBD	TBD
Intro/Advanced QuickBooks	TBD	TBD	TBD
Land Surveying Capstone Project	TBD	TBD	TBD
Introduction to Voiceovers	Voices for All	\$29	60/40
<i>College For Kids</i>			
Reading Development (Grades 1-2)	Alpine Tutoring	\$89	\$38/hour
Reading Development (Grades 3-5)	Alpine Tutoring	\$89	\$38/hour
Stellar College Application Essay	Alpine Tutoring	\$89	\$38/hour
Study Skills for Struggling Students	Alpine Tutoring	\$39	\$38/hour
Coding for Kids, AR (Grades 4-6)	Bit Scouts	\$140	\$80/Person
Coding for Kids, Jr. (Grades 1-3)	Bit Scouts	\$140	\$80/Person
Coding for Kids, (Grades 4-6)	Bit Scouts	\$140	\$80/PersonPython
Programming (Grades 10-12)	Bit Scouts	\$140	\$80/Person
Web Development Immersive (Grades 7-9)	Bit Scouts	\$140	\$80/Person
Code Academy: HTML & CSS (Grades 7-12)	Brainstorm	\$160	30/70

SANTIAGO CANYON COLLEGE
Community Services Program – Spring 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
College For Kids Continued			
Code Academy: IT & Cyber Security (G 4-6)	Brainstorm	\$160	30/70
S.T.E.A.M Studio: CodeFlyers Drone Dev.	Brainstorm	\$160	30/70
S.T.E.A.M Studio: 3D Printing	Brainstorm	\$160	30/70
S.T.E.A.M Studio: Rocketry (Grades 4-6)	Brainstorm	\$160	30/70
S.T.E.A.M Studio: Rocketry (Grades 7-12)	Brainstorm	\$160	30/70
STEAM University: Excellence/Engineer (G 1-3)	Brainstorm	\$160	30/70
STEAM University: Excellence/Engineer (G 4-6)	Brainstorm	\$160	30/70
Self Defense for Kids	Celis Joseph	\$99	\$30/hour
Entrepreneur School Jr. (Ages 9-13)	Christopher J. Trujillo	\$65	\$40/hour
Entrepreneur School (Ages 14-18)	Christopher J. Trujillo	\$115	\$40/hour
Natural A's	Curtis Adney	\$49	60/40
Kids Mixed Media Studio (Ages 7-12)	Jennifer Lee	\$120	60/40
Teen Mixed Media Studio (Ages 13-16)	Jennifer Lee	\$120	60/40
Songwriting for Kids	Julie Young	TBD	TBD
What do I want to do When I Grow Up	Linda Neumann Perez	TBD	TBD
Early Reader	Luzminia G. Valladares	\$89	\$35/hour
Private Swim Lessons	N. Irvine Water Polo Club	\$30	75/25
Swim Lessons	N. Irvine Water Polo Club	\$60	25/75
Swim Camp (Ages 5-13)	N. Irvine Water Polo Club	\$125	25/75
Water Polo Camp (Ages 7-14)	N. Irvine Water Polo Club	\$125	25/75
Composition & Writing Skills (Grades 4-6)	Phyllis Neal	\$59	\$35/hour
Research & Writing Skills (Grades 4-6)	Phyllis Neal	\$59	\$35/hour
Spelling Bee Time!	Phyllis Neal	\$59	\$35/hour
Children's Broadway Theatre Workshop	Roberta Kay	\$130	\$45/hour
YouTube Channel – Video Editing	TBD	TBD	TBD
Computers & Technology			
Computer Basics	Adriel Samaniego	\$45	\$35/hour
How to Use Your Smartphone	Adriel Samaniego	\$45	\$35/hour
Introduction to Microsoft Windows	Adriel Samaniego	\$45	\$35/hour
Managing Your Computer Files	Adriel Samaniego	\$45	\$35/hour
Managing Your Email/Calendar w/MS Office	Adriel Samaniego	\$45	\$35/hour
Microsoft PowerPoint	Adriel Samaniego	\$45	\$35/hour
Microsoft Word - Part I/ Pat II	Adriel Samaniego	\$45	\$35/hour
Social Media FUN-damentals	Adriel Samaniego	\$99	\$35/hour
YouTube Channel – Video Editing	Adriel Samaniego	\$45	\$38/hour
Python Programming Immersive	Bit Scouts	\$140	\$80/Person
IT & Cyber Security for Beginners	Brainstorm	\$160	30/70
Edit PDF Files with Adobe Acrobat PRO DC	Dori Dumon	\$50	\$38/hour
Intro and Intermediate Publisher	Dori Dumon	\$50	\$35/hour
Online Courses	Education To Go	Varied	Varied
3D Animation for Beginners	Leonardo Kiyabu	TBD	TBD
Blogging for Fun and Profit	Robert Cohen	\$39	50/50
iPhones, iCloud, Beyond the Basics	Robert Cohen	\$39	50/50
iPhones, iPads...and I'm Lost!	Robert Cohen	\$39	50/50

SANTIAGO CANYON COLLEGE
Community Services Program – Spring 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
Computers & Technology Continued			
Marketing w/Facebook & Social Media	Robert Cohen	\$39	50/50
Programming for Non-Programmers	Robert Cohen	\$39	50/50
Introduction to Lightroom/Photoshop	TBD	TBD	TBD
MS Access	TBD	TBD	TBD
MS Excel – Part I/Part II	TBD	TBD	TBD
MS Visio	TBD	TBD	TBD
Photoshop Fundamentals	TBD	TBD	TBD
Dance			
Dance Performance Workshop	Carrie Woodson	\$80	\$25/hour
Modern and Jazz Dance	Carrie Woodson	\$99	\$25/hour
Ballroom Dance	Diana Krivosheya	\$59	60/40
Beginning Social Dance	Diana Krivosheya	\$59	60/40
Online Courses	Education To Go	Varied	Varied
Flash Mob	Juliana Carbonaro	\$89	\$35/hour
Hip Hop	Juliana Carbonaro	\$89	\$35/hour
Exploring Dance through the Chakras	Natalie Glassford	TBD	TBD
Healing Dance	Natalie Glassford	TBD	TBD
Latin Dance Bootcamp	Salomon Rivera	\$59	60/40
Sizzling Salsa	Salomon Rivera	\$59	60/40
Advanced Country Line Dance	The Dance Centre	\$80	50/50
Beginning Adult Tap	The Dance Centre	\$69	50/50
Country Line Dance for Beginners	The Dance Centre	\$50	50/50
Gemology			
Online Courses	Education to Go	Varied	Varied
Color Me Purple	John Eyre	\$35	60/40
Deceivers and Destroyers in the Gem World	John Eyre	\$35	60/40
Gemstone Buyers Beware	John Eyre	\$35	60/40
Health, Beauty & Fitness			
Lullaby Yoga	Alexandra Boggio	\$110	60/40
Yoga for Relaxation/Renewal	Alexandra Boggio	\$110	60/40
Restorative Yoga	Alexandra Boggio	\$110	60/40
Online Courses	Education To Go	Varied	Varied
Healing the Body with Food	Jennifer Zaft	TBD	TBD
Women's Self Defense	Joseph Celis	\$99	\$30/hour
Chair Yoga	Mariana Fischer-Militaru	\$89	60/40
Makeup Artist Business	Michelle Jackson	\$125	60/40
Makeup 101	Michelle Jackson	\$65	60/40
Adult Lap Swim	Premier Swim	\$99	50/50
Adult Water Aerobics	Premier Swim	\$99	50/50
Zumba	Salomon Rivera	\$59	\$35/hour
Nutrition Basics	Lori Eber	TBD	TBD
Become A Certified Personal Trainer	W.I.T.S	\$650	\$499/ Participant

SANTIAGO CANYON COLLEGE
Community Services Program – Spring 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
Language			
Conversational Spanish	Alpine Tutoring	\$69	\$38/hour
Italian for Travelers Part I & Part II	Alpine Tutoring	\$69	\$38/hour
Online Courses	Education To Go	Varied	Varied
Fast Fun French	Katherine Watson	\$59	60/40
English Language Program (ELP)	Nayrouz Raslan	\$862-\$3,450	\$39/hour
Español Uno	Rigoberto Barreto	\$99	\$35/hour
Español Dos	Rigoberto Barreto	\$99	\$35/hour
Hablemos Español	Rigoberto Barreto	\$99	\$35/hour
Spanish at Home	Rigoberto Barreto	\$99	\$35/hour
Spanish at Work	Rigoberto Barreto	\$99	\$35/hour
Money Matters			
DIY Stock Picking	Chase Metcalf	TBD	TBD
Online Courses	Education To Go	Varied	Varied
Estate Planning for Everyone	Jalon O'Connell	\$29	No Charge
Investment Bootcamp	Jalon O'Connell	\$29	No Charge
Master Your Investments	Jalon O'Connell	\$49	No Charge
Mutual Funds and Annuities Explained	Jalon O'Connell	\$45	No Charge
Stocks and Bonds	Jalon O'Connell	\$49	No Charge
Modern Retirement	Pinnacle Financial	\$29	60/40
Savvy Social Security Planning	Pinnacle Financial	\$29	60/40
Retirement Made Easy	Pure Financial Advisors	\$49	No Charge
How to Live, Work or Retire Abroad Affordably	Robert Cohen	\$39	50/50
Music			
Online Courses	Education To Go	Varied	Varied
Vocal Coaching/Voice Lessons	Hea Suk Park	TBD	TBD
Beginning Guitar	Ron Gorman	\$99	50/50
Beginning Ukulele	Ron Gorman	\$99	50/50
Intermediate Guitar	Ron Gorman	\$99	50/50
SCC Community Chorale	Lee Lee Truong-Sawicki	\$60	\$25/hour
Personal Enrichment			
What were you Born To Do?	Curtis Adney	\$49	60/40
Feng Shui & Chinese Astrology	Kim-Yen Gil	\$69	60/40
Overcome Anxiety & Panic Forever!	TBD	TBD	TBD
Assertiveness Skills for Toxic Relationships	TBD	TBD	TBD
Overcome Your Fear of Public Speaking	TBD	TBD	TBD
Online Courses	Education To Go	Varied	Varied
Real Estate			
Real Estate Investment	Gustavo A. Duran	\$89	\$30/hour
Flipping Houses	Gustavo A. Duran	\$55	\$30/hour
Online Courses	Education To Go	Varied	Varied
How to Sell Residential Real Estate	TBD	\$49	50/50

SANTIAGO CANYON COLLEGE
Community Services Program – Spring 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
Special Interest			
Online Courses	Education To Go	Varied	Varied
Basic Digital Cameras	Julie Diebolt Price	\$69	50/50
Basic Digital Cameras Tutoring	Julie Diebolt Price	\$69	50/50
Introduction to Digital Photography	Julie Diebolt Price	\$189	50/50
Night Photography Magic	Julie Diebolt Price	\$39	50/50
Outdoor Photography at Tucker Wildlife	Julie Diebolt Price	\$39	50/50
Photography –Shoot & Show	Julie Diebolt Price	\$179	50/50
The Art/Science of Photography	Julie Diebolt Price	\$189	50/50
Unleash the Power of your iPhone	Julie Diebolt Price	\$59	50/50
Wildlife Photography at San Joaquin Marsh	Julie Diebolt Price	\$39	50/50
The Art of Balloon Twisting	Kim-Yen Gil	\$49	60/40
Your Personal Destiny Revealed	Kim-Yen Gil	\$69	60/40
Journey Into Your Inner Wisdom	Kim-Yen Gil	\$39	60/40
Save Money with Extreme Couponing	LeeAnne Krusemark	\$19	60/40
Behind the Classics	Theo Siegel	\$50	\$35/hour
Test Preparation			
NEW SAT Preparation	Alpine Tutoring	\$125/\$99	\$40/Hour
ACT Prep Course	Chris Padeo	\$269/\$79	TBD
Online Courses	Education To Go	Varied	Varied
Online Driver's Education	Safety Drivers Ed	\$45	50/50
Online Mature Driver's Course	Safety Drivers Ed	TBD	50/50
CBEST Test Prep Course	TBD	TBD	TBD
Travel			
Temple & Teppan	Good Times Travel	\$129/\$59	\$71-\$47/pp
The Colorful Songs Revue –Luck O' the Irish	Good Times Travel	\$129/\$59	\$71-\$47/pp
Glendale Center Theatre	Good Times Travel	\$129/\$59	\$71-\$47/pp
LA's Hidden Gardens	Good Times Travel	\$129/\$59	\$71-\$47/pp
Sunday by the Seaside	Good Times Travel	\$129/\$59	\$71-\$47/pp
Lavender & Lincoln	Good Times Travel	\$129/\$59	\$71-\$47/pp
Santa Barbara French Festival	Good Times Travel	\$129/\$59	\$71-\$47/pp
Brazilian, Books & The Broad	Good Times Travel	\$129/\$59	\$71-\$47/pp
Tehachapi Train Loop & Alpaca Ranch	Good Times Travel	\$129/\$59	\$71-\$47/pp
LA's Great Obsevarories	Good Times Travel	\$129/\$59	\$71-\$47/pp
Get Your Kicks...On Route 66!	Good Times Travel	\$129/\$59	\$71-\$47/pp
Witaria Vine Festival	Good Times Travel	\$129/\$59	\$71-\$47/pp
The Huntington Library & Gardens	Good Times Travel	\$129/\$59	\$71-\$47/pp
A Ride Down Memory Lane	Good Times Travel	\$129/\$59	\$71-\$47/pp
Beverly Hills-Greystone Mansion	Good Times Travel	\$129/\$59	\$71-\$47/pp
Santa Barbara Fiesta!	Good Times Travel	\$129/\$59	\$71-\$47/pp
Solvang Danish Days	Good Times Travel	\$129/\$59	\$71-\$47/pp
Million Dollar Views	Good Times Travel	\$129/\$59	\$71-\$47/pp
Riviera & Reagan by Rail	Good Times Travel	\$129/\$59	\$71-\$47/pp
LA's Artistic Side w/Step-On Guided Tour	Good Times Travel	\$129/\$59	\$71-\$47/pp
Doheny & The Bounty	Good Times Travel	\$129/\$59	\$71-\$47/pp

SANTIAGO CANYON COLLEGE
Community Services Program – Spring 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
Route 66...The Mother Road <i>Travel Continued</i>	Good Times Travel	\$129/\$59	\$71-\$47/pp
Coastal Missions by Rail	Good Times Travel	\$129/\$59	\$71-\$47/pp
Much Ado About Pasadena	Good Times Travel	\$129/\$59	\$71-\$47/pp
Holiday Express & The Hacienda	Good Times Travel	\$129/\$59	\$71-\$47/pp
Multi Day Tours	Good Times Travel	TBA	65/35

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santa Ana College & Santiago Canyon College
Community Services Programs**

To: Board of Trustees	Date: November 26, 2018
Re: Approval of Travel Tour Service Agreement with Good Times Travel	
Action: Request for Approval	

BACKGROUND

Santa Ana College (SAC) and Santiago Canyon College (SCC) maintain a comprehensive educational Community Services Program that supports RSCCD’s vision of “providing comprehensive educational opportunities” and responds to the diverse needs of the community. As such, Community Services Programs at both campuses offer various educational and personal growth opportunities to the community through various courses and travel tours. The programs and courses offered are fee-based, non-apportionment, and provide another option for lifelong learning to community members.

ANALYSIS

This agreement will allow the Community Services Programs at Santa Ana College and Santiago Canyon College to schedule educational travel tours with the current vendor, Good Times Travel on an as needed basis to meet community demand. The term of this agreement will be effective from the day of execution of the agreement through June 30, 2019 with an option to renew for four (4) additional one (1) year terms.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Travel Tour Service Agreement with Good Times Travel to provide educational travel tours including renewals as presented.

Fiscal Impact: \$4,000 - \$5,000 of revenue per fiscal year	Board Date: November 26, 2018
Prepared by: Jose Vargas, Vice President of Continuing Education and James Kennedy Ed.D, Vice President Santa Ana College, School of Continuing Education	
Submitted by: John C. Hernandez, Ph.D., President and Linda D. Rose, Ed.D, President, Santa Ana College	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	

**Rancho Santiago Community College District
TRAVEL TOUR SERVICE AGREEMENT**

This AGREEMENT is made and entered into this 27th day of November in the year 2018 (“EFFECTIVE DATE”), between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, on behalf of Santa Ana College & Santiago Canyon College – Community Services Programs hereinafter referred to as (“DISTRICT”), and Good Times Travel, hereinafter referred to as “SERVICE PROVIDER”. The DISTRICT and the SERVICE PROVIDER are sometimes referred to herein as a “PARTY” and collectively as the “PARTIES”. This AGREEMENT is made with reference to the following facts:

The District and the Contractor, for the consideration hereinafter named, mutually agrees as follows:

1.0 SCOPE OF SERVICE

1.1 The Contractor shall furnish and maintain an established system to provide travel tour services for the District’s Community Services Program at such times and places as may be specified by the District and on any day during the term of the Agreement.

Scope of Service to include but not limited to:

- Responsibility for recruiting, screening, hiring, training, and supervision of Contractor’s staff (i.e. tour guides, bus drivers).
- Reserving all venues and handling all travel needs.
- Providing for all transportation required for each particular tour.
- Providing the District with confirmation information prior to each tour.
- Informing the District of any changes or updates related to tour details and scheduling.
- Returning tour rosters and signed waivers after each tour.
- Submitting an invoice after each tour.

2.0 TERM OF CONTRACT

2.1 The term of this Agreement will be effective from the day of execution of the agreement until June 30, 2019, with an option to renew for four (4) additional one (1) year terms. Renewal consideration will be contingent upon the Contractor’s performance during the previous years of service on this Agreement, including conformance with all aspects of this Agreement and any amendments thereto.

3.0 VOLUME

3.1 The District does not guarantee Contractor any minimum or maximum amount of business during the term of this Agreement.

4.0 PAYMENT AND COST

4.1 The District and Contractor shall agree upon the cost of each tour and the District shall pay in full to the Contractor at the completion of each tour and upon receipt of invoice in a timely manner.

5.0 TRIP CANCELLATION BY DISTRICT

- 5.1 The District reserves the right to cancel a tour by giving three (3) business days prior verbal or written notice without penalty charges should the following conditions arise: (a) the agreed minimum number or participants fail to register; (b) due to causes beyond reasonable control including, but not limited to, acts of God, fire, flood, strikes, epidemics, war, riots, sabotage or any other circumstances of like character.

6.0 TARDINESS AND ADDITIONAL EXPENSES

- 6.1 Should Contractor arrive more than one (1) hour behind schedule, all charges connected with alternate arrangements, either made by DISTRICT personnel or Contractor, will be the responsibility of Contractor.
- 6.2 Contractor shall be responsible for any additional costs incurred by DISTRICT due to Contractor's failure to provide the services in accordance with this Agreement, including but not limited to, breach of any warranty or representation in Section 7 below, mechanical failure, or tardiness.

7.0 CONTRACTOR RESPONSIBILITIES AND REPRESENTATIONS

Contractor warrants the following:

- 7.1 That all buses are well maintained and cleaned inside and out as necessary including restrooms, all interior areas such as seats, storage areas etc. and repairs to visible body damage, inside and out shall be made immediately after such damage occurs. Regular preventive maintenance, as approved by the bus manufacturer shall be practiced on all buses. Contractor shall be responsible to furnish all equipment fuels and lubricants for such buses and all maintenance repairs. All equipment in the buses be fully operational at the time of service.
- 7.2 That all buses meet the safety specifications of the U.S. and California Department of Transportation, Department of Motor Vehicles and the Highway Patrol at all times during the term of the contract period.
- 7.3 If requested, Contractor shall provide an ADA (Americans with Disabilities Act) compliant wheelchair access vehicle.
- 7.4 The Contractor, his/her employees, agents and subcontractors shall secure and maintain valid certifications, permits and licenses that are required by law for the execution of this Agreement.
- 7.5 That all driving staff provided have been drug tested in compliance with any applicable laws, rules and regulations of any authority having jurisdiction.
- 7.6 That all driving staff provided conform to all applicable requirements for motor carrier drivers.
- 7.7 That all driving staff provided are prepared with accurate routing information.
- 7.8 That all driving staff must be thoroughly professional in both conduct and attire. Driving staff must be in good health at all times when driving buses in service for the District.
- 7.9 That all of the services to be performed by the Contractor under or pursuant to this Agreement shall be of the standard and quality which prevail among similar

businesses and organizations of superior knowledge and skill engaged in providing similar services under the same or similar circumstances.

7.10 Contractor shall provide properly trained and certified tour guides and bus drivers on the agreed upon days and times.

7.11 That Contractor has all necessary corporate power and has received all necessary corporate approvals to execute and deliver this Agreement, and the individual executing the Agreement on behalf of Contractor has been duly authorized to act for and bind the company.

8.0 DISTRICT RESPONSIBILITIES

8.1 The District's Community Service Coordinators along with the Contractor will determine which tours will be offered each calendar year.

8.2 The District shall handle all registration aspects and pay the agreed portion to Contractor upon completion of the tour and upon receipt of invoice in a timely manner.

8.3 The District shall include tour information in their Community Services schedule of classes/programs and websites for each semester.

8.4 The District shall provide each tour guide with a roster of attendance, contact numbers, and release waivers to be completed and signed by all participants and returned to the District at the completion of each tour by the tour guide.

8.5 The District shall contact all participants of any changes or updates related to tour details and scheduling.

9.0 INDEPENDENT CONTRACTOR

9.1 Contractor recognizes that it is engaged as an independent contractor and covenants and agrees that it shall conduct itself consistent with such status, that it will neither hold itself out as nor claim to be an officer, partner, employee or agent of DISTRICT by reason hereof, and that it will not by reason hereof make any claim, demand or application to or for any right or privilege applicable to an officer, partner, employee or agent of DISTRICT.

10.0 TERMINATION

10.1 The District shall have the right to terminate the Agreement with or without cause without penalty, at any time giving thirty (30) days prior written notice to the Contractor. Upon notice of termination, Contractor shall be required to fulfill all outstanding obligations for scheduled tours. In the event of any such termination, the District shall secure the required services from another Contractor.

11.0 COMPLIANCE WITH LAW

11.1 Contractor warrants that all laws, rules and regulations of duly constituted authorities having jurisdiction over its activities shall be complied with by the Contractor and its drivers.

12.0 LIMITATION OF LIABILITIES

12.1 Except for the obligation of DISTRICT to pay Contractor pursuant to the terms of this contract, DISTRICT shall have no liability to Contractor or to anyone claiming through or under Contractor by reason of the execution or performance of this contract.

13.0 INDEMNIFICATION

13.1 All 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, 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 loss caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

14.0 INSURANCE

14.1 Contractor, consistent with its status as an independent contractor will carry **and will cause its subcontractors to carry**, at least the following insurance from companies having an A.M. Best Rating of A-:IV or better, in the form and in the amounts as DISTRICT require:

- Workers' Compensation Insurance as required under California State Law.
- Commercial General Liability Insurance/Property Damage with limits of not less than a combined single limit of \$1,000,000 per occurrence for bodily injury, personal injury, and property damage and \$2,000,000 general aggregate.

Any bus companies hired by Contractor shall have the following insurance:

- Workers' Compensation Insurance as required under California State Law.
- Commercial General Liability Insurance/Property Damage with limits of not less than a combined single limit of \$2,000,000 per occurrence for bodily injury, personal injury, and property damage.
- Commercial Automobile Liability Insurance covering all owned, non-owned or hired automobiles, with coverage for at least \$5,000,000 Combined Single Limit Bodily Injury and Property Damage. Coverage shall not exclude passengers.

14.2 General and auto liability insurance policies shall be endorsed to name the District as an additional insured. The certificate must read as follows: "Rancho Santiago Community College District, its Board of Trustees, officers, agents, directors, and employees, are named as additional insured under this policy".

14.3 Contractor shall not commence work under this Agreement until it has obtained all the insurance required hereunder and delivered to DISTRICT satisfactory of all insurance required under this Agreement. Policies will not be cancelled until after thirty (30) days' unconditional written notice to District.

15.0 GENERAL PROVISIONS

15.1 ASSIGNMENT

This Agreement is a personal service contract for the services of Contractor, and Contractor's interest in this Agreement, duties hereunder and fees due hereunder may not be subcontracted, assigned or delegated to any party without the prior written approval of DISTRICT and any attempt to do so shall be void and of no effect.

15.2 ENTIRE AGREEMENT; MODIFICATIONS

This Agreement supersedes all prior agreements, written or oral, between Contractor and District and shall constitute the entire agreement and understanding between the parties with respect to the subject matter hereof. That this Agreement and each of its provisions shall be binding upon the parties and may not be waived, modified, amended or altered except by a writing signed by District and Contractor. In the event any form of Contractor's agreement is made a part of this Agreement, the terms and conditions of this Agreement shall prevail in the event of any inconsistency in terms.

15.3 FORCE MAJEURE

Neither party hereto shall be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, or any other circumstances of like character.

15.4 GOVERNING LAW

This Agreement and all of the rights and obligations of the parties hereto and all of the terms and conditions hereof shall be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of California.

15.5 NON-DISCRIMINATION

Contractor agrees that, during activities described in this Agreement, no person will be excluded from participation in, denied the benefits of, or otherwise subject to discrimination on the basis of race, color, religion, national origin, age, sex, disabilities, marital status or any other basis forbidden by law.

15.6 BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective permitted assigns and successors.

15.7 SEVERABILITY

In case any provision hereof shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.

16.0 Notices

All notices, reports and correspondence between the Parties hereto respecting to this Agreement shall be, in writing and deposited in the US Mail, postage prepaid or by email to the Parties listed and addressed as follows:

RSCCD:

<p>Santa Ana College Community Services 1530 W. 17th Street Santa Ana, CA 92706-3398 Phone: (714) 564-6594</p>	<p>Santiago Canyon College Community Services 8045 East Chapman Ave Orange, CA 92869 Phone: (714) 628-4960</p>
<p>James Kennedy Ed.D Vice President Santa Ana College, School of Continuing Education Kennedy_James@sac.edu</p>	<p>Jose Vargas Vice President of Continuing Education Vargas_Jose@sccollege.edu</p>

SERVICE PROVIDER:

<p>Good Times Travel 17132 Magnolia St. Fountain Valley, CA 92708-3348 www.goodtimestravel.com Phone: (888) 488-2287 Fax: (714) 848-2855</p>	
<p>Dustin G. Teichman President dteichman@goodtimestravel.com</p>	<p>Heather Gormick Vice President hgormick@goodtimestravel.com</p>

17.0 Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing, approved by Parties and signed by an authorized official of both Parties.

18.0 Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There is no oral understandings of the Parties or terms and conditions other than as are stated herein. SERVICE PROVIDER acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year above written.

Company Name

Rancho Santiago Community College District
District Name

Signature

Signature

Printed Name

Peter J. Hardash
Printed Name

Title

Vice Chancellor, Business Operations/Fiscal Svc
Title

Date

Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College – Business & Career Education

To: Board of Trustees	Date: November 26, 2018
Re: Approval of Interact Communications, Inc. Career Education Website Proposal	
Action: Request for Approval	

BACKGROUND

Santiago Canyon College Business and Career Education (BCE) seeks to revamp BCE website. In order to maximize the college's Return on Investment, Interact Communications will work with SCC to elevate its online presence by designing its Career Education pages to contain information that potential students need prior to filling out an application.

ANALYSIS

Interact Communications will design and develop a full Career Education website, including pages for 18 programs, with information degrees/ certificates that fall within each program. Information on degrees and certificates will be embedded in each page in a consistent manner.

Payment terms are upon completion of each milestone.

Final web design completed by January 18, 2019 or before and the site finalized by May 3, 2019.

RECOMMENDATION

It is recommended that the Board approve the Career Education Website proposal.

Fiscal Impact:	Board Date: November 26, 2018
Using Strong Workforce Marketing Program funds.	
Phase 1: \$42,000	
Phase 2: \$50,000	
Amount not-to-exceed \$92,000 for the contract period November 27, 2018 – May 30, 2019.	
Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs Von Lawson, Dean, Business & Career Education Elizabeth Arteaga, Associate Dean, Business & Career Education	
Submitted by: John Hernandez, Ph.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

Professional Services Agreement

This services agreement (this "Agreement") is made and entered as of the 27th day of November, 2018 and ends on the 31st of May, 2019, by and between Rancho Santiago Community College District - Santiago Canyon College/Business and Career Education (BCE) Division, on behalf of its Strong Workforce Project, located at 8045 E. Chapman Ave., Orange, CA 92869 and Interact Communications Inc. ("Contractor") located at, 502 Main St., 3rd Floor, La Crosse. WI 54601.

RECITAL:

SCC / BCE and Contractor desire to enter into this Agreement to provide for each party's responsibilities with respect to the services described on **Exhibit A**, attached hereto and incorporated herein by this reference (the "Services"). Additionally, Exhibit B, or the W-9 form is attached as required.

AGREEMENTS

In consideration of the recital and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledge, the parties agree as follows:

1. **Contractor Responsibilities; Fees.** Contractor will perform the Services to the reasonable satisfaction of SCC / BCE. Assuming such satisfactory performance, SCC / BCE shall pay Contractor the amount set forth in Exhibit A following the completion of the Services by such other form as required by Rancho Santiago Community College District. Contractor shall be solely and personally responsible for all federal, state and local taxes, contributions and other liabilities with regard to such payments.
2. **Compensation.** The total compensation (including, but not limited to all fees, expenses, reimbursements or other costs) payable to the Contractor under this Agreement shall not exceed the sum of \$92,000.00 (the "Cost of Services"). The Cost of Services shall not be increased without a written amendment executed by the authorized representatives of each Party. Contractor shall earn the compensation set forth in the Cost of Services in accordance with the "Schedule of Compensation" as attached to this Agreement as Exhibit A. No payment for expenses, labor or any other cost shall be paid to Contractor unless it is within the Scope of Services (Exhibit A).
3. **Term.** The term of this Agreement shall be from the date of this Agreement until completion of the Services and payment therefor by SCC / BCE. Except for material breach of the Agreement by the other party, this Agreement may not be terminated by either party except that SCC / BCE may immediately terminate this Agreement upon the death or incapacity of Contractor.
4. **Ownership of Work Product.** Contractor hereby sells, assigns, grants and transfers to SCC / BCE all right, title and interest in any reports, documents, performances or other copyrighted materials authored or created by Contractor for SCC / BCE pursuant to this Agreement, including all copyrights, renewals and extensions thereof.

5. **Relationship.** The parties hereto are independent contractors. Nothing in this Agreement shall be understood or construed to create or imply any relationship between the parties in the nature of any joint venture, employer/employee, principal/agent or partnership. Contractor shall in no way become an employee of SCC / BCE pursuant to this Agreement. Neither party shall have the authority to nor shall either party attempt to create or assume any obligation by or on behalf of the other party.
6. **Expenses.** Except as expressly provided to the contrary in this Agreement, all expenses incurred by the parties shall be the sole responsibility of the party who ordered the service or incurred the particular expense.
7. **Insurance.** All services rendered on District Property shall require the Contractor to procure, maintain, and keep in full force and effect the following types of insurance:
 - **Comprehensive general liability** - No less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
 - **Auto Liability** - For vendors who will drive on District property, Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired and non-owned vehicle coverage.
 - **Workers' Compensation as required by California State Law.** The vendor/contractor shall provide a waiver of subrogation. Workers' Compensation is required if a supplier has any employees. If supplier does not have any employees then the supplier is exempt from this requirement.
 - **Professional liability insurance** (Errors and Omissions), shall be for no less than \$1,000,000 per occurrence to be maintained for the duration of the agreement and three years following its termination. This insurance requirement applies when a supplier has a professional designation or license and/or is providing professional services. Service providers not providing a professional service are exempt from this requirement.
 - Independent Contractor shall indemnify and/or hold harmless the District, its officers and agents employees and volunteers by reason of liability for damages for (a) death or bodily injury to persons, (b) injury to, loss, or theft of property, and (c) any other damage or expense arising under the above sustained by the Independent Contractor.
8. **Governing Law.** The terms of this Agreement shall be interpreted according to the laws of the State of California. The Parties agree and consent to the jurisdiction of the state and federal courts of competent jurisdiction exclusively in the County of Orange, California.
9. **Accessibility Compliance.** SCC / BCE, as part of the District, is committed to making its information systems and technologies accessible to individuals with disabilities by meeting or exceeding the requirements of the ADA and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d). Therefore, Contractor agrees to abide by ADA and Section 508 requiring agencies (or their Contractors), during the procurement, development, maintenance, or use phases of information systems and technologies, to ensure that individuals with disabilities have access to and use of information and data comparable to the access and use afforded to individuals without disabilities.

10. **Miscellaneous.** This Agreement may not be assigned without the written consent of the other party. Contractor's services are personal in nature and may not be assigned or delegated to any other person. This Agreement represents the entire Agreement between the parties and supersedes any prior oral or written understandings with respect to the Services. This Agreement may only be amended by an agreement signed in writing by all of the parties hereto. Upon execution, this Agreement will be a valid and binding obligation of each party and enforceable in accordance with its terms. Contractor shall maintain insurance in such amounts and of such types as are customarily held by persons engaged in the same or a similar kind of business similarly situated.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

INTERACT COMMUNICATIONS, INC.

Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services

Cheryl Broom
President

Approved by Governing Board:

Date: _____

Date: _____

EXHIBIT A

Description of Services, Milestones and Deliverables (Please see attachment for full description of services, milestones and deliverables).

Phase 1 Milestone Description		Timing
a.	Contract ratified/signed and delivered to Interact	November 27th
b.	Project kickoff with Interact Communications and all involved parties from Santiago Canyon College	November 28th
c.	Content parameters for department pages and home page decided	November 30th
d.	Pages written (Interact)	Dec 3 - Dec 14
e.	Interact photography trip	Dec 3 - Dec 7
f.	Design options for site presented to Santiago Canyon (Interact)	December 15th
g.	Photographic images selected by Santiago Canyon for website to be edited by Interact	December 14
h.	Department page content reviewed, edited & approved by Santiago Canyon	January 9th
i.	Design finalization	January 18th
Phase 2 Milestone Description		
j.	Site developed & SEO implementation begins. All photography and content must be final and given to Interact for deployment for this stage to begin. No structural changes can be made to the site after January 25 th .	January 25-February 28
k.	Interact will create the SharePoint branding solutions only containing the Master Page, Page Layouts, JavaScript, CSS for desktop and mobile views and deliver them by March 4 th , 2019.	March 4, 2019
i.	Interact will use SharePoint or create custom web parts separate from the branding solution and deliver them along with their source code to sec by March 4 2019.	March 4, 2019
m.	SCC must be able to get answers from Interact support staff to any technical questions regarding their branding solutions, and web parts arising from the implementation In SCC SharePoint servers from Mar 4 th to Mar 3 rd . 2019	Mar 4 to May 3 rd , 2019
n.	SCC must get all site files from Interact as soon as Interact begins implementation of the site to be reviewed by SCC.	March 4 th _April 5 th 2019
o.	Live site review by Santiago Canyon	Apr 8-17
p.	Site changes: content only. Browser and mobile testing occurs	April 19 - April 26, 2019
q.	SCC must receive any revised or final versions of the branding solutions, and web parts for both mobile and desktop views by April 26 th , 2019	April 26, 2019
r.	Interact will correct any accessibility issues on these new pages reported by Site improve that do not meet the WCAG 2.0 AA level requirement.	Apr 26 th ,- May 3 rd , 2019
s.	Site files turned over to Santiago Canyon for Implementation	May 3 rd 2019

Payment for Services: \$92,000

1. Photography Services		\$12,000
4-5 days on site capturing images for Career Education programs. Travel included if a 4-5 day continuous time period is agreed. Travel outside these dates will be charged separately.	\$12,000	
2. Website Design, Data Gathering & Writing		\$30,000
Project management, content organization, layout, design and writing of Career Education landing page and all department pages, based upon agreed upon design, navigational structure and content requirements.	\$30,000	
Phase 2		
1. Website Development		\$50,000
Coding development and implementation of all new Career Education webpages. Performed in SharePoint.	\$45,500	
Search Engine Optimization services (\$250 per page)	\$4,500	
Total Phase 1 & 2		\$92,000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College-Business & Career Education

To: Board of Trustees	Date: November 26, 2018
Re: Approval of Vital Link Contract - Santiago Canyon College Senior Day	
Action: Request for Approval	

BACKGROUND

Vital Link will bring 500 students from local high schools to Santiago Canyon College to Explore, Discover, and Connect with faculty, instructors and staff to learn about our college's educational opportunities and support services. The event will be highly structured to ensure that students have full advantage of a college campus experience. ([Click here for Independent Contractor agreement.](#))

ANALYSIS

Many students attending Senior Day will be participating in Santiago Canyon College Early Welcome Program where they will register for fall classes in April and May 2019. Departments will be invited to host an interactive exhibit to introduce students to SCC's outstanding academic programs and to highlight courses.

RECOMMENDATION

It is recommended the Board approve the Vital Link Contract for the Santiago Canyon College Senior Day.

Board Date: November 26, 2018
Fiscal Impact: Division of Business and Career Education is sharing 50% of the cost of Senior Day event on February 27, 2019 with the Division of Counseling and Support Services.
RSCCD-SCC shall pay the above listed "Contractor" known as Vital Link an amount not-to-exceed \$31,497.18.
Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs Von Lawson, Dean, Business & Career Education Elizabeth Arteaga, Associate Dean, Business & Career Education
Submitted by: John Hernandez, Ph.D., President
Recommended by: Raúl Rodríguez, Ph.D, Chancellor

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

To: Board of Trustees	Date: November 26, 2018
Re: Approval of Amendment #1 to Lease with Affordable Housing Specialists Group	
Action: Request for Approval	

BACKGROUND

Since February 1, 2016, the District, on behalf of Santiago Canyon College, has been leasing a stand-alone building for instructional and office space from Affordable Housing Specialists Group (SCC Contract # SCC 15-025) in a suitable location at 1572 North Main Street in the city of Orange.

ANALYSIS

The existing lease is for a stand-alone building consisting of approximately 8,400 square feet suitable for classroom space, counseling/guidance services, and administration. The lease was originally entered into as a three year term with 2 one-year options to extend the lease a fourth and fifth year at the same rate as year three (\$14,704.07). The current three year lease expires January 31, 2019 and the option to extend it a fourth and fifth year are needed to continue to provide the noncredit educational programs and services at the site. This amendment will therefore serve as a two year renewal of the existing lease effective February 1, 2019 through January 31, 2021 and will be funded by the Adult Education Program (categorical program). All other terms and conditions of the original agreement will remain in full force and effect ([click here to see original lease](#)).

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment #1 to lease with Affordable Housing Specialists Group to extend the existing lease for an additional two years effective February 1, 2019 through January 31, 2021.

Fiscal Impact: \$14,704.07 per month base rent	Board Date: November 26, 2018
Prepared by: Jose F. Vargas, Vice President, Continuing Education	
Submitted by: John C. Hernandez, Ph.D., President	
Recommended by: Dr. Raúl Rodríguez, Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College-Business & Career Education

To: Board of Trustees	Date: November 26, 2018
Re: Approval of Oracle Academy Institution Membership Agreement	
Action: Request for Approval	

BACKGROUND

The Oracle Academy Institution Membership will allow the Computer Sciences department at Santiago Canyon College to offer a broader range of programs, certificates and courses in computer sciences and computer information systems. This work is directly related to the Strong Workforce Initiative in working with business and industry to create in-demand education and career opportunities.

ANALYSIS

This work is vitally important as we strive to meet the Strong Workforce Metrics goals of increasing enrollment and completion of certificates and degrees leading to related employment.

RECOMMENDATION

It is recommended the Board of Trustees approve the Oracle Academy Institution Membership Agreement with Santiago Canyon College.

Board Date: November 26, 2018
Fiscal Impact: There is no fiscal impact to the Division of Business and Career Education, Santiago Canyon College or Rancho Santiago Community College District. Future apportionment for course development is expected.
Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs Von Lawson, Dean, Business & Career Education Elizabeth Arteaga, Associate Dean, Business & Career Education Stew Myer, Professor, Computer Sciences
Submitted by: John Hernandez, Ph.D., President
Recommended by: Raúl Rodríguez, Ph.D, Chancellor

ORACLE ACADEMY INSTITUTION MEMBERSHIP AGREEMENT

This Oracle Academy Institution Membership Agreement ("Agreement") is between Oracle America, Inc. ("Oracle") and Rancho Santiago Community College District (RSCCD), on behalf of Santiago Canyon College (SCC), the entity that has executed or otherwise accepted and agreed to the terms of this Agreement for the delivery and use of the Benefits.

DEFINITIONS

- "Academy Website" refers to the Oracle web site located at <https://academy.oracle.com>.
- "Benefits" refers to the Programs, Services, Training, and Materials provided under this Agreement pursuant to the then-current Oracle Academy institution program description set forth at <https://academy.oracle.com/en/membership-benefits.html>. Oracle may post updates to the Benefits and program description from time to time at its sole discretion.
- "Class" refers to an educational class that (i) You provide to Students in accordance with this Agreement; (ii) includes use of the Benefits; (iii) an Instructor teaches for the sole purpose of teaching Students as part of Your regular curriculum following Your standard class formats; and (iv) You provide for non-commercial, accredited classroom, educational, and not-for-profit class or degree-related research purposes only as part of either a primary, secondary school, diploma or degree-granting program.
- "Instructor" refers to an individual that You authorize to teach a Class and who meets the requirements in the section below entitled Your Responsibilities. Each Instructor shall create a faculty account via the Academy Website to identify themselves as authorized by You to instruct a Class and to obtain access to the applicable Benefits.
- "Instructor Materials" refers to the teaching materials provided by Oracle under this Agreement for Instructors to teach Classes.
- "Materials" refers to Student Materials and Instructor Materials, collectively.
- "Programs" refers to (a) Oracle software owned and made available to You for download by Oracle, (b) any product updates acquired through technical support, and (c) web-based applications that Oracle may host remotely for You to access and use in furtherance of this Agreement, including Oracle iLearning and Oracle Application Express or other web-based applications provided by Oracle at its sole discretion. The then-current Programs are identified in the Benefits.
- "Services" refers to services provided by Oracle to You as part of the Benefits, which may include Materials (as further defined above), Training, remote hosting services, technical support, or other Oracle services.
- "Student" refers to a student enrolled in a Class.
- "Student Materials" refers to the materials provided by Oracle under this Agreement for use by Students in conjunction with the applicable Class.
- "Training" refers to a remote or in-person training event delivered by Oracle or an authorized Oracle Academy partner to Your Instructors covering the use of the Programs, Benefits, and Materials.

ORACLE' S RESPONSIBILITIES

Oracle will provide the Benefits for use by Your Instructors and Students subject to the terms and conditions of this Agreement.

YOUR RESPONSIBILITIES

You must meet any member responsibilities and minimum system requirements for using any Benefits (including Programs) that may be detailed at the Program's information page or at <https://academy.oracle.com/en/membership-benefits.html>. Oracle may adjust such responsibilities and requirements at its sole discretion with at least thirty (30) days notice to You. You agree You will be responsible for each Instructor's and each Student's compliance with this Agreement except as set forth in the section below entitled Student License Agreement.

RIGHTS GRANTED

Subject to the terms of this Agreement, You are granted a non-exclusive and non-transferable right and license to:

1. Access and use the Benefits, including receiving technical support services for the Programs, solely for the purpose of teaching a non-commercial and not-for-profit class at an accredited primary, secondary, diploma or degree-granting school; or for the purpose of performing degree-related research at an accredited primary, secondary, diploma or degree-granting school (such uses specifically excludes Your use for internal data processing or for production or commercial purposes);

2. Allow each Instructor to access and use the Benefits solely for the purposes set forth in subsection 1 above; and
3. Allow each Student in a Class to access and use the Benefits solely for the purpose of participating in a Class. Such authorized use is limited to the number of Students specified in the Instructor's registration confirmation.

Oracle may cancel or reschedule Training and discontinue or revise the Benefits or change the fee structure, if any, of the Benefits at any time at its sole discretion. In the event that Oracle makes certain cloud-based Benefits available to You, You agree to be bound by the terms and conditions applicable to such Benefits set forth at <https://academy.oracle.com/en/membership-benefits.html>. Your use of certain Benefits may require that You execute additional terms with Oracle.

DISTRIBUTION RESTRICTIONS

Subject to the terms of this Agreement, You may distribute electronic copies of Materials to:

1. Each Student in the Class for the sole purpose of taking that Class, and
2. The Instructor teaching the relevant Class for the sole purpose of conducting that Class.

Electronic distribution of Materials by You for the authorized purposes noted above is permitted unless otherwise noted within the Materials. You may download Materials directly from Oracle only. Oracle may cease providing support for Materials at its discretion.

You may copy the Programs for Your licensed use in order to teach the relevant Class. You may also make a single copy of the Programs for each Student to use in the Class.

You have the right to host the Programs for the sole purpose of teaching Classes, provided that You make the Programs accessible in a secure manner only to Students enrolled in the offering. You have the right to contract with a third party for hosting services provided that (a) such contract is consistent with this Agreement in its protection and use of the Programs, (b) all such Programs hosting is only for Your benefit and use, and (c) You shall remain fully responsible for the performance of the third party hosting service provider. Oracle will not have any liability to You or any third party for claims related to Your hosting services.

STUDENT LICENSE AGREEMENT

Students will be responsible for their use of Programs on their personal computers provided they first accept and agree to the Oracle Student License Agreement available at <https://academy.oracle.com/en/oa-legal-notices-student-use-agreements.html>. You may not permit or enable Students to install copies of the Programs on their personal computers or computers that do not remain on Your premises (excluding computers that remain on Your premises such as in a computer lab) unless each such Student first accepts and agrees to the Oracle Student License Agreement prior to obtaining and installing any such Programs. For the purpose of this Agreement, Your premises do not include dormitories or other living or dining accommodations.

OWNERSHIP AND RESTRICTIONS

Oracle or its licensors retain all ownership and intellectual property rights to the Programs and Materials. Oracle retains all ownership and intellectual property rights to anything developed by Oracle and delivered to You under this Agreement resulting from the Services.

Third party technology that may be appropriate or necessary for use with some Oracle Programs is specified in the Benefits or applicable Program documentation. If such third party technology is delivered by Oracle it is licensed to You under the terms of the specified third party technology license agreement and not under the terms of this Agreement. If such third party technology is delivered by a third party then You and such third party will separately agree on the applicable license terms and Oracle shall have no liability with respect to the use of such third party technology.

You may not:

- remove or modify any Program markings or any notice of Oracle's or its licensors' proprietary rights;
- make the Programs, Materials, or deliverables resulting from the Services available in any manner to any third party for use in the third party's business operations;
- cause or permit reverse engineering (unless required by law for interoperability), disassembly or de-compilation of the Programs (the foregoing prohibition includes but is not limited to review of data

- structures or similar materials produced by Programs); or
- disclose results of any Programs or Services benchmark tests without Oracle's prior written consent.

SUPPORT

During the term of this Agreement You may receive the following support:

1. Membership and web-based application support: email support accessed through the Academy Website.
2. Technical support for Programs pursuant to Oracle's then current technical support policies (subject to change), available through the following website: <https://suwort.oracle.com/>.

RECORDS AND AUDITS

You will maintain books and records relating to the provision of Classes under this Agreement in accordance with the school recordkeeping standards in Your jurisdiction. Upon at least forty-five (45) days written notice, Oracle may audit Your Classes and Your use of the Programs, Services and Materials, and other materials acquired by You under this Agreement. You agree to cooperate with any such audit and provide Oracle with reasonable assistance and access to information. You agree to pay within thirty (30) days of written notification any fees applicable to Your use of the Programs, Services and Materials in excess of Your license rights. If You do not pay, Oracle can end Your support, licenses and this Agreement immediately. You agree that Oracle shall not be responsible for any of Your costs incurred in cooperating with the audit.

TERM AND TERMINATION

This Agreement shall be effective upon You executing it or otherwise accepting and agreeing to the terms of this Agreement and acceptance by Oracle and shall remain in effect for three (3) years, unless terminated as provided herein. In the event that this Agreement is renewing Your existing membership that was undertaken pursuant to a separate agreement, such term shall remain in effect for three (3) years following the expiration of such separate agreement. All rights and/or licenses to the Programs, Materials, and Services under this Agreement shall automatically terminate upon termination or expiration of this Agreement unless the term is renewed by agreement of the parties. Oracle may require that any renewal term is addressed under a mutually executed separate Oracle Academy Institution Membership Agreement.

Either party may terminate this Agreement for convenience at any time upon ninety (90) days written notice. Further, in the event an Instructor behaves in a manner that Oracle, at its sole discretion, deems unprofessional or not in keeping with the intent of this Agreement while teaching a Class or attending training, Oracle reserves the right to terminate this Agreement and/or terminate such Instructor's participation upon written notice to You, effective on the date of the notice. Otherwise, if either party breaches a material term of this Agreement and fails to correct the breach within thirty (30) days of written specification of the breach, then the breaching party is in default and the non-breaching party may terminate this Agreement.

Provisions that survive termination include those relating to warranty disclaimer, limitation of liability, and others which by their nature are intended to survive. Upon termination or expiration of this Agreement, You will return or destroy all Programs and Materials provided to You, Your Instructors, and Your Students under this Agreement.

WARRANTIES AND DISCLAIMERS

ORACLE PROVIDES THE PROGRAMS, MATERIALS AND SERVICES "AS IS" WITHOUT WARRANTY. ORACLE DISCLAIMS ALL WARRANTIES AND CONDITIONS, WHETHER EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES AND CONDITIONS OF NON-INFRINGEMENT, MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE. YOU SHALL NOT MAKE ANY WARRANTY ON ORACLE'S BEHALF.

You warrant and represent that Your acceptance of free Oracle Academy program membership and/or Benefits (i) will not influence public procurement or any public decision; and (ii) is permitted under Your applicable local laws, regulations and internal policies.

LIMITATION OF LIABILITY

NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES, OR ANY LOSS OF PROFITS, REVENUE, DATA, OR DATA USE. ORACLE'S MAXIMUM LIABILITY FOR ANY DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT OR YOUR ORDER, WHETHER IN CONTRACT OR TORT, OR OTHERWISE, SHALL BE LIMITED TO THE GREATER OF THE FEES YOU PAID ORACLE UNDER THIS AGREEMENT OR ONE THOUSAND U.S. DOLLARS (USD 1,000).

NONDISCLOSURE

By virtue of this Agreement, the parties may have access to information that is confidential to one another ("Confidential Information"). We each agree to disclose only information that is required for the performance of obligations under this Agreement. Confidential Information shall be limited to the terms of this Agreement and information required for the performance of obligations under this Agreement that is clearly identified as confidential at the time of disclosure.

A party's Confidential Information shall not include information that: (a) is or becomes a part of the public domain through no act or omission of the other party; (b) was in the other party's lawful possession prior to the disclosure and had not been obtained by the other party either directly or indirectly from the disclosing party; (c) is lawfully disclosed to the other party by a third party without restriction on the disclosure; or (d) is independently developed by the other party.

We each agree not to disclose each other's Confidential Information to any third party other than those set forth in the following sentence for a period of three (3) years from the date of disclosure. We may disclose Confidential Information only to those employees or agents or subcontractors who are required to protect it against unauthorized disclosure in a manner no less protective than under this Agreement. Nothing shall prevent either party from disclosing the terms under this Agreement in any legal proceeding arising from or in connection with this Agreement or disclosing the Confidential Information to a governmental entity as required by law.

ORACLE LOGO AND TRADEMARKS

Oracle grants You a non-exclusive, non-transferable right and license to use, during the term of this Agreement, the Oracle Academy logo on Your marketing materials solely to promote Classes in conjunction with Your other course offerings. Your use of the Oracle Academy logo shall strictly comply with the Oracle Academy Logo Guidelines set forth at https://academy.oracle.com/pages/academy_guidelines.pdf. You shall not use the Oracle Academy logo in a manner that misrepresents Your relationship with Oracle or is otherwise misleading, or that reflects negatively on Oracle. All products and services in connection with which You use the Oracle Academy logo shall conform to Oracle's quality standards and meet or exceed industry standards. You shall cooperate with Oracle to allow for review of Your use of the Oracle Academy logo and compliance with Oracle's quality standards. If Oracle, in its sole discretion, determines that Your use of the Oracle Academy logo is not in compliance with this Agreement, You shall promptly modify or discontinue Your use of the Oracle Academy logo as directed by Oracle. Oracle may change the Oracle Academy logo and Oracle Academy Logo Guidelines, and, upon reasonable notice from Oracle, You shall promptly modify Your use of the logo to conform to any such changed Oracle Academy logo or Oracle Academy Logo Guidelines. You acknowledge that You are granted no rights with respect to Oracle trademarks except as expressly set forth herein, and agree that any use of the Oracle Academy logo by You shall inure to the sole benefit of Oracle. You agree to provide reasonable assistance to Oracle in connection with the protection and prosecution of Oracle trademarks. You agree not to use Oracle trademarks or potentially confusing variations of Oracle trademarks (including "Ora") as a part of any of Your trademarks, product names, service names, company name, or Internet addresses.

EXPORT

Export laws and regulations of the United States and any other relevant local export laws and regulations apply to the Programs, Materials and Benefits. You agree that such export control laws govern Your use of the Programs (including technical data) and any Services deliverables provided under this Agreement, and You agree to comply with all such export laws and regulations (including "deemed export" and "deemed re-export"

regulations). You agree that no data, information, Program and/or Materials resulting from Services (or direct product thereof) will be exported, directly or indirectly, in violation of these laws, or will be used for any purpose prohibited by these laws including, without limitation, nuclear, chemical, or biological weapons proliferation, or development of missile technology.

PARTICIPATION AND PRIVACY

You agree that Oracle may publicize Your participation in Oracle Academy. This includes, but is not limited to, details about Your participation. Further, Oracle may collect certain information from You, Your Instructors and Your Students in connection with Your registration for, and Oracle's provision of, certain products and services. With respect to such collected information, Oracle will abide by the Oracle Privacy Policy, a current version of which is set forth at <http://www.oracle.com/privacy>.

Oracle is a company focused on serving the needs of businesses and does not generally promote or market its services to minors. As an educational outreach program, however, Oracle Academy Benefits may be used by Oracle Academy members in the course of delivering educational services to minors. You shall not provide any personal information pertaining to minors to Oracle in connection with this Agreement, including any data subject to the Family Educational Rights and Privacy Act (FERPA). If You believe that Oracle has mistakenly or unintentionally collected personal information of a minor without appropriate consent, please notify Oracle via the Data Privacy Inquiry Form available at <http://www.oracle.com/privacy> so that Oracle may promptly delete the information and make other necessary corrections.

ENTIRE AGREEMENT

You agree that this Agreement and the information which is incorporated into this Agreement by written reference (including reference to information contained in a URL or referenced policy) are the complete agreement for the Benefits, and that this Agreement supersedes all prior or contemporaneous agreements or representations, written or oral, regarding such Benefits. If any term of this Agreement is found to be invalid or unenforceable, the remaining provisions will remain effective and such term shall be replaced with a term consistent with the purpose and intent of this Agreement. It is expressly agreed that the terms of this Agreement and any Oracle ordering document shall supersede the terms in any purchase order or other non-Oracle ordering document and no terms included in any such purchase order or other non-Oracle ordering document shall apply to the programs and/or services ordered. Except as otherwise expressly permitted herein, this Agreement may not be modified and the rights and restrictions may not be altered or waived except in a writing signed or accepted online by authorized representatives of You and of Oracle. Any notice required under this Agreement shall be provided to the other party in writing.

OTHER

Oracle is an independent contractor and the parties agree that no partnership, joint venture, or agency relationship exists between the parties. Neither party will represent that it has any authority to assume or create any obligation, express or implied, on behalf of the other party, nor to represent the other party as agent, employee, franchisee, or in any other capacity. The relationship between the parties is not exclusive.

If the Ministry of Education (MOE) or equivalent organization in Your country controlling You has executed a master agreement with Oracle ("Master Agreement"), and if You are listed in Appendix 1 of the Master Agreement, such Master Agreement shall supersede and prevail over this Agreement with respect to any conflicting terms during the applicable term of such Master Agreement. You hereby agree that You have reviewed the terms of such Master Agreement and agree that any conflicting terms shall serve to modify this Agreement such that the conflicting terms in the Master Agreement shall apply to this Agreement with full force and effect.

This Agreement is governed by the substantive and procedural laws of the State of California and You and Oracle agree to submit to the exclusive jurisdiction of, and venue in, the courts in San Francisco or Santa Clara counties in California in any dispute arising out of or relating to this Agreement.

If You have a dispute with Oracle or if You become subject to insolvency or other similar legal proceedings, You will promptly send written notice to: Oracle America, Inc., 500 Oracle Parkway Redwood Shores, CA 94065, Attention: General Counsel, Legal Department.

You may not assign this Agreement or give or transfer the Programs, Services and/or any Benefits or an interest in them to another individual or entity.

AGREEMENT SIGNATURE PAGE

IN WITNESS THEREOF, the parties hereto have executed or approved this AGREEMENT on the dates below their signatures.

Oracle America, Inc. ("Oracle")

By: Tyra Crockett
Senior Manager, Oracle

Date: _____

Contract No. _____

Rancho Santiago Community
College District (RSCCD), on
behalf of Santiago Canyon
College (SCC),

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

Date: _____

Rancho Santiago Comm Coll District

Board Meeting of 11/26/18

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 10/16/18 Thru 11/13/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66660	General Fund Unrestricted	0.00	1,300.00	-1,300.00	92*0508692	92*0508692
66665	General Fund Unrestricted	0.00	100.00	-100.00	92*0508746	92*0508746
66704	General Fund Unrestricted	0.00	85.00	-85.00	92*0509339	92*0509339
66783	General Fund Unrestricted	0.00	70.70	-70.70	92*0510657	92*0510657
66787	General Fund Unrestricted	4,009.14	1,300.00	2,709.14	92*0510665	92*0510699
66788	General Fund Unrestricted	3,706.29	0.00	3,706.29	92*0510734	92*0510747
66794	General Fund Unrestricted	6,841.52	0.00	6,841.52	92*0510778	92*0510810
66797	General Fund Unrestricted	17,723.21	0.00	17,723.21	92*0510829	92*0510865
66798	General Fund Unrestricted	136,094.83	0.00	136,094.83	92*0510868	92*0510882
66801	General Fund Unrestricted	271,453.63	0.00	271,453.63	92*0510888	92*0510917
66803	General Fund Unrestricted	41,925.02	0.00	41,925.02	92*0510929	92*0510943
66808	General Fund Unrestricted	127,380.02	0.00	127,380.02	92*0510974	92*0511016
66809	General Fund Unrestricted	251.41	0.00	251.41	92*0511020	92*0511026
66810	General Fund Unrestricted	5,148.58	0.00	5,148.58	92*0511033	92*0511046
66811	General Fund Unrestricted	25,051.15	0.00	25,051.15	92*0511047	92*0511062
66816	General Fund Unrestricted	11,868.02	0.00	11,868.02	92*0511071	92*0511115
66821	General Fund Unrestricted	41,130.72	0.00	41,130.72	92*0511160	92*0511185
66822	General Fund Unrestricted	31,215.82	0.00	31,215.82	92*0511188	92*0511210
66823	General Fund Unrestricted	34,602.21	0.00	34,602.21	92*0511218	92*0511239
66827	General Fund Unrestricted	91,268.74	0.00	91,268.74	92*0511255	92*0511285
66828	General Fund Unrestricted	1,084.49	0.00	1,084.49	92*0511287	92*0511314
66829	General Fund Unrestricted	131.70	0.00	131.70	92*0511317	92*0511324
66833	General Fund Unrestricted	9,006.09	0.00	9,006.09	92*0511348	92*0511360
66834	General Fund Unrestricted	9,460.94	0.00	9,460.94	92*0511384	92*0511400
66836	General Fund Unrestricted	10,987.95	0.00	10,987.95	92*0511416	92*0511442
66837	General Fund Unrestricted	73,968.65	0.00	73,968.65	92*0511453	92*0511492
66838	General Fund Unrestricted	17,929.46	0.00	17,929.46	92*0511495	92*0511499
66839	General Fund Unrestricted	15,178.25	0.00	15,178.25	92*0511521	92*0511567
66840	General Fund Unrestricted	13,752.00	0.00	13,752.00	92*0511568	92*0511630
66841	General Fund Unrestricted	19,355.05	0.00	19,355.05	92*0511631	92*0511676
66846	General Fund Unrestricted	477.94	0.00	477.94	92*0511704	92*0511712
66847	General Fund Unrestricted	8,970.49	0.00	8,970.49	92*0511719	92*0511732
66848	General Fund Unrestricted	20,211.63	0.00	20,211.63	92*0511733	92*0511743
66849	General Fund Unrestricted	2,115,909.97	0.00	2,115,909.97	92*0511747	92*0511747
66850	General Fund Unrestricted	92,236.24	0.00	92,236.24	92*0511752	92*0511796
66851	General Fund Unrestricted	19,181.09	0.00	19,181.09	92*0511800	92*0511835
66854	General Fund Unrestricted	22,427.01	0.00	22,427.01	92*0511852	92*0511893
66857	General Fund Unrestricted	1,295.12	0.00	1,295.12	92*0511900	92*0511913
66861	General Fund Unrestricted	112,854.19	0.00	112,854.19	92*0511923	92*0511960
66862	General Fund Unrestricted	11,453.18	0.00	11,453.18	92*0511961	92*0511999
66864	General Fund Unrestricted	33,747.71	0.00	33,747.71	92*0512022	92*0512058

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66867	General Fund Unrestricted	9,859.97	0.00	9,859.97	92*0512071	92*0512102
Total Fund 11 General Fund Unrestricted		<u><u>\$3,469,149.43</u></u>	<u><u>\$2,855.70</u></u>	<u><u>\$3,466,293.73</u></u>		

Checks Written for Period 10/16/18 Thru 11/13/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66611	General Fund Restricted	0.00	4,855.00	-4,855.00	92*0507959	92*0507959
66651	General Fund Restricted	0.00	134.00	-134.00	92*0508522	92*0508522
66787	General Fund Restricted	14,851.52	0.00	14,851.52	92*0510667	92*0510700
66788	General Fund Restricted	20,679.68	0.00	20,679.68	92*0510702	92*0510746
66794	General Fund Restricted	24,550.92	0.00	24,550.92	92*0510776	92*0510814
66797	General Fund Restricted	3,256.33	0.00	3,256.33	92*0510832	92*0510867
66798	General Fund Restricted	4,401.63	0.00	4,401.63	92*0510870	92*0510881
66801	General Fund Restricted	19,471.57	0.00	19,471.57	92*0510889	92*0510923
66803	General Fund Restricted	9,451.94	0.00	9,451.94	92*0510932	92*0510944
66808	General Fund Restricted	15,639.40	0.00	15,639.40	92*0510973	92*0511006
66809	General Fund Restricted	13,239.24	0.00	13,239.24	92*0511017	92*0511029
66810	General Fund Restricted	8,558.47	0.00	8,558.47	92*0511031	92*0511045
66811	General Fund Restricted	6,617.98	0.00	6,617.98	92*0511050	92*0511061
66812	General Fund Restricted	445.39	0.00	445.39	92*0511063	92*0511063
66816	General Fund Restricted	22,628.80	0.00	22,628.80	92*0511073	92*0511114
66817	General Fund Restricted	14,953.74	0.00	14,953.74	92*0511116	92*0511152
66821	General Fund Restricted	7,484.97	0.00	7,484.97	92*0511161	92*0511186
66822	General Fund Restricted	24,970.07	0.00	24,970.07	92*0511190	92*0511217
66823	General Fund Restricted	12,560.64	0.00	12,560.64	92*0511221	92*0511240
66827	General Fund Restricted	19,853.94	0.00	19,853.94	92*0511252	92*0511283
66828	General Fund Restricted	4,678.70	0.00	4,678.70	92*0511286	92*0511316
66833	General Fund Restricted	71,898.54	0.00	71,898.54	92*0511340	92*0511378
66834	General Fund Restricted	7,755.93	0.00	7,755.93	92*0511379	92*0511397
66836	General Fund Restricted	27,211.29	0.00	27,211.29	92*0511413	92*0511437
66837	General Fund Restricted	31,612.99	0.00	31,612.99	92*0511443	92*0511494
66838	General Fund Restricted	8,013.64	0.00	8,013.64	92*0511498	92*0511520
66846	General Fund Restricted	47,384.98	0.00	47,384.98	92*0511698	92*0511717
66847	General Fund Restricted	4,588.01	0.00	4,588.01	92*0511718	92*0511730
66848	General Fund Restricted	2,871.43	0.00	2,871.43	92*0511740	92*0511746
66850	General Fund Restricted	12,768.12	0.00	12,768.12	92*0511748	92*0511799
66851	General Fund Restricted	16,023.83	0.00	16,023.83	92*0511802	92*0511837
66852	General Fund Restricted	1,970.04	0.00	1,970.04	92*0511838	92*0511845
66854	General Fund Restricted	617,633.49	0.00	617,633.49	92*0511853	92*0511894
66861	General Fund Restricted	27,226.76	0.00	27,226.76	92*0511925	92*0511959
66862	General Fund Restricted	55,755.78	0.00	55,755.78	92*0511962	92*0512009
66864	General Fund Restricted	21,594.20	0.00	21,594.20	92*0512021	92*0512044
66865	General Fund Restricted	6,213.06	0.00	6,213.06	92*0512059	92*0512067
66867	General Fund Restricted	9,381.93	0.00	9,381.93	92*0512070	92*0512104
Total Fund 12 General Fund Restricted		\$1,218,198.95	\$4,989.00	\$1,213,209.95		

Checks Written for Period 10/16/18 Thru 11/13/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66788	GF Unrestricted One-Time Func	1,492.33	0.00	1,492.33	92*0510701	92*0510745
66798	GF Unrestricted One-Time Func	720.04	0.00	720.04	92*0510875	92*0510875
66810	GF Unrestricted One-Time Func	14,040.00	0.00	14,040.00	92*0511030	92*0511030
66811	GF Unrestricted One-Time Func	131.43	0.00	131.43	92*0511059	92*0511059
66817	GF Unrestricted One-Time Func	2,973.68	0.00	2,973.68	92*0511132	92*0511151
66821	General Fund Unrestricted	13,087.22	0.00	13,087.22	92*0511162	92*0511162
66822	General Fund Unrestricted	5,131.88	0.00	5,131.88	92*0511187	92*0511202
66823	GF Unrestricted One-Time Func	424.12	0.00	424.12	92*0511235	92*0511235
66827	GF Unrestricted One-Time Func	7,018.32	0.00	7,018.32	92*0511264	92*0511277
66833	GF Unrestricted One-Time Func	219.61	0.00	219.61	92*0511371	92*0511371
66838	GF Unrestricted One-Time Func	1,999.90	0.00	1,999.90	92*0511497	92*0511504
66848	GF Unrestricted One-Time Func	81.65	0.00	81.65	92*0511738	92*0511738
66850	GF Unrestricted One-Time Func	1,043.37	0.00	1,043.37	92*0511753	92*0511753
66851	GF Unrestricted One-Time Func	279.00	0.00	279.00	92*0511804	92*0511804
66861	GF Unrestricted One-Time Func	1,915.28	0.00	1,915.28	92*0511922	92*0511955
66864	GF Unrestricted One-Time Func	2,451.84	0.00	2,451.84	92*0512036	92*0512039
66865	GF Unrestricted One-Time Func	441.32	0.00	441.32	92*0512066	92*0512066
66867	GF Unrestricted One-Time Func	859.82	0.00	859.82	92*0512088	92*0512100
Total Fund 13 GF Unrestricted One-Time		\$54,310.81	\$0.00	\$54,310.81		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66744	Child Development Fund	0.00	35.36	-35.36	92*0510074	92*0510074
66785	Child Development Fund	2,111.69	0.00	2,111.69	92*0510660	92*0510663
66789	Child Development Fund	1,532.33	0.00	1,532.33	92*0510748	92*0510749
66793	Child Development Fund	6,955.25	0.00	6,955.25	92*0510769	92*0510775
66795	Child Development Fund	4,785.14	0.00	4,785.14	92*0510815	92*0510827
66799	Child Development Fund	870.44	0.00	870.44	92*0510883	92*0510886
66802	Child Development Fund	3,106.19	0.00	3,106.19	92*0510924	92*0510928
66804	Child Development Fund	1,740.78	0.00	1,740.78	92*0510945	92*0510966
66813	Child Development Fund	2,095.33	0.00	2,095.33	92*0511064	92*0511068
66820	Child Development Fund	3,411.10	0.00	3,411.10	92*0511155	92*0511159
66824	Child Development Fund	1,077.13	0.00	1,077.13	92*0511241	92*0511243
66830	Child Development Fund	2,799.32	0.00	2,799.32	92*0511325	92*0511330
66835	Child Development Fund	2,912.42	0.00	2,912.42	92*0511401	92*0511412
66842	Child Development Fund	6,264.47	0.00	6,264.47	92*0511677	92*0511689
66853	Child Development Fund	3,125.90	0.00	3,125.90	92*0511846	92*0511851
66858	Child Development Fund	1,100.35	0.00	1,100.35	92*0511914	92*0511918
66863	Child Development Fund	3,314.32	0.00	3,314.32	92*0512010	92*0512020
66866	Child Development Fund	4,113.34	0.00	4,113.34	92*0512068	92*0512069
Total Fund 33 Child Development Fund		\$51,315.50	\$35.36	\$51,280.14		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66319	Capital Outlay Projects Fund	0.00	10,250.00	-10,250.00	92*0503621	92*0503621
66790	Capital Outlay Projects Fund	107,327.42	0.00	107,327.42	92*0510750	92*0510764
66792	Capital Outlay Projects Fund	22,292.10	0.00	22,292.10	92*0510768	92*0510768
66800	Capital Outlay Projects Fund	3,516.00	0.00	3,516.00	92*0510887	92*0510887
66805	Capital Outlay Projects Fund	28,068.70	0.00	28,068.70	92*0510967	92*0510967
66814	Capital Outlay Projects Fund	6,310.00	0.00	6,310.00	92*0511069	92*0511069
66825	Capital Outlay Projects Fund	169,743.55	0.00	169,743.55	92*0511244	92*0511248
66831	Capital Outlay Projects Fund	26,774.69	0.00	26,774.69	92*0511331	92*0511338
66845	Capital Outlay Projects Fund	115,339.30	0.00	115,339.30	92*0511692	92*0511697
66855	Capital Outlay Projects Fund	75,007.50	0.00	75,007.50	92*0511895	92*0511896
66859	Capital Outlay Projects Fund	67,596.29	0.00	67,596.29	92*0511919	92*0511920
Total Fund 41 Capital Outlay Projects Fun		\$621,975.55	\$10,250.00	\$611,725.55		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66791	Bond Fund, Measure Q	136,413.56	0.00	136,413.56	92*0510765	92*0510767
66796	Bond Fund, Measure Q	26,977.56	0.00	26,977.56	92*0510828	92*0510828
66826	Bond Fund, Measure Q	20,219.35	0.00	20,219.35	92*0511249	92*0511251
66832	Bond Fund, Measure Q	14,655.26	0.00	14,655.26	92*0511339	92*0511339
66844	Bond Fund, Measure Q	66,044.43	0.00	66,044.43	92*0511691	92*0511691
66856	Bond Fund, Measure Q	13,551.75	0.00	13,551.75	92*0511897	92*0511899
66860	Bond Fund, Measure Q	1,749.36	0.00	1,749.36	92*0511921	92*0511921
Total Fund 43 Bond Fund, Measure Q		\$279,611.27	\$0.00	\$279,611.27		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66806	Property and Liability Fund	6,749.49	0.00	6,749.49	92*0510968	92*0510971
66815	Property and Liability Fund	242.40	0.00	242.40	92*0511070	92*0511070
66819	Property and Liability Fund	5,622.96	0.00	5,622.96	92*0511154	92*0511154
Total Fund 61 Property and Liability Fund		\$12,614.85	\$0.00	\$12,614.85		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66786	Workers' Compensation Fund	582.60	0.00	582.60	92*0510664	92*0510664
66807	Workers' Compensation Fund	777.94	0.00	777.94	92*0510972	92*0510972
66818	Workers' Compensation Fund	1,837.50	0.00	1,837.50	92*0511153	92*0511153
66843	Workers' Compensation Fund	25,886.69	0.00	25,886.69	92*0511690	92*0511690
Total Fund 62 Workers' Compensation Fu		\$29,084.73	\$0.00	\$29,084.73		

SUMMARY

Total Fund 11 General Fund Unrestricted	3,466,293.73
Total Fund 12 General Fund Restricted	1,213,209.95
Total Fund 13 GF Unrestricted One-Time Fund	54,310.81
Total Fund 33 Child Development Fund	51,280.14
Total Fund 41 Capital Outlay Projects Fund	611,725.55
Total Fund 43 Bond Fund, Measure Q	279,611.27
Total Fund 61 Property and Liability Fund	12,614.85
Total Fund 62 Workers' Compensation Fund	29,084.73
Grand Total:	<u><u>\$5,718,131.03</u></u>

Checks Written for Period 10/17/18 Thru 11/13/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1A1810427	SAC Diversified Agency Fund	20,006.15	0.00	20,006.15	1A*0001315	1A*0001340
1A1810531	SAC Diversified Agency Fund	90,836.39	0.00	90,836.39	1A*0001341	1A*0001353
1A1811103	SAC Diversified Agency Fund	6,100.66	0.00	6,100.66	1A*0001354	1A*0001357
1A1811210	SAC Diversified Agency Fund	4,081.09	0.00	4,081.09	1A*0001358	1A*0001363
1A1811313	SAC Diversified Agency Fund	21,162.18	0.00	21,162.18	1A*0001364	1A*0001376
Total 1A SAC Diversified Agency Fund		<u>\$142,186.47</u>	<u>\$0.00</u>	<u>\$142,186.47</u>		

Checks Written for Period 10/17/18 Thru 11/13/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1B1810427	SAC Bookstore Fund	49,650.88	19,810.32	29,840.56	1B*0001358	1B*0001378
1B1811103	SAC Bookstore Fund	33,779.86	11,848.21	21,931.65	1B*0001379	1B*0001391
1B1811210	SAC Bookstore Fund	11,848.29	0.00	11,848.29	1B*0001392	1B*0001392
1B1811313	SAC Bookstore Fund	89,601.21	0.00	89,601.21	1B*0001393	1B*0001413
Total 1B SAC Bookstore Fund		\$184,880.24	\$31,658.53	\$153,221.71		

Checks Written for Period 10/17/18 Thru 11/13/18

<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>
1C1810427	SAC Community Education Fund	29,535.69	0.00	29,535.69	1C*0001073	1C*0001082
1C1810531	SAC Community Education Fund	100.00	0.00	100.00	1C*0001083	1C*0001083
Total 1C SAC Community Education Fund		<u><u>\$29,635.69</u></u>	<u><u>\$0.00</u></u>	<u><u>\$29,635.69</u></u>		

Checks Written for Period 10/17/18 Thru 11/13/18

<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>
1R1810531	SAC Representation Fee Fund	95.80	0.00	95.80	1R*0001010	1R*0001010
Total 1R SAC Representation Fee Fund		<u><u>\$95.80</u></u>	<u><u>\$0.00</u></u>	<u><u>\$95.80</u></u>		

Checks Written for Period 10/17/18 Thru 11/13/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1S1810427	SAC Associated Students Fund	6,151.82	0.00	6,151.82	1S*0001183	1S*0001189
1S1810531	SAC Associated Students Fund	3,693.32	0.00	3,693.32	1S*0001190	1S*0001195
1S1811103	SAC Associated Students Fund	1,420.00	0.00	1,420.00	1S*0001196	1S*0001199
1S1811210	SAC Associated Students Fund	792.15	0.00	792.15	1S*0001200	1S*0001205
1S1811313	SAC Associated Students Fund	4,293.38	0.00	4,293.38	1S*0001206	1S*0001212
Total 1S SAC Associated Students Fund		<u>\$16,350.67</u>	<u>\$0.00</u>	<u>\$16,350.67</u>		

Checks Written for Period 10/17/18 Thru 11/13/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1T1810427	SAC Diversified Trust Fund	45,525.31	15,607.68	29,917.63	1T*0001219	1T*0001252
1T1810531	SAC Diversified Trust Fund	13,584.71	530.38	13,054.33	1T*0001253	1T*0001267
1T1811103	SAC Diversified Trust Fund	2,708.59	0.00	2,708.59	1T*0001268	1T*0001270
1T1811313	SAC Diversified Trust Fund	1,670.40	0.00	1,670.40	1T*0001271	1T*0001276
Total 1T SAC Diversified Trust Fund		\$63,489.01	\$16,138.06	\$47,350.95		

SUMMARY

Total Fund 1A SAC Diversified Agency Fund	142,186.47
Total Fund 1B SAC Bookstore Fund	153,221.71
Total Fund 1C SAC Community Education Fu	29,635.69
Total Fund 1R SAC Representation Fee Func	95.80
Total Fund 1S SAC Associated Students Fun	16,350.67
Total Fund 1T SAC Diversified Trust Fund	47,350.95
Grand Total:	<u><u>\$388,841.29</u></u>

Checks Written for Period 10/17/18 Thru 11/13/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2A1810320	SCC Diversified Agency Fund	27.90	0.00	27.90	2A*0001159	2A*0001159
2A1810427	SCC Diversified Agency Fund	9,368.10	0.00	9,368.10	2A*0001160	2A*0001171
2A1810531	SCC Diversified Agency Fund	690.90	0.00	690.90	2A*0001172	2A*0001174
2A1811210	SCC Diversified Agency Fund	18,299.38	0.00	18,299.38	2A*0001175	2A*0001189
Total 2A SCC Diversified Agency Fund		<u>\$28,386.28</u>	<u>\$0.00</u>	<u>\$28,386.28</u>		

Checks Written for Period 10/17/18 Thru 11/13/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2B1810320	SCC Bookstore Fund	13,384.87	2,357.52	11,027.35	2B*0001271	2B*0001279
2B1810427	SCC Bookstore Fund	52,307.37	6,509.32	45,798.05	2B*0001280	2B*0001291
2B1810531	SCC Bookstore Fund	25,479.15	1,916.67	23,562.48	2B*0001292	2B*0001296
2B1811210	SCC Bookstore Fund	10,887.54	0.00	10,887.54	2B*0001297	2B*0001304
Total 2B SCC Bookstore Fund		\$102,058.93	\$10,783.51	\$91,275.42		

Checks Written for Period 10/17/18 Thru 11/13/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2C1810320	SCC Community Education Fund	2,652.00	0.00	2,652.00	2C*0001078	2C*0001078
2C1810427	SCC Community Education Fund	2,938.45	820.00	2,118.45	2C*0001079	2C*0001083
2C1810531	SCC Community Education Fund	2,429.00	0.00	2,429.00	2C*0001084	2C*0001086
2C1811210	SCC Community Education Fund	2,415.03	0.00	2,415.03	2C*0001087	2C*0001089
Total 2C SCC Community Education Fund		\$10,434.48	\$820.00	\$9,614.48		

Checks Written for Period 10/17/18 Thru 11/13/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2S1810320	SCC Associated Students Fund	8,122.51	0.00	8,122.51	2S*0001134	2S*0001136
2S1810427	SCC Associated Students Fund	2,266.96	0.00	2,266.96	2S*0001137	2S*0001143
2S1810531	SCC Associated Students Fund	20.25	0.00	20.25	2S*0001144	2S*0001144
2S1811210	SCC Associated Students Fund	1,306.83	0.00	1,306.83	2S*0001145	2S*0001147
Total 2S SCC Associated Students Fund		\$11,716.55	\$0.00	\$11,716.55		

Checks Written for Period 10/17/18 Thru 11/13/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2T1810320	SCC Diversified Trust Fund	3,025.05	0.00	3,025.05	2T*0001103	2T*0001105
2T1810427	SCC Diversified Trust Fund	1,610.01	0.00	1,610.01	2T*0001106	2T*0001109
2T1810531	SCC Diversified Trust Fund	7,337.66	0.00	7,337.66	2T*0001110	2T*0001111
2T1811210	SCC Diversified Trust Fund	1,693.79	0.00	1,693.79	2T*0001112	2T*0001114
Total 2T SCC Diversified Trust Fund		<u>\$13,666.51</u>	<u>\$0.00</u>	<u>\$13,666.51</u>		

SUMMARY

Total Fund 2A SCC Diversified Agency Fund	28,386.28
Total Fund 2B SCC Bookstore Fund	91,275.42
Total Fund 2C SCC Community Education Fu	9,614.48
Total Fund 2S SCC Associated Students Fun	11,716.55
Total Fund 2T SCC Diversified Trust Fund	13,666.51
Grand Total:	<u><u>\$154,659.24</u></u>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 10/18/2018 To 11/13/2018
Board Meeting on 11/14/2018**

No. 4.2

BACKGROUND

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

ANALYSIS

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

BUDGET TRANSFERS	From	To
<u>Fund 11: General Fund Unrestricted</u>		
1000 ACADEMIC SALARIES		90
2000 CLASSIFIED SALARIES	2,554	
3000 EMPLOYEE BENEFITS	703	
4000 SUPPLIES & MATERIALS		8,163
5000 OTHER OPERATING EXP & SERVICES	5,364	
6000 CAPITAL OUTLAY		458
Total Transfer Fund 11	\$8,621	\$8,711
<u>Fund 12: General Fund Restricted</u>		
1000 ACADEMIC SALARIES		54,665
2000 CLASSIFIED SALARIES		75,149
3000 EMPLOYEE BENEFITS	29,901	
4000 SUPPLIES & MATERIALS		60,757
5000 OTHER OPERATING EXP & SERVICES	101,163	
6000 CAPITAL OUTLAY	53,392	
7000 OTHER OUTGO	6,115	
Total Transfer Fund 12	\$190,571	\$190,571
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
1000 ACADEMIC SALARIES		42,438
3000 EMPLOYEE BENEFITS		23
4000 SUPPLIES & MATERIALS		136,533
5000 OTHER OPERATING EXP & SERVICES	256,360	
6000 CAPITAL OUTLAY		144,697
7900 RESERVE FOR CONTINGENCIES	67,331	
Total Transfer Fund 13	\$323,691	\$323,691
<u>Fund 33: Child Development Fund</u>		
2000 CLASSIFIED SALARIES	16,500	
4000 SUPPLIES & MATERIALS		16,500
Total Transfer Fund 33	\$16,500	\$16,500
<u>Fund 41: Capital Outlay Projects Fund</u>		
5000 OTHER OPERATING EXP & SERVICES		65,900
6000 CAPITAL OUTLAY		1,245,938
7900 RESERVE FOR CONTINGENCIES	1,311,838	
Total Transfer Fund 41	\$1,311,838	\$1,311,838
<u>Fund 79: Diversified Trust Fund</u>		
4000 SUPPLIES & MATERIALS		650
5000 OTHER OPERATING EXP & SERVICES		17,050
6000 CAPITAL OUTLAY	7,700	
7900 RESERVE FOR CONTINGENCIES	10,000	
Total Transfer Fund 79	\$17,700	\$17,700

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 10/18/2018 To 11/13/2018
Board Meeting on 11/14/2018**

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 INCREASES AND DECREASES

		Revenue		Appropriation
<u>Fund 12: General Fund Restricted</u>				
8100	FEDERAL REVENUES	40,000		
8600	STATE REVENUES	1,505,001		
8800	LOCAL REVENUES	682		
1000	ACADEMIC SALARIES			55,705
2000	CLASSIFIED SALARIES			111,951
3000	EMPLOYEE BENEFITS			43,331
4000	SUPPLIES & MATERIALS			(5,272)
5000	OTHER OPERATING EXP & SERVICES			1,134,855
6000	CAPITAL OUTLAY			119,281
7000	OTHER OUTGO			85,832
Total Transfer Fund 12		\$1,545,683		\$1,545,683
<u>Fund 74: Student Financial Aid Fund</u>				
8600	STATE REVENUES	(1,046,700)		
7000	OTHER OUTGO			(1,046,700)
Total Transfer Fund 74		\$(1,046,700)		\$(1,046,700)

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.

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

From 10/18/2018 To 11/13/2018

Board Meeting on 11/14/2018

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>			
B024492	10/18/18		
5000	OTHER OPERATING EXP & SERVICES	84,631	
6000	CAPITAL OUTLAY		84,631
		<hr/>	<hr/>
Total Reference B024492		\$84,631	\$84,631
Reason:	Special Project Adjustment		
Description:	Cover rescue ambulance classroom simulator - HS bldg		
B024496	10/18/18		
4000	SUPPLIES & MATERIALS		18,800
5000	OTHER OPERATING EXP & SERVICES	38,246	
6000	CAPITAL OUTLAY		19,446
		<hr/>	<hr/>
Total Reference B024496		\$38,246	\$38,246
Reason:	Special Project Adjustment		
Description:	Cover prioritized RAR items for FY 18/19		
B024526	10/22/18		
1000	ACADEMIC SALARIES		77,937
2000	CLASSIFIED SALARIES	46,973	
3000	EMPLOYEE BENEFITS	2,276	
4000	SUPPLIES & MATERIALS	10,153	
5000	OTHER OPERATING EXP & SERVICES	13,558	
6000	CAPITAL OUTLAY	4,977	
		<hr/>	<hr/>
Total Reference B024526		\$77,937	\$77,937
Reason:	Special Project Adjustment		
Description:	Bgt rvsn-SSSP/OEC PJ2490		
B024533	10/22/18		
4000	SUPPLIES & MATERIALS		45,000
6000	CAPITAL OUTLAY	45,000	
		<hr/>	<hr/>
Total Reference B024533		\$45,000	\$45,000
Reason:	Special Project Adjustment		
Description:	Camera suppl's		
B024535	10/22/18		
2000	CLASSIFIED SALARIES		62,635
3000	EMPLOYEE BENEFITS		503
6000	CAPITAL OUTLAY	63,138	
		<hr/>	<hr/>
Total Reference B024535		\$63,138	\$63,138
Reason:	Special Project Adjustment		
Description:	Cvr neg bal's		
B024576	10/29/18		
1000	ACADEMIC SALARIES	29,432	
2000	CLASSIFIED SALARIES		42,688
3000	EMPLOYEE BENEFITS		5,994
4000	SUPPLIES & MATERIALS	2,000	
5000	OTHER OPERATING EXP & SERVICES	10,250	
6000	CAPITAL OUTLAY	7,000	
		<hr/>	<hr/>
Total Reference B024576		\$48,682	\$48,682
Reason:	Special Project Adjustment		
Description:	SCC DSPS Bgt Rvsn 18/19		

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

From 10/18/2018 To 11/13/2018

Board Meeting on 11/14/2018

BUDGET TRANSFERS		From	To
B024599	10/31/18		
4000	SUPPLIES & MATERIALS	57,198	
5000	OTHER OPERATING EXP & SERVICES		51,146
6000	CAPITAL OUTLAY		6,052
Total Reference B024599		\$57,198	\$57,198
Reason:	Special Project Adjustment		
Description:	Allc fds approp accts dept 53330 use		
B024602	10/31/18		
4000	SUPPLIES & MATERIALS		51,000
6000	CAPITAL OUTLAY	51,000	
Total Reference B024602		\$51,000	\$51,000
Reason:	Special Project Adjustment		
Description:	CalrcyclBevContRecyclGrnt-Fds from 6409 to 4610 non-instrctn		
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
B024493	10/18/18		
4000	SUPPLIES & MATERIALS		37,600
5000	OTHER OPERATING EXP & SERVICES	37,600	
Total Reference B024493		\$37,600	\$37,600
Reason:	Adjustment		
Description:	Cover 18/19 RAR items w/ 1x funds fro Academic Affairs		
B024495	10/18/18		
4000	SUPPLIES & MATERIALS		20,500
5000	OTHER OPERATING EXP & SERVICES	45,150	
6000	CAPITAL OUTLAY		24,650
Total Reference B024495		\$45,150	\$45,150
Reason:	Adjustment		
Description:	Cover 18/19 RAR items w/1x funds		
B024563	10/26/18		
4000	SUPPLIES & MATERIALS		33,000
5000	OTHER OPERATING EXP & SERVICES	33,000	
Total Reference B024563		\$33,000	\$33,000
Reason:	Adjustment		
Description:	Cvr aprvdRARitms-Stdtsvcs		
B024564	10/26/18		
5000	OTHER OPERATING EXP & SERVICES	50,590	
6000	CAPITAL OUTLAY		50,590
Total Reference B024564		\$50,590	\$50,590
Reason:	Adjustment		
Description:	Mv fds aprvd RAR itms admn sv		
B024572	10/26/18		
6000	CAPITAL OUTLAY		67,331
7900	RESERVE FOR CONTINGENCIES	67,331	
Total Reference B024572		\$67,331	\$67,331
Reason:	Adjustment		
Description:	Purch vans:assist Stdtsvcs		

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

From 10/18/2018 To 11/13/2018

Board Meeting on 11/14/2018

BUDGET TRANSFERS	From	To
B024661 11/08/18		
1000 ACADEMIC SALARIES		66,057
3000 EMPLOYEE BENEFITS		5,734
5000 OTHER OPERATING EXP & SERVICES	71,791	
	\$71,791	\$71,791
Total Reference B024661		
Reason: Adjustment		
Description: 2 part time coordntrs		
<u>Fund 41: Capital Outlay Projects Fund</u>		
B024512 10/19/18		
6000 CAPITAL OUTLAY		7,700
7900 RESERVE FOR CONTINGENCIES	7,700	
	\$7,700	\$7,700
Total Reference B024512		
Reason: Special Project Adjustment		
Description: Cvr FMR 17-284 StrctrlEngnr: prpr atchmt/instltn prjctrs SAC Bldgs		
B024571 10/26/18		
5000 OTHER OPERATING EXP & SERVICES		71,900
7900 RESERVE FOR CONTINGENCIES	71,900	
	\$71,900	\$71,900
Total Reference B024571		
Reason: Special Project Adjustment		
Description: COrdr Fd11 Po53891		
B024579 10/29/18		
5000 OTHER OPERATING EXP & SERVICES	6,000	
6000 CAPITAL OUTLAY		542,491
7900 RESERVE FOR CONTINGENCIES	536,491	
	\$542,491	\$542,491
Total Reference B024579		
Reason: Special Project Adjustment		
Description: Plng&Prjct Mgmt:CumgPO51558		
B024600 10/31/18		
6000 CAPITAL OUTLAY		214,768
7900 RESERVE FOR CONTINGENCIES	214,768	
	\$214,768	\$214,768
Total Reference B024600		
Reason: Special Project Adjustment		
Description: Plng&PrjctMgt-FPPS Amnd#2 PO#18-P0047739		
B024635 11/05/18		
6000 CAPITAL OUTLAY		49,500
7900 RESERVE FOR CONTINGENCIES	49,500	
	\$49,500	\$49,500
Total Reference B024635		
Reason: Special Project Adjustment		
Description: Fds cvr FMR18-345 GymAudioSys		
B024640 11/06/18		
6000 CAPITAL OUTLAY		431,479
7900 RESERVE FOR CONTINGENCIES	431,479	
	\$431,479	\$431,479
Total Reference B024640		
Reason: New Budget		
Description: SAC SM19 BR Library RR		

Fund 79: Diversified Trust Fund

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

From 10/18/2018 To 11/13/2018

Board Meeting on 11/14/2018

BUDGET TRANSFERS		From	To
B024613	11/02/18		
5000	OTHER OPERATING EXP & SERVICES		10,000
7900	RESERVE FOR CONTINGENCIES	10,000	
Total Reference B024613		\$10,000	\$10,000
Reason:	Special Project Adjustment		
Description:	Fund expense account for Presidents Office use		

BUDGET INCREASES AND DECREASES	Revenue	Appropriation
---------------------------------------	----------------	----------------------

Fund 12: General Fund Restricted

B024509	10/18/18		
8600	STATE REVENUES	477,986	
1000	ACADEMIC SALARIES		4,131
2000	CLASSIFIED SALARIES		61,848
3000	EMPLOYEE BENEFITS		43,322
4000	SUPPLIES & MATERIALS		(18,756)
5000	OTHER OPERATING EXP & SERVICES		240,735
6000	CAPITAL OUTLAY		146,706
Total Reference B024509		\$477,986	\$477,986

Reason: New Budget
Description: SP#2252 SAC Guided Pthwys

B024510	10/18/18		
8600	STATE REVENUES	237,386	
5000	OTHER OPERATING EXP & SERVICES		237,386
Total Reference B024510		\$237,386	\$237,386

Reason: New Budget
Description: New bgt SP2252 SCC GuidedPthwy

B024518	10/19/18		
8600	STATE REVENUES	(61,371)	
1000	ACADEMIC SALARIES		(14,698)
2000	CLASSIFIED SALARIES		(4,174)
3000	EMPLOYEE BENEFITS		(3,289)
4000	SUPPLIES & MATERIALS		(11,526)
5000	OTHER OPERATING EXP & SERVICES		1,241
6000	CAPITAL OUTLAY		(28,925)
Total Reference B024518		\$(61,371)	\$(61,371)

Reason: Carry Over Budget
Description: Carryover bgt SAC CPT-NOCCAP

B024522	10/19/18		
8600	STATE REVENUES	200,000	
5000	OTHER OPERATING EXP & SERVICES		200,000
Total Reference B024522		\$200,000	\$200,000

Reason: New Budget
Description: 18/19 Innov& Effectv-DO

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

From 10/18/2018 To 11/13/2018

Board Meeting on 11/14/2018

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B024524	10/19/18		
8600	STATE REVENUES	481,000	
2000	CLASSIFIED SALARIES		31,821
3000	EMPLOYEE BENEFITS		14,429
5000	OTHER OPERATING EXP & SERVICES		434,750
	Total Reference B024524	\$481,000	\$481,000
Reason:	New Budget		
Description:	IT DataSvcsPgm FsclAgnt grnt (Dist).		
B024543	10/22/18		
8600	STATE REVENUES	(30,000)	
2000	CLASSIFIED SALARIES		(23,985)
3000	EMPLOYEE BENEFITS		(6,015)
	Total Reference B024543	\$(30,000)	\$(30,000)
Reason:	New Budget		
Description:	Go-Biz CIP 18/19		
B024665	11/09/18		
8600	STATE REVENUES	100,000	
4000	SUPPLIES & MATERIALS		4,154
5000	OTHER OPERATING EXP & SERVICES		21,846
7000	OTHER OUTGO		74,000
	Total Reference B024665	\$100,000	\$100,000
Reason:	New Budget		
Description:	SAC-VeteransResCtrGrnt PJ2557		
B024666	11/09/18		
8600	STATE REVENUES	100,000	
2000	CLASSIFIED SALARIES		67,370
3000	EMPLOYEE BENEFITS		5,859
4000	SUPPLIES & MATERIALS		15,925
5000	OTHER OPERATING EXP & SERVICES		9,346
6000	CAPITAL OUTLAY		1,500
	Total Reference B024666	\$100,000	\$100,000
Reason:	New Budget		
Description:	18/19 VetResCtr SCC PJ2557		
B024673	11/13/18		
8600	STATE REVENUES	(110,954)	
2000	CLASSIFIED SALARIES		(47,294)
3000	EMPLOYEE BENEFITS		(43,660)
5000	OTHER OPERATING EXP & SERVICES		(20,000)
	Total Reference B024673	\$(110,954)	\$(110,954)
Reason:	Special Project Adjustment		
Description:	SSSP-Crdt(SCC) Bgt Rvsn PJ2415		
B024674	11/13/18		
8600	STATE REVENUES	(50,270)	
2000	CLASSIFIED SALARIES		(31,901)
3000	EMPLOYEE BENEFITS		(18,369)
	Total Reference B024674	\$(50,270)	\$(50,270)
Reason:	Special Project Adjustment		
Description:	SSSP-Credit(SCC)BgtRvsnPJ2416		

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

From 10/18/2018 To 11/13/2018

Board Meeting on 11/14/2018

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B024679	11/13/18		
8600	STATE REVENUES	154,443	
1000	ACADEMIC SALARIES		66,332
2000	CLASSIFIED SALARIES		39,834
3000	EMPLOYEE BENEFITS		48,277
	Total Reference B024679	\$154,443	\$154,443
Reason:	Special Project Adjustment		
Description:	SSSP-Crd(sCC)-BgtRvsnPJ2412		
B024680	11/13/18		
8100	FEDERAL REVENUES	40,000	
1000	ACADEMIC SALARIES		(60)
2000	CLASSIFIED SALARIES		13,288
3000	EMPLOYEE BENEFITS		1,140
4000	SUPPLIES & MATERIALS		4,086
5000	OTHER OPERATING EXP & SERVICES		9,714
7000	OTHER OUTGO		11,832
	Total Reference B024680	\$40,000	\$40,000
Reason:	Reason Code 'UpwdBndMathSciPgmlI-Yr2 of 5' not found		
Description:	UpwdBndMathSciPgmlI-Yr2 of 5		
<u>Fund 74: Student Financial Aid Fund</u>			
B024498	10/18/18		
8600	STATE REVENUES	233,500	
7000	OTHER OUTGO		233,500
	Total Reference B024498	\$233,500	\$233,500
Reason:	Special Project Adjustment		
Description:	CarryOver fds 17/18 SAC #2121		
B024601	10/31/18		
8600	STATE REVENUES	(1,289,200)	
7000	OTHER OUTGO		(1,289,200)
	Total Reference B024601	\$(1,289,200)	\$(1,289,200)
Reason:	Special Project Adjustment		
Description:	18/19 StateCmbnd CCCG&FTSSG to new grnt:StdScsCmpltnGrnt		

RECOMMENDATION

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

4.2 (8)

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Accept the 2017-18 Measure Q Citizens' Bond Oversight Committee Annual Report to the Community	
Action:	Request for Acceptance	

BACKGROUND

With the district's successful passage of the Santa Ana College Facilities Improvement District No. 1, Measure Q Bond in November 2012, the Board of Trustees appointed a Citizens' Bond Oversight Committee to comply with the requirements of Proposition 39. One of the responsibilities and duties of the Bond Oversight Committee is to report annually to the Board of Trustees and the community on the district's compliance on all the requirements of a Proposition 39 bond including the annual financial and performance audits. This annual report has been reviewed by the Citizens' Bond Oversight Committee at its October 25, 2018 meeting and has approved the report.

ANALYSIS

A copy of the report was provided with the Board docket. Printed copies of this report will be available to the community at their request. The report, in pdf format, is also available on the district website at: <http://rscgd.edu/Bond-Projects/Measure-Q/Pages/reports.aspx>. This report covers bond funded activities and financial information for the July 1, 2017 – June 30, 2018 period.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Measure Q Citizens' Bond Oversight Committee Annual Report to the Community for 2017-18 as presented.

Fiscal Impact:	None	Board Date: November 26, 2018
Prepared by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Appointment for the Measure Q Citizens' Bond Oversight Committee	
Action:	Request for Approval	

BACKGROUND

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

ANALYSIS

Erik Peterson, the Santa Ana College student representative appointed to the Measure Q Citizens' Bond Oversight Committee graduated from SAC in June 2018. Teddy Moreno, the current ASG Vice President at SAC has been recommended by the college to serve a one year term with the option to continue serving on the committee for a second year beginning in January 2019.

Name	Membership Category	Recommended Action
Teddy Moreno	SAC Student	Appoint (one year term with the optional second year term)

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of the Santa Ana College student representative to the Measure Q Citizens' Bond Oversight Committee as presented.

Fiscal Impact:	None	Board Date: November 26, 2018
Prepared by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Change Order #1 - RT Contractor Corporation for Bid #1349 – Mailroom at District Operations Center	
Action:	Request for Approval	

BACKGROUND:

On July 16, 2018, the Board of Trustees approved a contract with RT Contractor Corporation for the mailroom project at the District Operations Center. The District Operations Center currently does not have a mail room that allows for a centralized operations where staff and employees can pick up or take mail to a central location. Departments within the District Office rely upon an employee to pick up and deliver mail to each department on every floor twice per day. The project allowed for the reconfiguration of space on the first floor to create a new mail room that centralizes mailroom functions in an effort to maximize efficient operations. With the reconfiguration, District Office departments are now picking up incoming mail from their department mailboxes, are able to drop off outgoing mail in a secure depository, and have a dedicated station which included supplies for assembling parcels. An Open House occurred on October 24, 2018 to introduce employees to the new mail room.

ANALYSIS:

Change Order #1 decreases the contract amount by \$2,878 which is a credit back to the District for an unused allowance related to unforeseen work. The contract amount has been decreased from \$95,000 to \$92,122. Pursuant to Board Policy and Administrative Regulation 6600, it is recommended that the Board of Trustees approve the change order.

This project is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 - RT Contractor Corporation for Bid #1349 – Mailroom at District Operations Center as presented.

Fiscal Impact:	\$2,878 Credit	Board Date: November 26, 2018
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	

Fiscal Impact:	\$2,878 Credit	Board Date: November 26, 2018
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



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

Board Date: November 26, 2018
 Project/Bid No. 1349
 Site: District Operations Center
 Change Order (CO) No. : #1

Project Name: District Office Mailroom
 Contractor: RT Contractor
 Contract #: P.O. # 18-P0052853

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
07/24/18	74	10/06/18	0	0	N/A

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$95,000.00	
Previous Change Orders	0	\$0.00	0.0%
This Change Order	0	(\$2,878.00)	-3.0%
Total Change Order (s)		(\$2,878.00)	-3.0%
Revised Contract Amount		\$92,122.00	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Deductive change order for unused District allowance. The change order will result in a credit to the contract amount. District Allowance was for unforeseen repairs related to misc. painting, electrical, data, and ceiling tile repair.	Owner	5	0	(\$2,878.00)	\$0.00	(\$2,878.00)
Subtotal					(\$2,878.00)	\$0.00	(\$2,878.00)
Grand Total							(\$2,878.00)

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

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Agreement with McCarthy Building Companies, Inc. – Lease-Leaseback Construction Services for the Johnson Student Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On January 22, 2018, the Board of Trustees adopted Resolution No. 18-02 which approved undertaking a Request for Qualifications and Proposals (RFQ/RFP) for lease-leaseback services for the Santa Ana College Johnson Student Center Project. Education Code Section 81335 is the lease-leaseback (LLB) provision that allows districts to lease real property for the purpose of constructing buildings and improvements for district use. This delivery method has been recognized by the state legislature for years as a proven method to deliver educational facilities on time, on budget and with a reduced level of public agency risk associated with design issues, delays, and cost overruns.

The Request to Prequalify and for Statement of Qualifications for Lease-Leaseback Construction Services (RFQ) #1718-194 for Johnson Student Center at Santa Ana College was solicited on January 23, 2018 with a due date of March 19, 2018. The District advertised in the Orange County Register on both January 24, 2018 and February 4, 2018. The District received seven responses including Balfour Beatty Construction, LLC (Newport Beach); Harper Construction Company, Inc. (San Diego); McCarthy Building Companies, Inc. (Newport Beach); Pinner Construction Company, Inc. (Anaheim); Bernards (San Fernando); 2H Construction, Inc. (Signal Hill); and Kemp Bros. Construction (Santa Fe Springs). A paper screening panel reviewed all seven responses on March 20, 2018. The screening committee interviewed three firms on April 3, 2018: Pinner Construction Company, Inc., Kemp Bros. Construction, Bernards. By consensus, the screening panel deemed six companies qualified for the shortlist; McCarthy Building Companies, Inc., Balfour Beatty Construction, LLC, Pinner Construction Company, Inc., Kemp Bros. Construction, Bernards, Harper Construction Company, Inc.

A separate RFQ #1718-195 and RFQ #1718-195.1 was solicited for a subcontractor prequalification process requiring all subcontractors performing mechanical, electrical, and plumbing (MEP) scope on the project to be prequalified with the District. The District advertised the prequalification application process in the Orange County Register on January 24, 2018 and February 4, 2018 with a closing deadline to respond by March 23, 2018 for subcontractors. The District re-opened the subcontractor prequalification process on June 11, 2018 with a closing deadline to respond by August 3, 2018. The District received a total of twenty-five (25) prequalification applications from MEP subcontractors. Nine (9) firms were added to the existing list of prequalified MEP subcontractors, originated as part of the Science Center project. There are a total of 66 MEP subcontractors listed on the final prequalified list, which was published on the District's website on August 23, 2018.

Subsequently, on September 5, 2018, RFP #1819-224 was solicited to the six prequalified general contractors with a response deadline of November 7, 2018. A mandatory (for general

contractors) and voluntary (for subcontractors) pre-bid conference and site visit was held on September 24, 2018 and five (5) general contractors attended (Harper Construction Company, Inc.; Kemp Bros Construction.; Pinner Construction; Bernards and McCarthy Building Companies, Inc.) and four (4) subcontractor attended (Climatec; Penhall Company; National Demolition; and L.D. Anderson, Inc.). The RFP was a competitive process requesting that the qualified lease-leaseback general contractors provide the District with a proposal that outlined a Guaranteed Maximum Price (GMP) for the project. The District received two (2) proposals from the contractors that attended the mandatory pre-bid conference; McCarthy Building Companies, Inc. and Bernards.

The RFP required that the interested lease-leaseback contractors provide the following information in their proposal to the District: methodology and plan to execute the project; proposed project team; record of past performance; safety record; the proposed price for the project broken down by subcontractor trade categories; general conditions breakdown; clarifications; allowances; contingency; bonds and insurance fees; financing rate; proposed logistics; and a schedule for the project.

A screening panel of seven (7) participants convened to review all proposals on November 8, 2018. On November 13, 2018, the panel interviewed McCarthy. Upon a thorough review of the initial Guaranteed Maximum Price (GMP) proposals, the interview, and following the scoring as outlined in the RFP, the committee unanimously recommends McCarthy Building Companies, Inc. for the project and contract award.

ANALYSIS:

The Summary of the Guaranteed Maximum Price breakdown of costs is as follows:

Guaranteed Maximum Price	\$ 43,264,263
District Contingency	\$ 4,000,000
Total Contract Value	\$ 47,264,263

Any unused contingency dollars are returned to the District at the end of the project once a final reconciliation of costs and accounting is completed. The final accounting to close out the contract will be brought back to the Board of Trustees at the same time a Notice of Completion is accepted by the Board of Trustees.

The services covered by this agreement shall commence November 27, 2018 and end November 20, 2020. The contract is a not to exceed fee of \$47,264,263. The District has reviewed the proposal and it is reasonable, within industry standards, competitive, and aligns with current construction market costs.

This agreement is with McCarthy Building Companies, Inc. to construct a project pursuant to Education Code section 81335 and to enter into a Site Lease, Facilities Sub-Lease, and Related Construction Agreements regarding the Johnson Student Center at Santa Ana College as presented.

The Santa Ana College Johnson Student Center, funded by Measure Q, as a Covered Project is subject to the district’s Community and Student Workforce Project Agreement (CSWPA) and requirements of the California prevailing wage laws.

This agreement is funded by Measure Q and is subject to the CSWPA as a Covered Project.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with McCarthy Building Companies, Inc. for Lease-Leaseback Construction Services for the Johnson Student Center at Santa Ana College as presented.

Fiscal Impact:	\$47,264,263	Board Date: November 26, 2018
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: 11/26/18

Project: Johnson Student Center

Site: **Santa Ana College**

Consultants: **McCarthy Building Companies, Inc.**

Type of Service: Lease-Leaseback Construction Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$47,264,263.00		11/27/2018		11/20/2020
Total Agreement Amount	\$47,264,263.00				

AGREEMENT NO: 0316.00/ DESCRIPTION:

This agreement #0316.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$47,264,263.00**

Contract End Date: **11/20/2020**

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Agreement with Sandy Pringle Associates Inspection Consultants – Project Inspector Services for Johnson Student Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for project inspector services for the new Johnson Student Center at Santa Ana College. In accordance with the Division of the State Architect (DSA) Construction Oversight Process, the Johnson Student Center project is required to be overseen by a DSA certified Class 1 project inspector to ensure the project is constructed in accordance with the DSA approved plans and specifications.

ANALYSIS:

A Request for Proposal #1819-225 for project inspector services for Johnson Student Center at Santa Ana College was solicited to eight prequalified firms on September 10, 2018 with a due date of October 4, 2018. The District received five responses from H.B.I. Inspections Services (Chino Hills), Knowland Construction Services (Rancho Palos Verdes), Martin Brothers Construction Services (Costa Mesa), Sandy Pringle Associates Inspection Consultants (Torrance) and Vital Inspection Services, Inc. (Anaheim). A screening panel convened on October 8, 2018 to review the proposals. The panel interviewed H.B.I. Inspections Services, Sandy Pringle Associates Inspection Consultants, and Vital Inspection Services, Inc. on October 15, 2018. The panel recommends Sandy Pringle Associates Inspection Consultants by consensus after a thorough review based upon the culmination of their RFP response, experience, team members, reference checks, approach to the project, hourly rate, and interview performance. The selection was also based on consideration of the construction schedule, familiarity with the scope of work, familiarity with the campus, and type of inspection needed for the project. It is recommended that the District enter into an agreement with Sandy Pringle Associates Inspection Consultants for project inspector services for Johnson Student Center at Santa Ana College.

The services covered by this agreement shall commence November 27, 2018 and end June 30, 2021. The contract is an hourly not to exceed fee of \$377,936. The District has reviewed the fee and it is reasonable, competitive, and within industry standards.

This agreement is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with Sandy Pringle Associates Inspection Consultants - Project Inspector Services for Johnson Student Center at Santa Ana College as presented.

Fiscal Impact:	\$377,936	Board Date: November 26, 2018
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: 11/26/18

Project: Johnson Student Center

Site: **Santa Ana College**

Consultants: **Sandy Pringle Associates Inspection Consultants**

Type of Service: Project Inspector Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$377,936.00		11/27/2018		6/30/2021
Total Agreement Amount	\$377,936.00				

AGREEMENT NO: 0314.00/ DESCRIPTION:

This agreement #0314.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$377,936.00**

Contract End Date: **6/30/2021**

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Amendment to Agreement with Cumming Construction Management, Inc. - Planning and Project Management Services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement for additional consultant project management services. On January 22, 2018 the Board of Trustees approved an agreement with Cumming Construction Management for planning and project management services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College. The Russell Hall Replacement project is a state funded project where expenses related to project management assistance can qualify for reimbursement by the state. The facilities department is in need of staff augmentation consulting services to support the volume of projects, priorities, and the demands of sequencing and meeting an aggressive schedule for this project delivery due to restrictive state deadlines. There are four phases to a state funded capital improvement project which includes preliminary plans, working drawings, construction phase, and furniture and equipment with move-in activities through occupancy. The district and college need assistance with the project activities to ensure these deadlines by phases can be met in a timely fashion. To see the original agreement, please [click here](#).

ANALYSIS:

The amendment is to increase the contract by \$150,000 as the District has received approval by the State Chancellor's Office to move into the working drawings phase and respectively can continue the additional project management services to cover assistance needed during this next phase. Therefore, the District desires to continue with these services to qualify as an allowable state reimbursable expense for the project. The scope of work covered in this agreement includes activities related to planning and design management, bidding preparation, and procurement assistance related to furniture and equipment planning associated with the project. The revised total contract amount is \$300,000 half of which is to be reimbursed by the state. The District has reviewed the fee and it is reasonable and within industry standards.

This agreement is funded by Capital Outlay and State Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to the agreement with Cumming Construction Management, Inc. for Planning and Project Management Services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College as presented.

Fiscal Impact:	\$150,000	Board Date: November 26, 2018
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: 11/26/18

Project: Russell Hall Replacement (Health Sciences Building) Site: **Santa Ana**

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

Type of Service: Planning and Project Management Services

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$150,000.00		1/23/2018	6/30/2020
Amendment #1	\$150,000.00			
Total Agreement Amount	\$300,000.00			

AGREEMENT NO. 0260.00/DESCRIPTION:

Amendment #1 for additional planning and project management services

This agreement #0260.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$150,000.00**

Contract End Date: **6/30/2020**

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Amendment to Agreement with Sandy Pringle Associates Inspection Consultants – Project Inspector Services for Hammond Hall Window Replacement Project at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to extend time only. On April 23, 2018 the Board of Trustees approved an agreement with Sandy Pringle Associates Inspection Consultants for inspector services for the Hammond Hall window replacement project at Santa Ana College. Building H (Hammond Hall) was built in 1954 and the windows were replaced this summer prior to the start of the Fall semester and is a State Scheduled Maintenance project. The Division of the State Architect (DSA) requires that all construction projects are overseen by a DSA certified project inspector to ensure the project is constructed in accordance with the DSA approved plans and specifications. The project has been delayed as the newly installed windows failed to pass a required standard water intrusion/penetration test as part of the original project construction specifications per American Society for Testing and Materials (ASTM) E 1105. The District has undertaken an independent investigation to determine the cause for the leaks in the windows. As the District has recently received a recommendation from the independent third party consultants about how to fix the leaks, the contractor must remove and reinstall the windows in the building. This work has been scheduled with the college and will not impact occupants or classes but the work will begin on November 16, 2018 and last through the beginning of January 2019. The corrective work requires additional DSA inspection services and the inspector needs the necessary time to complete the close-out tasks for DSA certification associated with the project. To see the original agreement, please [click here](#).

ANALYSIS:

The services covered by this agreement commenced April 24, 2018 and the new end date has been revised from December 31, 2018 to June 30, 2019. There are no additional costs for this amendment. The agreement remains based on a not-to-exceed fee in the amount of \$44,000. The amendment to this agreement is to extend the contract time only.

This agreement is funded by Capital Outlay and State Scheduled Maintenance Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to the agreement with Sandy Pringle Associates Inspection Consultants for Project Inspector Services for Hammond Hall Window Replacement Project at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: November 26, 2018
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: 11/26/18

Project: Hammond Hall Window Replacement

Site: **Santa Ana College**

Consultants: **Sandy Pringle Associates Inspection Consultants**

Type of Service: Project Inspector Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$29,400.00		4/24/2018		12/31/2018
Amendment #1	\$15,000.00				12/31/2018
Amendment #2	\$0.00				6/30/2019
Total Agreement Amount	\$44,400.00				

AGREEMENT NO: 0275.00/ DESCRIPTION:

Amendment #1 for additional project inspector services.

Amendment #2 to extend contract time only.

This agreement #0275.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount: **\$0.00**

Contract End Date: **6/30/2019**

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Amendment to Agreement with Sindoni Consulting & Management Services, Inc. - Commissioning Services for Fan Coil Unit Replacement - Building D at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to extend time only. On March 26, 2018 the Board of Trustees approved an agreement with Sindoni Consulting & Management Services, Inc. for commissioning services for the Building D Fan Coil Replacement Project commissioning services at Santiago Canyon College. The fan coil unit replacement project is a State funded 2017-2018 Scheduled Maintenance project. The replacement project removed and replaced the existing mechanical fan coil units as these units were at the end of life. The project improves; energy efficiency, increases performance, lowers maintenance costs, increases system reliability, and improves system stability. Building Commissioning is required per Administrative Regulations, California Code of Regulations, Title 24, Part 6, 2016 Building Energy Efficiency Standards and the District hired an independent commissioning consultant to participate in the design review, system installation review, system functional testing, prepare system trend reports and analysis, and prepare a user system manual as a sustainable best management practice. The services provided by the commissioning agent ensures proper functional testing is undertaken for all fan coil units in order to meet target energy efficiency measures. The commissioning agent requires additional time to complete seasonal testing during the winter season 2018-2019 to ensure system performance is verified and compared to the baseline testing and provide any necessary feedback or recommendations.

To see the original agreement, please [click here](#).

ANALYSIS:

The services covered by this agreement commenced March 27, 2018 and the new end date has been revised from December 31, 2018 to June 30, 2019. There are no additional costs for this amendment. The agreement remains based on a not to exceed fee of \$33,170.00, which includes \$600 in reimbursable expenses. The amendment to this agreement is to extend the contract time only.

This project is funded by State Scheduled Maintenance and Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to the agreement with Sindoni Consulting & Management Services, Inc. for Commissioning Services for the Fan Coil Unit Replacement Project at Building D at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: November 26, 2018
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: 11/26/18

Project: Fan Coil Unit Replacement at Building D

Site: **Santiago Canyon College**

Consultants: **Sindoni Consulting & Management Services, Inc.**

Type of Service: Commissioning Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$32,570.00	\$600.00	3/27/2018		12/31/2018
Amendment #1	\$0.00				6/30/2019
Total Agreement Amount	\$33,170.00				

AGREEMENT NO: 0272.00/ DESCRIPTION:

Amendment #1 to extend contract time only

This agreement #0272.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$0.00**

Contract End Date: **6/30/2019**

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Ratification of Award of Bid #1355 - Building B Interior Improvements at Santiago Canyon College	
Action:	Request for Ratification	

BACKGROUND:

On behalf of Santiago Canyon College, this is a ratification for the award of Bid #1355 for Building B Interior Improvements. The rooms in building B have not been remodeled since the 1980's. This project will enhance the interior finishes by removing and replacing flooring and rubber base with new flooring material, a new rubber base and new walk-off mats. Additionally, all existing chalkboards will be removed and replaced with new white boards, the wall will be patched to match existing finish, spot primed and re-painted.

ANALYSIS:

In accordance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA), Bid #1355 for Building B Interior Improvements at Santiago Canyon College was advertised and a Notice of Inviting Bids was sent to 89 contractors from the District's qualified contractors list on October 22, 2018.

A mandatory job walk was conducted on October 26, 2018, and there were ten attendees. Bids were opened on November 7, 2018, as noted on the attached bid summary. The District received seven bids for the project. De La Torre Commercial Interior, Incorporated (Orange) was the lowest bidder in the amount of \$99,472. District staff conducted a due diligence review to ensure compliance with license and bid bond requirements. After review of the bids received, the District recommends approval of award of Bid #1355 to De La Torre Commercial Interiors, Incorporated.

The Vice Chancellor of Business Operations/Fiscal Services has authorized the award of the contract, under the authority of CUPCCAA to De La Torre Commercial Interiors, Incorporated.

The anticipated start date is November 28, 2018. The estimated construction duration is 30 calendar days.

The project is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees ratify the award of Bid #1355 – Building B Interior Improvements at Santiago Canyon College as presented.

Fiscal Impact:	\$99,472	Board Date: November 26, 2018
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Facility Planning, District Construction and Support Services
2323 North Broadway, Suite 112
Santa Ana, CA 92706-1640

BID SUMMARY

BID #1355	PROJECT: Building B Interior Improvements at Santiago Canyon College	TIME: 2:00 P.M. DATE: 11/7/2018
BIDDERS		TOTAL BASE BID AMOUNT
De La Torre Commercial Interiors, Incorporated		\$99,472
CTG Construction, Incorporated dba C. T. Georgiou Painting Company		\$106,000
A J Fistes Corporation		\$109,960
A 2 Z Construct, Incorporated		\$120,000
Painting and Décor, Incorporated		\$127,900
Ramco General Engineering Contractors		\$130,000
Newbuild Construction and Restoration, Incorporated		\$136,995

7 TOTAL BIDDERS

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Ratification of Award of Bid #1356 - Barrier Removal Exterior Stair Treads at Santiago Canyon College	
Action:	Request for Ratification	

BACKGROUND:

This is a ratification for the award of Bid #1356 for Barrier Removal Exterior Stair Treads at Santiago Canyon College. This barrier removal project is one of several projects to address the Blaser settlement deficiency items and deadlines. This project consists of preparing, priming, and painting a detectable warning stripe near the edge of exterior stair treads in the Science Building for individuals with sight impairment and to comply with California Building Codes.

ANALYSIS:

In accordance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA), Bid #1356 Barrier Removal Exterior Stair Treads at Santiago Canyon College was advertised and a Notice of Inviting Bids was sent to 105 contractors from the District's qualified contractors list on October 22, 2018.

A mandatory job walk was conducted on October 26, 2018, and there were ten attendees. Bids were opened on November 7, 2018, as noted on the attached bid summary. The District received eight bids for the project. SD Remodeling, Incorporated (Rancho Santa Fe) was the lowest bidder in the amount of \$16,500. District staff conducted a due diligence review to ensure compliance with license and bid bond requirements. After review of the bids received, the District recommends approval of award of Bid #1356 to SD Remodeling, Incorporated.

The Vice Chancellor of Business Operations/Fiscal Services has authorized the award of the contract, under the authority of CUPCCAA to SD Remodeling, Incorporated.

The anticipated start date is December 3, 2018. The estimated construction duration is 39 calendar days.

The project is funded by State Scheduled Maintenance Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees ratify the award of Bid #1356 Barrier Removal Exterior Stair Treads at Santiago Canyon College as presented.

Fiscal Impact:	\$16,500	Board Date: November 26, 2018
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Facility Planning, District Construction and Support Services
2323 North Broadway, Suite 112
Santa Ana, CA 92706-1640

BID SUMMARY

BID #1356	PROJECT: Barrier Removal Exterior Stair Treads at Santiago Canyon College	TIME: 2:00 P.M. DATE: 11/7/18
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BIDDERS	TOTAL BASE BID AMOUNT
SD Remodeling, Incorporated	\$16,500
Signature Painting, Incorporated	\$29,800
West Gate Contractor	\$37,900
Newbuild Construction and Restoration, Incorporated	\$47,200
C T G Construction, Incorporated	\$53,000
Access Pacific, Incorporated	\$57,000
Ramco General Engineering Contractor	\$60,000
A J Fistes Corporation	\$71,750

8 TOTAL BIDDERS

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

To:	Board of Trustees	Date: November 26, 2018
Re:	Award of Bid #1347 - Integrated Waste Management Services	
Action:	Request for Approval	

BACKGROUND

The District's five year contract for solid waste services expired on June 30, 2016, the District then entered into a month-to-month agreement for the same services from July 1, 2016 through the present. The existing service contract provides mixed waste collection and processing of municipal solid waste (MSW) from all seven locations. Some of the District facilities also have collection of source separated green waste. In addition, a separate company provides mixed paper recycling at some of the locations.

The District adopted a Sustainability Plan in 2015, which established goals to improve existing landfill diversion programs, to expand recycling and waste reduction, and to strive to meet the statewide recycling goal of 75% by 2020. As part of the Sustainability Plan, the waste management subcommittee identified expanding recycling options through the rebid of the waste contract to include additional services for on-campus recycling, and green waste and food waste composting.

In 2011, AB 341 was passed by the legislature, establishing a 75% recycling goal by 2020. Regulations to implement AB 341 include methods to increase the amount of commercial waste recycled in California by requiring businesses, multi-family residences with five or more units, and public entities that generate more than four cubic yards of solid waste per week to recycle. The regulations went into effect in July 2012. AB 1826 implements mandatory organics recycling for commercial generators. Beginning in April 2016, businesses that generate eight cubic yards of organic waste per week must arrange for recycling services for the organic waste. On or after January 1, 2017, businesses that generate four cubic yards or more of organic waste will be included in the requirement. The bill will require all businesses that generate four cubic yards or more of commercial solid waste per week to arrange for organic waste recycling services on or after January 1, 2019. The District must comply with the new requirements.

ANALYSIS

In accordance with Education Code §81641, Bid #1347 - Integrated Waste Management Services – districtwide was advertised on September 27, 2018 and October 4, 2018. A Notice Calling for Bids was sent to twelve (12) service providers, seven (7) were sent the Bid by email and five (5) requested the Bid via the District's website.

A mandatory job walk was conducted on October 11, 2018, two (2) service providers attended the mandatory job walk. Bids were due and opened on November 1, 2018. The District received

two (2) Bids for the advertised service, Ware Disposal Inc. in Santa Ana, CA submitted the lowest responsive Bid in the amount of \$144,337.20 for a two year contract. The District has reviewed the Bid responses and has completed due diligence review of the contract documents to ensure compliance with all Bid requirements. The District is recommending the Board of Trustees to award Bid #1347 – Integrated Waste Management Services to Ware Disposal Inc.

The District recommends awarding the service contract for a two year period with a start date of January 1, 2019 through December 31, 2020 with the option to renew, at the District’s discretion for up to three (3) additional one (1) year terms contingent upon meeting all compliance and reporting requirements during the initial two year period, overall performance and future extension pricing.

This service is funded by the District’s General Funds.

RECOMMENDATION

It is recommended that the Board of Trustees award Bid #1347 Integrated Waste Management Services including renewals to Ware Disposal, Inc. as presented.

Fiscal Impact:	\$144,337.20 (1 st Year) \$72,168.60 (year one) and \$72,168.60 (year two)	Board Date: November 26, 2018
Prepared by:	Linda Melendez, Interim Director, Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Purchasing Services
2323 North Broadway, Suite 109
Santa Ana, CA 92706-1640

BID SUMMARY

BID #1347

PROJECT: Integrated Waste Management Services

TIME: 2:00 P.M.
DATE: 11/1/2018

BIDDERS

TOTAL BASE BID AMOUNT

Ware Disposal, Inc.

\$144,337.20

Waste Management

\$211,908.48

2 TOTAL BIDDERS

Note: The foregoing is for information purposes only based on each Bidder's price proposal set forth in its Bid Proposal, without evaluation of the responsiveness of the Bid Proposals or the responsibility of the Bidders. Award of the Contract, if made, will be in accordance with the basis set forth in the Notice Inviting Formal Bids by action of the Rancho Santiago Community College District's Board of Trustees.

Posted: 11/5/2018

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: November 26, 2018

INDEPENDENT CONTRACTORS

Welding Certification Center

Attachment A – Independent Contractor Agreement
and Scope of Work

Service: To provide assessment, development,
implementation and evaluation of the current welding
educational program at Santa Ana College.

Attachment B – Biography

Date(s) of Service: November 27, 2018 - June 1, 2019

Fee: \$26,000.00

Requested by: Carol Comeau

Funded by: SAC Human Services and Technology
12-2187-619000-15756-5100

AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

This Agreement for Independent Contractor Services (“Agreement”) is entered into as of **November 27, 2018** (“Effective Date”) by and between **Rancho Santiago Community College District** (“District”) and **Welding Certification Center** (“Independent Contractor”). This Agreement is entered into with reference to the following Recitals, all of which are incorporated herein by this reference.

RECITALS

WHEREAS, the District desires to obtain certain independent contractor services, (“Independent Contractor Services”) as more particularly described in this Agreement.

WHEREAS, Independent Contractor is specially trained, experienced and capable of providing and completing the Independent Contractor Services in accordance with the terms of this Agreement.

WHEREAS, the Independent Contractor Services are “special services” as that term is used and defined in Government Code §53060.

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the District and Independent Contractor agree as follows:

AGREEMENT

1 Independent Contractor Services. The Independent Contractor Services are described in Attachment 1 to this Agreement. Unless employees or contractor(s) to the Independent Contractor are identified in Attachment 1, all Independent Contractor Services shall be completed by the Independent Contractor. The Independent Contractor shall provide all labor, materials, tools and other items necessary to complete the Independent Contractor Services.

2 Contract Price. The Contract Price for completing Independent Contractor Services is a not to exceed amount of **Twenty Six Thousand Dollars and No Cents (\$26,000.00)** based on the time incurred to complete Independent Contractor Services multiplied by the applicable hourly rate as set forth in Attachment 2 hereto an 3

3 Insurance; Indemnity. At all times during the Term of this Agreement, the Independent Contractor shall maintain policies of insurance with at least the following minimum coverage limits:

Policy of Insurance	Minimum Coverage Limits
Commercial General Liability Insurance	Per Occurrence: One Million Dollars (\$1,000,000) Aggregate: Two Million Dollars (\$2,000,000)
Automobile Liability (combined single limit)	One Million Dollars (\$1,000,000)
Workers Compensation	In accordance with the Laws
Employers Liability	One Million Dollars (\$1,000,000)
Professional Liability	Per Claim: One Million Dollars (\$1,000,000) Aggregate: Two Million Dollars (\$2,000,000)

4 Term. The Term of this Agreement commences as of the Effective Date set forth above. The foregoing notwithstanding, if this Agreement is subject to approval or ratification by the District’s Board of Trustees, the Effective Date of this Agreement is deemed the date of Board of Trustees action approving or ratifying this Agreement. Unless earlier terminated pursuant to the terms of this Agreement, the Term of this Agreement **June 1, 2019**.

5 Notices. Notices under this Agreement shall be addressed and delivered as follows:

If to the Independent Contractor:	If to the District:
Print Name: Dan Londo, M. Ed.	Print Name: Carol Comeau
Mailing Address: 2701 North Towne Ave, Unit C	Mailing Address: Santa Ana College Human Services and Technology 1530 West 17 th Street Bldg. R107-1
City, State, and Zip Code: Pomona, CA 91767	City, State, and Zip Code: Santa Ana, CA, 92706
Telephone Number: (909)334-2378	Telephone Number: (714)564-6806

Email Address: dan@weldcenter.com

Email Address: comeau_carol@sac.edu

6 Entire Agreement. The foregoing and the documents enumerated below constitute the entire agreement and understanding between the District and Independent Contractor concerning the subject matter hereof, replacing and superseding all prior agreements or negotiations, whether written or verbal. No term or condition of this Agreement shall be modified or amended except by writing executed by the District and Independent Contractor. Documents forming this Agreement are:

- Independent Contractor Agreement Terms and Conditions
- Attachment 1 – Independent Contractor Services Scope
- Attachment 2 –Personnel Rates

IN WITNESS WHEREOF, the District and Independent Contractor have executed this Agreement as of the Effective Date set forth above.

**INDEPENDENT CONTRACTOR
Welding Certification Center**

By: _____

Title: _____

Date: _____

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

By: _____
Peter J. Hardash

Title: Vice Chancellor of Business Operations/Fiscal Services

Date: _____

provide that such policy will not be modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the District.

3.5 District General Liability Insurance. The District will maintain General Liability Insurance covering the District for claims of bodily injury or death of persons and property damage. The District may at its sole election obtain such liability insurance from a commercially available source, a Joint Powers Authority or by self-insurance.

3.6 Indemnity.

3.6.1 Independent Contractor Indemnity of District.

To the fullest extent permitted by law, the Independent Contractor shall indemnify, defend and hold harmless the District and its employees, officers, Trustees, agents and representatives from any and all claims, demands, losses, responsibilities or liabilities for: (i) injury or death of persons; (ii) property damage; or (iii) other costs or charges arising out of or attributable, in whole or in part, to the negligent, grossly negligent or willful conduct of Independent Contractor or the employees, agents and representatives of Independent Contractor in performing or providing any of the obligations, services or other work product contemplated under this Agreement. The foregoing shall include without limitation, attorneys' fees and shall survive the termination of this Agreement or Independent Contractor's completion of obligations hereunder until barred by the applicable Statute of Limitations.

3.6.2 District Indemnity of Independent Contractor.

The District shall indemnify and hold harmless Independent Contractor from claims arising out of bodily injury (including death) and physical damage which arise out of the negligent or willful acts, omissions or other conduct of the District.

4 Termination; Suspension

4.1 Termination for Default. Either the District or Independent Contractor may terminate this Agreement upon seven (7) days advance written notice to the other if there is a default by the other Party in its performance of a material obligation hereunder and such default in performance is not caused by the Party initiating the termination. Such termination shall be deemed effective the seventh (7th) day following the date of the written termination notice, unless during such seven (7) day period, the Party receiving the written termination notice commences to cure its default(s) and diligently thereafter prosecutes such cure to completion. In addition to the District's right to terminate this Agreement pursuant to the foregoing, the District may terminate this Agreement upon written notice to Independent Contractor if: (i) Independent Contractor becomes bankrupt or insolvent, which shall include without limitation, a general assignment for the benefit of creditors or the filing by Independent Contractor or a third party of a petition to reorganize debts or for protection under any bankruptcy or similar law or if a trustee or receiver is appointed for Independent Contractor or any of Independent Contractor's property on account of Independent Contractor's insolvency; or (ii) if Independent Contractor disregards applicable laws, codes, ordinances, rules or regulations. If the District exercises the right of termination hereunder, the Contract Price due the Independent Contractor, if any, shall be based upon

Independent Contractor Services completed prior the effective date of the District's termination of this Agreement, reduced by the District's prior payments of the Contract Price and losses, damages, or other costs sustained by the District arising out of the termination of this Agreement or the cause(s) for termination of this Agreement. Independent Contractor shall remain responsible and liable to District for all losses, damages or other costs sustained by District arising out of termination pursuant to the foregoing or otherwise arising out of Independent Contractor's default hereunder, to the extent that such losses, damages or other costs exceed any amount due Independent Contractor hereunder for Independent Contractor Services.

4.2 District Right to Suspend. The District may, in its discretion, suspend all or any part of the Independent Contractor Services hereunder; provided, however, that if the District directs suspension of Independent Contractor Services for sixty (60) consecutive days or more and such suspension is not caused by the Independent Contractor's default or the acts or omissions of Independent Contractor or its Sub-Independent Contractors, upon rescission of such suspension, the Contract Price will be subject to adjustment to reflect actual costs and expenses incurred by Independent Contractor, if any, as a direct result of the suspension and resumption of Independent Contractor Services hereunder.

4.3 District Termination For District Convenience. The District may, at any time, upon seven (7) days advance written notice to Independent Contractor terminate this Agreement, in whole or in part, for the District's convenience and without fault, neglect or default on the part of Independent Contractor. In such event, the Agreement shall be deemed terminated seven (7) days after the date of the District's written notice to Independent Contractor or such other time as the District and Independent Contractor may mutually agree upon. In such event, the District shall make payment of the Contract Price to Independent Contractor for Independent Contractor Services completed prior to the effective date of termination. Except as set forth above, the Independent Contractor shall not be entitled to other compensation if the District exercises the right to terminate hereunder.

4.4 Independent Contractor Suspension of Independent Contractor Services. If the District fails to make payment of the undisputed portion of the Contract Price when due Independent Contractor hereunder, Independent Contractor may, upon seven (7) days advance written notice to the District, suspend performance of Independent Contractor Services until payment of the undisputed portion of the Contract Price is received by the Independent Contractor. In such event, Independent Contractor shall have no liability for any delays to completion of Independent Contractor Services due to, or arising out of, such suspension. Except as expressly set forth herein, there is no other right of the Independent Contractor to suspend performance of Independent Contractor Services.

4.5 Independent Contractor Obligations Upon Termination. Upon the District's exercise of the right of termination hereunder, the Independent Contractor shall take action as directed by the District relating to completed and in progress Independent Contractor Services. The Independent Contractor shall within five (5) days of the effective date of

Termination, assemble and deliver to the District all Independent Contractor Work Product.

5 Miscellaneous

5.1 Governing Law; Interpretation. This Agreement shall be governed and interpreted in pursuant to the laws of the State of California and in accordance with its fair meaning and not strictly for or against the District or Independent Contractor. If any provision of this Agreement is deemed illegal, invalid unenforceable or void by any court of competent jurisdiction, such provision shall be deemed stricken and deleted herefrom, but all remaining provisions will remain and continue in full force and effect.

5.2 Time. Time is of the essence to this Agreement. The time for performance of any obligation hereunder by either Party shall be extended if performance of such obligation is delayed or prevented by conduct of the other Party, acts of God, or other unforeseeable events.

5.3 Successors; Non-Assignability. This Agreement and all terms hereof are binding upon and inure to the benefit of the respective successors of Independent Contractor and the District. Neither Independent Contractor nor District shall assign rights or obligations hereunder without the prior consent of the other, which consent may be withheld or granted in sole discretion of the Party requested to grant such consent.

5.4 Independent Contractor Personnel and Expense Records. The Independent Contractor shall maintain detailed billing records of personnel time to complete Independent Contractor Services. Such records shall be maintained in accordance with generally accepted accounting principles applied in a consistent manner and shall be available to the District for inspection, review and/or reproduction upon request of the District. Independent Contractor shall maintain billing records for at least three (3) years after completion of Independent Contractor Services.

5.5 Confidentiality. All information and data provided by the District to the Independent Contractor in connection with the Independent Contractor Services are deemed confidential materials which shall not be disclosed by Independent Contractor to any third party without express prior written consent of the District, which may be granted, conditioned or denied in the sole discretion of the District. The Independent Contractor is liable to the District and third parties for losses, costs or other damages arising out of or relating to Independent Contractor's breach of the confidentiality obligations set forth herein.

5.6 Personal Services. The Independent Contractor and District acknowledge and agree that the Independent Contractor Services are in the nature of personal services.

5.7 Cumulative Rights; No Waiver. Duties and obligations imposed by this Agreement and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or in equity. No action or failure to act by District shall be deemed a waiver of any right or remedy afforded hereunder or acquiesce or approval of any breach or default of the Independent Contractor.

5.8 Disputes.

5.8.1 Independent Contractor Continuation of Services. Except in the event of the District's failure to make undisputed payment of the Contract Price due Independent Contractor, notwithstanding any disputes between District and Independent Contractor hereunder, Independent Contractor shall continue to provide and perform Independent Contractor Services and authorized Additional Services pending a subsequent resolution of such disputes.

5.8.2 Mandatory Mediation. All claims, disputes and other matters in controversy between the Independent Contractor and the District arising out of or pertaining to this Agreement shall be submitted for resolution by non-binding mediation conducted under the auspices of the American Arbitration Association ("AAA") and the Commercial Mediation Rules of the AAA in effect at the time that a Demand For Mediation is filed. The commencement and completion of mediation proceedings pursuant to the foregoing is a condition precedent to either the District or the Independent Contractor commencing arbitration proceedings pursuant to the following Paragraph.

5.8.3 Arbitration. All claims, disputes or other matters in controversy between Independent Contractor and District arising out of or pertaining to this Agreement which are not fully resolved through the mandatory mediation set forth above shall be settled and resolved by binding arbitration conducted under the auspices of the AAA Commercial Arbitration Rules in effect at the time of the filing of a Demand for Arbitration. If any claim or dispute is asserted by others providing services in connection with the subject matter of this Agreement and such other claim or dispute arises in whole or in part out of this Agreement or the services provided by or through the Independent Contractor hereunder, Independent Contractor and District agree that any arbitration proceedings initiated between Independent Contractor and District hereunder shall be consolidated with any arbitration proceedings initiated in connection with such other claim or dispute. Any arbitration hereunder shall be conducted in the AAA _____ Office.

5.8.4 Independent Contractor Compliance With Government Code Claims Process. All claims, demands, disputes, disagreements or other matters in controversy asserted by the Independent Contractor against the District in a demand for arbitration are deemed a "suit for money or damages" under Government Code §900 et seq. An express condition precedent to the Contractor's commencement of arbitration proceedings under Paragraph 5.9.3 is the Independent Contractor's strict compliance with and exhaustion of remedies and procedures under Government Code §900 et seq., including without limitation, §§945.4, 945.6 and 946. Notwithstanding the dispute resolution provisions set forth herein, all claims demands, disputes, disagreements or other matters in controversy asserted by the Independent Contractor against the District seeking money or damages shall first be presented to the District's Board of Trustees and acted upon or deemed rejected by the Board of Trustees pursuant to Government Code §900 et seq.

[END OF SECTION]



**ATTACHMENT 1 (INDEPENDENT CONTRACTOR SERVICES SCOPE) TO
AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
WELDING CERTIFICATION CENTER**

The Independent Contractor Services subject to the Agreement for Independent Contractor Services consists of the following:

Phase I Assessment 60 Hours

1. Review current welding educational program and courses offered
2. Review welding certification program
3. Review facilities and equipment
4. Interview welding faculty and leadership, as appropriate
5. Present report consisting of assessment results with findings

Phase II Development 80 Hours

1. Prioritize areas of concern and opportunities
2. Develop recommendations with solutions that will best support program goals
3. Formulate plan for implementation and timeline

Phase III Implementation 80 Hours

1. Implement recommendations and solutions identified
2. Develop policies and procedures, curriculum and syllabi, as appropriate
3. Develop training material for Administration
4. Develop and implement training material for new and current welding faculty

Phase IV Evaluation 40 Hours

Perform post-implementation review to evaluate consistency and adherence to im

**ATTACHMENT 2 (PERSONNEL RATE SCHEDULE) TO
AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
WELDING CERTIFICATION CENTER**

Billing rates for the Independent Contractor's personnel providing Independent Contractor Services are as follows:

Hourly Rate: \$100.00

Estimate Fee Hours: 260

Phase I	Assessment	60 Hours
Phase II	Development	80 Hours
Phase III	Implementation	80 Hours
Phase IV	Evaluation	40 Hours

Fees include all Travel, Printing and Report Production.

About Us



DAN LONDO, M.Ed. – FOUNDER & PRINCIPAL

Dan Londo founded the Welding Certification Center, and is an accomplished College Welding Professor, a Certified Welder, a Certified Welding Inspector (CWI), Certified Welding Educator (CWE), a Licensed Contractor, and a local Welding Business Owner.

He holds an Associates Degree (A.S) in Welding Technology from Mt. San Antonio College; he also holds a Bachelor's Degree (B.S.Ed.) in Career and Technical Education (Vocational Ed.) from Northern Arizona University, and finally a Master's Degree (M.Ed.) also in Career and Technical Education, and also from Northern Arizona University.

Dan has taught and helped to develop programs at Rio Hondo College, consults with Cerritos College, and is currently on staff with Mt. San Antonio College. Additionally, Dan consults with various employers within the industry on how to make their welding processes more streamlined and efficient.

Dan also holds the coveted and prestigious American Welding Society designation of Certified Welding Inspector (CWI), and Certified Welding Educator (CWE), which he earned as a result of his industry experience, education, and the passing of a rigorous, all day, 3-part examination.

Given Dan's experience and education, he is uniquely qualified to provide consulting services to public and private welding programs.

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-B0001523	9/27/2018	79	Admissions & Records	Equip-Tablet/Laptop>\$200<\$1000	SHI INTERNATIONAL CORP	821.11
19-B0001524	9/27/2018	71	Student Life & Leadership	Other Operating Exp & Services	ALBERTSON'S/SAFEWAY	1,000.00
19-B0001525	10/1/2018	71	Student Life & Leadership	Other Operating Exp & Services	CRESTLINE CO INC	3,124.64
19-B0001526	10/3/2018	79	Athletics	Transportation - Athletics	LUX BUS AMERICA	695.00
19-B0001527	10/3/2018	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	COSMED USA, INC.	1,072.05
19-B0001528	10/3/2018	71	Student Activities	Other Operating Exp & Services	SILVERADO STAGES, INC.	1,087.61
19-B0001530	10/3/2018	71	Student Activities	Other Operating Exp & Services	FUN SERVICES	650.00
19-B0001531	10/3/2018	71	Student Activities	Excess/Copies Useage	KONICA MINOLTA BUSINESS	3,700.00
19-B0001533	10/3/2018	79	International Student Program	Non-Instructional Supplies	EDUCATIONAL TESTING SVC	225.00
19-B0001534	10/5/2018	71	Student Activities	Other Operating Exp & Services	PRINTFLY CORPORATION	515.25
19-B0001535	10/5/2018	71	Student Life & Leadership	Other Operating Exp & Services	ALBERTSON'S/SAFEWAY	500.00
19-B0001536	10/5/2018	71	Student Activities	Other Operating Exp & Services	SILVERADO STAGES, INC.	847.22
19-B0001537	10/5/2018	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	ECONOMY CATHERINE C	864.00
19-B0001538	10/5/2018	79	Continuing Education Division	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	749.55
19-B0001539	10/12/2018	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	UNIVERSAL ATHLETIC SERVICES INC	978.31
19-B0001540	10/12/2018	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	DON BOOKSTORE	400.00
19-B0001541	10/15/2018	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	GOLD COAST TOURS	666.66
19-B0001542	10/18/2018	71	Student Life & Leadership	Other Operating Exp & Services	ALBERTSON'S/SAFEWAY	200.00
19-P0053761	9/24/2018	12	Continuing Education Division	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	1,215.45
19-P0053762	9/24/2018	12	LA/OC Regional Consortia	District Business/Sponsorships	CALIFORNIA BUSINESS EDUCATION ASSOC	20,000.00
19-P0053763	9/25/2018	12	EOPS	Books Paid for Students	ATI ASSESSMENT TECHNOLOGIES	922.83
19-P0053764	9/25/2018	12	Continuing Education Division	Food and Food Service Supplies	PROPORTION MEAL LLC	662.50
19-P0053765	9/25/2018	12	EOPS	Food and Food Service Supplies	JUAN POLLO 24	215.49
19-P0053766	9/25/2018	33	EHS Administration	Food and Food Service Supplies	PARADISE BAKERY & CAFE	109.55
19-P0053767	9/25/2018	12	Career Ed & Work Dev Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	400.00
19-P0053768	9/25/2018	12	EOPS	Fees Paid for Students	PHI THETA KAPPA	95.00
19-P0053770	9/25/2018	12	Human Resources Office	Inst Dues & Memberships	SOUTHERN 30	300.00
19-P0053771	9/25/2018	12	Career Ed & Work Dev Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
19-P0053772	9/25/2018	41	Facility Planning Office	Bldg Impr - AE Fee	MORETO MATHISON & ASSOCIATES ARCHITECTS, INC.	22,180.00
19-P0053773	9/25/2018	12	Athletics	Instructional Supplies	MOLTEN USA INC	809.71
19-P0053774	9/25/2018	11	Admissions & Records	Inst Dues & Memberships	CACCRAO CALIF ASSOC OF COMMUNITY	300.00
19-P0053775	9/25/2018	12	Athletics	Instructional Supplies	SAN JUAN SOCCER INC	1,293.00
19-P0053776	9/25/2018	12	Career Ed & Work Dev Office	Transportation - Student	CERTIFIED TRANSPORTATIONS	497.64
19-P0053777	9/25/2018	11	Chancellor's Office	Books, Mags & Subscrip-Non-Lib	CHRONICLE OF HIGHER ED	98.00
19-P0053778	9/25/2018	12	Career Ed & Work Dev Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	400.00
19-P0053779	9/25/2018	12	Career Ed & Work Dev Office	Transportation - Student	CERTIFIED TRANSPORTATIONS	1,775.26
19-P0053780	9/25/2018	13	President's Office	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	1,559.50

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0053781	9/26/2018	12	Instl Effectiveness/Assessment	Contracted Services	THE LEARNING UNDERGROUND	7,350.00
19-P0053782	9/26/2018	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	CAMBRIDGE UNIV PRESS	4,794.63
19-P0053783	9/26/2018	12	SAC Continuing Ed-Instruction	Software License and Fees	BLDG AND CONSTRUCTION TRADES DEPARTMENT	1,950.00
19-P0053784	9/26/2018	12	Student Equity	Food and Food Service Supplies	MEX RESTAURANT, INC	110.15
19-P0053785	9/26/2018	12	Veterans Service Office	Non-Instructional Supplies	LOCTEK ERGONOMIC	707.89
19-P0053787	9/26/2018	12	Kinesiology - Intercol Athlet	Instructional Supplies	ORTHOPEDIC OUTFITTERS, INC	204.85
19-P0053788	9/26/2018	12	Kinesiology - Intercol Athlet	Instructional Supplies	HENRY SCHEIN INC	592.90
19-P0053789	9/26/2018	12	Media Systems	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	384.33
19-P0053790	9/26/2018	12	Family & Consumer Studies	Instructional Supplies	AMAZON COM	187.99
19-P0053791	9/26/2018	12	Library Services	Instructional Supplies	MEDIA EDUCATION FOUNDATION	288.26
19-P0053792	9/26/2018	12	Library Services	Library Books	YANKEE BOOK PEDDLER INC	370.06
19-P0053793	9/26/2018	12	LA/OC Regional Consortia	Conference Expenses	DR. ADRIENE L. DAVIS	449.96
19-P0053794	9/26/2018	12	Student Equity	Food and Food Service Supplies	EDITH D. AHUMADA	130.23
19-P0053795	9/26/2018	33	EHS Administration	Non-Instructional Supplies	AMAZON COM	129.08
19-P0053796	9/26/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,469.61
19-P0053797	9/26/2018	11	Safety & Security Office	Contracted Services	PYRO-COMM SYSTEMS INC	1,301.70
19-P0053798	9/26/2018	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	529.65
19-P0053799	9/26/2018	11	Safety & Security Office	Maint/Oper Service Agreements	PYRO-COMM SYSTEMS INC	6,465.00
19-P0053800	9/26/2018	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	750.00
19-P0053801	9/26/2018	12	Welding	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0053802	9/26/2018	11	Digital Media Center	Contracted Services	PYRO-COMM SYSTEMS INC	475.00
19-P0053803	9/26/2018	12	Music	Instructional Supplies	WOODWIND & BRASSWIND	1,000.00
19-P0053804	9/26/2018	11	Digital Media Center	Contracted Services	PYRO-COMM SYSTEMS INC	135.00
19-P0053805	9/26/2018	12	Fine & Performing Arts Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	20.19
19-P0053806	9/26/2018	12	Family & Consumer Studies	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
19-P0053807	9/26/2018	12	Student Development	Transportation - Student	GOLD COAST TOURS	1,500.00
19-P0053808	9/26/2018	11	Maintenance & Operations	Contracted Services	QUEZADA PRO LANDSCAPE INC	893.33
19-P0053809	9/26/2018	11	Admin Services Office	Rental - Other (Short-term)	CINTAS CORP	2,450.00
19-P0053810	9/26/2018	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	274.71
19-P0053811	9/26/2018	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	77.53
19-P0053813	9/26/2018	12	Counseling	Food and Food Service Supplies	SMART & FINAL	400.00
19-P0053814	9/26/2018	12	Academic Affairs Office	Conference Expenses	MARILYN MARTINEZ-FLORES, PH.D.	201.77
19-P0053815	9/27/2018	12	Career Education Office	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	1,240.00
19-P0053816	9/27/2018	12	Academic Affairs Office	Conference Expenses	FOUNDATION FOR CALIFORNIA	50.00
19-P0053817	9/27/2018	12	Welding	Instructional Supplies	VIRGINIA M. WITMER	148.41
19-P0053818	9/27/2018	12	Center for Teacher Education	Food and Food Service Supplies	JAY'S CATERING	1,092.95
19-P0053819	9/27/2018	12	Manufacturing Technology	Instructional Supplies	NIRBHAI SINGH	53.88

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0053820	9/27/2018	12	Learning Support Center	Non-Instructional Supplies	HAGGARTY PRINTING INC	280.04
19-P0053821	9/27/2018	12	Family & Consumer Studies	Instructional Supplies	SARAH H. MATHOT	89.50
19-P0053822	9/27/2018	12	Inmate Education Program	Books, Mags & Subscrip-Non-Lib	AMAZON COM	188.39
19-P0053823	9/27/2018	12	Inmate Education Program	Instructional Supplies	AMAZON COM	470.22
19-P0053824	9/27/2018	13	Occupational Therapy	Other Licenses & Fees	ACCJC ACCREDITING COMMISSION	1,576.27
19-P0053825	9/27/2018	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	14,950.00
19-P0053826	9/27/2018	11	Custodial	Non-Instructional Supplies	MAINTEX INC	7,500.00
19-P0053827	9/27/2018	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	10,000.00
19-P0053828	9/27/2018	13	Publications	Non-Instructional Supplies	VERITIV OPERATING COMPANY	1,736.50
19-P0053829	9/27/2018	12	Student Equity	Food and Food Service Supplies	EVERYTABLE, PBC	213.57
19-P0053831	9/27/2018	12	Biology	Instructional Supplies	VWR FUNDING INC	1,078.09
19-P0053832	9/27/2018	12	Admin Services Office	Instructional Supplies	MCDOWELL & CRAIG OFFICE SYSTEMS INC	188.56
19-P0053833	9/27/2018	11	Maintenance	Non-Instructional Supplies	WOODWARD'S ACE HARDWARE	3,000.00
19-P0053834	9/27/2018	12	Family & Consumer Studies	Instructional Supplies	VIRGINIA M. WITMER	257.15
19-P0053835	9/27/2018	11	Maintenance	Non-Instructional Supplies	HOME DEPOT	3,000.00
19-P0053836	9/27/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	CLIAWAIVED INC	1,103.26
19-P0053837	9/27/2018	12	Student Equity	Food and Food Service Supplies	EDITH D. AHUMADA	247.47
19-P0053838	9/27/2018	11	Maintenance	Non-Instructional Supplies	GRAINGER	4,000.00
19-P0053839	9/27/2018	11	Maintenance	Non-Instructional Supplies	AAA ELECTRIC MOTOR SALES	2,000.00
19-P0053840	9/27/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	107.48
19-P0053841	9/27/2018	11	Digital Media Center	Non-Instructional Supplies	HOME DEPOT	2,000.00
19-P0053842	9/27/2018	33	EHS Administration	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,000.00
19-P0053843	9/27/2018	12	LA/OC Regional Consortia	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	680.33
19-P0053844	9/27/2018	12	Pharmacy Technology	Software Support Service	JM SMITH CORP	600.00
19-P0053845	9/27/2018	12	Distance Education	Food and Food Service Supplies	NANCY C. PUN	94.00
19-P0053846	9/27/2018	11	Mailroom	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,088.87
19-P0053847	9/27/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	MICROTECH SCIENTIFIC	154.43
19-P0053848	9/27/2018	12	Assessment	Contracted Services	CPP INC	17,940.00
19-P0053849	9/27/2018	12	Orientation/Coord/Training	Non-Instructional Supplies	MICHAEL J MACKENZIE	35.56
19-P0053850	9/27/2018	11	Publications	Non-Instructional Supplies	CANON SOLUTIONS AMERICA, INC	1,835.20
19-P0053851	9/27/2018	12	SAC Continuing Ed-Instruction	Non-Instructional Supplies	IMAGE WORKS PES INC	242.81
19-P0053852	9/27/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	MYLA S. COLLIER	332.09
19-P0053853	9/27/2018	11	International Student Program	Contracted Services	INDEED CONSULTING CORP, INC.	700.00
19-P0053854	9/27/2018	33	CDC Centennial Education Ctr	Non-Instructional Supplies	SMART & FINAL	500.00
19-P0053855	9/27/2018	33	CDC Centennial Education Ctr	Instructional Supplies	LAKESHORE LEARNING MATERIALS	4,000.00
19-P0053856	9/27/2018	33	EHS Administration	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	106.28
19-P0053857	9/27/2018	33	CDC Santa Ana College	Food and Food Service Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	330.00

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Purchase Order List

09/23/2018 thru 10/20/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0053858	9/27/2018	33	EHS Santa Ana College	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	200.00
19-P0053859	9/27/2018	11	Safety & Security Office	Contracted Services	ORANGE COUNTY TRANSPORTATION	532.60
19-P0053860	9/27/2018	12	DSPS Office	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	1,653.14
19-P0053861	9/27/2018	11	Custodial	Non-Instructional Supplies	GLASBY MAINTENANCE SUPPLY	10,000.00
19-P0053862	9/27/2018	12	Fine & Performing Arts Office	Instructional Supplies	SEHI COMPUTER PRODUCTS	154.70
19-P0053863	9/27/2018	61	Risk Management	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,426.40
19-P0053864	9/28/2018	12	Counseling	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	25.20
19-P0053865	9/28/2018	11	Custodial	Non-Instructional Supplies	AMERICAN CHEMICAL & SANITARY	10,000.00
19-P0053866	9/28/2018	12	Research	Software License and Fees	WELLS FARGO BANK	360.00
19-P0053867	9/28/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	HOME DEPOT	217.28
19-P0053868	10/1/2018	11	District Wide Technology	Contracted Services	IRVINE VALLEY AIR CONDITIONING INC	2,726.64
19-P0053869	10/1/2018	12	DSPS Office	Conference Expenses	CAPED	465.00
19-P0053870	10/1/2018	12	Academic Affairs Office	Conference Expenses	FOUNDATION FOR CALIFORNIA	50.00
19-P0053871	10/1/2018	12	Student Development	Conference Expenses	CARRIBEAN HOTEL DEVELOPERS S.E.	1,086.84
19-P0053872	10/1/2018	12	Student Development	Conference Expenses	THE NATL HEP/CAMP ASSOCIATION	300.00
19-P0053873	10/1/2018	12	SAC Continuing Ed-Instruction	Maint Contract - Office Equip	ACCO BRANDS USA LLC	531.12
19-P0053874	10/1/2018	11	Maintenance	Contracted Services	AMERICAN CITY PEST CONTROL INC	200.00
19-P0053875	10/1/2018	12	LA/OC Regional Consortia	Conference Expenses	RP GROUP	550.00
19-P0053876	10/1/2018	12	LA/OC Regional Consortia	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	495.00
19-P0053877	10/1/2018	11	District Wide Technology	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	916.83
19-P0053878	10/1/2018	12	DSPS Office	Non-Instructional Supplies	CDW GOVERNMENT INC.	296.21
19-P0053879	10/1/2018	33	EHS Santa Ana College	Non-Instructional Supplies	WELLS FARGO BANK	171.52
19-P0053880	10/1/2018	13	Maintenance	Contracted Repair Services	TROPICAL PLAZA NURSERY	564.83
19-P0053881	10/1/2018	11	Operations	Trash Disposal	CERTIFIED ENTERPRISES, INC.	280.00
19-P0053882	10/1/2018	13	Maintenance	Contracted Repair Services	TROPICAL PLAZA NURSERY	2,250.00
19-P0053883	10/1/2018	13	Maintenance	Contracted Repair Services	TROPICAL PLAZA NURSERY	680.11
* 19-P0053884	10/1/2018	11	Publications	Maint Contract - Other Equip	INFORMATION MANAGEMENT DBA: MYBINDING.COM	446.00
* 19-P0053884	10/1/2018	13	Publications	Maint Contract - Other Equip	INFORMATION MANAGEMENT DBA: MYBINDING.COM	688.00
PO Amt Total for *19-P0053884 :						1,134.00
19-P0053885	10/1/2018	12	Safety & Parking - DO	Contracted Services	METROPRO TOWING INC	100.00
19-P0053886	10/1/2018	11	District Wide Technology	Software License and Fees	VPLS SOLUTIONS LLC	10,937.08
19-P0053887	10/1/2018	12	Kinesiology - Physical Educ	Instructional Supplies	NAT'L SPORTS APPAREL LLC	4,044.47
19-P0053888	10/1/2018	12	Kinesiology - Intercol Athlet	Instructional Supplies	KAI ATHLETIC	2,136.85
19-P0053889	10/1/2018	33	EHS Administration	Non-Instructional Supplies	MICHAEL J MACKENZIE	649.45
19-P0053890	10/1/2018	12	Academic Affairs Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,063.01

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0053891	10/1/2018	41	Administrative Services Office	Contracted Repair Services	KAISER ROBERT	71,899.29
19-P0053892	10/1/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	3,277.88
19-P0053893	10/1/2018	11	District Wide Technology	Non-Instructional Supplies	B & H PHOTO VIDEO INC	1,549.44
19-P0053894	10/1/2018	11	Kinesiology - Admin Office	Non-Instructional Supplies	NILLES THOMAS J	42.00
19-P0053895	10/1/2018	12	Business Division Office	Instructional Supplies	ROBOTSHOP INC	3,201.70
19-P0053896	10/1/2018	13	Maintenance	Contracted Services	COAST ELECTRIC	2,705.81
19-P0053897	10/1/2018	13	Maintenance	Contracted Services	D4 SOLUTIONS INC.	1,108.49
19-P0053898	10/1/2018	12	Student Equity	Food and Food Service Supplies	JAY'S CATERING	279.75
19-P0053899	10/1/2018	33	EHS Administration	Non-Instructional Supplies	AMAZON COM	99.91
19-P0053900	10/1/2018	11	Maintenance	Contracted Services	COAST ELECTRIC	825.24
19-P0053901	10/1/2018	13	President's Office	Conference Expenses	CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT	150.00
19-P0053902	10/1/2018	12	Career Ed & Work Dev Office	Conference Expenses	ORANGE COUNTY DEPT OF ED	85.00
19-P0053903	10/1/2018	33	EHS Administration	Non-Instructional Supplies	HOME DEPOT	480.50
19-P0053904	10/1/2018	11	Maintenance	Non-Instructional Supplies	HOME DEPOT	700.00
19-P0053905	10/2/2018	12	Career Ed & Work Dev Office	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	495.00
19-P0053906	10/2/2018	11	CJ/Academies	Non-Instructional Supplies	AMAZON COM	861.99
19-P0053907	10/2/2018	12	Pathways to Teaching	Contracted Services	DAVIS BARBER PRODUCTIONS INC	2,500.00
19-P0053908	10/2/2018	13	Maintenance	Contracted Repair Services	AAA ELECTRIC MOTOR SALES	8,000.00
19-P0053909	10/2/2018	12	Student Support Services	Non-Instructional Supplies	DENNIS JAMES CLEEK	172.35
19-P0053910	10/2/2018	11	American Sign Language	Contracted Services	GLOBAL WORKS INC	14,000.00
19-P0053911	10/2/2018	12	Gemology	Equip-All Other > \$5,000	KASSOY LLC	14,819.14
19-P0053912	10/2/2018	11	Human Resources Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	722.12
19-P0053913	10/2/2018	12	Fire Academy	Instructional Agreements	DEPT OF FORESTRY & FIRE PROTECTION	5,480.00
19-P0053914	10/2/2018	11	District Wide Technology	Non-Instructional Supplies	DELL COMPUTER	16.15
19-P0053915	10/2/2018	12	Counseling	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	808.17
19-P0053916	10/3/2018	12	LA/OC Regional Consortia	Conference Expenses	FRED PRYOR SEMINARS	99.00
19-P0053917	10/3/2018	11	District Wide Technology	Non-Instructional Supplies	AMAZON COM	784.27
19-P0053918	10/3/2018	12	LA/OC Regional Consortia	Conference Expenses	DR. ADRIENE L. DAVIS	538.00
19-P0053919	10/3/2018	12	Career Ed & Work Dev Office	Conference Expenses	SG DOWNTOWN LLC	825.00
19-P0053920	10/3/2018	12	Career Ed & Work Dev Office	Conference Expenses	OLSON AMANDA KAY MARIE	345.00
19-P0053921	10/3/2018	33	EHS Administration	Conference Expenses	REGION 9 HEAD START ASSOC.	820.00
19-P0053922	10/3/2018	12	EOPS	Conference Expenses	SELECT HOTELS GROUP LLC	653.16
19-P0053923	10/3/2018	12	Financial Aid Office	Food and Food Service Supplies	SMART & FINAL	750.00
19-P0053924	10/3/2018	12	Academic Affairs Office	Non-Instructional Supplies	SHI INTERNATIONAL CORP	211.65
19-P0053925	10/3/2018	12	Public Affairs/Gov Rel Office	Other Licenses & Fees	AAA FLAG AND BANNER	84.73
19-P0053926	10/3/2018	33	EHS Administration	Non-Instructional Supplies	YOUNG PS ACQUISITIONS, LLC	161.03
19-P0053927	10/3/2018	33	EHS Administration	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	477.91

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0053928	10/3/2018	12	Resource Development	District Business/Sponsorships	SANTA ANA PUBLIC SCHOOLS FOUNDATION	15,000.00
19-P0053929	10/3/2018	11	Administrative Services Office	Conference Expenses	ACBO ASSOC OF CHIEF	775.00
19-P0053930	10/3/2018	12	Pathways to Teaching	Food and Food Service Supplies	ARAMARK CORPORATION	242.44
19-P0053931	10/3/2018	12	Human Svcs & Technology Office	Instructional Supplies	DON BOOKSTORE	350.00
19-P0053932	10/3/2018	13	President's Office	Advertising	PANDORA MEDIA INC.	7,688.14
19-P0053933	10/3/2018	11	Library Services	Software Support Service	EX LIBRIS USA INC	9,903.98
19-P0053934	10/3/2018	11	Publications	Non-Instructional Supplies	ULINE	239.16
19-P0053935	10/3/2018	33	EHS Administration	Non-Instructional Supplies	AMAZON COM	43.05
19-P0053936	10/3/2018	12	Counseling	Software License and Fees	CPP INC	195.00
19-P0053937	10/3/2018	12	Public Affairs/Gov Rel Office	Contracted Services	JIMENEZ RICARDO	200.00
19-P0053938	10/3/2018	11	Safety & Security Office	Contracted Services	FIRSTLINE SECURITY SYSTEMS INC	448.32
19-P0053939	10/3/2018	12	Athletics	Instructional Supplies	SAN JUAN SOCCER INC	3,654.84
19-P0053940	10/3/2018	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0053941	10/3/2018	12	LA/OC Regional Consortia	Contracted Services	CODESTORM	5,625.00
19-P0053942	10/3/2018	12	Orientation/Coord/Training	Food and Food Service Supplies	KATHARINE L. WALCZAK	1,221.45
19-P0053943	10/3/2018	33	EHS Administration	Food and Food Service Supplies	SANDOR'S GOURMET CATERING, INC	268.30
19-P0053944	10/3/2018	11	Digital Media Center	Maint/Oper Service Agreements	CHEM PRO LABORATORY INC	678.00
19-P0053945	10/3/2018	12	SAC Continuing Ed-Instruction	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	85.12
19-P0053946	10/3/2018	12	Student Services Office	Conference Expenses	FOUNDATION FOR CALIFORNIA	50.00
19-P0053947	10/3/2018	12	Fire Academy	Instructional Supplies	BLAKE MICHAEL RICHARD	431.00
19-P0053948	10/3/2018	33	EHS Santa Ana College	Non-Instructional Supplies	WELLS FARGO BANK	1,234.00
19-P0053949	10/4/2018	33	CDC Santa Ana College	Food and Food Service Supplies	WELLS FARGO BANK	191.71
19-P0053950	10/4/2018	12	Career Education Office	Equip-All Other >\$1,000<\$5,000	SEHI COMPUTER PRODUCTS	2,959.05
19-P0053951	10/4/2018	12	Financial Aid Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	2,636.01
19-P0053952	10/4/2018	12	Safety & Parking - DO	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	482.63
19-P0053953	10/4/2018	12	Counseling	Food and Food Service Supplies	HARKISON	687.50
19-P0053954	10/4/2018	33	CDC Santa Ana College	Food and Food Service Supplies	SMART & FINAL	200.00
19-P0053955	10/4/2018	12	Financial Aid Office	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	477.91
19-P0053956	10/4/2018	11	Safety & Security Office	Contracted Repair Services	COSCO FIRE PROTECTION INC	18,880.00
19-P0053957	10/4/2018	12	Kinesiology - Intercol Athlet	Instructional Supplies	SNAILS PACE RUNNING SHOP	2,155.00
19-P0053958	10/4/2018	33	CDC Santiago Canyon College	Non-Instructional Supplies	HOME DEPOT	500.00
19-P0053959	10/4/2018	33	CDC Santa Ana College	Food and Food Service Supplies	SYSCO FOOD SVC	14,000.00
19-P0053960	10/4/2018	12	Student Development	Other Exp Paid for Students	MEDIEVAL TIMES DINNER & TOURNAMENT INC	2,182.50
19-P0053961	10/4/2018	11	Automotive Technology/Engine	Contracted Repair Services	VIRGINIA M. WITMER	360.00
19-P0053962	10/4/2018	11	Digital Media Center	Contracted Repair Services	CONTROL AIR CONDITIONING CORP	3,100.77
19-P0053963	10/4/2018	11	Digital Media Center	Contracted Services	ORKIN PEST CONTROL	162.75
19-P0053964	10/4/2018	12	Center for Teacher Education	Other Exp Paid for Students	DON BOOKSTORE	749.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0053965	10/4/2018	13	Occupational Therapy	Books, Mags & Subscrip-Non-Lib	INTERNATIONAL CLINICAL EDUCATORS INC	625.00
19-P0053966	10/4/2018	12	Business Division Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
19-P0053967	10/4/2018	12	Chemistry	Instructional Supplies	FLINN SCIENTIFIC INC	423.43
19-P0053968	10/4/2018	12	Professional Development	Laundry & Dry Cleaning Service	NABER MIKE MAURICE	360.65
19-P0053969	10/4/2018	11	Mailroom	Non-Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	514.10
19-P0053970	10/4/2018	11	Resource Development	Conference Expenses	WELLS FARGO BANK	565.40
19-P0053971	10/4/2018	11	Maintenance	Maint/Oper Service Agreements	CONTROL MAINTENANCE & REPAIR INC	14,476.00
19-P0053972	10/4/2018	12	Continuing Education Division	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	495.00
19-P0053973	10/5/2018	12	Continuing Education Division	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	990.00
19-P0053974	10/5/2018	12	Family & Consumer Studies	Instructional Supplies	TROXELL COMM INC	879.89
19-P0053975	10/5/2018	11	Facility Planning Office	Public Agencies' Assess & Fees	COUNTY OF ORANGE	8,011.08
19-P0053976	10/5/2018	11	Accounting	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	787.26
19-P0053977	10/5/2018	12	Resource Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	37.59
19-P0053980	10/5/2018	12	ACT Center	Software License and Fees	ACT	3,500.00
19-P0053981	10/5/2018	41	Facility Planning Office	Site Improv - Contractor Svcs	EMILIO RAMIREZ	7,400.00
19-P0053983	10/8/2018	12	Academic Affairs Office	Conference Expenses	WESTED	4,500.00
19-P0053984	10/8/2018	11	Resource Development	Conference Expenses	CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT	75.00
19-P0053985	10/8/2018	12	LA/OC Regional Consortia	Conference Expenses	GUSTAVO CHAMORRO	374.60
19-P0053986	10/8/2018	12	Continuing Education Division	Contracted Services	CCCAOE CALIF COM COLL ASSOC	1,485.00
19-P0053987	10/9/2018	12	Upward Bound	Software License and Fees	HEIBERG CONSULTING INC	1,599.00
19-P0053988	10/9/2018	12	Financial Aid Office	Conference Expenses	CASFAA	1,635.00
19-P0053989	10/9/2018	12	Career Ed & Work Dev Office	Conference Expenses	MICHELLE A. HARDY	2,200.00
19-P0053990	10/9/2018	11	Counseling	Excess/Copies Useage	XEROX CORP	451.52
19-P0053991	10/9/2018	12	Biology	Instructional Supplies	HARDY DIAGNOSTICS	319.01
19-P0053992	10/9/2018	11	Admin Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	10.23
19-P0053993	10/9/2018	12	Academic Affairs Office	Instructional Supplies	KELLY PAPER	2,736.85
19-P0053994	10/9/2018	12	Academic Affairs Office	Instructional Supplies	COMMERCIAL AQUATIC SVCS	2,100.00
19-P0053995	10/9/2018	13	Maintenance	Repair & Replacement Parts	IRVINE PIPE SUPPLY	2,500.00
19-P0053996	10/9/2018	12	Academic Affairs Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,011.40
19-P0053997	10/9/2018	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	700.00
19-P0053998	10/9/2018	11	Resource Development	Conference Expenses	PLEITEZ ROXANA HAMILET	395.00
19-P0053999	10/9/2018	11	Resource Development	Conference Expenses	GPIF SIRATA OWNER LP	718.68
19-P0054000	10/9/2018	43	Facility Planning Office	Bldg Impr - Haz Mat	ALTA ENVIRONMENTAL	34,228.00
19-P0054001	10/9/2018	12	Financial Aid Office	Conference Expenses	CASFAA	75.00
19-P0054002	10/9/2018	12	Financial Aid Office	Conference Expenses	CASFAA	400.00
19-P0054003	10/9/2018	11	Resource Development	Conference Expenses	MARRIOTT WARDMAN PARK HOTEL	1,143.41
19-P0054004	10/9/2018	12	Counseling	Food and Food Service Supplies	ALBERTSON'S/SAFEWAY	275.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054007	10/9/2018	12	Financial Aid Office	Conference Expenses	MARRIOTT HOTEL	2,542.80
19-P0054008	10/9/2018	11	District Wide Technology	Software License and Fees	OPTIV SECURITY INC	14,845.64
19-P0054009	10/9/2018	11	District Wide Technology	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	260.00
19-P0054010	10/10/2018	11	Purchasing	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	196.90
19-P0054011	10/10/2018	12	Veterans Resource Center	Conference Expenses	BRENDA ESTRADA	235.00
19-P0054012	10/10/2018	12	Transfer Center	Food and Food Service Supplies	SMART & FINAL	400.00
19-P0054013	10/10/2018	13	Educational Services Office	District Business/Sponsorships	HISPANIC100 FOUNDATION	1,750.00
19-P0054014	10/10/2018	12	Transfer Center	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	466.89
19-P0054016	10/10/2018	12	Transfer Center	Food and Food Service Supplies	HARKISON	300.00
19-P0054017	10/10/2018	13	Maintenance	Repair & Replacement Parts	ANIXTER INC	205.80
19-P0054018	10/10/2018	41	Facility Planning Office	Equip-w/Contr Svc > \$5,000	CASE EMERGENCY SYSTEMS, INC.	20,101.96
19-P0054019	10/10/2018	12	EOPS	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	610.65
19-P0054020	10/10/2018	12	EOPS	Other Exp Paid for Students	OREA DAVID OMAR	467.00
19-P0054021	10/10/2018	11	Human Resources Office	Non-Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	553.92
19-P0054022	10/10/2018	12	Academic Affairs Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
19-P0054023	10/10/2018	12	Pathways to Teaching	Non-Instructional Supplies	AMAZON COM	139.62
19-P0054024	10/10/2018	12	Continuing Education Division	Non-Instructional Supplies	HEADSETPLUS.COM	151.90
19-P0054025	10/10/2018	11	Business Operations' Office	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	469.36
19-P0054026	10/10/2018	12	Geography	Software License and Fees	FOUNDATION FOR CALIFORNIA	2,500.00
19-P0054027	10/10/2018	11	District Wide Technology	Non-Instructional Supplies	CABLE EXPRESS CORP	40,298.50
19-P0054028	10/10/2018	11	Board of Trustees	Conference Expenses	NELIDA MENDOZA	1,300.00
19-P0054029	10/10/2018	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	1,157.99
19-P0054030	10/10/2018	11	Safety & Security Office	Maint/Oper Service Agreements	PYRO-COMM SYSTEMS INC	2,743.00
19-P0054031	10/10/2018	11	Resource Development	Conference Expenses	FRED PRYOR SEMINARS	845.00
19-P0054032	10/10/2018	11	Maintenance	Maint/Oper Service Agreements	TRI-SIGNAL INTEGRATION INC	450.00
19-P0054033	10/10/2018	12	LA/OC Regional Consortia	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	695.00
19-P0054034	10/10/2018	12	EOPS	Other Exp Paid for Students	SVM LP	10,023.06
19-P0054035	10/10/2018	11	Admin Services Office	Contracted Services	GOODWILL INDUSTRIES OF ORANGE COUNTY	3,000.00
19-P0054036	10/10/2018	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	3,500.00
19-P0054037	10/10/2018	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	2,500.00
19-P0054038	10/10/2018	12	Research	Contracted Services	CSU FULLERTON AUXILIARY SVCS CORP	401.08
19-P0054039	10/10/2018	12	EOPS	Instructional Supplies	DON BOOKSTORE	599.00
19-P0054040	10/10/2018	12	LA/OC Regional Consortia	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	695.00
19-P0054042	10/10/2018	12	Athletics	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	1,150.94
19-P0054043	10/10/2018	12	EOPS	Food and Food Service Supplies	NENA BALDIZON-RIOS	531.68
19-P0054044	10/10/2018	12	LA/OC Regional Consortia	Equip-All Other >\$1,000<\$5,000	APPLE COMPUTER INC	1,383.00
19-P0054045	10/11/2018	13	President's Office	Conference Expenses	ACBO ASSOC OF CHIEF	775.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054046	10/11/2018	12	SAC Continuing Ed-Instruction	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	3,947.54
19-P0054047	10/11/2018	12	Counseling	Equip-All Other >\$1,000<\$5,000	SHI INTERNATIONAL CORP	1,545.01
19-P0054048	10/11/2018	12	SAC Continuing Ed-Instruction	Equip-All Other >\$1,000<\$5,000	TROXELL COMM INC	18,279.80
19-P0054049	10/11/2018	11	CJ/Academies	Contracted Repair Services	HEID JARED STEPHEN	325.00
19-P0054050	10/11/2018	12	SAC Continuing Ed-Instruction	Equip-All Other >\$1,000<\$5,000	SEHI COMPUTER PRODUCTS	4,285.26
19-P0054051	10/11/2018	12	Engineering	Transportation - Student	CERTIFIED TRANSPORTATIONS	939.51
19-P0054052	10/11/2018	12	DSPS Office	Conference Expenses	FOUNDATION FOR CALIFORNIA	50.00
19-P0054053	10/11/2018	12	Fine & Performing Arts Office	Instructional Supplies	AMAZON COM	457.67
19-P0054054	10/11/2018	12	Center for Teacher Education	Contracted Services	OC UNITED TOGETHER	30.00
19-P0054055	10/11/2018	12	Biology	Equip-All Other > \$5,000	FISHER SCIENTIFIC	5,192.95
19-P0054056	10/11/2018	12	Financial Aid Office	Supplies Paid for Students	DON BOOKSTORE	80,000.00
19-P0054057	10/11/2018	12	Student Development	Food and Food Service Supplies	SANYO FOODS CORPORATION	800.00
19-P0054058	10/11/2018	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	256.34
19-P0054059	10/11/2018	12	Veterans Resource Center	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0054060	10/12/2018	11	Accounting	Contracted Services	SOCAL SHRED LLC	600.00
19-P0054062	10/12/2018	12	Resource Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	32.31
19-P0054063	10/12/2018	11	Maintenance	Non-Instructional Supplies	BRIMAR INDUSTRIES	23.65
19-P0054064	10/12/2018	12	Academic Affairs Office	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	477.91
19-P0054065	10/12/2018	13	Maintenance	Contracted Services	COAST ELECTRIC	685.00
19-P0054066	10/12/2018	11	Facility Planning Office	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	298.38
19-P0054067	10/12/2018	11	Public Affairs/Gov Rel Office	Software License and Fees	WELLS FARGO BANK	599.72
19-P0054068	10/12/2018	12	LA/OC Regional Consortia	Non-Instructional Supplies	SHI INTERNATIONAL CORP	462.09
19-P0054069	10/12/2018	11	Board of Trustees	Conference Expenses	ELIZABETH M. WEBER	500.00
19-P0054070	10/12/2018	12	Academic Affairs Office	Non-Instructional Supplies	B & H PHOTO VIDEO INC	204.71
19-P0054071	10/12/2018	12	Athletics	Instructional Supplies	ECLECTIC PRINTING & DESIGN, LLC	1,206.02
19-P0054072	10/12/2018	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	81.76
19-P0054073	10/12/2018	12	Small Business Dev Ctr Office	Contracted Services	NACCE	1,350.00
19-P0054074	10/15/2018	12	Upward Bound	Contracted Services	CHAPMAN UNIVERSITY	7,655.50
19-P0054075	10/15/2018	12	Professional Development	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	1,284.16
19-P0054076	10/15/2018	41	Continuing Education Division	Electricity	2000 CHAPMAN INC.	31,600.00
19-P0054077	10/15/2018	12	Counseling	Software License and Fees	WELLS FARGO BANK	3,320.55
19-P0054078	10/15/2018	12	SAC Continuing Ed-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	742.92
19-P0054079	10/15/2018	43	Facility Planning Office	Bldg Impr-Blueprint/Reprod/Adv	CALIFORNIA NEWSPAPERS PARTNERSHIP	1,749.36
19-P0054080	10/15/2018	12	Counseling	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,200.67
19-P0054081	10/15/2018	12	Kinesiology - Intercol Athlet	Instructional Supplies	ORTHOPEDIC OUTFITTERS, INC	821.32
19-P0054082	10/15/2018	41	Facility Planning Office	Site Improv - Contractor Svcs	QUEZADA PRO LANDSCAPE INC	850.00
19-P0054083	10/15/2018	12	Center for Teacher Education	Non-Instructional Supplies	FONTIS SOLUTIONS	3,472.57

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054084	10/15/2018	62	Risk Management	Non-Instructional Supplies	VARIDESK LLC	425.61
19-P0054085	10/15/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	38.95
19-P0054086	10/15/2018	12	Counseling	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	216.35
19-P0054087	10/15/2018	11	Publications	Non-Instructional Supplies	INFORMATION MANAGEMENT DBA: MYBINDING.COM	700.38
19-P0054088	10/15/2018	12	Student Equity	Non-Instructional Supplies	AMAZON COM	83.19
19-P0054089	10/15/2018	12	Public Affairs/Gov Rel Office	Online Training Courses	NCMPR NAT'L COUNCIL FOR MARKETING	150.00
19-P0054090	10/15/2018	11	Human Resources Office	Software Support Service	GREENTREE SYSTEMS INC	1,200.00
19-P0054091	10/16/2018	11	Risk Management	Other Licenses & Fees	DEPT OF TOXIC SUBSTANCES &	582.50
19-P0054092	10/16/2018	11	Transportation	Gasoline	VOYAGER FLEET SYSTEM INC	2,000.00
19-P0054093	10/16/2018	11	Public Affairs/Gov Rel Office	Software License and Fees	WELLS FARGO BANK	899.00
19-P0054094	10/16/2018	11	Administrative Services Office	Other Licenses & Fees	IXO INC	18,569.22
19-P0054095	10/16/2018	12	LA/OC Regional Consortia	District Business/Sponsorships	OCBC ORANGE CTY BUS COUNCIL	3,200.00
19-P0054096	10/16/2018	12	Academic Affairs Office	Conference Expenses	FOUNDATION FOR CALIFORNIA	50.00
19-P0054097	10/17/2018	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	1,568.46
19-P0054098	10/17/2018	11	International Student Program	Conference Expenses	RIZVI SYED AIJAZ MUSTAFA	1,395.00
19-P0054099	10/17/2018	12	Athletics	Instructional Supplies	ALEXANDRA L. GRIFFITHS	4,528.32
19-P0054100	10/17/2018	12	LA/OC Regional Consortia	District Business/Sponsorships	ORANGE COUNTY FORUM	1,000.00
19-P0054101	10/17/2018	12	Biology	Food and Food Service Supplies	PARADISE BAKERY & CAFE	319.83
19-P0054102	10/17/2018	12	Professional Development	Inst Dues & Memberships	4C SD MEMBERSHIP	175.00
19-P0054103	10/17/2018	11	District Wide Technology	Contracted Services	SECTORPOINT INC	6,960.00
19-P0054104	10/17/2018	12	Biology	Instructional Supplies	BIO RAD LABORATORIES	793.91
19-P0054105	10/17/2018	12	Biology	Instructional Supplies	NEW ENGLAND BIOLABS INC	396.52
19-P0054106	10/17/2018	12	Library Services	Library Books - Periodicals	GREY HOUSE PUBLISHING	398.46
19-P0054107	10/17/2018	11	Purchasing	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	197.89
19-P0054108	10/17/2018	12	Biology	Instructional Supplies	COLE-PARMER INSTRUMENT COMPANY LLC	2,547.53
19-P0054109	10/17/2018	12	Biology	Instructional Supplies	ADDGENE INC	499.08
19-P0054110	10/17/2018	41	Facility Planning Office	Site Imp-Modular, Lease Purch	MCGRATH RENT CORP	3,516.00
19-P0054111	10/17/2018	11	Student Activities	Contracted Services	CITY OF SANTA ANA	2,113.11
19-P0054112	10/17/2018	12	Kinesiology - Intercol Athlet	Instructional Supplies	SEHI COMPUTER PRODUCTS	184.28
19-P0054113	10/17/2018	11	Maintenance & Operations	Contracted Repair Services	HILLS BROS LOCK & SAFE	288.00
19-P0054114	10/17/2018	12	Veterans Resource Center	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	958.78
19-P0054115	10/17/2018	12	Veterans Resource Center	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,200.00
19-P0054116	10/17/2018	12	Communications Studies Instr	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0054117	10/17/2018	12	Fine & Performing Arts Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0054118	10/17/2018	12	Kinesiology - Intercol Athlet	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	54.27
19-P0054119	10/17/2018	12	Research	Equip-All Other >\$1,000<\$5,000	SHI INTERNATIONAL CORP	1,771.05
19-P0054120	10/17/2018	12	Library Services	Library Books	EBSCO	1,066.39

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Purchase Order List

09/23/2018 thru 10/20/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054121	10/17/2018	12	Library Services	Library Books	YANKEE BOOK PEDDLER INC	1,063.62
19-P0054122	10/17/2018	61	Risk Management	Self Insurance Claims	THE HARTFORD LIFE & ANNUITY	6,300.00
19-P0054123	10/17/2018	11	Chancellor's Office	Books, Mags & Subscrip-Non-Lib	CAPITOL ENQUIRY	42.52
19-P0054124	10/18/2018	12	Biology	Instructional Supplies	VWR FUNDING INC	220.76
19-P0054125	10/18/2018	12	Continuing Education Division	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	460.64
19-P0054126	10/18/2018	11	Maintenance	Contracted Repair Services	TROPICAL PLAZA NURSERY	600.00
19-P0054127	10/18/2018	12	Academic Affairs Office	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	228.27
19-P0054128	10/18/2018	11	Maintenance	Contracted Repair Services	TROPICAL PLAZA NURSERY	424.64
19-P0054129	10/18/2018	13	Maintenance	Contracted Services	MOHAWK COMMERCIAL, INC.	1,237.18
19-P0054130	10/18/2018	11	Maintenance	Contracted Repair Services	TROPICAL PLAZA NURSERY	350.53
19-P0054131	10/18/2018	11	Maintenance	Non-Instructional Supplies	AMAZON COM	15.79
19-P0054132	10/18/2018	12	Counseling	Equip-All Other >\$1,000<\$5,000	SHI INTERNATIONAL CORP	15,245.50
19-P0054133	10/18/2018	12	Library Services	Library Books - Periodicals	OXYGEN	59.99
19-P0054134	10/19/2018	41	Facility Planning Office	Buildings - Environmental	CONVERSE CONSULTANTS	10,321.00
19-P0054135	10/19/2018	13	President's Office	Advertising	25TH HOUR COMMUNICATIONS	14,040.00
19-P0054136	10/19/2018	12	LA/OC Regional Consortia	Inst Dues & Memberships	SAN GABRIEL VALLEY COMMERCE CITIES CONSORTIUM	2,625.00
19-P0054137	10/19/2018	41	Administrative Services Office	Bldg Impr - AE Fee	STEINBERG HART	36,750.00
19-P0054138	10/19/2018	12	Public Affairs/Gov Rel Office	Advertising	25TH HOUR COMMUNICATIONS	90,000.00
19-P0054139	10/19/2018	12	Engineering	Transportation - Student	CERTIFIED TRANSPORTATIONS	497.64
19-P0054140	10/19/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	249.34
19-P0054141	10/19/2018	12	LA/OC Regional Consortia	Conference Expenses	NGUYEN TYLER JONDON	1,692.51
19-P0054142	10/19/2018	12	LA/OC Regional Consortia	Conference Expenses	CRETE JESSICA JEANNINE	2,000.00
19-P0054143	10/19/2018	12	LA/OC Regional Consortia	Conference Expenses	POORE JACOB DANIEL	2,000.00
19-P0054144	10/19/2018	12	EOPS	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
19-P0054145	10/19/2018	33	CDC Santa Ana College - East	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
19-P0054146	10/19/2018	33	CDC Santa Ana College - East	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,000.00
19-P0054147	10/19/2018	11	International Student Program	Reproduction/Printing Expenses	WE DO GRAPHICS INC	1,503.11
19-P0054148	10/19/2018	12	Academic Affairs Office	Instructional Supplies	CANON SOLUTIONS AMERICA, INC	429.45
19-P0054149	10/19/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	SCANTRON CORP	157.12
19-P0054150	10/19/2018	12	Biology	Instructional Supplies	MICROTECH SCIENTIFIC	1,499.45
19-P0054151	10/19/2018	12	SAC Continuing Ed-Instruction	Non-Instructional Supplies	CDW GOVERNMENT INC.	352.02
19-P0054152	10/19/2018	11	District Wide Technology	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	7,817.92
19-P0054153	10/19/2018	12	Career Education Office	District Business/Sponsorships	SANTIAGO CANYON COLLEGE FOUNDATION	3,000.00
19-P0054154	10/19/2018	11	District Wide Technology	Non-Instructional Supplies	CDW GOVERNMENT INC.	1,901.03
19-P0054155	10/19/2018	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	1,581.23
19-P0054156	10/19/2018	41	Facility Planning Office	Bldg Impr - CEQA	LSA ASSOCIATES INC	16,665.00
19-P0054157	10/19/2018	12	Biology	Equip-Fed Prgm >\$1,000< \$5,000	FRITZ HANS SCHWEINGRUBER	2,324.19

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054158	10/19/2018	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	PEARSON ED	1,883.41
19-P0054159	10/19/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	18.27
19-P0054160	10/19/2018	13	Santiago Canyon College	Contracted Services	LIEBERT CASSIDY WHITMORE	3,600.00
19-P0054161	10/19/2018	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	551.11
19-P0054162	10/19/2018	12	Distance Education	Reproduction/Printing Expenses	DON BOOKSTORE	4,450.00
19-P0054163	10/19/2018	12	Theatre Arts	Instructional Supplies	HOME DEPOT	2,000.00
19-P0054164	10/19/2018	12	Biology	Instructional Supplies	ZYMO RESEARCH CORP	130.60
19-P0054165	10/19/2018	12	Student Development	Books Paid for Students	DON BOOKSTORE	8,516.00
19-P0199343	9/25/2018	11	District Wide Technology	Software Support Service-Fixed	ELLUCIAN COMPANY L.P.	44,770.00
19-P0199344	9/25/2018	12	Deaf & Hard of Hearing	Contracted Services	QUICK CAPTION	5,000.00
19-P0199345	9/25/2018	12	Deaf & Hard of Hearing	Contracted Services	GLOBAL WORKS INC	25,000.00
19-P0199346	9/26/2018	11	Fine & Performing Arts Office	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	458.76
19-P0199347	9/26/2018	11	Fine & Performing Arts Office	Excess/Copies Useage	KONICA MINOLTA BUSINESS	405.00
19-P0199348	9/27/2018	11	Maintenance	Maint/Oper Service Agreements	CHEROKEE CHEMICAL CO INC	6,960.00
19-P0199349	10/2/2018	11	District Wide Technology	Software Support Service-Fixed	NEVADA CONTRACTORS REGISTRY, INC	13,310.00
19-P0199350	10/2/2018	11	District Wide Technology	Software Support Service-Fixed	NEVADA CONTRACTORS REGISTRY, INC	9,300.00
19-P0199351	10/1/2018	12	Resource Development	Contracted Services	SO ORANGE COUNTY COMMUNITY COLLEGE DIST	1,702,496.00
19-P0199352	10/1/2018	12	Resource Development	Contracted Services	SO ORANGE COUNTY COMMUNITY COLLEGE DIST	142,296.00
19-P0199353	10/1/2018	12	Resource Development	Contracted Services	SO ORANGE COUNTY COMMUNITY COLLEGE DIST	150,000.00
19-P0199354	10/1/2018	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	15,000.00
19-P0199355	10/1/2018	12	Resource Development	Contracted Services	RIVERSIDE COMMUNITY COLLEGE DISTRICT	100,000.00
19-P0199356	10/3/2018	11	Maintenance	Maint/Oper Service Agreements	TROPICAL PLAZA NURSERY	3,000.00
19-P0199357	10/4/2018	33	CDC Centennial Education Ctr	Contracted Services	THINK TOGETHER	39,000.00
19-P0199358	10/15/2018	12	Counseling	Contracted Services	ROCHA ERNESTO	400.00
19-P0199359	10/16/2018	11	Fine & Performing Arts Office	Maint Contract - Office Equip	SCANTRON CORP	150.00
19-P0199360	10/17/2018	12	Resource Development	Contracted Services	SO ORANGE COUNTY COMMUNITY COLLEGE DIST	156,968.00
19-P0199361	10/17/2018	11	District Wide Technology	Software License and Fees	FARONICS TECH US INC	2,034.90
19-P0199362	10/19/2018	11	Orange Educ Ctr-Instruction	Instructional Agrmt - Salary	GOODWILL INDUSTRIES OF ORANGE COUNTY	51,505.00
Grand Total :						3,666,067.13

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-CAF000820	9/25/2018	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,526.54
GM-CAF000823	9/24/2018	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$154.38
GM-CAF000824	9/25/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,627.62
GM-CAF000825	9/26/2018	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,604.41
GM-CAF000828	9/25/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$2,482.60
GM-CAF000830	9/28/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,269.21
GM-CAF000831	9/28/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,436.44
GM-CAF000832	10/1/2018	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$202.32
GM-CAF000833	10/1/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,687.96
GM-CAF000834	10/2/2018	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,406.19
GM-CAF000835	10/3/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,466.00
GM-CAF000836	10/5/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,859.76
GM-CAF000837	10/5/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$257.94
GM-CAF000838	10/6/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,426.88
GM-CAF000839	10/5/2018	31	SAC Café	General Merchandise	LA DISTRIBUTING COMPANY	\$762.64
GM-CAF000840	10/9/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,684.88
GM-CAF000841	10/8/2018	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$158.46
GM-CAF000842	10/9/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$2,062.64
GM-CAF000843	10/11/2018	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,449.92
GM-CAF000844	10/12/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$2,601.89
GM-CAF000845	10/13/2018	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,370.66
GM-CAF000846	10/15/2018	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$299.64
GM-CAF000848	10/16/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,419.74
GM-CAF000849	10/8/2018	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$2,324.13
GM-CAF000853	9/28/2018	31	SAC Café	General Merchandise	A&E DISTRIBUTION	\$503.40
GM-CAF000854	10/17/2018	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$713.71
GM-CAF000855	10/12/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,418.40
GM-CAF000856	10/16/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,295.50
GM-CAF000858	10/16/2018	31	SAC Café	General Merchandise	A&E DISTRIBUTION	\$309.60
GM-CAF000860	10/19/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,956.54
GM-CAF000866	10/19/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,503.84
GM-DON002875	10/4/2018	31	SAC Bookstore	General Merchandise	EL DORADO TRADING GROUP	\$3,653.54
GM-DON002885	10/10/2018	31	SAC Bookstore	General Merchandise	A&E DISTRIBUTION	\$1,662.30
GM-EXPR001526	9/25/2018	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,471.34
GM-EXPR001528	9/26/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$173.76
GM-EXPR001530	9/25/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$938.81
GM-EXPR001531	9/26/2018	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,085.58

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-EXPR001532	9/26/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$104.88
GM-EXPR001533	9/25/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,897.38
GM-EXPR001535	10/1/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$155.76
GM-EXPR001536	9/28/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,215.35
GM-EXPR001537	10/1/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,627.04
GM-EXPR001538	9/28/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,193.30
GM-EXPR001539	10/2/2018	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$961.07
GM-EXPR001540	10/3/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,453.40
GM-EXPR001541	10/6/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,775.44
GM-EXPR001542	10/10/2018	31	Don Express	General Merchandise	A&E DISTRIBUTION	\$1,164.92
GM-EXPR001543	10/5/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,481.87
GM-EXPR001544	10/5/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$257.94
GM-EXPR001545	10/9/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,495.32
GM-EXPR001546	10/8/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$301.14
GM-EXPR001547	10/9/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,535.78
GM-EXPR001548	10/12/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,631.59
GM-EXPR001549	10/13/2018	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,847.26
GM-EXPR001550	10/15/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$319.50
GM-EXPR001551	10/8/2018	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,407.75
GM-EXPR001554	9/28/2018	31	Don Express	General Merchandise	A&E DISTRIBUTION	\$369.50
GM-EXPR001555	10/12/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,358.54
GM-EXPR001556	10/16/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,149.85
GM-EXPR001557	10/16/2018	31	Don Express	General Merchandise	A&E DISTRIBUTION	\$304.50
GM-EXPR001559	10/16/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,414.80
GM-EXPR001560	10/19/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,528.46
GM-EXPR001563	10/19/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,619.64
GM-HAWK002740	9/24/2018	31	SCC Bookstore	General Merchandise	PENS ETC.	\$665.53
GM-HAWK002741	9/24/2018	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,736.40
GM-HAWK002742	9/26/2018	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$111.12
GM-HAWK002743	9/26/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$599.94
GM-HAWK002744	9/27/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$641.41
GM-HAWK002745	9/27/2018	31	SCC Bookstore	General Merchandise	EL DORADO TRADING GROUP	\$492.67
GM-HAWK002746	10/1/2018	31	SCC Bookstore	General Merchandise	C2F	\$742.72
GM-HAWK002747	10/1/2018	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,468.74
GM-HAWK002748	10/2/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$941.33
GM-HAWK002749	10/2/2018	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,040.32
GM-HAWK002750	10/3/2018	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$428.95

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-HAWK002751	10/3/2018	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$189.72
GM-HAWK002752	10/3/2018	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$180.18
GM-HAWK002753	10/4/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$603.04
GM-HAWK002754	10/8/2018	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,641.72
GM-HAWK002755	10/8/2018	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$122.40
GM-HAWK002756	10/10/2018	31	SCC Bookstore	General Merchandise	DOVER	\$47.94
GM-HAWK002757	10/10/2018	31	SCC Bookstore	General Merchandise	RESEARCH & EDUCATION ASSN	\$145.17
GM-HAWK002758	10/10/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$669.77
GM-HAWK002759	10/11/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$551.88
GM-HAWK002760	10/11/2018	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$797.84
GM-HAWK002761	10/15/2018	31	SCC Bookstore	General Merchandise	PENS ETC.	\$507.98
GM-HAWK002762	10/15/2018	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,169.77
GM-HAWK002763	10/15/2018	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,353.92
GM-HAWK002764	10/16/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$964.37
GM-HAWK002765	10/16/2018	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$169.62
GM-HAWK002766	10/17/2018	31	SCC Bookstore	General Merchandise	HYDRO FLASK	\$1,765.00
GM-HAWK002767	10/17/2018	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$191.36
GM-HAWK002768	10/17/2018	31	SCC Bookstore	General Merchandise	C2F	\$123.96
TX-CEC000516	9/24/2018	31	CEC Bookstore	Textbook	CENGAGE LEARNING	\$525.00
TX-CEC000518	9/25/2018	31	CEC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$769.00
TX-CEC000519	10/2/2018	31	CEC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$411.00
TX-CEC000520	10/9/2018	31	CEC Bookstore	Textbook	PEARSON EDUCATION	\$1,499.50
TX-CEC000521	10/10/2018	31	CEC Bookstore	Textbook	PEARSON EDUCATION	\$2,099.30
TX-CEC000522	10/17/2018	31	CEC Bookstore	Textbook	CENGAGE LEARNING	\$706.25
TX-CEC000523	10/17/2018	31	CEC Bookstore	Textbook	PEARSON EDUCATION	\$824.75
TX-DON005370	9/24/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$31.80
TX-DON005371	9/24/2018	31	SAC Bookstore	Textbook	AMAZON	\$39.12
TX-DON005372	9/24/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$217.50
TX-DON005373	9/24/2018	31	SAC Bookstore	Textbook	MPS FORMERLY VHPS	\$386.40
TX-DON005374	9/25/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$59.91
TX-DON005375	9/25/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$810.00
TX-DON005376	9/25/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$101.50
TX-DON005377	9/26/2018	31	SAC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$439.60
TX-DON005378	9/26/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$1,520.00
TX-DON005380	9/27/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$389.30
TX-DON005381	9/27/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$273.58
TX-DON005382	9/27/2018	31	SAC Bookstore	Textbook	AMAZON	\$46.78

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON005383	10/1/2018	31	SAC Bookstore	Textbook	KENDALL PUBLISHING	\$192.00
TX-DON005384	10/1/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$69.76
TX-DON005386	10/1/2018	31	SAC Bookstore	Textbook	TOWNSEND PRESS	\$59.50
TX-DON005387	10/1/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$127.00
TX-DON005388	10/1/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$950.00
TX-DON005390	10/8/2018	31	SAC Bookstore	Textbook	AMAZON	\$104.40
TX-DON005391	10/9/2018	31	SAC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$527.52
TX-DON005392	10/9/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$62.36
TX-DON005393	10/10/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$62.34
TX-DON005394	10/11/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$23.75
TX-DON005395	10/12/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$115.84
TX-DON005396	10/15/2018	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$4.51
TX-DON005397	10/15/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$812.35
TX-DON005398	10/16/2018	31	SAC Bookstore	Textbook	PARADIGM PUBLISHING CO.	\$898.50
TX-DON005399	10/16/2018	31	SAC Bookstore	Textbook	WEST GROUP	\$383.52
TX-DON005400	10/16/2018	31	SAC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$72.48
TX-DON005401	10/17/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$521.48
TX-DON005402	10/17/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$676.23
TX-DON005403	10/19/2018	31	SAC Bookstore	Textbook	TOWNSEND PRESS	\$240.00
TX-DON005404	10/19/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$23.30
TX-DON005405	10/19/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$34.95
TX-DON005406	10/19/2018	31	SAC Bookstore	Textbook	AMAZON	\$57.90
TX-DON005407	10/19/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$28.95
TX-DON005408	10/19/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$29.32
TX-DON005409	10/19/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$218.40
TX-DON005410	10/19/2018	31	SAC Bookstore	Textbook	NORTON, INC.	\$300.00
TX-HAWK003998	10/1/2018	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$1,214.30
TX-HAWK003999	10/10/2018	31	SCC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$716.00
TX-HAWK004000	10/10/2018	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$1,349.50
TX-HAWK004001	10/11/2018	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$3,125.25
TX-HAWK004002	10/11/2018	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$202.50
TX-HAWK004003	10/15/2018	31	SCC Bookstore	Textbook	NORTON, INC.	\$2,880.00

Grand Total: \$126,100.12

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

4.15 (17)

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

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**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 23, 2018 THROUGH OCTOBER 20, 2018
BOARD MEETING OF NOVEMBER 26, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0053762	\$20,000.00	Sponsorship for California Business Education Association Annual Conference 2018 Conference/Keynote Partnership	DO- LAOCRC	Requisition approved by Adriene Davis on August 20, 2018 Funded by Special Project
19-P0053772	\$22,180.00	Architectural Services for Hammond Hall Window Replacement Water Intrusion Study at Santa Ana College	DO- Facility Planning	Board Ratified: October 29, 2018
19-P0053848	\$17,940.00	Reporting File for existing Assessment Software	SAC- Assessment	Requisition approved by Maria DeLa Cruz on September 5, 2018
19-P0053891	\$71,899.29	Lighting inverter replacement in buildings G, I, L, N, R, and T at Santa Ana College	SAC- Maintenance	Requisition approved by Mario Gaspar on September 25, 2018
19-P0053928	\$15,000.00	Sponsorship for Santa Ana Public Schools Foundation 2018 State of the District Breakfast	DO- Resource Development	Requisition approved by Sarah Santoyo on September 26, 2018 Funded by Special Project
19-P0053956	\$18,880.00	Fire sprinkler repairs resulting from the Five Year Fire Sprinkler Inspection at Santa Ana College	DO- Safety & Security	Requisition approved by Toni Bland on September 27, 2018
19-P0054000	\$34,228.00	Hazardous material construction monitoring services for the Johnson Student Center demolition at Santa Ana College	DO- Facility Planning	Board Approved: September 24, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 23, 2018 THROUGH OCTOBER 20, 2018
BOARD MEETING OF NOVEMBER 26, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0054018	\$20,101.96	Emergency Blue Phone with installation and integration with Rave System at the Digital Media Center	DO- Facility Planning	Purchased from the CMAS Contract # 3-17-70-3480A Board Approved: September 10, 2018
19-P0054027	\$40,298.50	Cisco phones for installation at Santa Ana College, Santiago Canyon College, and District Operations Center	DO- ITS	Received Quotations: *1. CXTEC 2. CDW-Government *Successful Bidder
19-P0054048	\$18,279.80	Projectors for Remington Site	SAC- CEC	Received Quotations: *1. Troxell Communications 2. Golden Star Technology *Successful Bidder
19-P0054056	\$80,000.00	Gift cards for student supplies for Santiago Canyon College Promise Scholarship Program	SCC- Financial Aid	Requisition approved by Sheena Tran on October 3, 2018
19-P0054076	\$31,600.00	Electricity usage to be paid monthly at the Orange Education Center - Chapman Site	SCC- Continuing Education	Requisition approved by Jose Vargas on October 9, 2018
19-P0054094	\$18,569.22	2017-2018 Annual filing fee and SCAQMD Rule 2202 mobile source emission reduction credits (MSERCs) fee	SAC- Administrative Services	Board Approved: October 15, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 23, 2018 THROUGH OCTOBER 20, 2018
BOARD MEETING OF NOVEMBER 26, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0054132	\$15,245.50	Tablet computers, cases, adapters, and extended warranties for the SSSTRIO program.	SAC- Counseling	Received Quotations: *1. SHI International Corp. 2. CDW-Government *Successful Bidder
19-P0054137	\$36,750.00	Architectural design services for the space planning and program area location for Building S and consolidation of the Academic Support Center at Santa Ana College	DO -Facility Planning	Board Approved: October 15, 2018
19-P0054138	\$90,000.00	Marketing and advertising services for Santa Ana College	SAC- Public Affairs	Board Approved: September 10, 2018
19-P0054156	\$16,665.00	Traffic engineering and management consulting services for the campus entrance improvements at Santa Ana College	DO- Facility Planning	Board Approved: October 15, 2018
19-P0199343	\$44,770.00	Ellucian license subscription	DO- ITS	Board Approved: September 28, 2015
19-P0199345	\$25,000.00	Sign language interpreting services for students	SAC- DSPS	Board Approved: June 25, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 23, 2018 THROUGH OCTOBER 20, 2018
BOARD MEETING OF NOVEMBER 26, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0199351	\$1,702,496.00	Sub-agreement with South Orange County CCD on behalf of Saddleback College to implement round 3 of the Strong Workforce Program Regional Apportionment Funding	DO- Resource Development	Board Approved: February 27, 2017
19-P0199352	\$142,296.00	Sub-agreement with South Orange County CCD on behalf of Irvine Valley College to implement round 3 of the Strong Workforce Program Regional Apportionment Funding	DO- Resource Development	Board Approved: February 27, 2017
19-P0199353	\$150,000.00	Sub-agreement with South Orange County CCD to implement round 3 of the Strong Workforce Program Regional Apportionment Funding	DO- Resource Development	Board Approved: February 27, 2017
19-P0199354	\$15,000.00	Agreement with Los Angeles CCD on behalf of Los Angeles Mission College to participate in an Industry Sector Projects in Common (ISPIC), the Self-employment Pathways in the Gig Economy	DO- Resource Development	Board Approved: May 14, 2018
19-P0199355	\$100,000.00	Agreement with Riverside CCD to participate in an Industry Sector Projects in Common (ISPIC), the Global Digital Marketing project	DO- Resource Development	Board Approved: June 11, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 23, 2018 THROUGH OCTOBER 20, 2018
BOARD MEETING OF NOVEMBER 26, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0199357	\$39,000.00	Sub-agreement with Think Together to provide operation of a Learning Center during the Fall 2018 semester at the Centennial Education Center Child Development Center	SAC- CEC/CDS	Board Approved: September 10, 2018
19-P0199360	\$156,968.00	Sub-agreement with South Orange County CCD on behalf of Irvine Valley College to implement round 2 of the Strong Workforce Program Regional Apportionment Funding	DO- Resource Development	Board Approved: February 27, 2017
19-P0199362	\$51,505.00	Instructional services agreement with Goodwill Industries of Orange County	SCC- OEC	Board Approved: December 4, 2017

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

ANALYSIS

Items for the following categorical programs were developed:

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
1. Disabled Students Programs & Services (DSPS) (SAC) Annual allocation from the California Community Colleges Chancellor’s Office to provide services for disabled students. (18/19). Match is \$348,763 that consists of DSPS staff salary and benefits.	11/01/2018	\$1,099,035
2. Governor's Office of Business & Economic Development (GOBiz) Small Business Technical Assistance Expansion Program (TAEP) Grant (DO) Sub-award to RSCCD’s Orange County Small Business Development Center (SBDC) from the OC/Inland Empire SBDC Lead Center, hosted by California State University, Fullerton, the primary grantee of the Governor's Office of Business and Economic Development (GO-Biz) Small Business Technical Assistance Expansion grant, to assist small businesses and entrepreneurs to obtain access to capital and to provide funding for one-on-one business consulting services over a twelve-month period. (18/19). The match required is 1:1 at \$100,000 that consists of SBDC’s SBA/CSUF federally funded business experts at \$60,000 and other program costs at \$40,000.	10/01/2018	\$100,000

RECOMMENDATION

It is recommended that the Board approve the 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: \$1,199,035.00	Board Date: November 26, 2018
Item Prepared by: Maria N. Gil, Senior 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 #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 7/01/18 - 6/30/19
 CONTRACT INCOME: \$1,099,035 - SAC P1 Allocations

PROJ. ADM. Vaniethia Hubbard
 PROJ. DIR. Veronica Oforlea

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

Date: 11/09/18

CFDA #: N/A; Award #: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-000000-10000-8623	DSPS : Santa Ana College		1,100,828		1,099,035	1,793	
12-2230-642000-19521-1210	Academic Management : DSPS - Veronica O. (100%)	83,060		138,434		55,374	
12-2230-642000-19521-2130	Classified Employees : DSPS - Elizabeth H. (100%) - Ian K (100%) - move from 19527 dept - Robert N (100%) - move from 19525 dept - Amy T (100%) - move from 19526 dept	50,416		233,067		182,651	
12-2230-642000-19521-2340	Student Assistants - Hourly	-		3,200		3,200	
12-2230-642000-19521-2350	Overtime - Classified	4,621		13,947		9,326	
12-2230-642000-19521-3215	PERS - Non-Instructional :	23,627		67,101		43,474	
12-2230-642000-19521-3315	OASDHI - Non-Instructional	8,463		24,425		15,962	
12-2230-642000-19521-3325	Medicare - Non-Instructiona	1,982		5,714		3,732	
12-2230-642000-19521-3415	H & W - Non-Instructional :	35,216		93,235		58,019	
12-2230-642000-19521-3435	H & W - Retiree Fund Non-In	4,957		14,416		9,459	
12-2230-642000-19521-3515	SUI - Non-Instructional : D	70		199		129	
12-2230-642000-19521-3615	WCI - Non-Instructional : D	3,073		8,936		5,863	
12-2230-642000-19521-3915	Other Benefits - Non-Instru	3,000		8,496		5,496	
12-2230-642000-19521-4520	Repair & Replacement Parts	337		-			337
12-2230-642000-19521-4610	Non-Instructional Supplies	8,920		8,920		-	-
12-2230-642000-19521-4710	Food and Food Service Suppl	676		676		-	-
12-2230-642000-19521-5100	Contracted Services : DSPS	2,000		2,000		-	-
12-2230-642000-19521-5300	Inst Dues & Memberships : D	-		2,335		2,335	
12-2230-642000-19521-5610	Lease Agreement - Equipment	7,500		7,500		-	-

5.1 (2)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 7/01/18 - 6/30/19
 CONTRACT INCOME: \$1,099,035 - SAC P1 Allocations

PROJ. ADM. Vaniethia Hubbard
 PROJ. DIR. Veronica Oforlea

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

Date: 11/09/18

CFDA #: N/A; Award #: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-642000-19521-5630	Maint Contract - Office Equ	3,476		3,476		-	-
12-2230-642000-19521-5652	Rental - Equipment	1,330					
12-2230-642000-19521-5800	Advertising : DSPS Office	500		500		-	-
12-2230-642000-19521-5845	Excess/Copies Useage : DSPS	2,500		2,500		-	-
12-2230-642000-19521-5925	Postage : DSPS Office	110		-			110
12-2230-642000-19521-5940	Reproduction/Printing Expen	506		506		-	-
12-2230-642000-19521-5950	Software License and Fees :	5,950		5,950		-	-
12-2230-675000-19521-5210	Conference Expenses : DSPS	13,142		13,142		-	-
Totals for DEPARTMENT:	19521 - DSPS Office	265,432	-	658,675	-	395,020	447
12-2230-499900-19523-2445	Professional Experts - Inst - Interpreters - hourly	85,918		102,101		16,183	
12-2230-499900-19523-3211	PERS - Instructional : Deaf	6,834		4,610			2,224
12-2230-499900-19523-3311	OASDHI - Instructional : De	2,728		1,583			1,145
12-2230-499900-19523-3321	Medicare - Instructional :	1,595		1,480			115
12-2230-499900-19523-3331	PARS - Instructional : Deaf	858		995		137	
12-2230-499900-19523-3431	H & W - Retiree Fund Inst :	3,993		3,706			287
12-2230-499900-19523-3511	SUI - Instructional : Deaf	55		51			4
12-2230-499900-19523-3611	WCI - Instructional : Deaf	2,475		2,297			178
12-2230-642000-19523-5100	Contracted Services : Deaf	183,477		75,000			108,477
Totals for DEPARTMENT:	19523 - Deaf & Hard of Hea	287,933	-	191,823	-	16,320	112,430
12-2230-493030-19524-5950	Software License and Fees :	5,280		5,280			-
12-2230-499900-19524-4310	Instructional Supplies (ATP)	2,000		2,000		-	
12-2230-499900-19524-6410	Equip-All Other >\$1000<\$5000 (ATP)	3,000		3,000		-	

5.1 (3)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 7/01/18 - 6/30/19
 CONTRACT INCOME: \$1,099,035 - SAC P1 Allocations

PROJ. ADM. Vaniethia Hubbard
 PROJ. DIR. Veronica Oforlea

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

Date: 11/09/18

CFDA #: N/A; Award #: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-642000-19524-2130	Classified Employees : High - Angela T. (100%)	72,719		74,851		2,132	
12-2230-642000-19524-3215	PERS - Non-Instructional :	12,872		13,520		648	
12-2230-642000-19524-3315	OASDHI - Non-Instructional	4,602		4,734		132	
12-2230-642000-19524-3325	Medicare - Non-Instructiona	1,077		1,108		31	
12-2230-642000-19524-3415	H & W - Non-Instructional :	8,525		8,527		2	
12-2230-642000-19524-3435	H & W - Retiree Fund Non-In	2,695		2,773		78	
12-2230-642000-19524-3515	SUI - Non-Instructional : H	38		39		1	
12-2230-642000-19524-3615	WCI - Non-Instructional : H	1,671		1,719		48	
12-2230-642000-19524-3915	Other Benefits - Non-Instru	1,500		1,500		-	-
Totals for DEPARTMENT:	19524 - High Tech Center D	115,979	-	119,051	-	3,072	-
12-2230-493031-19525-1110	Contract Instructors : Lea - Louise J. (40%) - Mark T. (40%)	97,033		85,299			11,734
12-2230-493031-19525-3111	STRS - Instructional : Lear	7,566		6,648			918
12-2230-493031-19525-3211	PERS - Instructional : Lear	8,950		8,031			919
12-2230-493031-19525-3311	OASDHI - Instructional : Le	3,190		2,800			390
12-2230-493031-19525-3321	Medicare - Instructional :	1,434		1,257			177
12-2230-493031-19525-3411	H & W - Instructional : Lea	20,155		16,134			4,021
12-2230-493031-19525-3431	H & W - Retiree Fund Inst :	3,587		3,147			440
12-2230-493031-19525-3511	SUI - Instructional : Learn	52		43			9
12-2230-493031-19525-3611	WCI - Instructional : Learn	2,224		1,951			273
12-2230-493031-19525-3911	Other Benefits - Instructio	1,750		1,400			350
Totals for DEPARTMENT:	19525 - Learning Disabled	145,941	-	126,710	-	-	19,231

5.1 (4)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 7/01/18 - 6/30/19
 CONTRACT INCOME: \$1,099,035 - SAC P1 Allocations

PROJ. ADM. Vaniethia Hubbard
 PROJ. DIR. Veronica Oforlea

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

Date: 11/09/18

CFDA #: N/A; Award #: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-642000-19525-1484	Int/Sum Beynd Contr-Reassig	-		2,176		2,176	
12-2230-642000-19525-2130	Classified Employees : Lear - Robert N. (100%) - move to 19521 dept.	65,494		-			65,494
12-2230-642000-19525-3115	STRS - Non-Instructional :	-		333		333	
12-2230-642000-19525-3215	PERS - Non-Instructional :	11,593		23			11,570
12-2230-642000-19525-3315	OASDHI - Non-Instructional	4,154		8			4,146
12-2230-642000-19525-3325	Medicare - Non-Instructiona	972		32			940
12-2230-642000-19525-3415	H & W - Non-Instructional :	8,274		-			8,274
12-2230-642000-19525-3435	H & W - Retiree Fund Non-In	2,433		79			2,354
12-2230-642000-19525-3515	SUI - Non-Instructional : L	34		1			33
12-2230-642000-19525-3615	WCI - Non-Instructional : L	1,508		49			1,459
12-2230-642000-19525-3915	Other Benefits - Non-Instru	1,500		-			1,500
12-2230-642000-19525-5220	Mileage/Parking Expenses :	75		75		-	-
Totals for DEPARTMENT:	19525 - Learning Disabled	96,037	-	2,776	-	2,509	95,770
12-2230-642000-19526-2130	Classified Employees : Phys - Amy T. (100%) - move to 19521 dept	59,673		-			59,673
12-2230-642000-19526-3215	PERS - Non-Instructional :	10,563		-			10,563
12-2230-642000-19526-3315	OASDHI - Non-Instructional	3,793		-			3,793
12-2230-642000-19526-3325	Medicare - Non-Instructiona	888		-			888
12-2230-642000-19526-3415	H & W - Non-Instructional :	17,501		-			17,501
12-2230-642000-19526-3435	H & W - Retiree Fund Non-In	2,222		-			2,222
12-2230-642000-19526-3515	SUI - Non-Instructional : P	31		-			31
12-2230-642000-19526-3615	WCI - Non-Instructional : P	1,377		-			1,377
12-2230-642000-19526-3915	Other Benefits - Non-Instru	1,500		-			1,500

5.1(5)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 7/01/18 - 6/30/19
 CONTRACT INCOME: \$1,099,035 - SAC P1 Allocations

PROJ. ADM. Vaniethia Hubbard
 PROJ. DIR. Veronica Oforlea

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

Date: 11/09/18

CFDA #: N/A; Award #: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
Totals for DEPARTMENT:	19526 - Physically Disable	97,548	-	-	-	-	97,548
12-2230-642000-19527-2130	Classified Employees : Spee - Ian K. (100%) - move to 19521 dept	51,217		-			51,217
12-2230-642000-19527-3215	PERS - Non-Instructional :	9,066		-			9,066
12-2230-642000-19527-3315	OASDHI - Non-Instructional	3,269		-			3,269
12-2230-642000-19527-3325	Medicare - Non-Instructiona	765		-			765
12-2230-642000-19527-3415	H & W - Non-Instructional :	23,012		-			23,012
12-2230-642000-19527-3435	H & W - Retiree Fund Non-In	1,915		-			1,915
12-2230-642000-19527-3515	SUI - Non-Instructional : S	27		-			27
12-2230-642000-19527-3615	WCI - Non-Instructional : S	1,187		-			1,187
12-2230-642000-19527-3915	Other Benefits - Non-Instru	1,500		-			1,500
Totals for DEPARTMENT:	19527 - Speech/Acquired Br	91,958	-	-	-	-	91,958
Totals for PROJECT: 2230	DSPS (FD 12)	1,100,828	1,100,828	1,099,035	1,099,035	418,714	417,384

5.1 (6)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 7/01/18 - 6/30/19
 CONTRACT INCOME: \$1,099,035 - SAC P1 Allocations

PROJ. ADM. Vaniethia Hubbard
 PROJ. DIR. Veronica Oforlea

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

Date: 11/09/18

CFDA #: N/A; Award #: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2230-642000-19521-1210	Academic Management : DSPS	55,374		-			55,374
11-2230-642000-19521-3215	PERS - Non-Instructional :	10,001		-			10,001
11-2230-642000-19521-3315	OASDHI - Non-Instructional	3,496		-			3,496
11-2230-642000-19521-3325	Medicare - Non-Instructiona	818		-			818
11-2230-642000-19521-3415	H & W - Non-Instructional :	11,530		-			11,530
11-2230-642000-19521-3435	H & W - Retiree Fund Non-In	2,047		-			2,047
11-2230-642000-19521-3515	SUI - Non-Instructional : D	29		-			29
11-2230-642000-19521-3615	WCI - Non-Instructional : D	1,270		-			1,270
11-2230-642000-19521-3915	Other Benefits - Non-Instru	1,000		-			1,000
Totals for DEPARTMENT:	19521 - DSPS Office	85,565	-	-	-	-	85,565
11-2230-499900-19523-2445	Professional Experts - Inst - Interpreters - hourly	9,604		19,490		9,886	
11-2230-499900-19523-3211	PERS - Instructional :	-		1,760		1,760	
11-2230-499900-19523-3311	OASDHI - Instructional :	-		604		604	
11-2230-499900-19523-3321	Medicare - Instructional :	139		283		144	
11-2230-499900-19523-3331	PARS - Instructional : Deaf	125		127		2	
11-2230-499900-19523-3431	H & W - Retiree Fund Inst :	349		707		358	
11-2230-499900-19523-3511	SUI - Instructional : Deaf	5		10		5	
11-2230-499900-19523-3611	WCI - Instructional : Deaf	216		439		223	
11-2230-642000-19523-2130	Classified Employees : Deaf - Ruth Rodriguez (80%)	85,763		88,362		2,599	
11-2230-642000-19523-3215	PERS - Non-Instructional :	15,491		15,960		469	
11-2230-642000-19523-3315	OASDHI - Non-Instructional	5,393		5,553		160	
11-2230-642000-19523-3325	Medicare - Non-Instructiona	1,262		1,299		37	

5.1 (7)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 7/01/18 - 6/30/19
 CONTRACT INCOME: \$1,099,035 - SAC P1 Allocations

PROJ. ADM. Vaniethia Hubbard
 PROJ. DIR. Veronica Oforlea

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

Date: 11/09/18

CFDA #: N/A; Award #: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2230-642000-19523-3415	H & W - Non-Instructional :	18,753		18,756		3	
11-2230-642000-19523-3435	H & W - Retiree Fund Non-In	3,158		3,251		93	
11-2230-642000-19523-3515	SUI - Non-Instructional : D	44		47		3	
11-2230-642000-19523-3615	WCI - Non-Instructional : D	1,957		2,015		58	
11-2230-642000-19523-3915	Other Benefits - Non-Instru	1,200		1,200		-	-
Totals for DEPARTMENT:	19523 - Deaf & Hard of Hea	143,459	-	159,863	-	16,404	-
11-2230-493031-19525-1110	Contract Instructors : Lea - Louise Janus (60%) - Mark Turner (60%)	77,626		126,415		48,789	
11-2230-493031-19525-3111	STRS - Instructional : Lear	6,052		9,852		3,800	
11-2230-493031-19525-3211	PERS - Instructional : Lear	7,306		11,903		4,597	
11-2230-493031-19525-3311	OASDHI - Instructional : Le	2,551		4,151		1,600	
11-2230-493031-19525-3321	Medicare - Instructional :	1,146		1,863		717	
11-2230-493031-19525-3411	H & W - Instructional : Lea	18,971		24,201		5,230	
11-2230-493031-19525-3431	H & W - Retiree Fund Inst :	2,869		4,665		1,796	
11-2230-493031-19525-3511	SUI - Instructional : Learn	40		64		24	
11-2230-493031-19525-3611	WCI - Instructional : Learn	1,778		2,892		1,114	
11-2230-493031-19525-3911	Other Benefits - Instructio	1,400		2,100		700	
Totals for DEPARTMENT:	19525 - Learning Disabled	119,739	-	188,106	-	68,367	-
11-2230-642000-19526-2130	Classified Employees : Phys	-		603		603	
11-2230-642000-19526-3215	PERS - Non-Instructional :	-		109		109	
11-2230-642000-19526-3315	OASDHI - Non-Instructional	-		37		37	
11-2230-642000-19526-3325	Medicare - Non-Instructiona	-		9		9	
11-2230-642000-19526-3435	H & W - Retiree Fund Non-In	-		22		22	

5.1 (8)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 7/01/18 - 6/30/19
 CONTRACT INCOME: \$1,099,035 - SAC P1 Allocations

PROJ. ADM. Vaniethia Hubbard
 PROJ. DIR. Veronica Oforlea

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

Date: 11/09/18

CFDA #: N/A; Award #: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2230-642000-19526-3615	WCI - Non-Instructional : P	-		14		14	
Totals for DEPARTMENT:	19526 - Physically Disable	-	-	794	-	794	-
Totals for PROJECT: 2230	DSPS (FD 11 - Match)	348,763	-	348,763	-	85,565	85,565

5.1 (9)

SPECIAL PROJECT DETAILED BUDGET # 2239
NAME: Governor's Office of Business & Economic Development (GO-Biz) -
Technical Assistance Expansion Program (TAEP) Grant - Orange County SBDC (District)
FISCAL YEAR 2018/2019

Contract Period: 10/01/2018 - 9/30/2019

Contract Amount: \$100,000

Prime Sponsor: State of California - Office of Small Business Advocate (OSBA)

Fiscal Agent: CSU Fullerton Auxiliary Services Corporation

Prime Award #: TBD

Sub-Award #: TBD

PROJ. ADM.: Enrique Perez

PROJ. DIR.: Ruth Cossio-Muniz

Date: 11/8/2018

GL Account String	Description	New Budget	
		Debit	Credit
12_2239_000000_50000_8659	Other Reimb Categorical Allow : District Oper		100,000
12_2239_684000_53410_2345	Professional Experts : Small Business Dev Ctr Business Experts @ \$45/hr. x 1,688.08 hrs.	75,964	
12_2239_684000_53410_3215	PERS - Non-Instructional : Small Business Dev	13,721	
12_2239_684000_53410_3315	OASDHI - Non-Instructional : Small Business D	4,710	
12_2239_684000_53410_3325	Medicare - Non-Instructional : Small Business	1,101	
12_2239_684000_53410_3435	H & W - Retiree Fund Non-Inst : Small Busines	2,757	
12_2239_684000_53410_3515	SUI - Non-Instructional : Small Business Dev	38	
12_2239_684000_53410_3615	WCI - Non-Instructional : Small Business Dev	1,709	
	Total 2239 FY 18/19 GO-Biz TAEP	100,000	100,000

The match required is \$100,000 that consists of SBDC's federally funded project staff at \$60,000 and other program costs at \$40,000.			
12-1324-684000-53410-2320	Classified Employees - Hourly : Small Business Business Experts @ \$45/hr. x 1012.85 hrs	45,578	
12-1324-684000-53410-3xxx	Benefit rate at 31.642%	14,422	
12-1324-684000-53410-5xxx	Program Marketing: advertising, marketing, publication and community outreach	20,000	
	Client Trainings - workshops for small business clients	10,000	
	Administration - cost of training business counselors	10,000	
Eff. 1/1/19 project #12-1xxx	Total Match SBA/CSUF SBDC	100,000	

5.1 (10)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date:	November 26, 2018
Re:	Approval of Sub-Agreements between RSCCD and San Mateo, Chaffey, South Orange County, MiraCosta, Southwestern, Allan Hancock Joint and Santa Clarita Community College Districts to award 2018/2019 Deputy Sector Navigator grants to Host Colleges/Districts in the State of California		
Action:	Request for Approval		

BACKGROUND

Through a competitive grant competition, RSCCD was selected by the California Community Colleges Chancellor's Office (Chancellor's Office or CO), Workforce & Economic Development Division to serve as the Key Talent Administration and Sector Strategy Fiscal Agent. As fiscal agent, RSCCD will oversee disbursement, monitoring and guidance for the Key Talents engaged for the *Doing What Matters* Framework, as well as for other special projects and partners.

ANALYSIS

Competitive applications were released by the Chancellor's Office in July 2018 for the 2018/2019 Deputy Sector Navigators (DSNs) and their host colleges/districts. DSNs support program development and industry engagement for each region's priority and emerging sectors. Selection committees reviewed and evaluated DSN and host college applications, and completed the process for selections/recommendations. At the last Board meeting, forty-two host colleges were approved. The Fiscal Agent, RSCCD, was provided a list of eight additional hosts and DSNs selected/recommended by the committees, and has created sub-agreements with the colleges/districts that have been selected to serve as hosts for the DSNs. Each host will receive \$200,000 to support the DSN position and sector strategies. The performance period is November 1, 2018, through October 31, 2019. The Scope of Work for each sub-agreement will consist of a project application that has been approved by the Chancellor's Office.

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

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

Fiscal Impact: \$1,600,000 (grant-funded)	Board Date: November 26, 2018
Prepared by: Sarah Santoyo, Interim Assistant Vice Chancellor of Educational Services	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

List of Selected 2018/2019 DSN & Host Colleges (additional)

Sector	Host College	CCD	Agreement #	Amount
Bay Area				
Retail/Hospitality/Tourism	San Mateo CCD	San Mateo CCD	18-2565-43	200,000
Inland Empire/Desert				
Advanced Manufacturing	Chaffey College	Chaffey CCD	18-2565-44	200,000
Los Angeles and Orange County				
Energy, Construction & Utilities	Saddleback College	South Orange County CCD	18-2565-45	200,000
San Diego/Imperial				
Business & Entrepreneurship	MiraCosta College	MiraCosta CCD	18-2565-46	200,000
Global Trade	Southwestern CCD	Southwestern CCD	18-2565-47	200,000
Life Science/Biotech	MiraCosta College	MiraCosta CCD	18-2565-48	200,000
South Central Coast				
Agriculture, Water & Environmental Technologies	Allan Hancock College	Allan Hancock Joint CCD	18-2565-49	200,000
Health	Santa Clarita CCD	Santa Clarita CCD	18-2565-50	200,000
Total				1,600,000

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
NAME OF COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 26th day of November, 2018, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **NAME OF COLLEGE DISTRICT**, on behalf of **COLLEGE NAME** (hereinafter “SUBCONTRACTOR”), which is **hosting** the **REGION Deputy Sector Navigator for SECTOR**. RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the “Key Talent Administration and Sector Strategy” grant, Prime Award #18-207-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to provide fiscal management and technical support services for the PRIME SPONSOR’s workforce and economic development programs, such as Doing What Matters initiatives and Key Talent positions; and,

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 host and supervise **the REGION Deputy Sector Navigator for SECTOR**, which is supported by the Grant according to the terms and conditions hereinafter set forth;

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from November 1, 2018, through October 31, 2019.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$200,000, with 4% allowable for SUBCONTRACTOR indirect costs.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added, the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected, otherwise approval by the PRIME SPONSOR is required.

5. Matching Contribution

There is a one-to-one matching requirement for these funds. SUBCONTRACTOR must identify the in-kind and/or cash match in the Scope of Work (*Exhibit A*) that can be used to meet the match requirement. At the end of each project year, SUBCONTRACTOR shall submit documentation that this grant requirement was met as part of the final invoice and/or final reporting process.

6. Payment and Invoicing

Payment will occur through a cost-reimbursement process, wherein SUBCONTRACTOR will submit quarterly invoices based on actual expenditures. A quarterly invoice schedule will be provided to SUBCONTRACTOR that aligns with the Chancellor's Office reporting timelines.

SUBCONTRACTOR must include detailed budget reports with their invoices and reference the Agreement number (refer to footer). RSCCD may request additional back-up documentation to determine allowability of expenditures, if needed. Submit invoices to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo
2323 North Broadway
Santa Ana, CA 92706
Santoyo_Sarah_rsccd.edu

7. Reporting

Through this Agreement SUBCONTRACTOR agrees to provide data and submit reports, as requested and required by the PRIME SPONSOR. The PRIME SPONSOR and/or RSCCD will provide guidance and instructions on reporting to the SUBCONTRACTOR.

8. Deputy Sector Navigator Selection and Hiring

The selection of the Deputy Sector Navigators (DSN) and host colleges were conducted independently. If a selected host college is different from the college identified in a selected DSN's application, the selected host college is expected to host the selected DSN. This is not to say that the host college is to forgo its processes and procedures. In the event that the host college does not agree to host the selected DSN, it must provide a written statement that explains the rationale for that decision, which will be reviewed by RSCCD and the PRIME SPONSOR to inform their efforts to resolve the situation. This occurrence may also result in changing the host college and could, therefore, impact this Agreement.

The host college will determine the process for hiring the selected DSN and will inform RSCCD and the PRIME SPONSOR about this process. RSCCD and the PRIME SPONSOR will review the process and hiring terms to ensure compliance with the expectations for the host college and DSN roles.

9. Performance

Selected DSNs and hosts are eligible for renewal for up to four years after the original award year, 2018-2019. Renewal is not automatic but will be based on performance of the Roles and Responsibilities (*see Exhibit B*). Standard performance indicators include, but are not limited to, appropriate and timely use of funds, completion of workplan activities, submission of reports in a timely manner as required by the PRIME SPONSOR, participation in required Key Talent meetings and events (e.g., Sector Navigator calls, “All-Hands” meetings, etc.), effective teamwork and collaboration with RSCCD as well as with their assigned Chancellor’s Office monitor, and progress toward achievement of outcomes and metrics pertinent to the workplan. The PRIME SPONSOR may consider other performance indicators to assess renewal eligibility. After consultation with the Chancellor’s Office assigned monitor, the PRIME SPONSOR is responsible for informing RSCCD, DSNs, and host colleges of performance expectations at the beginning of the project and as changes in performance requirements occur.

10. 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.

11. 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 or the PRIME SPONSOR, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

12. Subcontract Assignment

No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority’s approval that relate to this Agreement.

13. 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.

14. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s),

shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

15. Mutual Indemnification

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

16. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

17. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-

criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

18. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Sarah Santoyo
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah_rsccd.edu

Fiscal Representative:
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter_rsccd.edu

SUBCONTRACTOR:

Primary Contact:
NAME
COLLEGE
ADDRESS
CITY, STATE ZIP
PHONE, EMAIL

Supervisor of Record for the DSN (if different from Primary Contact):
NAME
COLLEGE
ADDRESS
CITY, STATE ZIP
PHONE, EMAIL

19. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

20. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the

amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/18 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: **COLLEGE**
DISTRICT NAME

By: _____
Name: Peter J. Hardash

Vice Chancellor
Title: Business Operations/Fiscal Services

Date: _____

By: _____
Name: _____

Title: _____

Date: _____

Board Approval Date: November 26, 2018

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work (Appendix B – Application Forms) approved by Chancellor’s Office

Exhibit B: Host, Supervisor of Record, and Deputy Sector Navigator Roles and Responsibilities

Exhibit C: Articles I, Rev. 07/2018 and Article II, Rev. 05/14

(NOTE: Articles I and II are included as a reference for the appropriate and allowable use of grant funds. The payment and reporting terms in the Articles only pertain to the Fiscal Agent. The payment and reporting terms for the SUBCONTRACTOR are in the body of the actual Agreement, under clauses #6 and #7.)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

FISCAL YEAR:	2018/19	(e.g. 2014/15)
RFA NUMBER:	18-207	(xx-xxx)
PROJECT:	Deputy Sector Navigator	
FUNDING SOURCE:	Workforce & Economic Development Division	
MATCH % REQUIRED:	100%	Match is required please type the percentage for the match.

Each host college will work with its DSN to complete the Appendix B (the project application) forms, which will constitute the scope of work to be performed by each host college & DSN. The Chancellor's Office staff will review and approve the Appendix B forms for each DSN grant.

APPENDIX B

EXHIBIT A

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

COLLEGE: 0.0

RFA NUMBER: 18-207

CONTACT PAGE

District: _____
Address: _____
City: _____ State: <u>CA</u> Zip: _____

District Superintendent/President <i>(or authorized designee)</i>	
Name: _____	Phone: _____
Title: _____	Fax: _____
E-mail Address: _____	

Responsible Administrator <i>(Should not be the same as Project Director)</i>	
Name: _____	Phone: _____
Title: _____	Fax: _____
E-mail Address: _____	

Project Director <i>(Person responsible for conducting the daily operation of the grant)</i>	
Name: _____	Phone: _____
Title: _____	Fax: _____
E-mail Address: _____	

Person Responsible for Data Entry	
Name: _____	Phone: _____
Title: _____	Fax: _____
E-mail Address: _____	

District Chief Business Officer <i>(or authorized designee)</i>	
Name: _____	Phone: _____
Title: _____	Fax: _____
E-mail Address: _____	

Person Responsible for Budget Certification	
Name: _____	Phone: _____
Title: _____	Fax: _____
E-mail Address: _____	

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

EXHIBIT A

PROJECT: Deputy Sector Navigator

DISTRICT: Please select District on 'Do First' tab.

COLLEGE: 0.0

RFA NUMBER: 18-207

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	200,000
1000		\$	-
		\$	-
2000		\$	-
		\$	-
3000	Employee Benefits	\$	-
		\$	-
		\$	-
4000	Supplies and Materials	\$	-
		\$	-
		\$	-
5000	Other Operating Expenses and Services	\$	-
		\$	-
		\$	-
		\$	-
6000	Capital Outlay	\$	-
		\$	-
7000	Other Outgo	\$	-
		\$	-
TOTAL DIRECT COSTS:		\$	0
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$	0
TOTAL COSTS:		\$	0

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

EXHIBIT A

PROJECT: Deputy Sector Navigator

DISTRICT: 0.0

COLLEGE: 0.0

RFA NUMBER: 18-207

FUNDING REQUIRES MATCH

**APPLICATION BUDGET DETAIL SHEET
 MATCH**

Object of Expenditure	Classification	FUNDING REQUIRES MATCH	
		100%	
		200,000	
1000		\$ -	-
		\$ -	-
2000		\$ -	-
		\$ -	-
3000		\$ -	-
		\$ -	-
4000		\$ -	-
		\$ -	-
		\$ -	-
5000		\$ -	-
		\$ -	-
		\$ -	-
6000		\$ -	-
		\$ -	-
7000		\$ -	-
		\$ -	-
TOTAL DIRECT COSTS:		\$	0
TOTAL INDIRECT COSTS (Not to Exceed 4% of Direct Costs):			
TOTAL COSTS:		\$	0

Match must be equal or greater than the Required Match Amount

APPENDIX B

EXHIBIT A

THIS FORM MAY NOT BE REPLICATED

PROJECT: Deputy Sector Navigator

DISTRICT: Please select District on 'Do First' tab.

COLLEGE: 0.0

RFA NUMBER: 18-207

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROJECT FUNDS REQUESTED	FUNDING REQUIRES MATCH
			\$ 200,000	\$ 200,000
1000	INSTRUCTIONAL SALARIES	1	\$ 0	\$ 0
2000	NONINSTRUCTIONAL SALARIES	2	\$ 0	\$ 0
3000	EMPLOYEE BENEFITS	3	\$ 0	\$ 0
4000	SUPPLIES AND MATERIALS	4	\$ 0	\$ 0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 0	\$ 0
6000	CAPITAL OUTLAY	6	\$ 0	\$ 0
7000	OTHER OUTGO	7	\$ 0	\$ 0
TOTAL DIRECT COSTS:		8	\$ 0	\$ 0
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$ 0	
TOTAL COSTS:		10	\$ 0	\$ 0

Match must be equal or greater than the Required Match Amount

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations. I also certify the match (if required) listed above are valid match funding that is not being used as a match for another program requiring match funding and in total are equal, or greater than, the funds requested from CCCCCO.

Project Director:

Name: _____

Title: _____

Authorized Signature: _____

Date: _____

District Chief Business Officer (or authorized designee):

Name: _____

Title: _____

Authorized Signature: _____

Date: _____

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

EXHIBIT A

PROJECT: Deputy Sector Navigator

DISTRICT: Please select District on 'Do First' tab.

COLLEGE: 0.0

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)
Objectives**

Objective: 1

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1				
1.2				
1.3				

5.2 (16)

EXHIBIT B: Host, Supervisor of Record & Deputy Sector Navigator Roles and Responsibilities

Overview of the Host, Supervisor of Record (SOR) and Deputy Sector Navigator (DSN)

Roles: The Host recognizes that the role of the DSN is to support regional as well as statewide sector-based endeavors as represented in their workplan. The DSN is not to be considered a resource to the host college any more or less than other colleges in the region.

The Supervisor of Record, SOR, is a role that is intended to assist and champion the DSN's regional mission and unique administrative needs within the host campus organization. The regional scope and DSN activities regarding regional expenditures (including at other colleges), travel, as well as vendor relations relating to regional or statewide projects often need an advocate within the host. SORs have a first line of responsibility to support and monitor this regional work, and to offer constructive support and guidance to the DSN in implementation of the work plan, while seeking clarity on any sector specific endeavors from the Sector Navigator (SN).

The Supervisor of Record (SOR) Role and Responsibilities: each host of a DSN identifies a Supervisor-of-Record who ensures that the DSN is performing a regional role and fulfilling the responsibilities required for the position as described in the DSN Role and Responsibilities section below. The SOR is responsible for the following:

WORKPLAN;

- Assist the DSN to develop or modify a workplan, as needed, and ensure that the workplan objectives are reasonable, attainable, specific and measurable, and that the DSN has identified a system to collect data and information on project activities and outcomes.
- Ensure that the workplan has been reviewed and approved by the Sector Navigator and Regional Consortium as required by the Chancellor's Office.

PERFORMANCE

- Meet with the DSN at least quarterly to monitor performance, using the workplan as a reference to evaluate progress. Monthly progress reviews are preferable, especially when questions of performance arise.
- Keep informed about submission of quarterly reports, and follow-up with the DSN if reports are delayed or submitted late.
- Keep informed about Sector Navigator initiatives that impact program implementation in the region.
- Ensure that the DSN supports all community colleges in the region that have programs relevant to the sector. This does not preclude the DSN supporting the host college, which is one of the colleges in the region. However, DSN services cannot be solely directed to the host college.
- Work with the Chancellor's Office and the DSN to provide support, assistance, and intervention as needed should performance issues emerge.

FISCAL MANAGEMENT

- Ensure that all funds are spent in compliance with grant terms and conditions, and by the end of the grant period, and that budget requests (such as modifications and extensions) are submitted in a timely manner and as required according to the requirements of the Chancellor's Office.

EXHIBIT B: Host, Supervisor of Record & Deputy Sector Navigator Roles and Responsibilities

COMPLIANCE

- Complete SOR On-Boarding activities provided by the Chancellor's Office.
- Become familiar with the Agreement to serve as the host for the DSN, in order to fully comply with all conditions and requirements outlined therein.
- Notify the Chancellor's Office in the event that the SoR is changed.

Deputy Sector Navigator Role and Responsibilities:

Deputy Sector Navigators (DSNs) work with business and industry, colleges and other stakeholders to help create career educational opportunities for students. They proactively engage industry with the colleges in creating initiatives that enable student employment and lifelong learning in the sector. Consistent with the *Vision for Success*, DSNs connect colleges with opportunities to enrich student success in career education through relationships with business and industry, assist faculty and programs to increase student employability, and facilitate access to resources. Key requirements are for DSNs to apply business and industry expertise and fluency in articulating priorities, such that the colleges can take effective action.

DSN benefits to the colleges for an assigned sector include:

- Increased enrollment in college programs
- Increased student persistence and completion
- Increased student employment in living wage jobs

DSNs benefits to industry include:

- Bridging supply/demand gaps
- Enhancing the talent pipeline from colleges into the industry
- Upskilling incumbent workers to meet new technological demands

In addition, DSNs provide services to industry through facilitation of initiatives designed to increase economic development of the sector and promote workforce development activities.

Specific DSN Roles and Responsibilities:

Build and Manage Industry Partnerships:

- Identify industry priorities through industry data, LMI data, LaunchBoard, and Centers of Excellence research, focusing on:
 - Supply/demand gaps that can be filled by the colleges
 - Skills gaps that can be filled by the colleges
 - Market and technology trends that are impacting workforce requirements
 - Economic and policy drivers that can be leveraged in workforce development
 - Key industry players such as associations and major employers
 - Key community college programs in the region that can be leveraged

EXHIBIT B: Host, Supervisor of Record & Deputy Sector Navigator Roles and Responsibilities

- Cultivate regional industry advisory councils with the following functions:
 - Engage major employers across the regional labor market
 - Develop a common understanding of supply/demand and skills gaps
 - Initiate and manage industry engagement with faculty and administrators
 - Convene regional collaboratives to facilitate faculty and industry joint actions
 - Facilitate sustainability of the regional collaboratives
- Conduct additional research as required:
 - Convene industry focus groups on specific occupations or initiatives
 - Attend conferences and seminars to expand knowledge of industry priorities
 - Arrange primary research to inform curriculum development
 - Convene sector specific faculty groups

Develop Initiatives to Enrich Student Success:

- Develop and execute a regional sector strategy
 - Engage industry stakeholders, the SN, and other DSNs in creating a strategic plan to benefit the region's community college programs by addressing industry priorities
 - Involve external stakeholders such as: workforce boards, regional economic development groups, nonprofit groups, K-12, and others
 - Support community college staff to implement the Strong Workforce Program; such as Workforce Pathway Coordinators, K-14 Technical Assistance Providers
 - Involve internal stakeholders, such as; Chief Instructional officers, CTE Deans, CTE Directors, CTE faculty, and others
- Create program enrichment proposals for consideration by the colleges:
 - To increase enrollment
 - To build or enhance Guided Pathways
 - To bridge supply/demand gaps
 - To bridge skills gaps
 - To align with regional industry priorities
 - To align with industry-recognized credentials
- Assist Colleges in executing successful initiatives:
 - Assist colleges and programs with market intelligence information
 - Coordinate sector focused faculty professional development
 - Infuse current industry expertise into curriculum development
 - Build CTE faculty communities of practice
 - Braid funds to support initiatives
- Align with each college's integrated planning process
 - Secure dean-level approval before proposing new initiative to a college
 - Prepare documentation needed for college approval
 - Assist in curriculum planning and approval process
 - Maintain appropriate information flow with the CTE Dean and college administration

Leverage Assistance and Resources:

- Align regional initiatives with statewide sector strategies

EXHIBIT B: Host, Supervisor of Record & Deputy Sector Navigator Roles and Responsibilities

- Collaborate with the statewide Sector Navigators (SN) and other DSNs in developing initiatives
- Work with the Chancellor's Office, RC and COE to integrate initiatives into the regional plan/strategy
- Facilitate preparation and approval of SWP and other funding sources
- Match new funding opportunities to appropriate initiatives and colleges
- Assist in identifying adjunct instructors within industry
- Provide resources to convene colleges in communities of practice
- Facilitate connections to initiatives and resources from Workforce boards and regional economic development councils

Perform Grant and Fiscal Management:

- Participate in sector strategic planning and professional development (e.g., on-boarding, "All Hands on Deck") meetings scheduled by the Sector Navigator, Regional Consortium or Chancellor's Office.
- Implement the workplan activities and perform normative and summative assessment to determine effectiveness in achieving objectives and outcomes, and impact on metrics.
- Monitor expenditures and perform budget planning to forecast spending in order to ensure that grant funds are spent on allowable expenditures and that all funds are spent by the end of the grant period.
- Submit reports on time and as required by the Chancellor's Office.
- Submit requests for budget modifications or extensions in a timely manner and as requested by the Chancellor's Office.
- Keep the Supervisor of Record informed about progress on implementation of the workplan, achievement of objectives and metrics, and submission of reports.

Assurances

Acknowledgment of understanding and acceptance of the roles and responsibilities of the host college, Supervisor of Record, and Deputy Sector Navigator as presented in Exhibit B.

Host College Contact Certification

Print Name:
Signature :
Date:

Supervisor of Record Certification (if different from Host College Contact)

Print Name:
Signature :
Date:

Deputy Sector Navigator Certification

Print Name:
Signature :
Date:

Chancellor's Office, California Community Colleges
Workforce and Digital Futures Division

GRANT AGREEMENT

ARTICLE I

**Key Talent Administration & Sector Strategy Fiscal Agent
Program-Specific Legal Terms and Conditions
July 2018**

ARTICLE II

**Standard Legal Terms and Conditions
(Revision 5/15/14)**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Sub-Agreements between RSCCD and Chaffey, Los Rios, MiraCosta, Mt. San Antonio, San Francisco, Ventura, and Yosemite Community College Districts to award Centers of Excellence (COE) for Labor-Market Research grants to Host Colleges/Districts in the State of California	
Action:	Request for Approval	

BACKGROUND

Through a competitive grant competition, RSCCD was selected by the California Community Colleges Chancellor's Office (Chancellor's Office or CO), Workforce & Economic Development Division to serve as the Key Talent Administration and Sector Strategy Fiscal Agent. As fiscal agent, RSCCD will oversee disbursement, monitoring and guidance for the Key Talents engaged for the *Doing What Matters* Framework, as well as for other special projects and partners.

ANALYSIS

The Centers of Excellence (COE) for Labor Market Research support the community colleges by providing reports and technical assistance designed to enable community colleges to remain relevant and responsive in their offerings. The COEs are located strategically to study the regional economies of California and provide insight on emerging and changing workforce and occupational needs to be used by the regional colleges as a basis for program planning, resource alignment, and resource development. The Fiscal Agent, RSCCD, has created sub-agreements with the colleges/districts that have opted to continue to serve as hosts for the COEs. Each host will receive \$100,000 to support the COE from January 1, 2019, through June 30, 2019. The Scope of Work for each sub-agreement will consist of a project application that has been approved by the Chancellor's Office.

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

RECOMMENDATION

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

Fiscal Impact: \$800,000.00 (grant-funded)	Board Date: November 26, 2018
Prepared by: Sarah Santoyo, Interim Assistant Vice Chancellor of Educational Services	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

List of Centers of Excellence (COE) and Host Colleges/Districts

College/District	Agreement #	Amount
Chaffey College/Chaffey CCD <i>(Inland Empire – Regional Director)</i>	DO-18-2565-51	\$100,000.00
Los Rios CCD <i>(North/Far North – Regional Director)</i>	DO-18-2565-52	\$100,000.00
Los Rios CCD <i>(North/Far North – Statewide Director)</i>	DO-18-2565-53	\$100,000.00
MiraCosta College/MiraCosta CCD <i>(San Diego/Imperial – Regional Director)</i>	DO-18-2565-54	\$100,000.00
Mt. San Antonio College/Mt. San Antonio CCD <i>(Los Angeles/Orange County – Regional Director)</i>	DO-18-2565-55	\$100,000.00
City College of San Francisco/San Francisco CCD <i>(Bay Area – Regional Director)</i>	DO-18-2565-56	\$100,000.00
Ventura County CCD <i>(South Central Coast – Regional Director)</i>	DO-18-2565-57	\$100,000.00
Modesto Junior College/Yosemite CCD <i>(Central Valley/Mother Lode – Regional Director)</i>	DO-18-2565-58	\$100,000.00
	TOTAL	\$800,000.00

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
[NAME OF COLLEGE DISTRICT]**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 26th day of November, 2018, between Rancho Santiago Community College District (hereinafter “RSCCD”) and [Name of College District], on behalf of [College Name] (hereinafter “SUBCONTRACTOR”), which is hosting the **Center of Excellence (COE) for Labor-Market Research**. RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the “Key Talent Administration and Sector Strategy” grant, Prime Award #18-207-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to provide fiscal management and technical support services for the PRIME SPONSOR’s workforce and economic development programs, such as *Doing What Matters* initiatives and Key Talent positions; and

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 host and supervise the **Center of Excellence (COE) for Labor-Market Research**, which is supported by the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this Agreement shall be from January 1, 2019, through June 30, 2019.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$100,000, with 4% allowable for SUBCONTRACTOR indirect costs.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added, the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected, otherwise approval by the PRIME SPONSOR is required.

5. Matching Contribution

There is a fifty percent (50%) matching requirement for these funds. SUBCONTRACTOR must identify the in-kind and/or cash match in the Scope of Work (*Exhibit A*) that can be used to meet the match requirement. At the end of the project year, SUBCONTRACTOR shall submit documentation that this grant requirement was met as part of the final invoice and/or final reporting process.

6. Payment and Invoicing

Payment will occur through a cost-reimbursement process, wherein SUBCONTRACTOR will submit invoices based on actual expenditures. An invoice schedule will be provided to SUBCONTRACTOR that aligns with the PRIME SPONSOR's reporting timelines.

SUBCONTRACTOR must include detailed budget reports with their invoices and reference the Agreement number (refer to footer). RSCCD may request additional back-up documentation to determine allowability of expenditures, if needed. Invoices should be submitted to the address listed below, unless or until another submission process is required by the PRIME SPONSOR. RSCCD will provide the SUBCONTRACTOR with detailed instructions and updates related to the invoicing process, as needed.

Rancho Santiago Community College District
ATTN: Sarah Santoyo
2323 North Broadway
Santa Ana, CA 92706
Santoyo_Sarah_rsccd.edu

7. Reporting

Through this Agreement SUBCONTRACTOR agrees to provide data and submit reports, as requested and required by the PRIME SPONSOR. The PRIME SPONSOR and/or RSCCD will provide guidance and instructions on reporting to the SUBCONTRACTOR.

8. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

9. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD or the PRIME SPONSOR, nor shall its employees be entitled to any personnel benefits of RSCCD

whatsoever.

10. Subcontract Assignment

No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

11. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

12. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

13. Mutual Indemnification

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

14. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such

funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

15. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Sarah Santoyo
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah rsccd.edu

Fiscal Representative:
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter rsccd.edu

SUBCONTRACTOR:
Primary Contact:
Name: _____
Title: _____
Address: _____

Phone: _____
Email: _____

Supervisor of Record for the COE (if different from Primary Contact):

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

17. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

18. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/18 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: [NAME OF
DISTRICT]

By: _____
Name: Peter J. Hardash

Vice Chancellor
Title: Business Operations/Fiscal Services

Date: _____

By: _____
Name: _____

Title: _____

Date: _____

Board Approval Date: November 26, 2018

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work (Appendix B – Application Forms) approved by Chancellor’s Office

Exhibit B: Host Opt-In/Out Confirmation Letter

Exhibit C: Articles I, Rev. 07/2018 and Article II, Rev. 05/14

(NOTE: Articles I and II are included as a reference for the appropriate and allowable use of grant funds. The payment and reporting terms in the Articles only pertain to the Fiscal Agent. The payment and reporting terms for the SUBCONTRACTOR are in the body of the actual Agreement, under clauses #6 and #7.)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Centers of Excellence

COLLEGE: Please Select College or N/A on 'Do First'
Tab

RFA NUMBER: ERROR

CONTACT PAGE

District:	_____		
Address:	_____		
City:	_____	State: CA	Zip: _____

District Superintendent/President <i>(or authorized designee)</i>			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

Responsible Administrator <i>(Should not be the same as Project Director)</i>			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

Project Director <i>(Person responsible for conducting the daily operation of the grant)</i>			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

Person Responsible for Data Entry			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

District Chief Business Officer <i>(or authorized designee)</i>			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

Person Responsible for Budget Certification			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Centers of Excellence

DISTRICT: Please select District on 'Do First' tab.

COLLEGE: Please select College on 'Do First' tab.

RFA NUMBER: ERROR

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROJECT FUNDS REQUESTED	FUNDING REQUIRES MATCH
			Key Project Budget on 'Do First' tab.	50% #VALUE!
1000	INSTRUCTIONAL SALARIES	1	\$ 0	\$ 0
2000	NONINSTRUCTIONAL SALARIES	2	\$ 0	\$ 0
3000	EMPLOYEE BENEFITS	3	\$ 0	\$ 0
4000	SUPPLIES AND MATERIALS	4	\$ 0	\$ 0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 0	\$ 0
6000	CAPITAL OUTLAY	6	\$ 0	\$ 0
7000	OTHER OUTGO	7	\$ 0	\$ 0
TOTAL DIRECT COSTS:		8	\$ 0	\$ 0
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$ 0	
TOTAL COSTS:		10	\$ 0	\$ 0

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations. I also certify the match (if required) listed above are valid match funding that is not being used as a match for another program requiring match funding and in total are equal, or greater than, the funds requested from CCCCCO.

Project Director:

Name: _____

Title: _____

Authorized Signature: _____

Date: _____

District Chief Business Officer (or authorized designee):

Name: _____

Title: _____

Authorized Signature: _____

Date: _____

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Centers of Excellence

DISTRICT: Please select District on 'Do First' tab.

COLLEGE: Please select College on 'Do First' tab.

RFA NUMBER: ERROR

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		Enter Project Budget on 'Do First' Tab	
1000		\$	-
		\$	-
2000		\$	-
		\$	-
3000	Employee Benefits	\$	-
		\$	-
4000	Supplies and Materials	\$	-
		\$	-
5000	Other Operating Expenses and Services	\$	-
		\$	-
		\$	-
6000	Capital Outlay	\$	-
7000	Other Outgo	\$	-
TOTAL DIRECT COSTS:		\$	0
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$	0
TOTAL COSTS:		\$	0

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Centers of Excellence

DISTRICT: Please select District on 'Do First' tab.

COLLEGE: Please select College on 'Do First' tab.

RFA NUMBER: ERROR

FUNDING REQUIRES MATCH

**APPLICATION BUDGET DETAIL SHEET
 MATCH**

Object of Expenditure	Classification	FUNDING REQUIRES MATCH	
		50%	
		#VALUE!	
1000		\$	-
		\$	-
2000		\$	-
		\$	-
3000		\$	-
		\$	-
4000		\$	-
		\$	-
5000		\$	-
		\$	-
		\$	-
6000		\$	-
		\$	-
7000		\$	-
		\$	-
TOTAL DIRECT COSTS:		\$	0
TOTAL INDIRECT COSTS (Not to Exceed 4% of Direct Costs):			
TOTAL COSTS:		\$	0

APPENDIX B
 THIS FORM MAY NOT BE REPLICATED

PROJECT: Centers of Excellence

DISTRICT: Please select District on 'Do First' tab.

COLLEGE: Please select College on 'Do First' tab.

RFA NUMBER: ERROR

Statement of Work (Annual Workplan)
Objectives

Objective:	1
In collaboration with the regional community college, consortium chairs, DSNs, and other key talent, including other COEs, analyze the regional and state labor markets.	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1				
1.2				
1.3				

5.3 (14)

APPENDIX B
 THIS FORM MAY NOT BE REPLICATED

PROJECT: Centers of Excellence

DISTRICT: Please select District on 'Do First' tab.

COLLEGE: Please select College on 'Do First' tab.

RFA NUMBER: ERROR

Statement of Work (Annual Workplan)
Objectives

Objective:	2
Engage in local, regional, and/or statewide workforce discussions on the action planning to align training programs with the region's workforce needs.	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1				
2.2				
2.3				

5.3 (15)

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Centers of Excellence

DISTRICT: Please select District on 'Do First' tab.

COLLEGE: Please select College on 'Do First' tab.

RFA NUMBER: ERROR

Statement of Work (Annual Workplan)
Objectives

Objective:	3
Provide technical assistance to colleges, districts, regions and Chancellor's Office projects on how to use labor market data and tools to support evidence-based programmatic decision making.	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1				
3.2				
3.3				

5.3 (16)

APPENDIX B
 THIS FORM MAY NOT BE REPLICATED

PROJECT: Centers of Excellence

DISTRICT: Please select District on 'Do First' tab.

COLLEGE: Please select College on 'Do First' tab.

RFA NUMBER: ERROR

**Statement of Work (Annual Workplan)
 Objectives**

Objective:	4
Provide consultation and technical assistance to community colleges, districts, and key talent on the use of labor market tools and vendors.	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1				
4.2				
4.3				

5.3 (17)

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Centers of Excellence

DISTRICT: Please select District on 'Do First' tab.

COLLEGE: Please select College on 'Do First' tab.

RFA NUMBER: ERROR

Statement of Work (Annual Workplan)
Objectives

Objective: 5
Continuously maintain accurate procedures on the storage and usage of the data sources and collaterals of value to community colleges, districts and CCCCCO. Also, maintain a directory of the network of partners developed as a result of this grant.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1				
5.2				
5.3				

5.3 (18)

APPENDIX B
 THIS FORM MAY NOT BE REPLICATED

PROJECT: Centers of Excellence

DISTRICT: Please select District on 'Do First' tab.

COLLEGE: Please select College on 'Do First' tab.

RFA NUMBER: ERROR

**Statement of Work (Annual Workplan)
 Objectives**

Objective: 6
 Continue to advance, innovate, and evolve labor market and workforce research through continuous professional development and implementation of new approaches, methodologies, and data sources.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1				
6.2				
6.3				

5.3 (19)



2323 North Broadway • Santa Ana, CA 92706 -1640 • (714) 480-7300 • www.rscdd.edu

Santa Ana College • Santiago Canyon College

October 29, 2018

Grant #xxx-xxx
[Name of College District]
Centers of Excellence (COE) Grant
[District Contact]
[Address Line 1]
[City], CA [Zip Code]

Re: COE grant number xxx-xxx

The Center of Excellence grant award, number 305-005, for the period of January 01, 2019 – June 30, 2019, in the amount of \$100,000, will be processed by the Fiscal Agent for this program, Rancho Santiago Community College District.

This letter is to request your acceptance or denial of this new grant award by **returning page 3 of this letter indicating your choice to Santoyo_Sarah@rscdd.edu no later than November 2, 2018.**

Note that acceptance of the new grant and additional funding requires a revised Grant Work Plan and a detailed budget for the \$100,000 (Appendix B) that will outline what will be accomplished during the period of January 01, 2019 - June 30, 2019. Please see Appendix B, attached, for the Grant Work Plan and Budget template. Listed below are the due dates to return this letter, as well as upcoming reporting due dates.

Due Date	Deadline Schedule for COE Renewal
October 29, 2018	Initial Email Requesting Participation of COE
November 2, 2018	Due date for district to return scanned copy of the Opt-in/Opt-out letter and Grant Work Plan (Appendix B, attached) to the Fiscal Agent
November 16, 2018	Fiscal Agent sends Welcome Letter to Grantees
July 31, 2019	Due date for the district to return Expenditures & Narrative for the period of January 01, 2019 – June 31, 2019, to be reported in the MIS Expenditure system to the Chancellor’s Office Monitor
August 1, 2019	Due date for the district to return FINAL Expenditures & Narrative to be reported in the MIS Expenditure system to the Chancellor’s Office Monitor

If you have any questions or concerns about your project itself, please contact your Chancellor’s Office Monitor, Alejandro Sandoval at asandoval@cccco.edu

Additionally, if you have any questions about this new grant or your funds, please contact Sarah Santoyo at Santoyo_Sarah@rscdd.edu

Best Regards,

Sarah Santoyo



Building the future through quality education

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Santa Ana College • Santiago Canyon College

Acceptance of COE Award for January – June 2019

Please mark the correct box below, then sign and return the form to: Sarah Santoyo at Santoyo_Sarah@rscgd.edu

Your CCD	
Your Contact Information	

- Opt in for COE Renewal
- Opt out for COE Renewal

Signature _____

Date _____

PLEASE RETURN THIS FORM NO LATER THAN November 2, 2018.

Chancellor's Office, California Community Colleges
Workforce and Digital Futures Division

GRANT AGREEMENT

ARTICLE I

**Key Talent Administration & Sector Strategy Fiscal Agent
Program-Specific Legal Terms and Conditions
July 2018**

ARTICLE II

**Standard Legal Terms and Conditions
(Revision 5/15/14)**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Sub-Agreement between RSCCD and Sequoias Community College District for the Industry Sector Projects in Common (ISPIC) - Ensuring Safe Food Production and Distribution Project funded by the Career Technical Education (CTE) Data Unlocked Initiative	
Action:	Request for Approval	

BACKGROUND

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

ANALYSIS

The California Community Colleges Chancellor's Office has directed each, statewide Sector Navigators to develop Industry Sector Projects in Common (ISPIC) with college partners, who will commit matching investments of Strong Workforce Program or other funds to implement projects featuring industry validated best practices, content, and/or models. A Sub-agreement has been developed to participate in an ISPIC project, the Ensuring Safe Food Production and Distribution project, approved by the Chancellor's Office.

College	District	Amount	Sub-Agreement #
College of the Sequoias	Sequoias CCD	\$18,000.00	17-2220-215

Project Director: Sarah Santoyo **Project Administrator:** 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 related contractual agreement on behalf of the district.

Fiscal Impact: \$18,000.00 (grant-funded)	Board Date: November 26, 2018
Prepared by: Sarah Santoyo, Interim Asst. Vice Chancellor of Educational Services	
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
SEQUOIAS COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 26th day of November, 2018, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Sequoias Community College District (hereinafter “SUBCONTRACTOR”), on behalf of the **College of the Sequoias**. RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the “CTE Data Unlocked Initiative,” Prime Award #15-197-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges.

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in an **Industry Sector Projects in Common (ISPIC), the Ensuring Safe Food Production and Distribution project**, hereinafter “Project,” which is supported by Grant, according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work as described in the approved ISPIC Ensuring Safe Food Production and Distribution project (i.e., *Exhibit A-Scope of Work*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, and to perform work of the project as set forth in this Agreement and the aforementioned Scope of Work in a professional, timely and diligent manner

2. **Period of Performance**

The period of performance for this Agreement shall be from January 1, 2018 through December 31, 2018. The end date listed for the period of performance indicates the end of the Agreement between RSCCD and SUBCONTRACTOR. However, the PRIME SPONSOR allows the SUBCONTRACTOR to continue to use funds to implement the project until June 30, 2019.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$18,000.00 USD.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Matching Contribution

The funds allocated through this Agreement are considered matching funds to encourage investment of Strong Workforce Program funds in Industry Sector Projects in Common (ISPIC) (see *Exhibit B, ISPIC memo 10/21/17*). Consequently, SUBCONTRACTOR is required to expend at least an equal amount of funds (see 3. Total Cost) from Strong Workforce Program Local and/or Regional Share funds that support the work of the Project. SUBCONTRACTOR shall submit documentation that this grant requirement was met by the end of the Project.

6. Payment

A one-time payment of the total cost will be issued to SUBCONTRACTOR upon RSCCD's receipt of the fully executed Agreement and an invoice for payment. Payment to the SUBCONTRACTOR will not exceed the amount listed above under Article I.3. Total Cost.

7. Invoices

One invoice is to be submitted for payment for the total cost of the Agreement. The invoice must include the Agreement number (refer to footer), and should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Interim Asst. Vice Chancellor of Educational Services
2323 North Broadway, Suite 201
Santa Ana, CA 92706
Santoyo_Sarah@rsccd.edu

8. Reporting

Through this Agreement SUBCONTRACTOR agrees to provide data and submit reports, if requested and required by the PRIME SPONSOR. SUBCONTRACTOR will provide this information to RSCCD in a timely manner.

9. 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.

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

No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the 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.

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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.

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17. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Rancho Santiago Community College District
Sarah Santoyo, Interim Asst. Vice Chancellor of Educational Services
2323 N. Broadway, Suite 201
Santa Ana, CA 92706
(714) 480-7466, santoyo_sarah@rsccd.edu

Fiscal Representative:
Rancho Santiago Community College District
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

SUBCONTRACTOR:

Primary Contact:

Louann Waldner, Provost/Dean, Agriculture
College of the Sequoias
915 S. Mooney Blvd
Visalia, CA 93277
louannw@cos.edu, (559) 688-3050

18. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

19. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/16 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties, certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SUBCONTRACTOR: *Sequoias Community College District*

By: _____
Name: Peter J. Hardash

By: _____
Name: _____

Title: Vice Chancellor
Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: November 26, 2018

94-6003004

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work

Exhibit B: Chancellor's Office Memorandum for ISPIC projects

Exhibit C: Articles I, Rev. 01/16 and Article II, Rev. 05/14 (*NOTE: Articles I and II are included as a reference for the appropriate and allowable use of grant funds. The payment and reporting terms in the Articles only pertain to the Fiscal Agent. The payment and reporting terms for the SUBCONTRACTOR are in the body of the actual Agreement, under clauses #5 and #7.*)

Ensuring Safe Food Production and Distribution #ISPIC

Description

Description: "This collaborative project provides funds to colleges working to implement food safety regulations, procedures, production practices etc into curriculum including third party certifications like, but not limited to HACCP and PCQI. Curriculum should result in a local certificate. Utilizing the work/leveraging the work of food safety projects in place at College of the Sequoias, Reedley College, Fresno City College, Hartnell college and other colleges utilizing strong workforce funds for food saf

Industry Sectors: Agriculture, Water & Environmental Technologies;

Start Date: Mon Jan 01 2018

End Date: Sat Jun 30 2018

Lead Institution: Statewide

Read the SWP legislation: Yes

Meets requirements of SWP legislation: Yes

What needs motivate this project and how will the project address these needs?

Industry Certifications are an important part of a student's educational career. Food Safety continues to be an important issue in the industry. Students with knowledge of food safety regulations; FSMA; HACCP will find better opportunities. the Food Safety Modernization Act has changed Agriculture; students need to learn this information as part of their regular educational plan; incumbent workers need training now. This collaborative project provides funds to colleges working to implement food safety regulations, procedures, and production practices into curriculum and a HCAAP PCQI or other food processing/production certification for students who complete a Food safety course or certificate. Utilizing the work/leveraging the work of food safety projects in place at College of the Sequoias, Reedley College, Fresno City College, Hartnell college and other colleges utilizing strong workforce funds for food safety; this project provides funds to adopt food safety curriculum developed by the state agriculture curriculum committee and begin offering certificates in food safety and certifying students in HACCP (instructors must be certified by international HACCP alliance) OR to develop their own courses under the guidance of local industry. The State Agriculture Curriculum committee is comprised of faculty from community college AGNR programs across the system. The food safety curriculum available provides foundational knowledge in the Food Safety Modernization Act FSMA; regulations, best practices; GAP plans; Auditing schemes.

Risks Lack of college connectivity to the food safety industry in their area could keep colleges from successfully creating a program in this area.

Contacts

Institution Lead Contact

Tina Dodson

Director, Workforce Programs and CTE Grants

5.4 (9)

tdodson@santarosa.edu

(707) 521-7920

Institution Lead Contact

Dustin Sperling

Grant Program Director - Career & Technical Programs

SperliD@crc.losrios.edu

(916) 691-7235

Institution Lead Contact

Nancy Gutierrez

Ag., Water, Environment Sector Navigator

nancy.gutierrez@reedleycollege.edu

(559) 637-2530

Institution Lead Contact

Louann Waldner

Provost/Dean, Agriculture

louannw@cos.edu

(559) 688-3050

Institution Lead Contact

Anthony Cordova

Director Career Education

anthony.cordova@bakersfieldcollege.edu

(661) 395-4787

Institution Lead Contact

Dean Don Borges

Dean Agriculture and Environmental Science

borgesd@mjc.edu

(209) 575-6200

Institution Lead Contact

Dr. Tim Ellsworth

Agriculture Science Instructor

timothyellsworth@whccd.edu

(559) 631-0711

(559) 934-2711

Institution Lead Contact

Felicia Duenas
Dean of Career Education II

fduenas@vcccd.edu

(805) 289-6562

Institution Lead Contact

Nancy Gutierrez
Ag., Water, Environment Sector Navigator

nancy.gutierrez@reedleycollege.edu

(559) 637-2530

Institution Lead Contact

Nancy Gutierrez
Ag., Water, Environment Sector Navigator

nancy.gutierrez@reedleycollege.edu

(559) 637-2530

Project Lead Contact

Nancy Gutierrez
Ag., Water, Environment Sector Navigator

nancy.gutierrez@reedleycollege.edu

(559) 637-2530

Labor Market Information

Food Safety

Occupations:

19-4011 Agricultural and Food Science Technicians
 19-1012 Food Scientists and Technologists
 19-1021 Biochemists and Biophysicists

Region: Statewide

Programs:

West Hills College Coalinga - Food Processing and Related Technologies (011300)
 Bakersfield College - Food Processing and Related Technologies (011300)
 Cosumnes River College - Food Processing and Related Technologies (011300)
 Reedley College - Food Processing and Related Technologies (011300)
 Modesto Junior College - Food Processing and Related Technologies (011300)
 Santa Rosa Junior College - Food Processing and Related Technologies (011300)
 Ventura College - Biotechnology and Biomedical Technology (043000)
 College of the Sequoias - Food Processing and Related Technologies (011300)

LMI Library Reports Data: [ag and food science tech AvailableWorkforce ProjectedEmployment \(1\).pdf](#)

LMI Library Reports Data: [ag inspectors AvailableWorkforce ProjectedEmployment \(2\).pdf](#)

LMI Library Reports Data: [AvailableWorkforce ProjectedEmployment.pdf](#)

Outcomes

Investment Plan

This collaborative project provides funds to colleges working to implement food safety regulations, procedures, and production practices into curriculum and a HCAAP PCQI or other food processing/production certification for students who complete a Food safety course or certificate. Utilizing the work/leveraging the work of food safety projects in place at College of the Sequoias, Reedley College, Fresno City College, Hartnell college and other colleges utilizing strong workforce funds for food safety; this project provides funds to adopt food safety curriculum developed by the state agriculture curriculum committee and begin offering certificates in food safety and certifying students in HACCP (instructors must be certified by international HACCP alliance) OR to develop their own courses under the guidance of local industry. The State Agriculture Curriculum committee is comprised of faculty from community college AGNR programs across the system. The food safety curriculum available provides foundational knowledge in the Food Safety Modernization Act FSMA; regulations, best practices; GAP plans; Auditing schemes. Colleges that receive funds will use to invest in professional development, curriculum development, course offerings (low enrolled) marketing material and advisory meetings in order to jumpstart a food safety related program to provide education to students and fill a need in the industry. Colleges will create a food safety program and offer workforce training if needed in their area. Programs will work with UC Davis on training, and CSU fresno and Cal Poly SLO for transfer needs.

Occupational Clusters

EXHIBIT A

West Hills College Coalinga - Food Processing and Related Technologies (011300)

Metric	Baseline	Baseline Year
Number of Enrollments	-	2015-16

Bakersfield College - Food Processing and Related Technologies (011300)

Metric	Baseline	Baseline Year
Number of Enrollments	-	2015-16

Cosumnes River College - Food Processing and Related Technologies (011300)

Metric	Baseline	Baseline Year
Number of Enrollments	-	2016-17

Reedley College - Food Processing and Related Technologies (011300)

Metric	Baseline	Baseline Year
Number of Enrollments	-	2016-17

Modesto Junior College - Food Processing and Related Technologies (011300)

Metric	Baseline	Baseline Year
Number of Enrollments	-	2014-15

Santa Rosa Junior College - Food Processing and Related Technologies (011300)

Metric	Baseline	Baseline Year
Number of Enrollments	-	2015-16

EXHIBIT A

Ventura College - Biotechnology and Biomedical Technology (043000)

Metric	Baseline	Baseline Year
Number of Enrollments	-	2015-16

College of the Sequoias - Food Processing and Related Technologies (011300)

Metric	Baseline	Baseline Year
Number of Enrollments	-	2015-16

Task Force Recommendations**Student Success**

2. Improve CTE student progress and outcomes.

Career Pathway

3. Develop and broadly publicize industry-informed career pathways that prepare students for jobs needed within the regional labor market.

Workplan

Responsible Person: Nancy Gutierrez (nancy.gutierrez@reedleycollege.edu)

Lead Institution or Partner: State Center CCD

Participating Institutions: Cosumnes River College, Bakersfield College, West Hills College Coalinga, Reedley College, Modesto Junior College, Santa Rosa Junior College, Ventura College, State Center CCD, College of the Sequoias

Major Activities: Training for instructors, development of course at campus, courses offered, industry certification give to students.

Major Outcomes: Increased students with knowledge, understanding and credentials in food safety area. new programs in food safety either embedded in discipline areas or stand alone. Increased incumbent worker training offered by college programs.

Budget Breakdown

Bakersfield College

Code	Description	Year	Amount
5000 - Other Operating Expenses and Services	Funds will be used for professional development, curriculum development, course offerings, advisory meetings. 18000 dollars will be matched using other funding sources.	2017-18	\$18,000
Total			\$18,000

College of the Sequoias

Code	Description	Year	Amount
5000 - Other Operating Expenses and Services	Funds will be used for professional development, curriculum development, course offerings, advisory meetings	2017-18	\$18,000
Total			\$18,000

Cosumnes River College

Code	Description	Year	Amount
5000 - Other Operating Expenses and Services	Funds will be used for professional development, curriculum development, course offerings, advisory meetings.	2017-18	\$18,000
Total			\$18,000

Modesto Junior College

Code	Description	Year	Amount
5000 - Other Operating Expenses and Services	Funds will be used for professional development, curriculum development, course offerings, advisory meetings	2017-18	\$18,000
Total			\$18,000

Reedley College

Code	Description	Year	Amount
5000 - Other Operating Expenses and Services	Funds will be used for professional development, curriculum development, course offerings, advisory meetings	2017-18	\$18,000
Total			\$18,000

Santa Rosa Junior College

Code	Description	Year	Amount
5000 - Other Operating Expenses and Services	Funds will be used for professional development, curriculum development, course offerings, advisory meetings	2017-18	\$18,000
Total			\$18,000

Ventura College

5.4 (15)

Code	Description	Year	Amount
5000 - Other Operating Expenses and Services	Funds will be used for professional development, curriculum development, course offerings, advisory meetings	2017-18	\$18,000
Total			\$18,000

West Hills College Coalinga

Code	Description	Year	Amount
5000 - Other Operating Expenses and Services	Funds will be used for professional development, curriculum development, course offerings, advisory meetings	2017-18	\$18,000
Total			\$18,000

Budget Totals

Bakersfield College

Code	Total
5000 - Other Operating Expenses and Services	\$18,000
Total	\$18,000

College of the Sequoias

Code	Total
5000 - Other Operating Expenses and Services	\$18,000
Total	\$18,000

Cosumnes River College

Code	Total
5000 - Other Operating Expenses and Services	\$18,000
Total	\$18,000

Modesto Junior College

Code	Total
Total	\$18,000

EXHIBIT A

Code	Total
5000 - Other Operating Expenses and Services	\$18,000
Total	\$18,000

Reedley College

Code	Total
5000 - Other Operating Expenses and Services	\$18,000
Total	\$18,000

Santa Rosa Junior College

Code	Total
5000 - Other Operating Expenses and Services	\$18,000
Total	\$18,000

Ventura College

Code	Total
5000 - Other Operating Expenses and Services	\$18,000
Total	\$18,000

West Hills College Coalinga

Code	Total
5000 - Other Operating Expenses and Services	\$18,000
Total	\$18,000

Certification

No approving authority specified.

STATE OF CALIFORNIA

ELOY ORTIZ OAKLEY, CHANCELLOR

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4400
SACRAMENTO, CA 95811-6549
(916) 322-4005
<http://www.cccco.edu>



October 21, 2017

To: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Career Education (CTE) Deans
Regional Consortia Chairs & Other WED Grantees

From: Van Ton-Quinlivan Vice Chancellor,
CCCCO Workforce & Digital Futures

CC: Javier Romero, Dean, CCCCCO Workforce & Economic Development
CCCCO WED Leadership & Staff
Sector Navigators, Deputy Sector Navigators

**Subject: Match Dollars to Promote Industry Sector Projects-in-Common
Year 2 of the Strong Workforce Program**

INDUSTRY SECTOR PROJECTS IN COMMON (ISPIC)

The CCCCCO Workforce and Economic Development Division is making match funds available to encourage you to invest Strong Workforce dollars* in projects that adopt or adopt/adapt Industry Sector Projects-in-Common (ISPIC). ISPIC projects make it easier for colleges (or regional consortia of colleges) to deliver 'more and better career education' in areas of labor market demand. This suggests the sub-recommendations of the Strong Workforce Task Force, "Develop and broadly publicize industry-informed career pathways that prepare students for jobs needed within the regional labor market".

Our [network of Sector Navigators](#) will administer the rollout of these match funds, with support from their Deputy Sector Navigators. Faculty and colleges are encouraged to contact the pertinent Sector Navigator to learn more.

Each Sector Navigator will have up to \$400,000 in matching funds to deploy and drive workforce outcomes found in LaunchBoard.

**Other funding sources are eligible for the match, such as Adult Education Block Grant funds.*

HOW DO I SEEK OUT THE MATCH?

EXHIBIT B

Begin by reviewing our [ISPIC Index](#) for curated opportunities that you may wish to explore in order to drive student outcomes listed in your LaunchBoard. The ISPIC Index projects have been identified by Sector Navigators (SN) and Deputy Sector Navigators (DSN).

Next, reach out to the pertinent [Sector Navigator](#) to express your interest in adopting or adopting/adapting projects, to better understand how the process will roll out, and to know how commitments of matches can be obtained. Sector Navigators were provided with [guidance on Industry Sector Projects in Common](#) on October 19, 2017.

Concurrently, build support by your college's CIO and Career Education (CTE) Dean to pledge Local Shares of your college's Strong Workforce dollars against the project. Regional Share can also be used.

QUESTIONS can be directed to ispics@cccco.edu

APPENDIX A

Chancellor's Office, California Community Colleges

GRANT AGREEMENT

ARTICLE I

The Workforce and Economic Development Program CTE Data Unlocked Grant

Program-Specific Legal Terms and Conditions
(Effective January 15, 2016)

ARTICLE II

Standard Legal Terms and Conditions
(Revision 5/15/14)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Sub-Agreement between RSCCD and California Workforce Association for the California Apprenticeship Initiative	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the California Apprenticeship Initiative (CAI) – Public Pathway Program grant, from the California Community Colleges Chancellor’s Office. This program is developed in partnership with the California Labor Workforce Development Agency and the California Workforce Association. The intent of the program is to create pathways for individuals that are currently unemployed, underemployed, and to help ensure the public sector maintains a highly skilled workforce.

ANALYSIS

The Chancellor’s Office has approved California Workforce Association’s proposal for the California Apprenticeship Initiative New and Innovative project to develop cohorts in central, northern and southern California of the Workforce Development Apprenticeship Program that meet the Division of Apprenticeship curriculum standards and follow the local, regional and statewide needs for a qualified workforce for these occupations. A sub-agreement has been developed with Workforce Association to implement the project (DO#18-2029-02). The sub-award amount is \$400,000.00 and the performance period is November 1, 2018, through December 31, 2019.

Project Director: Sarah Santoyo **Project Administrator:** 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: \$400,000.00 (grant-funded)	Board Date: November 26, 2018
Prepared by: Sarah Santoyo, Interim Assistant Vice Chancellor of Educational Services	
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
CALIFORNIA WORKFORCE ASSOCIATION**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 26th day of November 2018, between Rancho Santiago Community College District (hereinafter “RSCCD”) and California Workforce Association (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the California Apprenticeship Initiative – Public Pathway Program – Fiscal Agent grant, Prime Award #18-191-014 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to support development of apprenticeship programs;

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 **California Apprenticeship Initiative New and Innovative Grant Program**, hereinafter “Project,” which is supported by the Grant, according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work for the approved Project as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from November 1, 2018, through December 31, 2019.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$400,000.00 USD.

4. **Budget**

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Matching Contribution

A 20% match contribution is required for the Project. SUBCONTRACTOR will provide matching funds for the Project, and will submit documentation that this Grant requirement was met by the end of the Project.

6. Payment

Payment will occur through reimbursement for allowable expenditures through submission of invoices on a quarterly basis.

7. Invoices

Detailed invoices will be submitted on a quarterly basis according to the following schedule:

Quarter	Invoice Due Date
1 st Quarter: July – September	October 15 th
2 nd Quarter: October – December	January 15 th
3 rd Quarter: January – March	April 15 th
4 th Quarter: April – June	July 15 th

Documentation of expenditures may be requested as needed to process invoices. The invoice must include the Agreement number (refer to footer), and should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo
2323 North Broadway
Santa Ana, CA 92706
Santoyo_Sarah_rsccd.edu

8. Reporting

Through this Agreement SUBCONTRACTOR agrees to provide data and submit reports, as required by the PRIME SPONSOR. SUBCONTRACTOR will provide this information to RSCCD in a timely manner.

9. 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.

10. Independent Contractor

SUBCONTRACTOR agrees that the services 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 the PRIME SPONSOR or RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. 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 the PRIME SPONSOR or 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 PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

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 the PRIME SPONSOR and/or RSCCD. 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 via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Rancho Santiago Community College District
Sarah Santoyo
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah_rsccd.edu

Fiscal Representative:

Rancho Santiago Community College District
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter_rsccd.edu

SUBCONTRACTOR:

Primary Contact:

Bob Lanter, Executive Director
California Workforce Association
1107 9th Street, Suite 650
Sacramento, CA 95814
(916) 325-1610, blanter_calworkforce.org

18. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

19. 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. 07/18 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *California
Workforce Association*

By: _____
Name: Peter J. Hardash

Vice Chancellor
Title: Business Operations/Fiscal Services

Date: _____

By: _____
Name: _____

Title: _____

Date: _____

Board Approval Date: November 26, 2018

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work

Exhibit B: Articles I, Rev. 07/18 and Article II, Rev. 05/14

(NOTE: Articles I and II are included as a reference for the appropriate and allowable use of grant funds. The payment and reporting terms in the Articles only pertain to the Fiscal Agent. The payment and reporting terms for the SUBCONTRACTOR are in the body of the actual Agreement, under clauses #6 and #8.)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED



The following information are linked throughout the forms package:

DISTRICT Rancho Santiago

PROJECT: California Apprenticeship Initiative (CAI) New and Innovative Grant Program

FISCAL YEAR: 2017/18
(e.g. 2014/15)

RFA #: 18-191

FUNDING SOURCE: Proposition 98

PROJECT BUDGET: \$ 400,000

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT California Apprenticeship Initiative (CAI)
New and Innovative Grant Program

DISTRICT Rancho Santiago

RFA #: 18-191

CONTACT PAGE

District:	_____		
Address:	_____		
City:	_____	State: CA	Zip: _____

District Superintendent/President <i>(or authorized designee)</i>			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

Responsible Administrator <i>(Should not be the same as Project Director)</i>			
Name:	<u>Bob Lanter, CWA</u>	Phone:	<u>916-325-1610</u>
Title:	<u>Executive Director</u>	Fax:	<u>916-325-1618</u>
E-mail Address:	<u>blanter@calworkforce.org</u>		

Project Director <i>(Person responsible for conducting the daily operation of the grant)</i>			
Name:	<u>Matt Hidalgo</u>	Phone:	<u>916-325-1610</u>
Title:	<u>Program Director</u>	Fax:	<u>916-325-1618</u>
E-mail Address:	<u>mhidalgo@calworkforce.org</u>		

Person Responsible for Data Entry			
Name:	<u>Matt Hidalgo</u>	Phone:	<u>916-325-1610</u>
Title:	<u>Program Director</u>	Fax:	<u>916-325-1618</u>
E-mail Address:	<u>mhidalgo@calworkforce.org</u>		

District Chief Business Officer <i>(or authorized designee)</i>			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

Person Responsible for Budget Certification			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

California Apprenticeship Initiative
PROJECT: (CAI) New and Innovative Grant Program
DISTRICT: Rancho Santiago
RFA #: 18-191

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	400,000
1000	Tuition - \$4,450 per student @ 20 students per cohort for 3 cohorts	\$	267,000
		\$	-
2000	Classified Salaries, Non Instructional CWA Program Director	\$	40,000
	Classified Salaries, Non Instructional CWA Executive Director	\$	20,000
	Classified Salaries, Non Instructional CWA Program Manager		
	Classified Salaries, Non Instructional Rancho Santiago Staff	\$	16,000
3000	Employee Benefits Benefits at 49% of CWA Salaries	\$	34,300
		\$	-
4000	Supplies and Materials office supplies, materials	\$	2,316
		\$	-
5000	Other Operating Expenses and Services CWA Staff Travel	\$	5,000
		\$	-
6000	Capital Outlay	\$	-
		\$	-
7000	Other Outgoing	\$	-
TOTAL DIRECT COSTS:		\$	384,616
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$	15,384
TOTAL COSTS:		\$	400,000

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

California Apprenticeship Initiative
**PROJECT: (CAI) New and Innovative Grant
Program**

DISTRICT: Rancho Santiago

RFA #: 18-191

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	FUNDS REQUESTED	
		\$	400,000
1000	1100 Tuition paid per student to CSU. Includes Sacramento State, CSU Long Beach and C Tuition is \$4450 per student based on 3 cohorts @ 20 Students per cohort	\$	267,000
	1200	\$	-
	1300	\$	-
	1400	\$	-
			\$
2000	2100 CWA Staff salaries that will be overseeing the apprenticeship program Program Director - will have day to day oversight responsibilities	\$	40,000
	2200 CWA Staff salaries that will be overseeing the apprenticeship program CWA Executive Director will have responsibility over entire apprenticeship program	\$	20,000
	2300		
	2400 Rancho Santiago Staff salaries that will be program LEA	\$	16,000
3000	Employee Benefits Matt Hidalgo, Program Director 49% Brandon Anderson, Program Manager 49% Bob Lanter, Executive Director 49%	\$	34,300
4000	Supplies and Materials List type and costs: Noninstructional Supplies and Materials	\$	2,316
5000	Other Operating Expenses and Services Travel Airfare, Lodging, Mileage and Per Diem to travel to Apprenticeship Cohorts on avg 4 per College Dues and Membership Meetings Airfare, Lodging, Mileage and Per Diem to travel to Sub JAC meetings Workshops Training Rents and Leases Postage Postage and printing cost for orientation and apprenticeship tracking Equipment repairs and Maintenance Consultant Services Subcontractors	\$	5,000
6000	Capital Outlay List type and costs: 6400 Equipment with a purchase price of at least \$200 and a useful life of more than one year.	\$	-
7000	Other Outgo	\$	-
TOTAL DIRECT COSTS:		\$	384,616
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$	15,384
TOTAL COSTS:		\$	400,000

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

California Apprenticeship Initiative
 PROJECT: (CAI) New and Innovative Grant
 Program

DISTRICT: Rancho Santiago

RFA NUMBER: 18-191

FUNDING REQUIRES MATCH

**APPLICATION BUDGET DETAIL SHEET
 MATCH**

Object of Expenditure	Classification	FUNDING REQUIRES MATCH	
		20%	
			80,000
1000		\$ -	\$ -
2000	Employer wages for participants in training. Calculated on average at \$35 per hour for employer portion of 61 hours of classroom training. This equates to \$2,135 participant wages. 60 participants	\$ -	
		\$ 128,100	
		\$ -	
		\$ -	
3000		\$ -	
		\$ -	
4000		\$ -	
		\$ -	
5000	Conference planning and workshops to highlight WDAP/CAI	\$ 10,000	
	CSU Web Portal to access classroom material	\$ 5,000	
		\$ -	
6000		\$ -	
		\$ -	
7000		\$ -	
		\$ -	
TOTAL DIRECT COSTS:		\$ 143,100	
TOTAL INDIRECT COSTS (Not to Exceed 4% of Direct Costs):			
TOTAL COSTS:		\$ 143,100	

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: California Apprenticeship Initiative (CAI) New and Innovative Grant Program

DISTRICT: Rancho Santiago

RFA NUMBER: 18-191

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROJECT FUNDS REQUESTED	FUNDING REQUIRES MATCH
			\$ 400,000	\$ 80,000
1000	INSTRUCTIONAL SALARIES	1	\$ 267,000	\$ 0
2000	NONINSTRUCTIONAL SALARIES	2	\$ 76,000	\$ 128,100
3000	EMPLOYEE BENEFITS	3	\$ 34,300	\$ 0
4000	SUPPLIES AND MATERIALS	4	\$ 2,316	\$ 0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 5,000	\$ 15,000
6000	CAPITAL OUTLAY	6	\$ 0	\$ 0
7000	OTHER OUTGO	7	\$ 0	\$ 0
TOTAL DIRECT COSTS:		8	\$ 384,616	\$ 143,100
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$ 15,384	
TOTAL COSTS:		10	\$ 400,000	\$ 143,100

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations. I also certify the match (if required) listed above are valid match funding that is not being used as a match for another program requiring match funding and in total are equal, or greater than, the funds requested from CCCCCO.

Project Director:

Name: Matt Hidalgo

Title: Program Director

Authorized Signature: _____

Date: _____

District Chief Business Officer (or authorized designee):

Name: _____

Title: _____

Authorized Signature: _____

Date: _____

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: California Apprenticeship Initiative (CAI) New and Innovative Grant Program

DISTRICT: Rancho Santiago

RFA #: 18-191

**Statement of Work (Annual Workplan)
Objectives**

Objective: 1
Develop cohort in Northern California of the Workforce Development Apprenticeship Program

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Market WDAP availability, recruit apprentices through application process, locate space and set up Northern California Cohort	Northern California Apprenticeship Cohort developed and start in the winter/spring. Cohort consist of 20 apprentices from Northern California Workforce Boards and AJCCs	November 2018	Bob Lanter
1.2	Northern California Cohort completes Classroom training portion of Apprenticeship program	20 apprentices graduate from classroom training of the WDAP	September 2019	Matt Hidalgo
1.3	Northern California Cohort completes on the job training portion of Apprenticeship program	20 apprentices graduate from WDAP to become journeylevel workforce development professionals	January 2020	Bob Lanter and Joint Apprenticeship Comm.

5.5 (15)

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: California Apprenticeship Initiative (CAI) New and Innovative Grant Program

DISTRICT: Rancho Santiago

RFA #: 18-191

**Statement of Work (Annual Workplan)
Objectives**

Objective: 2
Develop cohorts in Southern California of the Workforce Development Apprenticeship Program

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Market WDAP availability, recruit apprentices through application process, locate space and set up one Southern California Cohort	Southern California Apprenticeship Cohort developed and start in the summer of 2019. Cohort consists of 20 apprentices from Southern California Workforce Boards and AJCCs	June 2019	Bob Lanter
2.2	Southern California Cohort completes Classroom training portion of Apprenticeship program	40 apprentices graduate from classroom training of the WDAP	December 2019	Matt Hidalgo
2.3	Southern California Cohort completes on the job training portion of Apprenticeship program	20 apprentices graduate from WDAP to become journeylevel workforce development professionals	June 2020	Bob Lanter and Joint Apprenticeship Comm.

5.5 (16)

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: California Apprenticeship Initiative (CAI) New and Innovative Grant Program

DISTRICT: Rancho Santiago

RFA #: 18-191

**Statement of Work (Annual Workplan)
Objectives**

Objective: 3
Develop cohort in Central California of the Workforce Development Apprenticeship Program

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Market WDAP availability, recruit apprentices through application process, locate space and set up Central California Cohort	Central California Apprenticeship Cohort developed and start in the fall. Cohort consist of 20 apprentices from Central California Workforce Boards and AJCCs	January 2020	Bob Lanter
3.2	Central California Cohort completes Classroom training portion of Apprenticeship program	20 apprentices graduate from classroom training of the WDAP	June 2020	Matt Hidalgo
3.3	Central California Cohort completes on the job training portion of Apprenticeship program	20 apprentices graduate from WDAP to become journeylevel workforce development professionals	December 2020	Bob Lanter and Joint Apprenticeship Comm.

5.5 (17)

Chancellor's Office, California Community Colleges
Workforce and Digital Futures Division

GRANT AGREEMENT

ARTICLE I

**California Apprenticeship Initiative - Public Pathway
Program - Fiscal Agent**

**Program-Specific Legal Terms and Conditions
July 2018**

ARTICLE II

**Standard Legal Terms and Conditions
(Revision 5/15/14)**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of Sub-Agreement between RSCCD and Mt. San Antonio Community College District for the Technical Assistance Providers for Contract Education funded by the Fiscal Agent Key Talent Administration and Sector Strategy Grant	
Action:	Request for Approval	

BACKGROUND

Through a competitive grant competition, RSCCD was selected by the California Community Colleges Chancellor's Office (Chancellor's Office or CO), Workforce & Economic Development Division to serve as the Key Talent Administration and Sector Strategy Fiscal Agent. As fiscal agent, RSCCD will oversee disbursement, monitoring and guidance for the Key Talents engaged for the *Doing What Matters* Framework, as well as for other special projects and partners.

ANALYSIS

Mt. San Antonio College currently hosts the Technical Assistance Providers for Contract Education (TAP-Contract Ed), and has been awarded another year of funding to continue in that role. The TAP-Contract Ed serves a statewide role providing resources, consultation, and guidance to assist colleges with strengthening their contract education capacity and services. A sub-agreement (DO#18-2565-59) has been developed with Mt. San Antonio College for them to continue to implement the work of the TAP-Contract Ed from January 1, 2019, through December 31, 2019.

Project Director: Sarah Santoyo **Project Administrator:** 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: \$238,000.00 (grant-funded)	Board Date: November 26, 2018
Prepared by: Sarah Santoyo, Interim Assistant Vice Chancellor of Educational Services	
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
SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 26th day of November, 2018, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Mt. San Antonio Community College District (hereinafter “SUBCONTRACTOR”) on behalf of Mt. San Antonio College. RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the “Key Talent Administration and Sector Strategy” grant, Prime Award #18-207-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to provide fiscal management and technical support services for the PRIME SPONSOR’s workforce and economic development programs, such as *Doing What Matters* initiatives and Key Talent positions; and

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 host and supervise the **Technical Assistance Providers for Contract Education**, which is supported by the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from January 1, 2019, through December 31, 2019.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$238,000, with 4% allowable for SUBCONTRACTOR indirect costs.

4. **Budget**

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added, the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected, otherwise approval by the PRIME SPONSOR is required.

5. Payment and Invoicing

Payment will occur through a cost-reimbursement process, wherein SUBCONTRACTOR will submit invoices based on actual expenditures. An invoice schedule will be provided to SUBCONTRACTOR that aligns with the PRIME SPONSOR's reporting timelines.

SUBCONTRACTOR must include detailed budget reports with their invoices and reference the Agreement number (refer to footer). RSCCD may request additional back-up documentation to determine allowability of expenditures, if needed. Invoices should be submitted to the address listed below, unless or until another submission process is required by the PRIME SPONSOR. RSCCD will provide the SUBCONTRACTOR with detailed instructions and updates related to the invoicing process, as needed.

Rancho Santiago Community College District
ATTN: Sarah Santoyo
2323 North Broadway
Santa Ana, CA 92706
Santoyo_Sarah_rsccd.edu

6. Reporting

Through this Agreement SUBCONTRACTOR agrees to provide data and submit reports, as requested and required by the PRIME SPONSOR. The PRIME SPONSOR and/or RSCCD will provide guidance and instructions on reporting to the SUBCONTRACTOR.

7. 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.

8. 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 or the PRIME SPONSOR, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

9. Subcontract Assignment

No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all 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.

10. 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.

11. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

12. 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.

13. 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.

14. 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.

15. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Sarah Santoyo
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah rsccd.edu

Fiscal Representative:
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter rsccd.edu

SUBCONTRACTOR:
Primary Contact:
Name: Tami L. Pearson, Ed.D.
Title: Associate Dean of Career Education and Workforce Development
Address: 1100 N. Grand Avenue
Walnut, CA 91789
Phone: (909) 274-4845
Email: tperson4 mtsac.edu

District Chief Business Officer:

Name: Michael Gregoryk
Title: Vice President, Administrative Services
Address: 1100 N. Grand Avenue
Walnut, CA 91789
Phone: (909) 274-4230
Email: mgregoryk@mtsac.edu

16. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

17. 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. 07/18 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: MT. SAN
ANTONIO COMMUNITY COLLEGE
DISTRICT

By: _____
Name: Peter J. Hardash

Vice Chancellor
Title: Business Operations/Fiscal Services

Date: _____

By: _____
Name: _____

Title: _____
Date: _____

Board Approval Date: November 26, 2018

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work (Appendix B – Application Forms) approved by Chancellor’s Office

Exhibit B: Articles I, Rev. 07/2018 and Article II, Rev. 05/14

(NOTE: Articles I and II are included as a reference for the appropriate and allowable use of grant funds. The payment and reporting terms in the Articles only pertain to the Fiscal Agent. The payment and reporting terms for the SUBCONTRACTOR are in the body of the actual Agreement, under clauses #6 and #7.)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED



The following information are linked throughout the forms package:

DISTRICT (Grantee): Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

PROJECT: Technical Assistance Providers for Contract Education

FISCAL YEAR: 2018/19

RFA NUMBER: 18-xxx-01

FUNDING SOURCE: EWD

PROJECT BUDGET: \$ 238,000

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Technical Assistance Providers for
Contract Education

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

CONTACT PAGE

District:	<u>Mt. San Antonio CCD</u>		
Address:	<u>1100 N. Grand Avenue</u>		
City:	<u>Walnut</u>	State:	<u>CA</u> Zip: <u>91789</u>

District Superintendent/President <i>(or authorized designee)</i>			
Name:	<u>Bill Scroggins</u>	Phone:	<u>909-274-4250</u>
Title:	<u>President/CEO</u>	Fax:	<u>909-468-4184</u>
E-mail Address:	<u>bscroggins@mtsac.edu</u>		

Responsible Administrator <i>(Should not be the same as Project Director)</i>			
Name:	<u>Madelyn Arballo</u>	Phone:	<u>909-274-4845</u>
Title:	<u>Associate Vice President, School of Continuing Education</u>	Fax:	<u>909-468-4184</u>
E-mail Address:	<u>marballo@mtsac.edu</u>		

Project Director <i>(Person responsible for conducting the daily operation of the grant)</i>			
Name:	<u>Tami L. Pearson, Ed.D.</u>	Phone:	<u>909-274-4314</u>
Title:	<u>Associate Dean of Career Education and Workforce Development</u>	Fax:	<u>909-468-4184</u>
E-mail Address:	<u>tpearson4@mtsac.edu</u>		

Person Responsible for Data Entry			
Name:	<u>Faith Briley</u>	Phone:	<u>909-274-5396</u>
Title:	<u>Part Time, Project Specialist, TAP, Contract Education</u>	Fax:	<u>909-468-4184</u>
E-mail Address:	<u>fbriley@mtsac.edu</u>		

District Chief Business Officer <i>(or authorized designee)</i>			
Name:	<u>Michael Gregoryk</u>	Phone:	<u>909-274-4230</u>
Title:	<u>Vice President, Administrative Services</u>	Fax:	<u>909-468-4184</u>
E-mail Address:	<u>mgregoryk@mtsac.edu</u>		

Person Responsible for Budget Certification			
Name:	<u>Rosa Royce</u>	Phone:	<u>909-274-5517</u>
Title:	<u>Associate Vice President, Fiscal Services</u>	Fax:	<u>909-468-4184</u>
E-mail Address:	<u>rroyce@mtsac.edu</u>		

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Technical Assistance Providers
for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	238,000
1000		\$	-
2000	Noninstructional Salaries: Part-time (50%) Professional Expert/Project Specialist	\$	29,400
3000	Employee Benefits Employee Benefits: Part-Time Professional Expert/Project Specialist (1.45% Medicare, 0.05% SUI, 1.570% WC, 3% ARP, Larisa \$735) = \$1,534	\$	1,803
		\$	-
4000	Supplies and Materials General office supplies to support the grant project (\$3,000)	\$	3,000
		\$	-
	Other Operating Expenses and Services		
	CE Annual Conference Related Facilities and Services (\$15,000)	\$	15,000
	Independent contractors CE Project Manager (\$108,000)	\$	108,000
	Other computer-related services and software (\$4,000)	\$	4,000
	Postage (\$500)	\$	500
	Publication costs for dissemination of informational guides & other materials (\$5,000)	\$	5,000
5000	Travel to Deep Dive and Extended Ops Meetings (\$2,000)	\$	2,000
	Travel to industry conferences (\$2,000)	\$	2,000
	Travel to visit 10 colleges throughout the state (\$2,400)	\$	2,400
	Mileage (\$744)	\$	744
	Support of California Corporate College Contract Education Collaborative (\$15,000)	\$	15,000
	Independent contractors to provide training and marketing(\$40,000)	\$	40,000
		\$	-
6000	Capital Outlay	\$	-
7000	Other Outgo	\$	-
TOTAL DIRECT COSTS:		\$	228,847
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$	9,153
TOTAL COSTS:		\$	238,000

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Technical Assistance
 Providers for Contract
 Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROJECT FUNDS REQUESTED	
			\$	
				238,000
1000	INSTRUCTIONAL SALARIES	1	\$	0
2000	NONINSTRUCTIONAL SALARIES	2	\$	29,400
3000	EMPLOYEE BENEFITS	3	\$	1,803
4000	SUPPLIES AND MATERIALS	4	\$	3,000
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	194,644
6000	CAPITAL OUTLAY	6	\$	0
7000	OTHER OUTGO	7	\$	0
TOTAL DIRECT COSTS:		8	\$	228,847
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$	9,153
TOTAL COSTS:		10	\$	238,000

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations. I also certify the match (if required) listed above are valid match funding that is not being used as a match for another program requiring match funding and in total are equal, or greater than, the funds requested from CCCCCO.

Project Director:

Name: Tami L. Pearson, Ed.D.

Title: Career Education and Workforce

Authorized Signature: _____

Date: _____

District Chief Business Officer (or authorized designee):

Name: Michael Gregoryk

Title: Vice President, Administrative Services

Authorized Signature: _____

Date: _____

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

**Statement of Work (Annual Workplan)
Objectives**

Objective: 1
Serve as the first point of contact for contract education (CE) with the intent of assisting California community colleges and districts to develop, expand, and/or improve contract education programs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Conduct site visits to College CE departments to gain a better understanding of their units in order to provide high-quality TAP assistance.	A minimum of ten site visits completed. Site visits to new and mature departments and representative of the statewide CE services.		CE TAP Project Specialist
1.2	Continue CE Webinar series. Format includes relevant CE topics: issues, training, resources, best practices and CE updates. Internal and external guest presenters and subject matter experts are invited as presenters.	Minimum of 7 webinars to connect, inform, and train CE professional community.		CE TAP Project Specialist
1.3	Research and provide access to a CE Bootcamp utilizing mature CE practitioners as Subject Matter Experts to provide training for new CE practitioners. May be an existing training program or may be a customized program.	CE Bootcamp promoted to all statewide CE practitioners and well executed. Gather evaluations to improve Bootcamp for future date.		CE TAP Project Specialist

5.6 (13)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

**Statement of Work (Annual Workplan)
Objectives**

Objective: 1
Serve as the first point of contact for contract education (CE) with the intent of assisting California community colleges and districts to develop, expand, and/or improve contract education programs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.4	Deliver training, coaching, and/or consulting for individual CE departments as requested	Provide training as needed to a minimum of five individual colleges seeking to develop, expand, or improve their CE programs to provide consulting , training, tools and resources.		CE TAP
1.5	Organize and host annual Statewide CE Summit. Survey indicates that connection with other CE practitioners is one of the most helpful services provided by TAP.	Provide training, resources, vendor contacts, and networking opportunities for CE professionals to meet and network with their counterparts from across the state.		CE TAP Project Specialist
1.6	Provide resources on the internal CE website for CE professionals including the following: Update CE tool kits, technology resources for CE, build trainer inventory and curriculum inventory. Review and update Contract Education Program Matrix by Region. Develop a Business Development Tool Kit including: Identifying Customer Relationship Management Database, financial management, sources and methods for CE departments. Maintain the CE Practitioner Directory.	Updated resources available on CE website for statewide use.		CE TAP Project Specialist Subject Matter Experts

5.6 (14)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

**Statement of Work (Annual Workplan)
Objectives**

Objective: 1
Serve as the first point of contact for contract education (CE) with the intent of assisting California community colleges and districts to develop, expand, and/or improve contract education programs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.7	Participate in Sector Navigator Deep Dives or appropriate Chancellor Office meetings in order to collaborate and provide education regarding incumbent worker training strategies.	Attendance at a minimum of three Sector Navigator Deep Dives or other Chancellor Office meetings.		CE TAP
1.8	Participate in and support the statewide CE strategic planning process and California Community College Contract Education Collaborative.	Attend CCCCEC meetings and provide support as needed to lay a foundation of success for statewide CE practitioners.		CE TAP
1.9				

5.6 (15)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

**Statement of Work (Annual Workplan)
Objectives**

Objective: 2

Provide contract education (CE) technical assistance and logistical support to local, regional, and statewide employers, industries and businesses.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Collaborate with California Community College Contract Education Collaborative (CCCCEC). As a statewide collaborative, support and assist in carrying out strategic plan objectives.	Attend all critical meetings and provide input on strategic plan system.		CE TAP Project Specialist
2.2	In collaboration with the Sector Navigators, participate when appropriate, in industry and workforce councils, associations, and conferences that align with priority and emergent sectors for the California Community Colleges Contract Education departments.	Participation at a minimum of 3 Sector Navigator-specific meetings.		CE TAP
2.3	Update, maintain and refresh external facing website to the needs of business and industry, informing them of the services the CE departments offer.	Website maintained, targeted to business and industry.		CE TAP Project Specialist

5.6 (16)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

**Statement of Work (Annual Workplan)
Objectives**

Objective: 2

Provide contract education (CE) technical assistance and logistical support to local, regional, and statewide employers, industries and businesses.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.4	Implement process for statewide CE training services to be pre-screened and referred to the appropriate college. When business and industry seek specific training needs, refer them to the appropriate CE department.	Process implemented with quality control to verify training needs were met with CE delivery.		
2.5				
2.6				

5.6 (17)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

**Statement of Work (Annual Workplan)
Objectives**

Objective: 3
Align California Contract Education (CE) programs with California Community Colleges Contract Education Collaborative (CCCCEC), DWM & the SWP, including recommendations on policy and process changes.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Support the development of technology tracking and data reporting systems for the benefit of the statewide CE practitioners.	Implement technology with statewide CE network.		CE TAP Statewide CE Network
3.2	Provide training to CE leaders and administrators.	Report statewide data collected.		CE TAP Statewide CE Network
3.3	Establish mentoring relationships between new and experienced CE providers by region.	Minimum of (1) mentor-mentee relationship per region.		CE TAP Statewide CE Network

5.6 (18)

APPENDIX B

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PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

**Statement of Work (Annual Workplan)
Objectives**

Objective: 3
Align California Contract Education (CE) programs with California Community Colleges Contract Education Collaborative (CCCCEC), DWM & the SWP, including recommendations on policy and process changes.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.4	Support the development and processes outlined in the statewide CE strategic plan system.	Document objectives and accomplishments identified in the strategic plan system.		CE TAP Statewide CE Network
3.5				
3.6				

5.6 (19)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

**Statement of Work (Annual Workplan)
Objectives**

Objective: 4
Serve as the technical assistance expert staying current with the industry contract education (CE) needs, trends and funding opportunities in order to provide guidance to the Chancellor's Office and the California Community Colleges.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Continue to develop CE website tools and resources including priority tool kits, and resources as identified by the field.	Resources created and posted on the statewide website for practitioners use.		CE TAP Subject Matter Experts
4.2	Attend Association for Talent Development meetings	TAP will stay current with industry contract training needs.		CE TAP
4.3	Stay current with funding opportunities and upcoming changes to contract training and continue to promote California Community Colleges as a viable partner.	TAP will stay current with funding opportunities and promote CE as a viable partner.		CE TAP

5.6 (20)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

**Statement of Work (Annual Workplan)
Objectives**

Objective: 5

Identify and provide a rationale for the WIOA accountability measures that relate to Contract Education (CE) and will provide measurable outcomes for this grant.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Deliver incumbent worker training focused on career mobility and job placement.	CE delivered trainings to meet WIOA metrics.		CE TAP
5.2	Engage CE practitioners and/or California Community College Contract Education Collaborative (CCCCEC) to partner on WIOA data collection.	WIOA data collected and reported.		CE TAP
5.3				

5.6(21)

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

Statement of Work (Annual Workplan)
Objectives

Objective: 6
Identify professional development opportunities for the TAP for Contract Education (CE) Statewide CE Professionals, Chancellor's Office staff, and California Community College (CCC) faculty and staff.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1	Develop and provide training for Chancellor's Office staff on the impact of Contract Education.	A minimum of one workshop will be provided for the Chancellor's Office staff.		CE TAP Statewide CE Network
6.2	Provide professional development opportunities for statewide CE practitioners. CE Practitioners were surveyed and they identified a need for the following topics: CE Bootcamp, social media/marketing, ETP training, and train-the-trainer certification programs, CE Staff professional development, and proposal/grant writing workshop.	A minimum of three workshops will be provided for statewide CE practitioners based on FY2017-18 survey of practitioner's needs.		CE TAP Subject Matter Experts
6.3				

5.6 (22)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

**Statement of Work (Annual Workplan)
Objectives**

Objective: 7

Complete mandatory grant activities, including but not limited to, statewide and regional meetings and reporting requirements.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.1	Participate in Extended Operations and Deep Dive meetings and other meetings as required by the CCCCCO.	100% attendance as dictated by schedule and other essential TAP duties.		CE TAP
7.2	Complete required quarterly and final reporting.	100% compliance with reporting.		CE TAP Project Specialist
7.3				

5.6 (23)

Chancellor's Office, California Community Colleges
Workforce and Digital Futures Division

GRANT AGREEMENT

ARTICLE I

**Key Talent Administration & Sector Strategy Fiscal Agent
Program-Specific Legal Terms and Conditions
July 2018**

ARTICLE II

**Standard Legal Terms and Conditions
(Revision 5/15/14)**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: November 26, 2018
Re: Approval of First Amendment to Sub-Agreement between RSCCD and Santiago Canyon College Foundation for the National Science Foundation Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) Grant	
Action: Request for Approval	

BACKGROUND

Santiago Canyon College was awarded a grant from the National Science Foundation to implement the “Santiago Canyon College STEM Scholars Academy” project. Through this project scholarships award to selected SCC STEM majors, who also benefit from faculty mentors and other student services, in order to increase the number of students who complete STEM majors and transfer, especially among disadvantaged student populations.

ANALYSIS

At Santiago Canyon College, scholarships are disbursed through the Santiago Canyon College Foundation. The Santiago Canyon College and the Santiago Canyon College Foundation agree that the performance in the funding period of July 1, 2015 to December 31, 2018 be extended through December 31, 2019.

The Project Administrator is Syed Rizvi and the Project Director is Jeff Wada.

RECOMMENDATION

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

Fiscal Impact: None	Board Date: November 26, 2018
Prepared by: Sarah Santoyo, Interim Assistant Vice Chancellor of Educational Services	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**FIRST AMENDMENT TO GRANT SUB-AGREEMENT BETWEEN
THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
THE SANTIAGO CANYON COLLEGE FOUNDATION**

This **First Amendment** to the grant sub-agreement (hereinafter “Agreement”) is entered into on this 28TH day of September, 2015, between Rancho Santiago Community College District on behalf of Santiago Canyon College (hereinafter “RSCCD”) and the Santiago Canyon College Foundation (hereinafter “SCCF”), to amend that certain Agreement between the parties which commenced on July 1, 2015, and

WHEREAS, Santiago Canyon College was awarded a S-STEM grant, award #1458337, (hereinafter “Grant”) to implement the “Santiago Canyon College STEM Scholars Academy” project (hereinafter “Project”) from the National Science Foundation (hereinafter “Prime Sponsor”); and

WHEREAS, RSCCD and SUBRECIPIENT want to revise the term of the Agreement;

NOW, THEREFORE, the Parties mutually agree as follows:

Item 2. Period of Performance, page 1, of the Agreement is amended as follows:

2. Period of Performance

The period of performance for this Agreement shall be from July 1, 2015 through December 31, 2019.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this FIRST AMENDMENT to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

THE SANTIAGO CANYON COLLEGE
FOUNDATION

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: November 26, 2018

EIN: 33-0794988

DUNS: 96-953-1222

**GRANT SUB-AGREEMENT BETWEEN
THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
THE SANTIAGO CANYON COLLEGE FOUNDATION**

This Grant Sub-Agreement (hereinafter "Agreement") is entered into on this 28th day of September, 2015, between the Rancho Santiago Community College District on behalf of Santiago Canyon College (hereafter "RSCCD") and the Santiago Canyon College Foundation (hereinafter "SCCF"). RSCCD and SCCF may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, Santiago Canyon College was awarded a S-STEM grant, award #1458337, (hereinafter "Grant") to implement the "Santiago Canyon College STEM Scholars Academy" project (hereinafter "Project") from the National Science Foundation (hereinafter "Prime Sponsor"); and

WHEREAS, SCCF has agreed to participate in the Grant according to the terms and conditions hereinafter set forth; and

WHEREAS, the RSCCD has the right to enter into agreements with outside entities for various services with the approval of its Board;

NOW, THEREFORE the RSCCD and the SCCF do covenant and agree as follows:

ARTICLE I

1. Statement of Work

As the primary function of this Grant is to award scholarships to eligible STEM majors, and SCCF is responsible for scholarship distribution at Santiago Canyon College, SCCF agrees to oversee scholarship distribution for the S-STEM grant and perform the work described in the Scope of Work, *Exhibit A*, which by reference is incorporated into this Agreement.

2. Period of Performance

The period of performance for this Agreement shall be from July 1, 2015 through December 31, 2018.

3. Total Cost

The total cost to the RSCCD for the performance of this Agreement shall not exceed \$521,739.00 USD, all of which is solely dedicated for student scholarships, as indicated in *Exhibit A*.

4. Payment

SCCF will disburse scholarships on a semester basis, in order to ensure that recipients are enrolled full-time. Two weeks prior to disbursement, SCCF will submit a detailed invoice with the list of scholarship recipients for the semester (including student names, ID numbers, annual award amounts, disbursement amounts for the semester, and certification of students' eligibility) to the project accountant in RSCCD's Accounting Department. The total amount

of funds for each disbursement will be paid to the SCCF within two weeks after receipt and approval of the invoice.

5. **Reporting**

The SCCF will provide Project data produced through its performance of the work pertaining to this Agreement to RSCCD as needed to complete project reports required by the Prime Sponsor. Reports are provided on an annual basis: 90 days prior to the end of the performance period for each project year, and 90 days after the final year of the project.

6. **Amendments to Project Activities or the Budget**

An amendment of this Agreement is required when either party wants to make changes that would affect the outcomes of the Project, the total dollar amount of the Grant, and/or that would add or delete budget categories. The request must be submitted to RSCCD prior to making the desired alteration in the performance or expenditures of the Project. Requests for amendments should be received no later than 75 days before the end of the performance period.

7. **Record Keeping**

The SCCF 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.

8. **Audit**

The SCCF agrees that the RSCCD and any other appropriate 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.

9. **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.

10. **Subcontract Assignment**

None of the duties of, or work to be performed by the SCCF under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person.

12. **Termination**

Either party may terminate this Agreement, with or without cause upon sixty (60) 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.

13. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be submitted through email or in writing, as follows:

Rancho Santiago Community College District

Name: Peter J. Hardash

Email: Hardash_Peter@rsccd.edu

Santiago Canyon College

Name: Syed Rizvi

Email: Rizvi_Syed@sccollege.edu

Santiago Canyon College Foundation

Name: John Hernandez

Email: Hernandez_John@sccollege.edu

ARTICLE II

1. Legal Terms and Conditions

In addition to adhering to the Scope of Work (Exhibit A), the approved Project Application (Exhibit B), the National Science Foundation's Grant General Terms and Conditions (GC-1) Effective December 26, 2014 (Exhibit C), and the Solicitation (Exhibit D), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted by the Prime Sponsor 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 SCCF 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

By: _____



Name: Peter J. Hardash

Vice Chancellor

Title: Business Operations/Fiscal Services

Date: _____

10/7/15

THE SANTIAGO CANYON COLLEGE
FOUNDATION

By: _____



Name: John Hernandez

Title: Director, SCC Foundation

Date: _____

10/9/15

EIN/TIN: 33-0794988
DUNS: 96-953-1222

List of Exhibits

- Exhibit A Scope of Work for the Agreement**
- Exhibit B Project Application approved by the funding agency**
- Exhibit C NSF General Grant Terms and Conditions, eff. 12/26/14**
- Exhibit D S-STEM Solicitation**

EXHIBIT A

SCOPE OF WORK

Santiago Canyon College Foundation for the Santiago Canyon College STEM Scholars Academy Project

1. Develop written procedures to verify and disburse funds to S-STEM students

According to Federal standards for effective internal controls, and the direction of the Prime Sponsor, SCCF will develop written procedures for verifying student eligibility and disbursing funds to students, and provide a copy to RSCCD's Internal Audit Department.

2. Verify Student Eligibility

SCCF will confirm that students selected to receive the S-STEM scholarship meet the following criteria:

S-STEM scholarship recipients will be selected by the awardee institution, but must

- be citizens of the United States, nationals of the United States (as defined in section 101(a) of the Immigration and Nationality Act), aliens admitted as refugees under section 207 of the Immigration and Nationality Act, or aliens lawfully admitted to the United States for permanent residence;
- be enrolled full time in a program leading to an associate, baccalaureate, or graduate degree in one of the following disciplines for each term for which a student receives a scholarship.
 - biological sciences (except medicine and other clinical fields);
 - physical sciences, including physics, chemistry, astronomy, and materials science;
 - mathematical sciences;
 - computer and information sciences;
 - geosciences;
 - engineering;
 - technology areas associated with the preceding fields (for example, biotechnology, chemical technology, engineering technology, information technology, etc.) demonstrate academic ability or potential;
- demonstrate financial need, defined for undergraduate students by the US Department of Education rules for need-based Federal financial aid Free Application for Federal Student Aid (FAFSA), or, for graduate students, defined as financial eligibility for Graduate Assistance in Areas of National Need (GAANN). These rules define financial need for undergraduates as the Cost of Attendance (COA) for an institution minus the Estimated Family Contribution (EFC) for the student (see http://studentaid.ed.gov/students/publications/student_guide/index.html).
- be part of a natural student cohort that is likely to associate during the scholarship period. Students may be from a single major, or from a group that will take several classes together, or from some other group that the proposal describes.

Note: Students must agree to the terms of participation in the STEM Scholars Academy.

3. Disburse Funds to Students

SCCF will work closely with RSCCD Fiscal Services Office to establish a system to access S-STEM funds in a timely manner. SCCF will disburse S-STEM scholarships to students, according to the written procedures developed for this Agreement.

4. Maintain project records

SCCF will retain all records that pertain to implementation of the Agreement for at least three years after the project end date (NOTE: not the performance end date of this agreement).

5. Provide data and information required for reporting

The SCCF agrees to provide data and information it has through implementation of this project to Santiago Canyon College or RSCCD as needed to complete project reports, as required by the Prime Sponsor.

Project Description

Introduction: Santiago Canyon College (SCC) is one of two community colleges in the Rancho Santiago Community College District, and is located in the City of Orange, in Orange County, California. SCC is a Hispanic-Serving institution with 8,978 students, of whom 44% are Latino, 37% are White, 8% are Asian, and 4% are African American, Filipino, Native American, and Pacific Islander (RSCCD, *Enrollment Trends*, October 2013). The college serves as a key access point to higher education and high-wage employment for disadvantaged students, as 56% are low-income (CCCCO, Financial Aid Report 2012-2013), 68% place below college-level math (RSCCD, *Course Advisements*, October 2013), and 75% are first-generation college students (RSCCD, *Student Survey*, October 2013). SCC provides academic preparation courses, Career Technical Education programs, and associate degree programs that are articulated with the California State Universities and Universities of California, as well as a range of student support services and programs.

To increase the number of STEM majors, support retention and success in STEM programs, and increase the number of STEM degrees and transfers, SCC operates the following projects: *Upward Bound Math & Science* (a college preparation program for high school students who are low-income, academically at-risk, and potentially first-generation college students, who aspire to STEM majors and careers); *Title V STEM* (faculty mentors, the Science and Teaching Resource Center, Supplemental Instruction in gateway science courses, faculty-led small group study sessions, tutors, STEM workshops and activities); and *STEM²* (intensive academic advisement, summer undergraduate research opportunities, peer mentors, and transfer assistance). These programs address the major components of the STEM pathway traversed by the majority of low-income students pursuing STEM degrees and careers: high school to the community college and then transfer to a four-year STEM program.

The proposed S-STEM project would address another critical support piece for low-income students' success in STEM majors: educational financing. Research studies have identified finances as a key factor inhibiting low-income and minority students' success in STEM programs (Rendón, Dowd and Nora, August 2012; Dowd, March 2010). Low-income students often enter their college programs unprepared, and are under pressure to close the learning gap while also working extensive hours to pay for college, which often leads to dropping the major: "the net movement of students over their undergraduate years is out of S&E [science and engineering] and into other majors or out of the college ... Underrepresented minorities drop out of S&E majors at a higher rate than other groups ... The difficulties faced by students unable to pursue full-time study are severe for S&E majors because of curricula built on prerequisites, limited course offerings at accessible time and places, and the necessity of laboratory work" (*The Science and Engineering Workforce Realizing America's Potential*, 2003).

As 40% of all undergraduate students and 57% of low-income undergraduates are enrolled at a community college (Knapp, Kelly-Reid, Ginder, February 2011; Berkner and Hunt-White, July 2008), increasing enrollment and persistence in STEM majors at the community college is a necessary strategy to producing enough STEM professionals to address the workforce need, as well as to enable underrepresented students to benefit from and contribute to high-wage, high-value STEM professions: "Minority students in higher education are concentrated in community colleges ... [and c]ommunity colleges are important feeders to more advanced studies. Fifty percent of students in the California State University system attended a community college before entering a bachelor's degree program" (National Science Board, 2003). S-STEM scholarships would enable low-income STEM majors at SCC to work less in order to focus on their academic careers, make use of STEM support resources and services, and to take

advantage of educational opportunities (such as undergraduate research, faculty mentors, internships, peer networks) that will strengthen their preparation for STEM programs and careers. The observation that “[t]he college financing of many Latino STEM baccalaureates depends on the availability of lower cost HSIs and community colleges and on need-based grants,” also holds true for other underrepresented populations in general, i.e., low-income and underrepresented minority students (Malcolm and Dowd, May 2012).

STEM occupations and industries are key drivers of economic and employment growth in our region. STEM-related occupations are listed among those with the highest growth and the highest wages in our region 2012/13 (*Orange County Workforce Indicators*, 2013). State Labor Market Information shows 2,500+ employment openings, annually, in our region for occupations related to biology, chemistry, computer science, and physics, with a median wage range of \$19.83 - \$50.22/hr (California Employment Development Department (EDD)). Most positions show strong growth between 17% - 25% (biological scientists, biotechnicians, food scientists and technologists, computer systems analysts, network and computer system administrators, and physicists), with growth for clinical lab technicians, chemists, and chemical technicians at 11%-15% (California EDD). Some of these occupations require an associate degree and licensing (biotechnicians, clinical lab technicians), while the others require a bachelor's degree or higher. SCC offers programs to prepare students for employment as biotechnicians and lab technicians, and offers articulated programs in biology, chemistry, computer science and physics to enable students to transfer to California State University and University of California programs. The programs, curriculum and transfer pathways to address the regional workforce need are in place. The item to be addressed is increasing student completion of those programs and pathways, especially among underrepresented students.

Low-income STEM majors with academic talent and potential are in a bind: their low-wages are insufficient to meet both living and education costs, yet education is the only means to access the STEM opportunities in the region. Orange County ranked 8th on a list of the most expensive urban areas in the nation, based on the costs for housing, utilities, grocery items, transportation, health care and miscellaneous goods and services (The Council for Community and Economic Research, 2013). Despite the difficulties of making it in a high-cost environment, low-income residents strive to access the benefits and opportunities available in the county by enrolling at a community college with plans to earn a degree or transfer, or to enter employment and continue their education as they work. STEM programs are some of the most difficult and rigorous disciplines, and for which internships and undergraduate research experience play a significant role in employment and higher education opportunities. As pursuit of education is an additional cost above living costs, many students, especially Hispanic students, work more hours to cover the increased costs. More work hours has a detrimental impact on academic achievement, especially in STEM courses, as students thereby reduce the number of study hours available. Further, aside from the negative impact of long work hours on STEM course success, low-income students are not in a position to take advantage of internships/ undergraduate research opportunities, many of which are unpaid, as they cannot afford the lost wages or to lose their employment by taking a month or two off. As high grades and lab and technical experience are an advantage to gaining employment and or selection and progress in higher education degree programs, low-income students enter and remain at a disadvantage.

a. Results from Prior NSF Support: Santiago Canyon College has not received prior NSF support.

b. Project Objectives and Plans

Project Objectives: The goal of the project is to increase the number of STEM majors,¹ especially those from under-represented populations, who complete degrees, transfer, or enter employment. The project objectives are aligned with NSF's S-STEM goals (see Table 1).

Table 1: SCC S-STEM Project Objectives & Outcomes Related to S-STEM Goals		
Objective	Measurable Outcome	S-STEM Goals
<p><i>Objective 1:</i> Increase the number of low-income STEM majors enrolled full-time.</p> <p><i>Objective 2:</i> Increase the percentage of minority STEM majors enrolled full-time.</p> <p><i>Objective 3:</i> 100% of scholarship recipients will reduce work hours and/or increase participation in STEM services and resources.</p> <p><i>Objective 4:</i> 75% of S-STEM recipients will graduate or transfer with at least a 3.0 GPA.</p> <p><i>Objective 5:</i> Increased participation of underrepresented STEM majors in internships.</p>	<p>60% S-STEM scholarship recipients will receive a STEM associate degree by the end of the 2nd year after receiving the award.</p> <p>60% S-STEM scholarship recipients will transfer from an associate degree program to a baccalaureate degree program by the end of the 2nd year after receiving the award.</p> <p>12-20 low-income and/or minority STEM majors complete internships.</p>	<ul style="list-style-type: none"> • Improved educational opportunities for students. • Increased retention of students to degree achievement. • Improved student support programs at institutions of higher education. • Increased numbers of well-educated and skilled employees in technical areas of national need.

Project Plans:

Broad Outreach to Potential Recipients: Information on the S-STEM scholarship will be included in SCC's outreach and in-reach efforts to increase STEM majors and connect those majors with resources on campus to support their success. In 2013/2014, over 1,000 seniors and 400 new students received STEM promotional/informational materials, resulting in over 400 students submitting STEM interest cards that staff used for follow-up outreach and advisement. In-reach efforts include presentations by the STEM counselor in gatekeeper science classes to over 1,000 students. STEM information is also featured prominently in the Science and Teaching Resource (STAR) Center, MaSH (Math Study Hall), and the counseling office. Integrating S-STEM scholarship information into existing efforts will ensure broad awareness of the scholarship opportunity throughout the college and among STEM majors in particular.

Targeted Outreach and Recruitment: Working with the Financial Aid Office, a list of students who meet the S-STEM scholarship eligibility criteria will be used for targeted outreach and recruitment. The Counseling Assistant will send information on the STEM Scholars Academy and scholarship to students on the list, and will serve as the point of contact to answer student questions and provide assistance with the application process. The Counseling Assistant will provide STEM Academy Scholars workshops, as well as provide one-to-one consultation, for students interested in applying for the S-STEM scholarship. Further, STEM faculty will be thoroughly informed of the eligibility and selection criteria and the terms of the scholarship, for them to effectively promote the opportunity among their students, answer questions, and identify students who are potential candidates to encourage them to apply.

¹ STEM majors are defined as all students majoring in Biology, Biotechnology, Chemistry, Computer Science, Mathematics, Physics, or Science, which adheres to NSF's identification of eligible disciplines provided in the S-STEM RFA.

Selection of S-STEM Recipients: Multiple measures will be used to identify STEM majors with the greatest need and potential to benefit from an S-STEM scholarship. “*Greatest need*” is determined by the balance of unmet need based on the Cost of Attendance less the amount of a student’s Pell award and the expected family contribution. “*Greatest potential to benefit*” refers to students who have academic talent, as determined by GPA and faculty recommendations.

The PI and Co-PIs determined that the S-STEM target population would have unmet need of \$6,000-\$15,000, as that level of need is significant enough to pressure students to work at a level that negatively impacts their academic achievement, and for whom an S-STEM scholarship would be sufficient to enable them to reduce work hours, whereas students with the highest unmet need (e.g., \$16,000+) would likely still need to work extensively even if they received an award.

GPA and faculty recommendations will be employed as indicators of academic talent and potential for success in a STEM major. As it is expected that the S-STEM scholarship would have the most impact on students who have the ability to succeed in STEM though are hindered by socio-economic factors and work schedules, the target GPA would be 2.9-3.5, or 2.4-2.89 with strong faculty recommendation. Students with a GPA of 3.51 or higher would also be strong candidates, but may not have “greatest need” depending on the applicant pool in a given year.

Unmet need and GPA targets are not intended as barriers to selection for students who are not in the target range, but are tools to help faculty identify students with the greatest need and greatest potential to benefit. Final selection will be made through a comprehensive review of each individual student. A personal essay and faculty recommendations will be required parts of the application to provide qualitative and individual information that will inform selection. Applicants will be ranked according to final scores provided by the committee members, and interviews will be scheduled for applicants that rank as excellent or good candidates. Interviews will be a means to engage with students in person, allow them to provide information beyond the application, and allow the committee to clarify and get additional information, as relevant to the scholarship.

The selection committee will make awards from a ranked list of selected applicants until all funds have been awarded. A waitlist of at least five applicants will be maintained, in case a student does not accept an award, or is exited from the program during the award year.

Encourage Recipients Best Academic Performance: S-STEM scholarship recipients will belong to the STEM Scholars Academy, modeled on the college’s STEM² program, which requires students to meet with the STEM counselor and participate in two STEM workshops or activities each semester, as well as provides peer mentors and a peer cohort learning community through the STEM Club. Frequent academic review meetings and intensive monitoring by the STEM counselor will ensure that students are on track to graduate and to transfer to four-year STEM programs, as well as to monitor student achievement to determine if interventions and referrals are needed: “Glennen and Baxely found that intrusive advising was associated with higher first-year retention, better grades, and more completed courses” (Museus, Palmer, Davis, Maramba, March 2011). Students falling below a B grade in their STEM courses, or who are otherwise struggling, will be required to use the STEM academic resources available on campus. Through its Title V STEM grant, SCC has established academic and support resources specifically for STEM students: faculty-led discussion sessions, study groups and peer support networks, tutors, Supplemental Instruction (SI), directed learning activities, STEM workshops, and the Science Teaching and Resource Center. We expect that participation in the STEM Scholars Academy will considerably improve minority students’

persistence and success by connecting students to STEM faculty and a peer-network of STEM majors, and by immersing them more deeply into the college and their STEM programs, as research has found that social and academic experiences, and institutional allegiance are positively correlated and predictive of persistence in STEM (Garcia and Hurtado, 2011).

Enable Recipients to Enter the Workforce or Continue Studies in Their Fields: Preparation for transfer to four-year STEM programs and/or entrance into STEM employment will be addressed through quality academic programs that are articulated with the California State University and University of California systems, and that are aligned with industry workforce requirements determined through advisory committees, industry workforce trend reports, and participation in professional organizations. SCC's STEM workshops will provide STEM majors with information to help them prepare and plan for transfer to four-year STEM programs and for entry into STEM-occupations in the region (e.g., career exploration, regional STEM employment trends, importance of technical lab skills for new graduates, degree and transfer requirements, etc.), as well as provide opportunities for students' to engage with STEM professionals who serve as speakers. Also, through SCC's partnership with California State University Fullerton (CSUF) for the STEM² project, STEM majors are provided with one-to-one academic advisement on STEM careers and degree preparation, have access to paid summer undergraduate research opportunities, and will have priority admission and class registration if they transfer to CSUF. Additionally, S-STEM recipients will have the opportunity to participate in the faculty mentorship program or the STEM peer mentor program, either of which will facilitate students' navigation through their academic STEM programs, increasing their confidence and self-efficacy. SCC has also developed a biotechnology associate degree program to prepare students for employment as general lab, biomanufacturing, and research and development technicians.² Biotechnology students will complete internships in local STEM industries, in order to hone their skills in real-world work environments, access high-paying STEM jobs in the region, and cultivate relationships with potential employers.

c. Significance of Project Rationale

NSF S-STEM Goals and How the Project Will Address Them:

S-STEM Goal - Improved educational opportunities for students: The S-STEM Scholarship will provide low-income students with the educational opportunity to work less, enroll full-time, and dedicate themselves fully to succeeding in their STEM programs, as well as participate in a learning community, network with peers, and participate in internship/undergraduate research.

S-STEM Goal - Increased retention of students to degree achievement: As "several studies have found that financial factors are one of the most important predictors of decisions to leave college among racial and ethnic minority students in STEM (Hurtado and others, 2007; Maton and Hrabowski, 2004; May and Chubin, 2003; Perna and others, 2009; Seymour and Hewitt 1997)" (Museus, et al, 2008), S-STEM scholarships will be a strategy to retain low-income students with academic talent and potential to succeed in STEM majors by addressing the financial need that drives students to reduce enrollment or leave college. The S-STEM scholarship will enable low-income STEM majors to significantly reduce work hours, and dedicate their time to studying and using academic and support resources that will increase

² As biology and medical lab technician positions earn a relatively high-wage, about \$20-\$25/hr (California EDD), earning an associate degree and entering employment as a technician can be a strategy for low-income students to continue their studies, as higher wages mean less hours of work required to meet living and educational costs; further, the employment would provide work experience valued by employers seeking to hire graduates with bachelor of science degrees.

their success and strengthen their confidence as STEM majors, both of which are factors related to increased retention. Further, the STEM Scholars Academy will be a learning community of S-STEM recipients, designed to build students' engagement with the campus, its services, faculty and staff, and other students, as a feeling of belonging on the campus, in STEM programs, and among other students has consistently been correlated to increased retention, especially among minority students.³

S-STEM Goal - Improved student support programs at institutions of higher education: In 2011, SCC initiated the first steps towards its comprehensive STEM initiative to increase the number of STEM majors, degrees and transfer, especially among disadvantaged and underrepresented students. Building on research of effective practices for improving STEM achievement, especially for disadvantaged and minority populations, SCC has developed a constellation of programs and services featuring successful practices:

- ***Campus climate and campus culture:*** Recent studies on attrition of minorities and women from STEM majors have identified a welcoming climate and culture on the campus and in STEM programs as a critical component for retaining underrepresented students (Harper and Hurtado, 2007; Museus, Nichols, Lamber, 2008; Chase and others, 2012). A Hispanic-Serving Institution, SCC has made a concerted effort to integrate diverse perspectives into campus operations to ensure a welcoming and supportive environment for all SCC students, in part through hiring practices that support diversity: 56% of administrators, 30% of faculty and 63% of classified staff are minorities, i.e., non-white (RSCCD, *12 Measures*, 2012). Many of these administrators and faculty have traversed similar paths from disadvantage to achievement, and not only bring that perspective to their work but serve as role models to low-income and minority students aspiring to higher education and career goals. Further, SCC STEM faculty are dedicated to student success and are involved in the college's STEM efforts at the planning, implementation and assessment phases. The PI and Co-PIs for this proposed S-STEM grant have all been active in the various projects and activities to improve student achievement and preparation. The extensive involvement of SCC STEM faculty to improve STEM learning and instruction, to serve as mentors, and to directly support students' interest and success in STEM majors, creates a welcoming and supportive environment for all students, but is pivotal for disadvantaged and underrepresented students who are in need of signals that they are welcome and in the right place: "existing literature indicates that faculty play a critical role in predicting success of racial and ethnic minority students in STEM" (Dowd, 2008).
- ***Faculty Mentors:*** SCC developed a faculty mentor program for underrepresented STEM majors that has proven successful: 91% enjoyed being part of the program, 100% stated that having a mentor helped them perform better or somewhat better in school; all of the students responded that they felt comfortable talking to their mentor about things, either good or bad (RSCCD Research Department, *Evaluation of Faculty-Student Mentoring Pilot Project*, Fall 2012). The success of the mentor program supports the findings on best practices for minority students: "Minority students who participated in mentoring programs have demonstrated such positive outcomes as higher grade point averages, lower attrition, increased self-efficacy, and better-defined academic goals (Santos & Reigadas, 2002;

³ The retention model posited by Vicent Tinto, and tested by and expanded by Terenzini and Pascarella, Pascarella, Duby, and Iverson, and Astin, identify positive institutional experiences as impacting student retention: "the extent to which a student is integrated into the formal and informal academic and social system of a college determines leaving behavior ... the greater the student's level of integration into the social and academic systems of the college ... the more positive the retention rate" (Seidman 2005).

Schwitzer & Thomas, 1998; Thile and Matt, 1995)” (Tsui, 2007). Faculty mentors will be available to support S-STEM scholars.

- Peer groups: Multiple access points for inclusion in a STEM peer network are available at SCC: a STEM Club was created in 2012 to cultivate a STEM learning community and peer network; STEM² fosters a peer cohort through shared activities and counseling sessions, and connects students with peer mentors; and the STAR Center provides an informal STEM community, as STEM students are continually brought together at the center to participate in small group learning sessions for their classes, and develop friendships and support systems through continued interaction. S-STEM recipients will be enrolled in the STEM Scholar Academy established for the project and modeled on the STEM² program. STEM Scholars will be integrated with the STEM² community, engage with peers through STAR Center activities required for their STEM courses, and they will be given information on the STEM Club. Peer networks are helpful in addressing stressors that impact students’ performance but are not related to finances or academic ability: “Given that much of the attendance and academic patterns of community college students is ‘more dependent on their personal lives, their jobs, [and] the outside world,’ campus leaders committed to helping these students succeed must ensure that supports, such as counseling, mentoring, and peer networks, are available to help them cope and manage everyday pressures of work, family, and school” (Cooper, October 2010). Positive experiences in an academic peer group will also help students develop confidence as STEM majors and future professionals, as well as increase their self-efficacy (Crisp & Nora, July 2012).
- Support services: SCC’s STEM programs provide a dedicated STEM counselor versed in the different transfer requirements of specific majors and colleges and universities; STEM workshops and activities provide information on careers, financing, degree and transfer requirements, and other topics, to provide STEM majors with information to help them plan and prepare for transfer and employment; opportunities to interact with STEM professionals; the STAR Center resources and instructional services provide students with increased interaction with faculty, tutors, and peers in educational activities that target and strengthen specific learning objectives through study groups and faculty-lead study sessions; and students have access to faculty mentors. S-STEM recipients will be directly connected to these services and resources.
- Academic programs: Through Title V, Supplemental Instruction (SI) resulted in a dramatic improvement in retention and achievement for students who participated in SI, compared to those who did not participate. Further, faculty have been working on projects to develop technical lab courses to prepare students for technician positions available in the region, as well as improve STEM majors’ technical skills that will give them an advantage in their four-year programs and when seeking employment. Through the STEM² project, a summer research opportunity at California State University Fullerton was created for SCC students, and is a paid opportunity to enable low-income students to participate. The success of this effort has led to development of similar opportunities at other universities in the region. S-STEM scholarship recipients will be advised of such resources and opportunities, and will be encouraged and assisted to participate and apply.
- Financial support through S-STEM scholarships will enable low-income students to enroll full-time and work less to dedicate their time to success in their STEM programs. Numerous studies have highlighted the significance of educational financing for completion of STEM degrees, especially among minority students (Dowd, 2008; Dowd and Shieh, 2013; Museus

and others, 2011; Kuh, G.D. and others, 2006; Crisp & Nora, 2012). Multiple studies have identified lending patterns that reveal that minority students, especially Latinos/as, are less likely to take out loans and are averse to taking on debt, which is problematic since many of these students are also low-income and need financing to enroll full-time and successfully complete their programs (Malcolm & Dowd, 2012). As a scholarship, S-STEM funds do not have to be paid back and will likely provide support to students who would not seek out alternative funding sources otherwise, but would instead address financial need by reducing enrollment or working more hours, decreasing the likelihood of completion (Dowd, 2008).

S-STEM Goal - Increased numbers of well-educated and skilled employees in technical areas of national need: SCC STEM programs are articulated with California State University and University of California systems, and thus provide lower-division STEM education programs that are recognized as comparable to those at the CSUs and UCs. Recognizing the value of research and lab experience to STEM majors pursuing employment or higher degrees, SCC has cultivated partnerships to provide undergraduate research opportunities and internships, which allow students to apply their learning in real-world settings with feedback and guidance from STEM faculty and professionals. Industry support through workplace tours, occupational competency data and information on workforce needs, serving as workshop presenters, participating as advisory board members, and providing internship opportunities is represented by the letters from U. S. Food and Drug Administration, KFM Pharma Services and CH2MHILL included in this application.

Demographic Data for STEM Majors: The following table shows the disaggregated data according to race/ethnicity for the entire SCC student population and current STEM majors:

Race/Ethnicity	SCC Student Body ⁴		SCC STEM Majors ⁵	
	#	%	#	%
Hispanic/Latino	3,914	44%	763	36%
White Non-Latino	3,296	37%	657	31%
Asian	748	8%	233	11%
African American/ Black	195	2%	42	2%
Pacific Islander/Filipino	227	3%	64	3%
Native American	82	1%	21	1%
Not Coded/Declined to State	516	6%	339	16%
TOTAL	8,978		2,119	

Overall representation of STEM majors by ethnicity/race is in line with representation in the general student body. Hispanic and White students have the largest gap between their representation in the student body and their representation among STEM majors – 8% and 6% respectively, indicating that there is room for improvement. Asian students are more represented in the STEM majors than in the student population (11% versus 8%). The percentage of African-American and Native American students identified as STEM majors is in line with their representation in the student body (2%).

In 2013/14, there were 2,119 STEM majors (see Table 3).

⁴ RSCCD Research Department. *Fall 2009-Fall 2013 Rancho Santiago Community College District Enrollment Trends and Student Characteristics*. October 2013.

⁵ Santiago Canyon College Financial Aid Office.

STEM Discipline	Majors
Biological Sciences	960
Chemistry	154
Computer Science/Computer Information Systems	425
Geology	22
Mathematics	180
Physics	39
Science	339
TOTAL STEM Majors	2,119

SCC's STEM promotion efforts, academic improvements, and support services have been successful in steadily increasing the number of graduates: with STEM graduates representing 6% of 2009/10 graduates, 9% of 2010/11 graduates, 16% of 2011/12 graduates, and 18% of 2012/13 graduates.

Retention Data: SCC's overall retention rate is 74% (National Center for Educational Statistics). STEM major and transfer courses have proven historically difficult, with low success and retention rates. To address this problem, SCC established Supplemental Instruction (SI) in gatekeeper science courses, i.e., STEM courses required for a degree and/or transfer. SI uses peer-assisted, regularly-scheduled study sessions to review, compare notes, discuss coursework and learning objectives, and predict test items, with the goal of improving students' study skills, preparation, and mastery of course content. Sessions are facilitated by SI leaders who are students that have previously done well in the course, and who attend all class lectures, take notes, and act as role models (International Center for Supplemental Instruction). As STEM majors are the majority of students enrolled in gatekeeper STEM courses (since non-majors do not need upper-division STEM courses for their degrees or to transfer), retention in these courses is an indicator of retention in STEM majors. In 2013/2014, 89% of students who participated in SI were retained in STEM gatekeeper courses, compared to 71% of students retained who did not participate in SI. As successful course grades were higher for students in SI, it is likely that students' experience of academic success in these courses was a factor contributing to their retention. This supports the expectation that the S-STEM scholarship will increase retention, since recipients will be more successful in their courses as they will be dedicated full-time to their programs and will increase use STEM resources and services.

Rationale for Estimated Number of Awards and Amount: The strongest S-STEM candidates would be students who have the potential to succeed in STEM but who have unmet need that requires them to work extensively, which reduces their time to study and use campus resources and services. For this group, the S-STEM scholarship would allow them to reduce work hours and focus on academics. Therefore, the best candidates, based on the criteria of unmet need and GPA, would be students with unmet need of \$6,000-\$15,000, and students with GPAs of 2.4-3.5. Students who have less than \$5,000 of unmet need would not likely need to work extensive hours to meet that need, and students with unmet need of \$16,000 or more would have significant need even if they were awarded an S-STEM scholarship and would likely continue to work extensive hours. As for GPA, students with GPAs lower than 2.5 are not the best candidates, as there may be factors aside from finances that limit their achievement which the S-STEM scholarship would not address, and students with GPAs of 3.51-4.0 might be eligible for merit scholarships and should also be referred to those resources.

⁶ Santiago Canyon College student enrollment records. Report run date July 2014.

	Fair Candidate	Excellent Candidate	Good Candidate
<i>Level of Unmet Need</i>	Unmet need \$5,000 or less	Unmet need \$6,000 - \$15,000	Unmet need \$16,000 or higher
<i>Impact of scholarship to enable student to reduce work hours</i>	Is able to meet Cost of Attendance (COA) without working more than 15 hrs/wk	Scholarship would enable recipient to significantly reduce work hours to less than 15 hrs/wk	Student would likely have to work more than 15 hrs/wk, even if they receive the scholarship
<i>GPA</i>	2.0 - 2.4	2.5 – 3.5	3.51-4.0
<i>Relevance for greatest need and potential to benefit</i>	Student may not attain a GPA that will allow transfer to UC/CSU	Student has the potential to attain a competitive GPA to enter UC/CSU	Student eligible for merit-based scholarships

Based on data from SCC's Financial Aid Office, there are 450 students who meet basic criteria for the target pool of potential candidates: they have a GPA of 2.5 or higher and have unmet need of \$6,000 or more. Based on the rationale provided in Table 4, 269 students were "excellent candidates" in that they had unmet need of \$6,000-\$15,000, and had a GPA of 2.5-3.5. Approximately, 387 had a GPA of 3.51 or higher and 198 had unmet need of \$16,000 or more and would qualify as "good candidates." And, 329 students had a GPA between 2.0-2.4 and 111 had unmet need of \$5,000 or less, and would place into the "fair candidate" category. Considering these numbers, we expect prospective applicants to consist of 200-400 excellent and good candidates, and about 100 fair candidates. The Financial Aid Office report also revealed that the majority of students in the excellent and good candidate categories had unmet need in the \$6,000+ range or the \$11,000+ range.

Based on a project budget of \$600,000 over four years, less the allowable administrative and support services costs, there will be \$521,739 to allocate for scholarships. This will support three cohorts of approximately 8-15 students per cohort, based on an award range of \$6,000-\$10,000: e.g., \$90,000 in year 1 would support nine \$10,000 awards and fifteen \$6,000 awards. Students selected for an award and award amounts will vary due to the actual students who apply and their characteristics, multiple criteria beyond unmet need and GPA that are factors for selection, and the amount of unmet need for the individuals selected to receive awards.

Cohorts	Year 1	Budget	Year 2	Budget	Year 3	Budget	Year 4	Budget
Cohort 1	9 - 15 students	\$90,000	8-14 students	\$80,000				
Cohort 2			9-14 students	\$90,869	8-13 students	\$80,000		
Cohort 3					9-15 students	\$90,870	9-15 students	\$90,000

d. Activities on Which the Current Project Builds: SCC has worked to develop programs and services that address most of the components of an effective STEM pathway. The Upward Bound Math & Science program assists disadvantaged students at SCC feeder high schools to prepare for college STEM programs. Through the Title V project, SCC has established an extensive outreach and in-reach effort to increase the number of STEM majors, and has established teaching and learning resources to improve STEM instruction to increase student retention and achievement in STEM programs. Title V has achieved increases in STEM majors, STEM degrees, and retention and success in gateway STEM courses required for STEM

degrees and transfer. STEM² addresses the transfer pathway, as the STEM counselor works with students to prepare them for successful transfer to four-year STEM programs and STEM employment through academic advisement, workshops and seminars, summer research opportunities, and priority admission and registration at California State University, Fullerton. S-STEM will address college affordability that numerous studies have identified as a critical factor retaining students in STEM majors, especially low-income and minority students.

e. S-STEM Project Management Plan: Professor Jeff Wada (chemistry) will serve as the Principal Investigator (PI), and lead the S-STEM team, whose members include the Co-PIs (Dr. Denise Foley, biology; Dr. Nahla El-Said, chemistry; and Professor Cynthia Swift, physics), Dr. Jennifer Coto (STEM² director, and STEM counselor/academic advisor), and Syed Rizvi, the Director of Financial Aid. This team will be integrated into the campus STEM Committee with representatives from Title V STEM, STEM², and Upward Bound Math and Science, who meet monthly to coordinate their programs and services. Close collaboration not only increases impact on shared objectives, it provides students with a seamless and coherent experience.

The S-STEM team will review and rank all applications, confirm information in the applications (enrollment, GPA, etc.), interview candidates, and make the final selection. The PI will forward the selection list to the Financial Aid Office to coordinate disbursement with financial aid, which will process all of the authorizations and documentation needed to disburse funds to students. The Counseling Assistant will request enrollment, transcript and grade reports from the Admissions Office to provide the selection committee with data to confirm student eligibility, as well as provide the PI and STEM counselor with data need to monitor student achievement and adherence to scholarship requirements.

Dr. Coto will oversee enrollment of scholarship recipients in the STEM Scholars Academy, which will be used as a mechanism to convene recipients for group activities, track student enrollment, course completion, attendance at required meetings with the counselor, participation in and use of STEM activities and resources, degree completion and transfer, and impact on work schedule. Data for S-STEM scholars will be reviewed to ensure that minimum requirements are met (full-time enrollment, "B" grades in STEM courses, etc.), and to measure desired outcomes (e.g., reduced work hours, increased participation in STEM services and use of resources). The S-STEM committee will review data at the quarter and mid-year to identify students that need to be referred to the STEM counselor for intervention to get back on track, to access support resources, and to determine a plan to address need areas. Minutes from the committee and core team meetings, and mid-year reports and end-of-year reports will be used by the PI to complete annual program reports.

The Admissions Office will validate students' enrollment status each semester, including grade information, and will provide that information to the PI to flag students who decrease their enrollment or earn less than a B grade in their courses. As the intent of the S-STEM scholarship is to enable students to maintain or become full-time STEM students so that they can improve or maintain high academic achievement, a 'B' grade is the minimum grade standard expected of participants. This standard is designed to increase the pressure to move students to reduce work hours and focus on academic achievement, in case a student would be tempted to maintain a full-load and a busy work schedule. For students that fall below a B grade in their classes, the counselor will consider the relevant factors to determine the interventions needed to maintain eligibility for the scholarship: e.g., is the grade due to academic difficulties, life situations, too many work hours, etc.

The PI and Co-PIs will serve as faculty mentors to the S-STEM scholars, and will communicate monthly with S-STEM scholarship recipients to answer questions, provide advice and

encouragement, as well as share important information that will help the students deepen their understanding of how to prepare for STEM four-year degree programs and careers.

The Counseling Assistant will maintain student files with records kept in hardcopy and electronic data records. Physical files will be maintained in secure storage, and data files will be password protected, to maintain the security and integrity of student information. The application process will include a statement regarding rights under the Family Educational Rights and Privacy Act, and have students agree to allow the PI, STEM Counselor, and Financial Aid and Enrollment Offices to share student information required to operate the program.

f. Student Selection Process and Criteria:

Table 6: S-STEM Selection Criteria (determined by SCC faculty)
Step 1 – Basic Eligibility (Source: Application)
<ul style="list-style-type: none"> • Student is a low-income STEM major, • has completed at least 8.0 units in STEM courses (minimum requirement), • will be enrolled full-time at time of the award and agrees to maintain full-time enrollment, • and, meets NSF eligibility requirements (e.g., citizenship, etc.)
Step 2 – Indicators of Financial Need (Source: Financial Aid Office report and Application)
<u>Level of Unmet Need:</u>
<ul style="list-style-type: none"> • (Excellent) Unmet need between \$6,000 and \$15,000 (<i>the most impact</i>) • (Good) Unmet need greater than \$16,000 or higher (<i>student will still have unmet need</i>) • (Fair) Unmet need \$5,000 or less (<i>student does not have the greatest need</i>)
<u>Work Schedule:</u>
<ul style="list-style-type: none"> • (Excellent) 15-20 hours per week (<i>can significantly reduce work hours if awarded</i>) • (Good) 10-15 hours per week (<i>does not have the greatest need for S-STEM</i>) • (Good) More than 20 hours per week (<i>even if awarded will need to work extensively</i>) • (Fair) Less than 10 hours per week (<i>does not need S-STEM</i>)
Step 3 – Indicators of Academic Merit and Potential for STEM Career Success (Source: Transcript)
<ul style="list-style-type: none"> • (Excellent) GPA greater than 3.0 in STEM courses • (Good with High Potential) GPA between 2.5 and 2.9 in STEM courses with STEM faculty recommendation indicating moderate to high academic potential; • (Fair) GPA between 2.0 and 2.4 in STEM courses with STEM faculty recommendation indicating high academic potential
Step 4 – Indicators of Characteristics of Academic Commitment and Professional Success (Source: Transcript)
<u>Academic Commitment:</u>
<ul style="list-style-type: none"> • (Highest Potential) has successfully completed 14.0 or more units in courses required for the STEM major • (Good Potential) has successfully completed 8.0 or more units in courses required for a STEM major, and 5.0 units in preparatory classes, classes needed as prerequisites • (Fair Potential) has successfully completed at least 8.0 units in STEM courses <p>(Source: Personal Essay, Faculty Recommendation, and Interview)</p>
<u>Goal- Oriented:</u>
<ul style="list-style-type: none"> • (Highest Potential): a strong awareness of the importance of goals and the sense of commitment, shows diligence in completing tasks and a strong work ethic • (Good Potential) values working towards goals, but has not demonstrated working towards a goal for more than one year; some indication of working towards goals
<u>Communication Skills:</u>
<ul style="list-style-type: none"> • (Highest Potential) clear and organized communication, and provides relevant examples to support statements • (Good Potential) clear and organized communication but lacks detail • (Fair) communicates sufficiently

The S-STEM committee—comprised of STEM faculty, STEM support program staff and the Financial Aid Office—will review applications during the spring semester to make awards the following academic year that may include the summer term. The criteria listed above will be used to identify a potential pool of candidates. Though the target population are students with unmet need of \$6,000-\$15,000 and who have a GPA of 2.4-3.5, additional criteria, the personal essay, and the interview will be used to gather qualitative information on each potential candidate to determine greatest need for and potential to benefit from an S-STEM scholarship and to make an informed selection decision. Applicants who do not meet basic eligibility requirements will not be reviewed further. Remaining applicants will be ranked according to apparent greatest need and potential to benefit based on Step 2 and Step 3. The committee will discuss students who were not ranked highly during Step 2 and Step 3, but who have characteristics revealed through Step 4 that would move them up in ranking for consideration. Interviews will be scheduled for students with high and moderate rankings. If all funds have not been awarded after the interview process with students in the high and moderate rankings, the committee will identify students in the lower ranking candidates to interview. A waitlist of at least 5 potential candidates will be maintained each year to ensure that all awards are dispersed.

g. S-STEM student Support Services Programs: SCC's three main STEM support programs—Upward Bound Math & Science, Title V STEM, and STEM²—will be integral partners in promoting S-STEM scholarship opportunities and identifying potential candidates for awards.

Upward Bound Math & Science serves low-income, academically disadvantaged, and potentially first-generation college students who want to pursue STEM majors and careers to prepare them for college STEM programs. Information on the S-STEM scholarship will be included in the program's financial planning and financial literacy workshops. Information on the S-STEM scholarship will also be disseminated and presented through Title V STEM recruitment efforts; posted and presented at the learning resource centers established by the program; and presented to STEM faculty to prepare them to identify and refer eligible students, as well as to be ready to respond to requests for recommendation letters.

The STEM² director, Dr. Jennifer Coto, is also the campus STEM counselor. She will provide the same services to the STEM Academy Scholars—academic planning and advisement each semester, referral to academic and non-academic resources, as needed, track students required participation in STEM activities and events, and monitor their grades and enrollment—and will be able to coordinate opportunities to bring the groups together to strengthen students' development of a peer-support network. Further, Dr. Coto will encourage and support students to complete applications for internships and undergraduate research opportunities.

h. Quality Educational Programs: All of SCC's science, computer science, and math programs are articulated with the regional California State University and the Universities of California, and are approved by the California Community College Chancellor's Office.

Further, Title V STEM has made a significant impact on STEM teaching and learning, to provide quality programs that support student success and persistence to earn a degree, enter the workforce and/or transfer. The greatest impact on student learning has been through the STAR (Science Teaching and Resource) Center and Supplemental Instruction (SI). The STAR center provides science students with faculty-led workshops, Directed Learning Activities, student study groups, Q&A sessions, and tutors. In 2012, 759 students received academic support at the STAR Center, and center staff provided 6,797 hours of support services. The STAR Center has significantly improved interaction between STEM students and faculty, and with other instructional staff, by providing more activities featuring discussion and activity-based learning, in place of the traditional classroom lecture. This increased communication between

STEM faculty and students will contribute to identification of candidates for the S-STEM scholarship and provide faculty with opportunities to observe students in dynamic learning environments, which will be helpful for recognizing traits that reflect STEM talent and potential.

Supplemental Instruction (SI) is offered in gatekeeper science classes, i.e., upper-division science classes required to earn a degree and/or transfer, in math, chemistry, physics, and biology, and has had a dramatic impact on student learning and retention (see Table 7).

Table 7: Comparison of Withdrawal and Success Rates in STEM Courses with SI		
Withdrew from the Course	Participated in SI	Did Not Participate in SI
Spring 2012	18%	32%
Spring 2014	11%	29%
Successful Course Completion	Participated in SI	Did Not Participate in SI
Spring 2012	71%	41%
Spring 2014	78%	56%

Students who participated in SI had a withdrawal rate that was about half the rate for students who did not participate in SI. SI participants had much higher rates of course success: the difference between the SI and non-SI groups was 22-30 percentage points. The project director engaged a further study of these students to account for students' academic skill levels prior to starting the class, based on GPA and placement scores. The results show that students at all levels of ability participated in SI, and that the achievement rates were similar regardless of academic ability at entry, indicating that SI itself was the factor for success.

i. Assessment and Evaluation: Formative and summative assessment and evaluation of the project will be conducted solely by the external evaluator, Dr. Lisa Kohne. She will work closely with SCC's Assistant Dean of Institutional Effectiveness, who will be responsible for implementing the data collection and preparation portion of the evaluation plan. The evaluator will complete Institutional Review Board protocols, as needed, and prepare one summative report per year. Dr. Kohne will also meet with the leadership team to discuss progress, outcomes, and recommendations for improvement. Reports will be reviewed by the leadership team and results will be used to improve project implementation to increase impacts. In consultation with the external evaluator, the Asst. Dean will develop an end-of year survey to assess students' satisfaction with the program activities, perceived impacts, and future plans. This tool will also help track students who are graduating or transferring to perform follow-up in the subsequent year to obtain post-graduation outcomes related to transfer and employment. The external evaluator will produce a final program effectiveness report that will be used for dissemination and for long-term planning efforts.

Quarterly S-STEM committee meetings will provide a forum to discuss STEM Scholars retention and success and the impact of the S-STEM program. At the end of the semester, the Asst. Dean of Institutional Effectiveness will prepare a mid-year report on recipients' progress and achievement, which the committee will use to determine if modifications are needed to the outreach or selection process in preparation for the next application and selection phase. Data and reports developed by the Assistant. Dean, as well as any data required to assess and evaluate the project, will be provided to the external evaluator. Questions that will be explored through evaluation and be addressed in collaboration with the external evaluator include:

- Did S-STEM scholarship recipients reduce their work hours and/or increase time spent on academic efforts as a result of the award? Did their academic achievement improve?

Was their time to degree and/or transfer better than an appropriate comparison group?
Did participation in internships increase?

- Did the fair-good-excellent rubric to identify students with greatest need and greatest potential prove to be an effective strategy to achieve the project outcomes?
- Survey S-STEM scholarship recipients to gauge impact of the program on students' ability to dedicate themselves full-time to their academic programs, participate in and benefit from campus services and resources, their confidence as STEM majors and professionals, and perception of their readiness for four-year STEM degree programs and/or employment.
- Survey students who drop out or are exited from the program to determine factors that impacted their ability to stay in the program to identify trends that might be addressed through modification to program implementation, or, at the least, to have a better understanding of factors that inhibit and promote students success in STEM.

Please refer to the detailed evaluation plan included with the external evaluator's letter of support.

j. Dissemination: The project model and outcomes will be presented to SCC faculty and administrators through presentations at Student Success, Math and Science Division and Department, and Academic Senate meetings, annually. All of the community colleges in our region are deeply engaged in collaborative work to improve student completion, transfer to four-year programs, and workforce preparation, especially in STEM-related fields. SCC will build off the momentum of regional efforts, to connect with faculty and administrators who are looking for effective practices to improve achievement in STEM programs. Regularly scheduled regional STEM project meetings will serve as a forum for dissemination, annually. As SCC is already a partner in these projects the college will leverage its existing networks for dissemination. Presentations will describe the main elements of the project, a summary of student outcomes and feedback from student surveys, as well as the processes used for outreach, selection, and monitoring. Contact information for consultation and dissemination materials will be posted on SCC's STEM website to facilitate access and support for colleges interested in the model. The website address will be included on project materials, and highlighted during presentations and on the college's homepage.

Further, through the CA Community Colleges Chancellor's Office Doing What Matters Initiative, the state has established statewide and regional sector representatives to serve as liaisons between the community colleges and industry and to disseminate research and best practices to community colleges throughout the state. Most of the initiative sectors are for STEM-related industries (e.g., Information Communications Technology, Biotechnology and Health, Advanced Manufacturing). Sector representatives conduct quarterly meetings, have websites, and have developed relationships with the colleges in their geographic areas and with faculty who have programs related to their sectors. Connecting with the sector representatives will be an effective method to inform other STEM-focused colleges, faculty and administrators about the project model and findings on the model's effectiveness.

Further, college leadership will identify opportunities to present the project model and findings to their counterparts throughout the state through annual meetings, such as those of the California Community College Chief Instructional Officer, Chief Student Services Officer, and Financial Aid Administrator Associations. We expect this would occur toward the end of the project when solid findings of the model's effectiveness and impact are available. National professional conferences will also be considered as vehicles for dissemination, as available and appropriate. Conference costs will be supported by the institution.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: November 26, 2018
Re: Approval of Agreement between RSCCD and San Bernardino Community College District to provide training funded by the California Employment Training Panel (ETP)	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District has established the Institute for Workforce Development (IWD) to meet the training and educational needs of business and industry. IWD leverages resources to maximize highly customized, cost-effective business and technical training to fit objectives and budget of businesses it serves. One of those resources is the Employment Training Panel (ETP) funds made available under this agreement with San Bernardino Community College District who holds a direct contract with Employment Training Panel (ETP).

ANALYSIS

Employment training panel is a state fund that can be leveraged to pay for incumbent employee training at qualified business. IWD identifies the business and their training needs, determines their eligibility for Employment Training Panel (ETP) funds, provides the training and invoicing, and is paid by Riverside Community College District under their agreement with the Employment Training Panel (ETP).

Project Director: Leila Mozaffari

Project Administrator: Enrique Perez

RECOMMENDATION

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

Fiscal Impact: \$25,000	Board Date: November 26, 2018
Prepared by: Leila Mozaffari, Executive Director, Institute for Workforce Development	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



INDEPENDENT CONTRACTOR

114 SOUTH DEL ROSA DRIVE
SAN BERNARDINO, CALIFORNIA, 92408

This agreement is made and entered into by and between the San Bernardino Community College District hereinafter referred to as “DISTRICT”, and Rancho Santiago Community College District and hereinafter referred to as “CONTRACTOR”.

RECITALS

WHEREAS, the DISTRICT needs professional services; Rancho Santiago Community College District agrees to provide training to companies under the Employment Training Panel (ETP); and,

WHEREAS, the CONTRACTOR is professionally and specially trained and competent to provide these services; and,

WHEREAS, the authority for entering into this agreement is contained in Section 53060 of the Government Code and such other provisions of California Law as may be applicable,

NOW THEREFORE, the parties to this agreement do hereby mutually agree as follows:

AGREEMENT

1. DESCRIPTION OF SERVICES

Services shall be rendered per **Exhibit A, Scope of Work**.

2. TERM

CONTRACTOR will commence work under this agreement no earlier than 10/15/18 and will diligently prosecute the work thereafter. CONTRACTOR will complete the work not later than 6/30/2019.

CONTRACTOR shall not commence work until the SBCCD (District) Board has approved the Agreement. This agreement may be renewed for two (2) additional one (1) year terms upon written notice by DISTRICT.

3. COMPENSATION

- A. Payment(s) shall be made following the amounts listed on **Exhibit B**.
- B. The contract amount shall not exceed \$25,000.00 (Twenty-five Thousand Dollars).
- C. Billing: CONTRACTOR shall invoice DISTRICT in the following manner:
 - i. At the completion of training, 75% of the reimbursement due for Employment

Training Panel (ETP) eligible trainees (**see Exhibit B**) may be invoiced. All original rosters, and copies of ETP enrollment paperwork and evaluations must be given to DISTRICT prior to processing invoice for CONTRACTOR.

- ii. The final invoice, up to 25% (the balance) shall be invoiced after the DISTRICT receives confirmation from ETP that verifies the qualification and 90-day retention of each invoiced participant trained by CONTRACTOR and the DISTRICT has received payment for their training. Any previously paid training funds that are disallowed by ETP will be deducted from the final 25% invoice. CONTRACTOR will be invoiced for any disallowed expenses previously paid by the DISTRICT that exceed this unpaid balance.

- D. District will not withhold federal or state income tax from payments made to CONTRACTOR under this agreement but will provide CONTRACTOR with a statement of payments made by the DISTRICT to CONTRACTOR at the conclusion of each calendar year.

4. TERMINATION

This agreement may be canceled by either party without cause by written notice and with fifteen (15) calendar days.

5. RELATIONSHIP OF PARTIES

DISTRICT and CONTRACTOR hereby agree and acknowledge that CONTRACTOR, in providing the services herein specified, is and at all times shall be acting as an independent contractor. As such, CONTRACTOR shall have the right to determine the time and the manner in which the contracted services are performed, consistent with ETP requirements. DISTRICT shall not have the right to control or to determine the results to be attained by the work of CONTRACTOR, nor the details, methods, or means by which that result is to be attained. CONTRACTOR shall not be considered an agent or employee of DISTRICT and shall not be entitled to participate in any employee fringe benefits of DISTRICT. The relationship of the parties will be based on the IRS guidelines. The DISTRICT reserves the right to make the final determination as to the correct relationship of the parties.

6. CONTRACTOR'S STATUS

Contractor expressly represents and covenants that he/she is a business duly licensed under the relevant rules and regulations of the State of California and that services provided to the DISTRICT are provided pursuant to such rules and regulations.

7. INSURANCE PROVISIONS

- A. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
 - i. The DISTRICT, its officers, officials, employees and volunteers are to be covered as insured's as respects: liability arising out of work performed by or on behalf of CONTRACTOR; or automobiles owned, leased, hired or borrowed by the CONTRACTOR.
 - ii. For any claims related to this project, the CONTRACTOR's Insurance converge shall be primary insurance as respect the DISTRICT, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the DISTRICT, its officers, officials, employees or volunteers shall be excess of the

Consultant's insurance and shall not contribute with it.

- iii. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) day's prior written notice has to be proved to the DISTRICT.
- B. If the Professional liability, and/or Errors & Omissions coverages are written on a claims- made form:
 - i. The retroactive date must be shown, and must be before the date of the contract and/or the beginning of the contract work.
 - ii. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contracted work.
 - iii. The policy providing coverage shall be amended to provide that the insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to DISTRICT.
 - iv. A copy of the claims reporting requirements must be submitted to the DISTRICT for review.
- C. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII unless otherwise acceptable to the DISTRICT. Exception may be made for State Compensations Insurance Fund when not specifically rated.
- D. Verification of Coverage: Consultant shall furnish the DISTRICT with original certificates and amendatory endorsements effecting coverage required by the clause. The Endorsement should be in a format that conforms to DISTRICT requirements. All certificates and endorsements are to be received and approved by the DISTRICT before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements. The DISTRICT reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage require by these specifications at any time.
- E. Waiver of Subrogation: CONTRACTOR hereby agrees to waive subrogation which any insurer or contractor may acquire from vendor by virtue of the payment or any loss. CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.
- F. Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the DISTRICT for all work performed by the CONTRACTOR, its employees, agents and subcontractors.

8. CONTRACTOR shall maintain Insurance with limits of no less than as stated below:

General Liability shall have a limit no less than of \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability shall have a limit no less than \$1,000,000 per accident for bodily injury and property damage. The DISTRICT shall be endorsed as additional insured on the policy.

Workers' Compensation shall have a limit no less that as required by the State of California.

Professional Liability shall have a limit no less than \$1,000,000 per occurrence.

9. HOLD HARMLESS

CONTRACTOR agrees to indemnify, save and hold DISTRICT, its officers, agents and employees harmless from any liability for any claims, accusations, or suits at law or in equity, or in any administrative proceeding, that may be brought by third persons on account of personal injury, death, or damage to property, or a property of business or personal interest, or for any fine, forfeiture or civil penalty arising from any act or omission by CONTRACTOR, its officers, agents, or employees while performing operations under the Agreement, but only in proportion to and to the extent such liability or loss is caused by or results from the negligent or intentional acts or omissions of Contractor, its officers, employees, or agents

DISTRICT agrees to indemnify, save and hold CONTRACTOR, its officers, agents and employees harmless from any liability for any claims, accusations, or suits at law or in equity, or in any administrative proceeding that may be brought by third persons on account of personal injury, death, or damage to property, or a property of business or personal interest, or for any fine, forfeiture or civil penalty arising from any act or omission by DISTRICT, its officers, agents, or employees while performing operations under the Agreement, but only in proportion to and to the extent such liability or loss is caused by or results from the negligent or intentional acts or omissions of District, its officers, employees, or agents

10. AMENDMENTS

This Agreement may be amended or modified only by written agreement signed by both parties. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a continuous waiver of the right to compel enforcement of such provision or provisions, nor shall such waiver be construed as a release of any surety from its obligations under this Agreement.

11. ATTORNEY'S FEES

Should any party violate or breach any term or condition of this Agreement, any other party shall have, without limitation, the right to move for entry of judgment by a court of competent jurisdiction, to seek specific performance thereof, and otherwise exercise all remedies available to him, her or it under the law to obtain redress from injury or damage resulting from any such violation or breach. In any such legal proceeding(s) brought to enforce the terms and conditions of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs incurred as a consequence hereof.

12. ENTIRE AGREEMENT

There are no understandings or agreements except as herein expressly stated. Any modifications must be in writing.

13. INDEPENDENT CONTRACTOR

CONTRACTOR is an independent contractor and not an officer, agent, servant, or employee of the DISTRICT. CONTRACTOR is solely responsible for the acts and omissions of its officers, agents, employees, contractors, and sub grantees, if any. Nothing in this Agreement shall be construed as creating a partnership or joint venture between DISTRICT and CONTRACTOR. Neither the CONTRACTOR nor its officers, employees, agents, or sub grantees shall obtain any rights to retirement or other benefits that accrue to DISTRICT employees.

14. LAW TO GOVERN: VENUE

The law of the State of California shall govern this Agreement. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of San Bernardino. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.

15. NOTICES

All notices herein required shall be in writing and delivered in person or sent by certified mail, postage prepaid, addressed as follows:

IF TO DISTRICT:

Steven Sutorus, Business Manager
San Bernardino Community College District
114 South Del Rosa Drive
San Bernardino CA 92408
(909) 382-4031

IF TO CONTRACTOR:

For Financial Responsibility:

Peter Hardash
Vice Chancellor of Business Operations/Fiscal Services
2323 N. Broadway, Suite #404
Santa Ana, CA 92706
(714) 480-7340

For Program Responsibility:

Leila Mozaffari
Executive Director, Institute for Workforce Development
2323 N. Broadway, Suite #350
Santa Ana, CA 92706
(714) 480-7456

16. VALIDITY

If any terms, condition, provision, or covenant of this Agreement shall to any extent be judged invalid, unenforceable, void, or violable for any reason whatsoever by a court of competent

jurisdiction, each and all remaining terms, conditions, promises and covenants of this Agreement shall be unaffected and shall be valid and enforceable to the fullest extent permitted by law.

17. EXHIBIT AND ADDENDUM INCORPORATED

Exhibit “A” is attached hereto and incorporated into this Agreement by reference.

18. ASSIGNMENT

This Agreement is neither assignable nor transferable by either party or by operation of law without the consent in writing of the other party. Consent by either party to one or more assignments or transfers shall not constitute consent to a subsequent assignment or transfer.

IN WITNESS WHEREOF, the parties hereto have executed this agreement.

DISTRICT SIGNATURE

Steven J. Sutorus, Business Manager

Date

CONTRACTOR SIGNATURE

Peter Hardash, Vice Chancellor of Business Operations/Fiscal Services

Date

Exhibit A Scope of Work

For the period 10/15/18 to 6/30/2019, training will be provided in any one or a combination of the programs listed below. Training hours delivered by CONTRACTOR to employer(s) will vary as needed with a minimum of eight (8) hours to a maximum of 200 hours per training agreement, per person, at the rates outlined in **Exhibit B**. Companies must be enrolled and approved in the DISTRICT ETP (Employment Training Panel) Program prior to training. Individual training sessions must be pre-approved by DISTRICT before training begins. CONTRACTOR will follow rules of the Employment Training Panel (ETP) as outlined in the Employer Guidelines, **Exhibit C**.

Training: Business Skills, Commercial Skills, Computer Skills, Continuous Improvement, Management Skills, Manufacturing Skills, and OSHA.

Business Skills - Contractor will provide training to all ETP-qualified trainees and include topics such as: customer service, communication management and business planning, project management, conflict resolution, change management, and leadership.

Commercial Skills - Contractor will provide training to all ETP-qualified trainees. Training will focus on comprehension, terminology, power system services, HVAC, Drone technology, solar, traffic control, and practical techniques in maintenance equipment services and repair.

Computer Skills - Contractor will provide training and will allow all trainees to effectively use the Company's software applications that run and support business operations, and teach them to work more efficiently and effectively in all functions.

Continuous Improvement - Contractor will provide training to all ETP-qualified trainees, and will equip trainees with the skills to achieve company goals through increased productivity, quality improvements, and cost control measures. Training is also designed to enhance teamwork, problem solving, and decision making. Lean manufacturing will improve internal processes, inventory control, and waste reduction.

Management Skills - Contractor will provide training to all ETP-qualified trainees with topics such as Manager Bootcamp, CLM, RCCA for managers, leadership, motivation, and strategic planning skills, which will enable them to become more effective leaders in high performance workplaces.

Manufacturing Skills - Contractor will provide training to all ETP-qualified trainees. Training will provide upgraded job skills with a focus on good manufacturing practices, quality assurance, equipment operations and overall production operations to meet growing customer demand for products and services.

OSHA Training - Contractor will provide training to all ETP-qualified trainees with a focus on Federal and California state regulations for safety. Trainer must be OSHA approved.

**Exhibit B
Rate Schedule**

ETP rules determine the size and priority status of companies (Job Code). Once the company is enrolled in the DISTRICT’s ETP Program, the DISTRICT will inform the CONTRACTOR of the company’s Job Code. All training is to be done in a classroom/lab with a live instructor. No remote or video training will count toward reimbursement. Small companies receive that determination by having 100 or less trainees in California and 250 or less employees worldwide. Companies with more employees in either or both of the categories are considered Large. Priority status is set by the State ETP based upon the NAICS (North American Industry Classification System) Code. Reimbursement rates vary by the Job Code of the company for which the students work:

Priority Large Employers (Job Code 1)	\$19.50 training hour
Non-Priority Large Employers (Job Code 2)	\$17.25 training hour
All Small Employers (Job Code 3)	\$19.50 training hour

As described in Section 3, item B, the maximum payable for training in the following cohorts will not exceed (Twenty-five Thousand Dollars) \$25,000.

All skills may be offered in all categories: Business Skills, Commercial Skills, Computer Skills, Continuous Improvement, Management Skills, Manufacturing Skills, and OSHA consistent with the rate schedule listed above. Below are examples of reimbursement calculations:

		Invoices 1 75%	final 25%
8 hours			
Job Codes 1, 3	12 employees x 8 hours x \$19.50 = \$1872	\$1404	\$468
Job Code 2	12 employees x 8 hours x \$17.25 = \$1656	\$1242	\$414
12 hours			
Job Codes 1, 3	12 employees x 12 hours x \$19.50 = \$2808	\$2106	\$702
Job Code 2	12 employees x 12 hours x \$17.25 = \$2484	\$1863	\$621
16 hours			
Job Codes 1, 3	12 employees x 16 hours x \$19.50 = \$3744	\$2808	\$936
Job Code 2	12 employees x 16 hours x \$17.25 = \$3312	\$2484	\$828
20 hours			
Job Codes 1, 3	12 employees x 20 hours x \$19.50 = \$4680	\$3510	\$1170
Job Code 2	12 employees x 20 hours x \$17.25 = \$4140	\$3105	\$1035
24 hours			
Job Codes 1, 3	12 employees x 24 hours x \$19.50 = \$5616	\$4212	\$1404
Job Code 2	12 employees x 24 hours x \$17.25 = \$4968	\$3726	\$1242

**Exhibit C
Employer Guidelines**

**San Bernardino Community College District
Employment Training Panel (ETP) Employer Guidelines**

ETP Program # 19-0225

Employer Eligibility: State funded ETP training is for employers located in the state of California that are subject to the California State Unemployment Insurance Tax and the Employment Training Tax. All Participating companies must have completed State Form 100E at least one week prior to the start of training for their employees to be eligible.

Trainee Eligibility: All trainees must be California residents, permanent full-time employees working at least 35 hours per week. Trainees are to be paid their regular wages while participating in ETP funded training. Trainees must be willing to provide their Social Security number and rate of pay. Training is for employees that will remain with your company for a minimum of 90 days following training. Please do not recommend any individual that may be leaving the company within 90 days. Only trainees meeting these qualifications may count toward the class minimum and toward reimbursement.

Post-Retention Wage: Trainees working in the following counties must earn at least:

\$16.70/hour San Bernardino, Riverside, and all other counties not listed below

\$16.80/hour Sacramento County

\$17.03/hour San Diego County

\$17.54/hour Los Angeles County

\$17.50/hour Orange County

\$18.22/hour Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara counties within 90 days following the completion of training. Employer-paid Health Benefits (medical, dental, vision) of up to **\$2.50 per hour** may be included, if received, to the trainee's hourly wage to arrive at this figure.

Cap On Hours: All trainees must attend a minimum of 8 hours of training and may receive up to 200 hours per ETP guidelines.

Class Size Minimum/Maximum:

Classes shall have a minimum of 12 trainees per class. ETP imposes a 20:1 student: trainer ratio for all classes except OSHA which allows a 40:1 ratio.

Managers: Managers must not exceed 20% of the total ETP Program trainee population. Top-Level Executives are not eligible for ETP training, unless the company qualifies as a small business (less than 100 employees in California and less than 250 employees worldwide).

Menu Curriculum: ETP – Eligible trainees are eligible for any of the courses listed on the ETP Menu of Curriculum such as: Business Skills; Computer Skills; Continuous Improvement; Commercial Skills, or Manufacturing Skills as well as any customized training need.

Company Commitment: Identify ETP-qualified individuals to participate in training. Verify employment and wages of participants. DISTRICT will coordinate with CONTRACTOR the handling of all paperwork, tracking, enrollment, reporting, curriculum development and scheduling.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: November 26, 2018
Re: Approval of Software License Service Agreement with Alteryx Designer	
Action: Request for Approval	

BACKGROUND

To ensure we have appropriate data to track our students and their educational journey at our colleges, the District Research, Planning & Institutional Effectiveness Department worked with our ITS department to build and maintain the research data warehouse for college and district researchers to use. This large relational database contains information about our students, from the time they fill out an application to enrollment in our classes to completing a certificate and/or degree. The need to better understand student progress and outcomes at a more granular level requires that we add additional data elements to the data warehouse. Moreover, the 20+ years worth of data require a more sophisticated software to query data without the system being delayed, crashed, and/or compromised data with limited extracts (as we are currently experience using MS Access, SPSS, etc). Alteryx Designer, a 21st century software, allows researchers a stable environment where they can connect large datasets at the source, cleanse, prep, blend and analyze the data in an effective and efficient manner. Alteryx Designer can deliver extremely fast performance and manage very large data volumes. Both the training program and technical support are excellent and free of charge.

ANALYSIS

Strong Workforce Program regional funds will be allocated to Alteryx Designer for a three-year software license service agreement. The purpose of the agreement is to allow researchers the ability to query data in a more efficient and effective manner, to produce data needed to understand student enrollment patterns and outcome data for various accountability reporting, as we form new programs and support for our students in this environment of accountability and formula-based funding.

RECOMMENDATION

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

Fiscal Impact: \$35,955.00 (\$11,985.00/year for three-years) Board Date: November 26, 2018
Prepared by: Nga Pham, Executive Director of District Research, Planning & Institutional Effectiveness
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services
Recommended by: Raúl Rodríguez, Ph.D., Chancellor

Order Form



3345 Michelson Drive, Suite 400
Irvine, CA 92612
United States

ORDER FORM for Rancho Santiago Community College District
Primary Contact: Cristina Gheorghe
Email Address: gheorghe_cristina@rscdd.edu
Order Form #: Q-00061476

Address Information

Ship To:
Rancho Santiago Community College District
("Licensee")
Attn: Nga Pham
2323 N. Broadway,
District Research 350
Santa Ana, CA 92706-1606
United States

Bill To:
Rancho Santiago Community College District

2323 N Broadway FL 4

Santa Ana, CA 92706-1606
United States

Contact: Cristina Gheorghe
Email: gheorghe_cristina@rscdd.edu

Billing Contact Name: Candi Easter
Billing Email Address: easter_candi@rscdd.edu
Billing Phone #: (714) 480-7356

For purposes of license administration, Licensee's contact person specified above shall be designated as the license administrator for the licenses ordered hereunder.

Terms and Conditions

Order Term (Months): 36.00
Billing Frequency: Annually
Billing Method: Email

Payment Method: ACH
Payment Terms: Net 30
All prices are USD

Software License Products

Product Name	Subscription Start Date	Subscription End Date	Order Term (months)	Annual Unit Price	Quantity	Extended Price
Alteryx Designer	12/1/2018	9/30/2021	36.0	2,996.25	4	35,955.00

Subtotal for Software License Products: 35,955.00

Order Total: 35,955.00

Invoice Schedule

Year	Invoice Date (On or before)	Amount
1st	12/1/2018	11,985.00
2nd	12/1/2019	11,985.00
3rd	12/1/2020	11,985.00

Order Total shown above does not include any taxes that may apply. All applicable taxes are the responsibility of Licensee, and will be separately listed in the invoice. This is not an invoice.

See [Exhibit A](#) for product descriptions and product support.

Purchase Order Information

Is a Purchase Order required for the purchase or payment of the products on this Order Form?

Yes.

No.

Order Form



3345 Michelson Drive, Suite 400
Irvine, CA 92612
United States

ORDER FORM for Rancho Santiago Community College District
Primary Contact: Cristina Gheorghe
Email Address: gheorghe_cristina@rscdd.edu
Order Form #: Q-00061476

If yes, please complete the following:
Purchase Order Number: tbd

Please send Purchase Order to AlteryxPO@alteryx.com.

Initials: KG

Licensee expressly agrees that the terms of this Order Form shall supersede any other written or oral understandings or agreements, including any terms contained in Licensee's purchase order, if any.

Upon signature by the parties, this Order Form shall become legally binding and governed by <http://www.alteryx.com/end-user-license-agreement>.

Facsimile or electronic signature shall be accepted as original signature.

Alteryx, Inc.

Rancho Santiago Community College District

By: KG
Name: Kim Pham
Title: Corporate Counsel
Date: Sep 21, 2018

By: Nga Pham
Name: Nga Pham
Title: Executive Director, District Research,
Date: Sep 21, 2018

Authorized Signer:

Enrique Perez, J.D.
Vice Chancellor, Educational Services

The Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Order Form to be executed as of the Board of Trustees approval date.

Authorized Signer:

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

Order Form



3345 Michelson Drive, Suite 400
Irvine, CA 92612
United States

ORDER FORM for Rancho Santiago Community College District
Primary Contact: Cristina Gheorghe
Email Address: gheorghe_cristina@rsccd.edu
Order Form #: Q-00061476

Exhibit A

Product Name: Alteryx Designer Desktop (Alteryx Designer)
Product Code: AX-100072

This is a single named user license for Alteryx Designer and entitles the licensee to deploy Alteryx Designer on to a single desktop operating system environment. Alteryx Designer provides an intuitive workflow for data blending and advanced analytics. The Designer product includes a range of capabilities including:

- Connectors and access methods to a wide range of data sources and data types
- A drag-and-drop interface to create analytic workflows and analytic applications
- Data blending, spatial analytics, predictive analytics, and reporting tools
- 32-bit or 64-bit installation packages
- Map Layer data provided by Carto

Alteryx Designer does not include rights to packaged data, Alteryx Webservices, API's and SDKs or the ability to schedule Alteryx Workflows. Each of these capabilities is available as part of the Alteryx Server product. This license does not grant rights to deploy Alteryx Designer with Scheduler into a Windows Server Operating System.

Support Service Package

- Alteryx will provide to Licensee support and consultation from Alteryx designated offices to assist Licensee in resolving problems Licensee has encountered in the use of the Licensed Products, and in accordance with the Alteryx Support Guidelines available at <http://community.alteryx.com/supportguidelines> (the "Support Guidelines"). Licensee will be entitled to the number of support cases set forth below based on the Licensed Products purchased under this Order Form. For clarity, each case entitlement may be utilized for support of any Licensed Products purchased (not to exceed the total number of support cases below).

Alteryx Designer: 5 support cases annually per Alteryx Designer license, not to exceed 25 support cases

- Licensee will also receive complimentary and full access to the Alteryx Analytics Gallery and the Alteryx Community, which includes access to Alteryx blogs, user forums, recorded webinars and Knowledge Base for user support and learning.

* *The Support Guidelines may be updated from time to time by Alteryx in its discretion.*

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: November 26, 2018
Re:	Approval of contract with Cambridge West Partnership, LLC (CWP)	
Action:	Request for approval	

BACKGROUND

The Rancho Santiago Community College District and its colleges – Santa Ana College and Santiago Canyon College, are currently in the processes of ensuring that the data collected, related to the Student-Centered Funding Formula that is submitted to the State Chancellor’s office, is accurate as this affects funding to the district and its colleges.

In review of the current Management Information System (MIS) State reporting process, a need was identified to contract an outside agency to assist the district and its colleges with data integrity, governance and process improvements as they relate to data management associated with the Student-Centered Funding Formula.

ANALYSIS

The contract with Cambridge West will address but is not limited to the following items: review the current MIS workflow process, review current data governance policies and procedures, develop documents and processes supporting California Community College and data management best practices. The project will commence upon Board approval. Based on the findings, the project scope of work and expected date of completion may change with agreement of both parties.

RECOMMENDATION

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

Fiscal Impact: not to exceed \$78,750.00	Board Date: November 26, 2018
Prepared by: Patricia S. Dueñez, Interim Assistant to Vice Chancellor of Educational Services	
Submitted by:	Enrique Perez, J.D., Vice Chancellor of Educational Services
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor

CONTRACT AGREEMENT

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT AND CAMBRIDGE WEST PARTNERSHIP, LLC

This AGREEMENT (“AGREEMENT”) between RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, a public educational agency (“DISTRICT”) and CAMBRIDGE WEST PARTNERSHIP, LLC (“CONTRACTOR”) shall be effective upon the execution date of this AGREEMENT. DISTRICT and CONTRACTOR are referred to herein individually as “PARTY” and collectively as “PARTIES.”

WHEREAS, DISTRICT desires to obtain special services (SERVICES) to assist Rancho Santiago Community College District with data integrity and related processes to optimize student success and the alignment with the Student Centered Funding Formula, as described in “project proposal” attached hereto; and

WHEREAS, CONTRACTOR warrants and represents to DISTRICT that CONTRACTOR has the experience, expertise and resources to successfully complete the SERVICES required by DISTRICT and will provide these SERVICES in a timely manner and in conformance with the laws of the State of California.

NOW, WHEREFORE, the PARTIES agree as follows:

ARTICLE I: CONTRACTOR’S SERVICES AND RESPONSIBILITIES

1. CONTRACTOR shall timely and competently provide those SERVICES set forth in ATTACHMENT 1 of this AGREEMENT.
2. CONTRACTOR covenants with DISTRICT to furnish the necessary professional skill and judgment in accordance with the level of care and skill exercised by members of the profession or occupation currently practicing under similar conditions and in similar locations. CONTRACTOR shall use its best professional efforts to complete the SERVICES in an expeditious and economical manner consistent with the interests and goals of DISTRICT. CONTRACTOR agrees it shall take all special precautions necessary to protect the CONTRACTOR’S employees, DISTRICT’S employees, and members of the public from risk of harm arising out the nature of the work.
3. CONTRACTOR consents to use of CONTRACTOR’S name in conjunction with the sale, use, performance, and distribution of the matters, for any purpose and in any medium.

ARTICLE II: COMPENSATION

1. DISTRICT agrees to pay the CONTRACTOR for SERVICES satisfactorily rendered pursuant to this AGREEMENT. District will be billed at \$175 an hour for 450 hours. Total contract not to exceed \$78,750.00. Printing (if requested) will be billed separately.
2. CONTRACTOR shall bill the DISTRICT on milestone completions. Billing shall include necessary support sufficient to satisfy the requirements of the DISTRICT. Invoices shall include information that shows progress billing and percentage of phase or phases completed to date of billing.

3. Invoices for payment of services by the CONTRACTOR shall be paid by the DISTRICT within a 45-day period from the invoice receipt date from the CONTRACTOR.

ARTICLE III: TERM, TERMINATION

1. This AGREEMENT shall commence on the effective date of execution by the PARTIES, with CONTRACTOR'S SERVICES to commence on or about November 27, 2018. All SERVICES shall be completed by no later than June 30th, 2019 at which time this AGREEMENT shall expire, unless extended or modified by mutual written consent and approval of the DISTRICT'S governing board.

2. DISTRICT may, at any time, terminate this AGREEMENT and compensate CONTRACTOR only for SERVICES satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of SERVICE by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or no later than five days after the day of mailing, whichever occurs first.

ARTICLE IV: INDEMNITY AND INSURANCE

1. CONTRACTOR agrees to indemnify and hold harmless DISTRICT, its trustees, officers, agents and employees from and against all damages, liabilities and costs, in law or in equity, including attorneys' fees and costs, and other legal expenses, including litigation expenses, in any way related to any actions or inaction of CONTRACTOR or of any Officer, Director, Agent, or Employee of CONTRACTOR.

2. DISTRICT agrees to indemnify and hold harmless CONTRACTOR, its officers, agents and employees from and against all damages, liabilities and costs, in law or in equity, including attorneys' fees and costs, and other legal expenses, including litigation expenses, in any way related to any actions or inaction of DISTRICT or of any Trustees, Officer, Director, Agent, or Employee of DISTRICT.

3. DISTRICT may require CONTRACTOR to provide DISTRICT with evidence of Insurance in the form of an Insurance Certificate.

ARTICLE V: INDEPENDENT CONTRACTOR

1. CONTRACTOR, in the performance of this AGREEMENT, will determine the method, details, and means of performing the SERVICES, and will at CONTRACTOR'S own expense, supply all labor, tools, materials, equipment, supplies, and items necessary to perform such SERVICES. CONTRACTOR has no authority to bind DISTRICT. CONTRACTOR understands and agrees that CONTRACTOR and all of CONTRACTOR'S employees shall not be considered officers, employees, or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled. CONTRACTOR assumes the full responsibility for the acts and/or omissions its employees or agents. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, with respect to CONTRACTOR and its employees.

ARTICLE VI: MISCELLANEOUS PROVISIONS

1. An inducement to the DISTRICT for entering into this AGREEMENT is the professional reputation and competence of CONTRACTOR and its employees. Neither this AGREEMENT, nor any

interest therein may be assigned by CONTRACTOR without the prior written consent of DISTRICT, which consent may be withheld in DISTRICT'S sole discretion.

2. This AGREEMENT represents the entire and integrated AGREEMENT between DISTRICT and CONTRACTOR and supersedes all prior negotiations, representations, or agreements, either written or oral. This AGREEMENT may be amended only by written instrument signed by both DISTRICT and CONTRACTOR.

3. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of a third party against DISTRICT.

4. Time is of the essence for this AGREEMENT.

5. The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT shall not be deemed a waiver by that PARTY of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

6. In the event of any dispute, arbitration, or litigation between the PARTIES arising out of or relating in any manner to this AGREEMENT including the necessity of either PARTY to defend any action which has been covered hereby or to prosecute any action to enforce this AGREEMENT, the losing PARTY shall pay all reasonable costs and expenses including reasonable attorneys' fees of the prevailing PARTY.

7. Any notice or communication required or permitted to be given hereunder or by law shall be in writing and served personally, delivered by courier, or sent by United States certified mail, postage prepaid with return receipt requested, addressed to the other PARTY as follows:

TO DISTRICT:

Peter Hardash
Vice Chancellor
Business Operations/Fiscal Services
Rancho Santiago Community College District
714.480.7340 Office

TO CONTRACTOR:

Cambridge West Partnership, LLC
C. M. Brahmhatt, Managing Director
14451 Chambers Road, Suite 140
Tustin, California 92780

Any such notices personally served or delivered by currier shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after being deposited in the U.S. mail. Each PARTY shall make a reasonable, good faith effort to ensure that it will accept or receive notices that are given in accordance with this paragraph. A PARTY may change its address for purposes of this paragraph by giving the other PARTY written notice of a new address in the manner set forth above.

IN WITNESS WHEREOF, DISTRICT and CONTRACTOR have executed this AGREEMENT as of the date of execution by the District below.

DISTRICT

CAMBRIDGE WEST PARTNERSHIP, LLC

Peter Hardash,
Vice Chancellor
Business Operations/Fiscal Services
Rancho Santiago Community College District


C.M. Brahmbhatt, Managing Director

Dated: _____

Federal ID No. 20-5500381
Dated: _____ 11/19/18

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT Data Integrity

PROJECT PROPOSAL

Cambridge West Partnership, LLC (CWP) is pleased to provide a proposal to assist Rancho Santiago Community College District with data integrity and related processes to optimize student success and the alignment with the Student-Centered Funding Formula. The focus is to work directly with the districtwide Data Integrity Committee and assist all related college committees to evaluate the current MIS workflow process, conduct a review of current data governance policies and the development of documents (desk manual) supporting California Community College best practices. A comprehensive look at all student information systems and the documents used to populate these systems will be conducted. An emphasis on comparing best practices at similar California Community Colleges will be highlighted throughout the project.

The assistance will focus on the following:

Phase 1

1. Review of the mandated reporting requirements of the MIS, IPEDS and 320 reports
2. Review and validate the processes to produce these reports
3. Facilitate the review of procedures used to input and gather information tied to these reports
4. Perform an analysis on all student information systems
5. Facilitate discussions to improve districtwide understanding of the various student information systems and their functions
6. Attend related user group meetings as needed to identify, review and discuss the movement of student information from the application process thru the MIS submissions
7. Assist with updating and or creating Board Policies and Procedures to strengthen the data integrity processes districtwide

Phase 2

1. Develop a data element dictionary
2. Develop a map of data sources, data manipulation processes and data locations for all data elements used in mandated reporting
3. Develop data entry standards for all mandated reporting data to ensure consistency of data
4. Develop recommendations for process improvements in the mandated reporting processes
5. Develop documentation on the handling of common data errors encountered during the reporting process including responsible party key contacts for resolution
6. Develop example reports to be used to diagnose possible reporting errors
7. Develop a draft Data Governance Policy including identification of data ownership

We anticipate completing this project in 450 hours at the technology services rate of \$ 175.00 per hour or a total not to exceed \$78,750. Actual hours will be billed. Printing (if requested) will be billed separately.

We plan to begin this project upon approval of the proposal and expect completion by June 30th, 2019. Based on the findings, the project scope and schedule may change with the agreement of both parties.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To: Board of Trustees	Date: November 26, 2018
Re: Board of Trustees Express Interest in Board Officer Positions	
Action: Information	

BACKGROUND

At the July 21, 2014, board meeting the board approved changes to BP 2210 –Officers to include the following:

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

At the January 13, 2014, board meeting the board approved changes to BP 2305 – Annual Organizational Meeting to include the following:

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

ANALYSIS

Board members will have two opportunities (at the November meeting and December meeting) to express interest regarding service as president, vice president, and clerk for 2018-2019.

RECOMMENDATION

The board president shall solicit expressions of interest from board members regarding service as president, vice president, and clerk for 2018-2019, as well as any committee assignments.

Fiscal Impact: None	Board Date: November 26, 2018
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: Raúl Rodríguez, Ph.D., Chancellor	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

To:	Board of Trustees	Date: November 26, 2018
Re:	Review and Discussion of Self-Evaluation Responses from Community and Staff	
Action:	Information	

BACKGROUND

Board Policy 2745 provides for the Board of Trustees to conduct an annual self-evaluation by December of each year.

ANALYSIS

An evaluation survey was approved by the Board on October 15, 2018, and was distributed to the individuals identified in Board Policy 2745. The survey responses are now presented to the board for review. The remaining steps in the evaluation process are as follows:

November 27, 2018 - Board members complete self-evaluation instrument.
November 30, 2018

December 10, 2018 Board reviews and discusses tabulated self-evaluation results and creates annual unit goals.

RECOMMENDATION

The survey responses from community and staff are presented to the board for review and discussion.

Fiscal Impact: None	Board Date: November 26, 2018
Prepared by: Nga Pham, Director, Research, Planning and Institutional Effectiveness	
Submitted by: Enrique Perez, Vice Chancellor, Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

Rancho Santiago Community College District (RSCCD) Student, Staff and Community Input Regarding RSCCD Board of Trustees' Self-Evaluations

November 2018

The RSCCD Board of Trustees implemented an annual review of its internal operations and performance and invites community representatives, faculty/staff and students who interact with them on a regular basis to offer feedback. An online survey instrument is made available to individuals including (but not limited to) the associated student government officers, academic senates officers, the chancellor, vice chancellors, assistant vice chancellors, the college presidents, college vice presidents, representatives of the District's employee unions, college accreditation representatives and community members who serve on the District bond oversight committees or foundations. The survey and data are independently implemented and analyzed by the RSCCD District Research, Planning and Institutional Effectiveness Department.

The Board reviews the input prior to their own individual assessment using the same survey instrument. At the next meeting, the Board will review its collective input and develop goals that members want to work toward during the year. In the following year, the Board again asks the community, staff and students to reassess them so they can evaluate the degree to which their goals have been met and to continue to refine the Board's internal operations and performance, if needed. On a regular basis, the Board Policy Committee also reviews the survey instrument, participant list, timelines and makes recommendations to the Board to ensure the established procedures are still appropriate for intended self-evaluation purposes.

This year's survey was disseminated to 140 individuals; 26 surveys were completed (a 19% response rate): two students, five community members, 17 faculty/managers/staff members, and two respondents who did not report their affiliation with the District.

Thirty-eight percent of respondents reported that they regularly (more than 10 meetings annually) attended Board of Trustees meetings; 19% reported that they occasionally attended (6-10 meetings), 23% rarely (1-5 meetings), 12% never attended and 8% did not report.

Respondents were asked how useful they think the questionnaire is to the Board's self-evaluation process; 27% found the survey "very useful", 39% reported "somewhat useful", 19% were "neutral", and 15% found it "not very useful".

Summary of Findings

Overall, 2018 respondents rated the board slightly higher than in 2017; however, it has not regained the high ratings of 2015. Because the number of respondents is small and the number of respondents is different each year, there is greater variation in percentage points. It is recommended that comparisons be used cautiously.

The Board is most highly rated in the areas of “community relation – advocacy” and “board organization and operation” (over 90% of respondents “agree” or “strongly agree”, specifically for:

- Conducting its meetings in compliance with state laws, including The Brown Act, (mean rating of 3.27, on a scale of 1 to 4, with 1 being “strongly disagree” and 4 being “strongly agree”),
- Recognizing and celebrating positive accomplishments of the district and colleges (mean rating of 3.24),
- Acting as an advocate for community colleges (mean rating of 3.21),
- Participating actively in community activities (mean rating of 3.17),
- Conducting meetings in a manner in which the purposes are achieved effectively and efficiently (mean rating of 3.17),
- Including legislative and state policy issues that will impact the district to its agendas (mean rating of 3.14),
- Regularly seeking the opinion of the student trustee (mean rating of 3.12),
- Adhering to policies for dealing with college, community citizens, and the media (mean rating of 3.11),
- Working directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district (mean rating of 3.07), and
- Participating in trustee development activities (mean rating of 3.00).

The Board is rated lowest (less than 70% of respondents “agree” or “strongly agree”) for:

- Understanding the difference between its policy and oversight roles and the roles of the chancellor and staff (mean rating of 2.58),
- Understanding its role and that of the chancellor, presidents, faculty, and staff (mean rating of 2.64),
- Focusing on policy in board discussion, not administrative matters (mean rating of 2.68),
- Having a positive, cooperative relationship (mean rating of 2.71), and
- Sustaining a strong board/chancellor partnership and provides ongoing support for the chancellor (mean rating of 2.72).

Respondents were very thoughtful when given the opportunity to voice their opinions on the Board’s greatest strengths, major accomplishments, and areas in which the Board could improve. There were many accolades, as well as suggestions for improvement, offered.

Comparisons with Prior Years' Findings:

In making comparisons between 2018 responses and those of the prior year, it is important to note that the number of respondents from one survey year to the next varies greatly AND that percentages may fluctuate widely due to the low sample count.

The areas that experienced the most significant increases in ratings (of at least +15 percentage points) since last year, specifically:

- Acting on behalf of the entire community (31%),
- Making decisions in the best interest of students, the colleges, and the entire district (27%),
- Seeking the opinion of the student trustee (24%),
- Developing and reviewing goals for continuous improvement (24%),
- Adhering to policies for dealing with college, community citizens, and the media (21%),
- Working to build a positive image of the district in the community (19%),
- Understanding the colleges' educational programs and services (17%), and
- Adopting a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met (16%).

The areas that experienced the most significant decreases in ratings (of at least -12 percentage points) since last year, specifically:

- Ensuring compliance with federal and state laws and measures for emergency response (-21%),
- Having a positive, cooperative relationship with the chancellor (-13%), and
- Sustaining a strong board/chancellor partnership and provides ongoing support for the chancellor. (-12%).

Other Findings:

A significant proportion of survey respondents (30% or more) indicated “not applicable” or “don’t know” as their responses. Attention may be needed to develop and/or promote a better understanding of these issues:

- Keeping the chancellor informed of community contacts (65%),
- Completing the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships (54%),
- Following a procedure for annual evaluations of the chancellor (46%),
- Participating in trustee development activities (46%),
- Following communication procedures with staff, ensuring the chancellor is informed of such communication (42%),
- Working directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district (40%),
- Regularly seeking the opinion of the student trustee (35%),
- Having a positive, cooperative relationship (35%),
- Sustaining a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership (31%), and
- Adhering to policies for dealing with college, community citizens, and the media (31%).

Detail of Findings

Results of the Student, Staff and Community's Evaluation of Board of Trustees' Operations and Performance, 2018

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
Board Organization and Operation							
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	22%	74%	4%	0%	23	3.17	12%
Board members respect each others' opinions.	20%	70%	10%	0%	20	3.10	23%
The board conducts its meetings in compliance with state laws, including The Brown Act.	32%	63%	5%	0%	22	3.27	15%
Board members understand that they have no legal authority beyond board meetings.	17%	61%	22%	0%	18	2.94	28%
Board members regularly seek the opinion of the student trustee.	18%	76%	6%	0%	17	3.12	35%
Policy Role							
Board meetings focus on policy issues that relate to board responsibilities.	19%	71%	10%	0%	21	3.10	19%
The board focuses on policy in board discussion, not administrative matters.	9%	59%	23%	9%	22	2.68	15%
The board is knowledgeable about the mission and purpose of the institution.	22%	65%	13%	0%	23	3.09	12%
The board clearly delegates the administration of the colleges to the chancellor.	26%	48%	22%	4%	23	2.96	12%
Through the chancellor, the board ensures compliance with federal and state laws and measures for emergency response.	26%	48%	26%	0%	19	3.00	27%
Strategic Planning							
The board understands the budget process.	13%	74%	9%	4%	23	2.96	12%
The board gives adequate attention to the mission, goals, and future planning of the district.	22%	61%	17%	0%	23	3.04	12%
The board regularly develops and reviews goals for continuous improvement.	17%	70%	9%	4%	23	3.00	12%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	20%	65%	15%	0%	20	3.05	23%
The board understands the colleges' educational programs and services.	14%	59%	27%	0%	22	2.86	15%
The board is appropriately involved in defining the vision and goals of the district.	20%	65%	10%	5%	20	3.00	23%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	19%	71%	10%	0%	21	3.10	19%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	14%	68%	18%	0%	22	2.95	15%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	19%	71%	10%	0%	21	3.10	19%

**Results of the Student, Staff and Community's Evaluation of
Board of Trustees' Operations and Performance, 2018**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
Board Relations with the Chancellor, Presidents, Faculty, and Staff							
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	11%	63%	26%	0%	19	2.84	27%
The board keeps the chancellor informed of community contacts.	33%	56%	11%	0%	9	3.22	65%
The board follows a procedure for annual evaluations of the chancellor.	29%	57%	7%	7%	14	3.07	46%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	11%	46%	32%	11%	19	2.58	27%
The board and chancellor have a positive, cooperative relationship.	12%	53%	29%	6%	17	2.71	35%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	5%	58%	32%	5%	22	2.64	15%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	17%	50%	22%	11%	18	2.72	31%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	17%	58%	8%	17%	12	2.75	54%
The board follows communication procedures with staff, ensuring the chancellor is informed of such communication.	13%	67%	13%	7%	15	2.87	42%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	20%	73%	0%	7%	15	3.07	40%
Community Relations – Advocacy							
Board members are knowledgeable about community college and state-related issues.	24%	62%	14%	0%	21	3.10	19%
The board acts as an advocate for community colleges.	25%	71%	4%	0%	24	3.21	8%
Board members participate actively in community activities.	30%	62%	4%	4%	23	3.17	12%
Board agendas include legislative and state policy issues that will impact the district.	23%	68%	9%	0%	22	3.14	15%
Board members act on behalf of the entire community.	19%	71%	5%	5%	21	3.05	19%
The board recognizes and celebrates positive accomplishments of the district and colleges.	36%	56%	4%	4%	25	3.24	4%
The board works to build a positive image of the district in the community.	27%	63%	5%	5%	22	3.14	12%
Board members adhere to policies for dealing with college, community citizens, and the media.	22%	72%	0%	6%	18	3.11	31%
The community and district employees are aware of who the elected trustees are and their role in district governance.	10%	66%	14%	10%	21	2.76	19%

**Results of the Student, Staff and Community's Evaluation of
Board of Trustees' Operations and Performance, 2018**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
Board Leadership, Ethics, and Standards of Conduct							
The board understands collective bargaining and its role in the process.	20%	60%	20%	0%	20	3.00	23%
The board practices appropriate collegial consultation (participatory governance).	10%	71%	14%	5%	21	2.86	19%
The board maintains confidentiality of privileged information.	25%	60%	10%	5%	20	3.05	23%
The board makes decisions in the best interest of students, the colleges, and the entire district.	22%	65%	9%	4%	23	3.04	12%
The board operates ethically without conflict of interest following established board policies.	24%	62%	14%	0%	21	3.10	19%
Board members participate in trustee development activities.	7%	86%	7%	0%	14	3.00	46%

**Results of the Student, Staff and Community's Evaluation of
Board of Trustees' Operations and Performance, 2014-2018**

	% "strongly agree" or "agree"					% change from 2017
	2018 n=26	2017 n=27	2016 n=29	2015 n=30	2014 n=30	
Board Organization and Operation						
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	96%	83%	73%	89%	93%	13%
Board members respect each others' opinions.	90%	91%	75%	100%	100%	-1%
The board conducts its meetings in compliance with state laws, including The Brown Act.	95%	91%	77%	84%	96%	4%
Board members understand that they have no legal authority beyond board meetings.	78%	76%	62%	82%	87%	2%
Board members regularly seek the opinion of the student trustee.	94%	70%	83%	85%	84%	24%
Policy Role						
Board meetings focus on policy issues that relate to board responsibilities.	90%	77%	76%	84%	80%	13%
The board focuses on policy in board discussion, not administrative matters.	68%	57%	47%	70%	80%	11%
The board is knowledgeable about the mission and purpose of the institution.	87%	82%	73%	82%	97%	5%
The board clearly delegates the administration of the colleges to the chancellor.	74%	72%	63%	85%	80%	2%
The board ensures compliance with federal and state laws and measures for emergency response.	74%	95%	84%	89%	96%	-21%
Strategic Planning						
The board understands the budget process.	87%	79%	68%	82%	69%	8%
The board gives adequate attention to the mission, goals, and future planning of the district.	83%	75%	71%	85%	76%	8%
The board regularly develops and reviews goals for continuous improvement.	87%	63%	76%	92%	86%	24%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	85%	69%	72%	90%	84%	16%
The board understands the colleges' educational programs and services.	73%	56%	59%	75%	64%	17%
The board is appropriately involved in defining the vision and goals of the district.	85%	79%	78%	87%	88%	6%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	90%	86%	85%	89%	84%	4%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	82%	85%	67%	79%	64%	-3%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	90%	77%	81%	90%	89%	13%

**Results of the Student, Staff and Community's Evaluation of
Board of Trustees' Operations and Performance, 2014-2018**

	% "strongly agree" or "agree"					% change from 2017
	2018 n=26	2017 n=27	2016 n=29	2015 n=30	2014 n=30	
Board Relations with the Chancellor, Presidents, Faculty, and Staff						
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	74%	74%	73%	88%	86%	0%
The board keeps the chancellor informed of community contacts.	89%	87%	83%	95%	100%	2%
The board follows a procedure for annual evaluations of the chancellor.	86%	95%	89%	100%	94%	-9%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	57%	62%	61%	76%	76%	-5%
The board and chancellor have a positive, cooperative relationship.	65%	78%	77%	92%	100%	-13%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	63%	56%	71%	80%	68%	7%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	67%	79%	75%	87%	100%	-12%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	75%	83%	64%	89%	81%	-8%
The board follows communication procedures with staff.	80%	67%	63%	86%	76%	13%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	93%	89%	89%	96%	100%	4%
Community Relations – Advocacy						
Board members are knowledgeable about community college and state-related issues.	86%	82%	84%	96%	88%	4%
The board acts as an advocate for community colleges.	96%	92%	81%	94%	96%	4%
Board members participate actively in community activities.	92%	81%	86%	93%	96%	11%
Board agendas include legislative and state policy issues that will impact the district.	91%	95%	92%	96%	96%	-4%
Board members act on behalf of the entire community.	90%	59%	59%	87%	74%	31%
The board recognizes and celebrates positive accomplishments of the district and colleges.	92%	92%	89%	96%	85%	0%
The board works to build a positive image of the district in the community.	90%	71%	77%	93%	96%	19%
Board members adhere to policies for dealing with college, community citizens, and the media.	94%	73%	77%	84%	82%	21%
The community and district employees are aware of who the elected trustees are and their role in district governance.	76%	72%	64%	86%	75%	4%
Board Leadership, Ethics, and Standards of Conduct						
The board understands collective bargaining and its role in the process.	80%	80%	75%	86%	82%	0%
The board practices appropriate collegial consultation (participatory governance).	81%	73%	80%	82%	63%	8%
The board maintains confidentiality of privileged information.	85%	74%	72%	81%	88%	11%
The board makes decisions in the best interest of students, the colleges, and the entire district.	87%	60%	52%	83%	67%	27%
The board operates ethically without conflict of interest following established board policies.	86%	72%	59%	78%	88%	14%
Board members participate in trustee development activities.	93%	92%	79%	100%	100%	1%

2018 Respondents' Comments

Board's greatest strengths:

- We have a great mix of Board Members with various positions and post.
- They appear to get along well and focus on college issues. They also work hard to stay on agenda. All board members are personable when at college and community events and I think this is their best asset. I also appreciate their willingness to acknowledge successes of students and staff during the board setting.
- Their willingness to ask questions.
- The Board members are found to be genuinely invested in the successes of the institutions and are district advocates.
- Regardless of political differences, the camaraderie and respect of perspective serves as a good model.
- Participate in college activities.
- Listening to the various groups.
- Knowledge of the College's programs; awareness of issues affecting the colleges and the district; engagement with students
- Collegiality among board members even when they disagree on positions; serving as advocates for affordable community college education; formally taking a position to ensure a welcoming and safe educational environment (DACA, district safety transition to an armed force); referring constituents back to college/district administration when members of the audience (including students) bring up issues to the board that have yet to be vetted at the local level.
- Being active at college and community events, engaging with people. Making safety a priority. Recognizing accomplishments of district and colleges

Major accomplishments of the Board in the past year:

- Addressing and rectifying the absence of the classified staff is to be commended.
- Ensuring fiscally sound practices; affirming college accomplishments & recognitions; advocacy for DACA/undocumented students and going on record through board resolutions for ensuring a safe & welcoming environment for these students;
- Ground breaking ceremony and growth of the Presidents Circle.
- I believe the board has several accomplishments. The most important to me included adding new reliable leadership vice chancellor, vice presidents and other high level members of district and campus teams. Progress on construction projects is also tangible success.
- The Board has come to agreements with the unions on contracts.

Areas in which the Board could improve:

- There have been increasing instances of micro-managing; often the requests are well intended but it creates frustration and leads to ill will; as those that are experts in the field feel as if their authority is in question. Specific training on this topic would be valuable. 2 Texting at a board meeting to members of the audience to decide what questions to ask (or not) of a presenter is a violation of the Brown Act
- Allow managers and administrators to use their experience and expertise to deal with issues. Keep to policy issues and not get involved in operational matters. Not allow personal opinions influence their decisions on policy.
- Better aligning funding (general and categorical) to support students at the two colleges, rather than to support growth of district programs and personnel. It's hard to understand why the district's share of the general fund budget should be almost 20% when SCC's is 26%. After basic administrative services are met (HR, public safety, IT), the focus of funding growth should always be at the colleges first and foremost.
- Comments are appreciated regarding various agenda items, however, there are many times that comments become an opportunity to 'pitch' ideas and get on a 'soap box' which feels like the communication is starting to go step over boundaries of appropriateness.
- Get a lot more active in functions at the two schools.
- Getting input from all Board members on topics or issues that the board deals with.
- Have a better understanding of the programs offered at each of the colleges.
- I guess keep a tight reign on the chancellor; by that I mean knowing what he or she is doing and if the information being brought to the BOT is true
- More recognition of the accomplishments and highlights of programs at colleges and district. Reiterating annual goals or areas of improvement they would like to see.
- One board member in particular has yet to understand their overall role and often makes attempts to insert themselves in operational matters. It is one thing to make a recommendation or suggestion rather than expecting that these be implemented. Board members could hold each other accountable when they observe their peers straying away from their roles.
- The board could resolve FARSCCD issues right away instead of allowing faculty to be without a permanent contract for years.
- The Board has great support for students, as they should, but not so much for staff! I have worked for RSCCD for many years, and only once has a Board member held an open forum with staff. I attended the forum and was enlightened with many items the Board is responsible for and loved the answers to the questions and remarks. The casual forum provided us with the opportunity to ask our questions and make our statements. The Board member was very open and sincere. This was something that would be nice and valuable to staff to hold at least once a year at both colleges. The Board members should also consider spending time on our campuses and witness firsthand the day to day operations as we serve our students, and get to know us. We the staff are the first line to meet and welcome students and assist them on their path to success!
- The Board needs to be in the community, not just in their districts, but in all the districts. Understanding, CSEA Chapter 888 the Child Development Teachers and Fund33.

- The Board has heard from several faculty over the past few years regarding several issues facing the district. The Board dismissed those faculty out of hand because those faculty delivered messages that the board or administration does not like. However over time, the faculty concerns have proven to be well founded. One such issue is the Saudi issue. There is now a report that an audit has found the foundation was operating illegally and that contract is being terminated. I think it might serve the board well if it attempts to improve its relations with all the constituent groups. It is very difficult for members of the college community to reach out to the board. The avenue available is Public Comments. However, as the Board points out, the Board is not allowed to take action - nor does it engage in discussion - with those who make public comments. However, if staff or community members have concerns, how does individuals with concerns connect with the board members to express those concerns? In addition, when those concerns are expressed, it does not serve the board to take a position of protecting the administration when it's the actions of the administration that is being questioned. It also would serve the Board to be reminded of the Accreditation Standards. Sometimes Accreditation is brought up, however, I don't think the board is well versed in the standards. For example, Standard IV.C.12 states: "The governing board delegates full responsibility and authority to the CEO to implement and administer board policies without board interference and holds the CEO accountable for the operation of the district/system or college, respectively." While the Board delegates full responsibility to the CEO (i.e., the Chancellor), in what ways does the Board hold the Chancellor responsible?
- The board members are thoughtful and supportive of staff and students to a certain degree. I would like to see the board support management more through acknowledgement of their efforts and salary adjustments in the form of raises. While the district runs smoothly, this is largely due to the efforts of managers (leaders) who direct the efforts of staff and carry out the vision of the board. While it may seem like it, the district cannot run itself and takes a team of committed managers who support and have the best interest of the district in mind. We should not lose good people to other entities due to pay. Employees are the district's most valuable resource.

**Rancho Santiago Community College District (RSCCD)
Student, Staff and Community Input Regarding
RSCCD Board of Trustees' Self-Evaluations
(*Respondents Who Regularly Attend BOT Meetings*)**

November 2018

Since 2009, the RSCCD Board of Trustees implemented an annual review of its internal operations and performance. On a regular basis, the Board Policy Committee also reviews the survey instrument, participant list, timelines and makes recommendations to the Board to ensure the established procedures are still appropriate for intended self-evaluation purposes. The survey and data are independently implemented and analyzed by the RSCCD District Research, Planning and Institutional Effectiveness Department.

The Board invites community representatives, faculty/staff and students who interact with them on a regular basis to offer feedback. An online survey instrument is made available to individuals including (but not limited to) the associated student government officers, academic senates officers, the chancellor, vice chancellors, assistant vice chancellors, the college presidents, college vice presidents, representatives of the District's employee unions, college accreditation representatives and community members who serve on the District bond oversight committees or foundations.

The Board reviews the input prior to their own individual assessment using the same survey instrument. At the next meeting, the Board reviews its collective input and develops goals that members want to work on for the year. The following year, the Board asks the community, staff and students to reassess them so they can evaluate the degree to which their goals have been met and to continue to refine the Board's internal operations and performance, if needed.

The survey instrument was disseminated online to 140 individuals; 26 surveys were completed (a 19% response rate). Thirty-eight percent (n=10) of those respondents stated that they regularly attend (more than 10 meetings annually) Board of Trustees meetings: nine management/faculty/classified staff, and one student. The data summary for this group is included in this report.

Summary of Findings

Overall, the sporadic ratings are due to several factors: in addition to the already low number of survey participation, the number of respondents who attend BOT meetings regularly is also very small (n=10), thereby the variability in percentage is much greater. The summary is very broad and comparison should be used cautiously. Participants who have more opportunity to observe and interact with Board members rated the Board more favorable than those who may have been randomly selected to participate due to their affiliation with the district.

The Board is unanimously rated as satisfactory (100% of respondents “agree” or “strongly agree”) in nineteen of the forty-four areas rated by respondents:

- Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.
- Board members regularly seek the opinion of the student trustee.
- Board meetings focus on policy issues that relate to board responsibilities.
- The board understands the accreditation process and accepts responsibility for implementation of its recommendations.
- The board keeps the chancellor informed of community contacts.
- The board follows a procedure for annual evaluations of the chancellor.
- Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.
- The board acts as an advocate for community colleges.
- Board members participate actively in community activities.
- Board agendas include legislative and state policy issues that will impact the district.
- Board members act on behalf of the entire community.
- The board recognizes and celebrates positive accomplishments of the district and colleges.
- The board works to build a positive image of the district in the community.
- Board members adhere to policies for dealing with college, community citizens, and the media.
- The board understands collective bargaining and its role in the process.
- The board practices appropriate collegial consultation (participatory governance).
- The board maintains confidentiality of privileged information.
- The board makes decisions in the best interest of students, the colleges, and the entire district.
- Board members participate in trustee development activities.

The Board is rated lowest (less than 70% of respondents “agree” or “strongly agree”) in four of the forty-four areas rated by respondents:

- Board members understand that they have no legal authority beyond board meetings (67%).
- The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff (67%).
- The board focuses on policy in board discussion, not administrative matters (60%).
- The board understands its role and that of the chancellor, presidents, faculty, and staff (60%).

A high proportion of survey respondents (30% or more) indicated “not applicable” or “don’t know” as their responses. Attention may be needed to develop and/or promote a better understanding of these issues:

- The board keeps the chancellor informed of community contacts (50%).
- The board follows a procedure for annual evaluations of the chancellor (30%).
- The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships (30%).
- Board members participate in trustee development activities (30%).

To fully understand how respondents feel about the board’s self-evaluation process, a question about the usefulness of the survey instrument was added. Four respondents (40%) stated that the instrument would be “very useful,” five respondents (50%) found it “somewhat useful”, and one respondent (10%) did not think it was useful.

Detail of Findings

**Results of the Student, Staff and Community’s Evaluation of
Board of Trustees’ Operations and Performance, 2018
(Respondents Who Regularly Attend BOT Meetings)**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
Board Organization and Operation							
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	20%	80%	0%	0%	10	3.20	0%
Board members respect each others’ opinions.	20%	70%	10%	0%	10	3.10	0%
The board conducts its meetings in compliance with state laws, including The Brown Act.	20%	70%	10%	0%	10	3.10	0%
Board members understand that they have no legal authority beyond board meetings.	0%	67%	33%	0%	9	2.67	10%
Board members regularly seek the opinion of the student trustee.	22%	78%	0%	0%	9	3.22	10%
Policy Role							
Board meetings focus on policy issues that relate to board responsibilities.	10%	90%	0%	0%	10	3.10	0%
The board focuses on policy in board discussion, not administrative matters.	0%	60%	40%	0%	10	2.60	0%
The board is knowledgeable about the mission and purpose of the institution.	10%	80%	10%	0%	10	3.00	0%
The board clearly delegates the administration of the colleges to the chancellor.	20%	60%	20%	0%	10	3.00	0%
Through the chancellor, the board ensures compliance with federal and state laws and measures for emergency response.	30%	40%	30%	0%	10	3.00	0%
Strategic Planning							
The board understands the budget process.	0%	80%	20%	0%	10	2.80	0%
The board gives adequate attention to the mission, goals, and future planning of the district.	20%	70%	10%	0%	10	3.10	0%
The board regularly develops and reviews goals for continuous improvement.	20%	70%	10%	0%	10	3.10	0%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	10%	80%	10%	0%	10	3.00	0%
The board understands the colleges' educational programs and services.	0%	80%	20%	0%	10	2.80	0%
The board is appropriately involved in defining the vision and goals of the district.	20%	70%	10%	0%	10	3.10	0%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	20%	70%	10%	0%	10	3.10	0%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	10%	80%	10%	0%	10	3.00	0%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	10%	90%	0%	0%	10	3.10	0%

**Results of the Student, Staff and Community's Evaluation of
Board of Trustees' Operations and Performance, 2018
(Respondents Who Regularly Attend BOT Meetings)**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
Board Relations with the Chancellor, Presidents, Faculty, and Staff							
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	10%	80%	10%	0%	10	3.00	0%
The board keeps the chancellor informed of community contacts.	40%	60%	0%	0%	5	3.40	50%
The board follows a procedure for annual evaluations of the chancellor.	43%	57%	0%	0%	7	3.43	30%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	11%	56%	33%	0%	9	2.78	10%
The board and chancellor have a positive, cooperative relationship.	10%	60%	20%	10%	10	2.70	0%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	0%	60%	40%	0%	10	2.60	0%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	11%	67%	11%	11%	9	2.78	10%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	14%	72%	0%	14%	7	2.86	30%
The board follows communication procedures with staff, ensuring the chancellor is informed of such communication.	13%	74%	13%	0%	8	3.00	20%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	22%	78%	0%	0%	9	3.22	10%
Community Relations – Advocacy							
Board members are knowledgeable about community college and state-related issues.	30%	60%	10%	0%	10	3.20	0%
The board acts as an advocate for community colleges.	40%	60%	0%	0%	10	3.40	0%
Board members participate actively in community activities.	50%	50%	0%	0%	10	3.50	0%
Board agendas include legislative and state policy issues that will impact the district.	30%	70%	0%	0%	10	3.30	0%
Board members act on behalf of the entire community.	20%	80%	0%	0%	10	3.20	0%
The board recognizes and celebrates positive accomplishments of the district and colleges.	60%	40%	0%	0%	10	3.60	0%
The board works to build a positive image of the district in the community.	50%	50%	0%	0%	8	3.50	11%
Board members adhere to policies for dealing with college, community citizens, and the media.	22%	78%	0%	0%	9	3.22	10%
The community and district employees are aware of who the elected trustees are and their role in district governance.	0%	90%	10%	0%	10	2.90	0%

**Results of the Student, Staff and Community's Evaluation of
Board of Trustees' Operations and Performance, 2018
(Respondents Who Regularly Attend BOT Meetings)**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
Board Leadership, Ethics, and Standards of Conduct							
The board understands collective bargaining and its role in the process.	30%	70%	0%	0%	10	3.30	0%
The board practices appropriate collegial consultation (participatory governance).	22%	78%	0%	0%	9	3.22	10%
The board maintains confidentiality of privileged information.	33%	67%	0%	0%	9	3.33	10%
The board makes decisions in the best interest of students, the colleges, and the entire district.	40%	60%	0%	0%	10	3.40	0%
The board operates ethically without conflict of interest following established board policies.	30%	60%	10%	0%	10	3.20	0%
Board members participate in trustee development activities.	14%	86%	0%	0%	7	3.14	30%

**Comparison of Results of the Student, Staff and Community Input Regarding RSCCD
Board of Trustees' Self-Evaluations, 2014-2018
(Respondents Who Regularly Attend BOT Meetings)**

	% "strongly agree" or "agree"					% change from 2017
	2018 n=10	2017 n=10	2016 n=9	2015 n=15	2014 n=17	
Board Organization and Operation						
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	100%	70%	78%	97%	94%	30%
Board members respect each others' opinions.	90%	90%	63%	100%	100%	-
The board conducts its meetings in compliance with state laws, including The Brown Act.	90%	80%	66%	87%	94%	10%
Board members understand that they have no legal authority beyond board meetings.	67%	66%	88%	85%	86%	1%
Board members regularly seek the opinion of the student trustee.	100%	60%	89%	91%	82%	40%
Policy Roles						
Board meetings focus on policy issues that relate to board responsibilities.	100%	56%	56%	80%	81%	54%
The board focuses on policy in board discussion, not administrative matters.	60%	50%	78%	57%	81%	10%
The board is knowledgeable about the mission and purpose of the institution.	90%	78%	63%	80%	94%	12%
The board clearly delegates the administration of the colleges to the chancellor.	80%	58%	38%	78%	70%	22%
The board ensures compliance with federal and state laws and measures for emergency response.	70%	88%	76%	86%	94%	-18%
Strategic Planning						
The board understands the budget process.	80%	71%	67%	80%	71%	9%
The board gives adequate attention to the mission, goals, and future planning of the district.	90%	70%	67%	80%	69%	20%
The board regularly develops and reviews goals for continuous improvement.	90%	38%	57%	92%	82%	52%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	90%	50%	63%	92%	75%	40%
The board understands the colleges' educational programs and services.	80%	44%	56%	71%	67%	36%
The board is appropriately involved in defining the vision and goals of the district.	90%	57%	84%	85%	87%	33%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	90%	88%	100%	87%	82%	2%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	90%	86%	63%	73%	69%	4%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	100%	74%	63%	87%	88%	26%

**Comparison of Results of the Student, Staff and Community Input Regarding RSCCD
Board of Trustees' Self-Evaluations, 2014-2018
(Respondents Who Regularly Attend BOT Meetings)**

	% "strongly agree" or "agree"					% change from 2017
	2018 n=10	2017 n=10	2016 n=9	2015 n=15	2014 n=17	
Board Relations with the Chancellor, Presidents, Faculty, and Staff						
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	90%	50%	63%	92%	94%	40%
The board keeps the chancellor informed of community contacts.	100%	100%	100%	100%	100%	-
The board follows a procedure for annual evaluations of the chancellor.	100%	100%	100%	100%	92%	-
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	67%	60%	44%	71%	73%	7%
The board and chancellor have a positive, cooperative relationship.	70%	66%	67%	93%	100%	4%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	60%	50%	55%	73%	63%	10%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	78%	60%	63%	83%	100%	18%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	86%	83%	0%	91%	67%	3%
The board follows communication procedures with staff.	87%	66%	60%	82%	70%	31%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	100%	100%	100%	100%	100%	-
Community Relations – Advocacy						
Board members are knowledgeable about community college and state-related issues.	90%	89%	78%	100%	80%	1%
The board acts as an advocate for community colleges.	100%	100%	89%	100%	94%	-
Board members participate actively in community activities.	100%	75%	100%	94%	93%	25%
Board agendas include legislative and state policy issues that will impact the district.	100%	88%	100%	100%	94%	12%
Board members act on behalf of the entire community.	100%	50%	44%	87%	69%	50%
The board recognizes and celebrates positive accomplishments of the district and colleges.	100%	88%	88%	100%	81%	12%
The board works to build a positive image of the district in the community.	100%	70%	78%	93%	100%	30%
Board members adhere to policies for dealing with college, community citizens, and the media.	100%	76%	84%	79%	79%	24%
The community and district employees are aware of who the elected trustees are and their role in district governance.	90%	62%	50%	86%	65%	28%
Board Leadership, Ethics, and Standards of Conduct						
The board understands collective bargaining and its role in the process.	100%	66%	66%	78%	81%	34%
The board practices appropriate collegial consultation (participatory governance).	100%	66%	78%	78%	65%	34%
The board maintains confidentiality of privileged information.	100%	57%	55%	69%	80%	43%
The board makes decisions in the best interest of students, the colleges, and the entire district	100%	40%	44%	78%	69%	60%
The board operates ethically without conflict of interest following established board policies.	90%	56%	50%	64%	88%	34%
Board members participate in trustee development activities.	100%	100%	100%	100%	100%	-

2018 Respondents' Comments

Board's greatest strengths

- We have a great mix of Board Members with various positions and post.
- They appear to get along well and focus on college issues. They also work hard to stay on agenda. All board members are personable when at college and community events and I think this is their best asset. I also appreciate their willingness to acknowledge successes of students and staff during the board setting.
- Their willingness to ask questions.
- Regardless of political differences, the camaraderie and respect of perspective serves as a good model.
- Collegiality among board members even when they disagree on positions; serving as advocates for affordable community college education; formally taking a position to ensure a welcoming and safe educational environment (DACA, district safety transition to an armed force); referring constituents back to college/district administration when members of the audience (including students) bring up issues to the board that have yet to be vetted at the local level.
- Being active at college and community events, engaging with people. Making safety a priority. Recognizing accomplishments of district and colleges

Major accomplishments of the Board in the past year:

- Addressing and rectifying the absence of the classified staff is to be commended.
- Ensuring fiscally sound practices; affirming college accomplishments & recognitions; advocacy for DACA/undocumented students and going on record through board resolutions for ensuring a safe & welcoming environment for these students;
- Ground breaking ceremony and growth of the Presidents Circle.
- I believe the board has several accomplishments. The most important to me included adding new reliable leadership vice chancellor, vice presidents and other high level members of district and campus teams. Progress on construction projects is also tangible success.

Areas in which the Board could improve:

- There have been increasing instances of micro-managing; often the requests are well intended but it creates frustration and leads to ill will; as those that are experts in the field feel as if their authority is in question. Specific training on this topic would be valuable. 2 Texting at a board meeting to members of the audience to decide what questions to ask (or not) of a presenter is a violation of the Brown Act
- Get a lot more active in functions at the two schools.
- Getting input from all Board members on topics or issues that the board deals with.
- Have a better understanding of the programs offered at each of the colleges.
- More recognition of the accomplishments and highlights of programs at colleges and district.
- One board member in particular has yet to understand their overall role and often makes attempts to insert themselves in operational matters. It is one thing to make a recommendation or suggestion rather than expecting that these be implemented. Board members could hold each other accountable when they observe their peers straying away from their roles.
- The board members are thoughtful and supportive of staff and students to a certain degree. I would like to see the board support management more through acknowledgement of their efforts and salary adjustments in the form of raises. While the district runs smoothly, this is largely due to the efforts of managers (leaders) who direct the efforts of staff and carry out the vision of the board. While it may seem like it, the district cannot run itself and takes a team of committed managers who support and have the best interest of the district in mind. We should not lose good people to other entities due to pay. Employees are the district's most valuable resource.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
November 26, 2018**

MANAGEMENT

Revised Job Description/Attachment #1

District Administrator of Institutional
Equity, Compliance and Title IX
Human Resources
District
Classified Administrator
Grade Level A

Appointment

Winchell, Timothy
Associate Dean, Criminal Justice Academies
Human Services & Technology Division
Santa Ana College

Effective: November 30, 2018
Salary Placement: D-4 \$123,060.73/Year

Interim Assignment

Dalauidao Hermsen, Joy S.
Interim Executive Director, Industry Sector
Engagement & Career Technical
Education Program Strategist
Resource Development/Educational Services
District Office

Effective: November 5, 2018 – June 30, 2019
Hourly Rate: C-1 \$56.58

Toledo, Michael
Interim Chief District Safety & Security
Business Operations & Fiscal Services
District

Effective: December 11, 2018 – June 30, 2019
Hourly Rate: D-5 \$61.30

Ratification of Resignation/Retirement

Bland, Antoinette D.
Chief District Safety & Security
Business Operations & Fiscal Services
District

Effective: December 10, 2018 (Last Day)
Reason: Resignation

FACULTY

2018/2019 CEFA Permanent Hourly Salary Schedule/Attachment #2

HUMAN RESOURCES MANAGEMENT/ACADEMIC DOCKET
November 26, 2018

Page 2

FACULTY (CONT'D)

Change of Assignment

Morris-Pfyl, Sandy
From: Career Specialist/Job Developer
To: Coordinator, Career Development/Career
Technical Education Student Success Center
Student Services
Santa Ana College

Effective: August 20, 2018
Salary Placement: V-16 \$106,506.00/Year

Leave of Absence

Do, Mina
Instructor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Effective: October 24, - December 14, 2018
Reason: Parental Leave

Ratification of Resignation/Retirement

Wright, George
Professor, Criminal Justice
Human Services & Technology Division
Santa Ana College

Effective: June 7, 2019 (Last Day)
Reason: Retirement

Beyond Contract/Overload Stipends

Barrios, Andrew
Assistant Professor, Biology
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: September 1, 2018
Amount: \$300.00
Reason: Program Facilitation-Biology
(Project #1625)

Foley, Denise
Professor, Biology
Mathematics & Sciences Division
Santiago Canyon College

Effective: August 10, 2018
Amount: \$2,000.00
Reason: Miscellaneous Student Services-Biology
(Project #1621)

Lui, Anson
Associate Professor, Biology
Mathematics & Sciences Division
Santiago Canyon College

Effective: August 10, 2018
Amount: \$2,000.00
Reason: Miscellaneous Student Services-Biology
(Project #1621)

Brass, Joshua A
Instructor, Criminal Justice/Weapons Training
Human Services & Technology Division
Santa Ana College

Effective: November 09, 2018
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

FACULTY (CONT'D)

Part-time/Hourly New/Rehires

Brenner, Mark W
Instructor, Fire Technology
Human Services & Technology Division
Santa Ana College

Effective: November 19, 2018
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Canett-Bailes, Loretta M
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: November 13, 2018
Hourly Lecture Rate: III-3 \$51.16

Daruvala, Jonathan T
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College

Effective: November 09, 2018
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Gaines, Susan T
Instructor, Clinical Nurse
Science, Math & Health Sciences Division
Santa Ana College

Effective: November 26, 2018
Hourly Rate: II-3 \$61.50

Leonard, Tina L
Instructor, American Sign Language
Humanities & Social Sciences Division
Santa Ana College

Effective: November 26, 2018
Hourly Lecture Rate: IV-3 \$67.79

Marecek, Lynn M
Instructor, Mathematics
Science, Math & Health Sciences Division
Santa Ana College

Effective: January 07, 2019
Hourly Lecture Rate: IV-5 \$74.74

Navarro, Linda Y
Instructor, High School Subjects/Math
Continuing Education Division (CEC)
Santa Ana College

Effective: November 19, 2018
Hourly Lecture Rate: II-4 \$51.51

Neitzel, Gregory C
Instructor, IEP HSS/GED/ABE;
Health & Safety; CTE/Business Skills
Continuing Education Division (OEC)
Santiago Canyon College

Effective: November 09, 2018
Hourly Lecture Rate: I-6 \$52.44

FACULTY (CONT'D)

Part-time/Hourly New/Rehires (cont'd)

Parrella, Michael
Instructor, Political Science
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: February 4, 2019
Hourly Lecture Rate: IV-5 \$74.74

Schaefer, Kathleen J
Instructor, Fire Technology
Human Services & Technology Division
Santa Ana College

Effective: November 19, 2018
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Sherman, David J
Instructor, Fire Technology
Human Services & Technology Division
Santa Ana College

Effective: November 19, 2018
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Taylor, Darryl S
Instructor, Vocational/Business Skills
Continuing Education Division (CEC)
Santa Ana College

Effective: December 03, 2018
Hourly Lecture Rate: II-3 \$51.51

Tingey, Adam J
Instructor, Criminal Justice/Tactical Emergency
Human Services & Technology Division
Santa Ana College

Effective: November 09, 2018
Hourly Lecture/Lab Rates: \$58.56/\$52.71

Non-paid Intern Service

Vences, Joshua
Athletic Trainer Intern
Kinesiology
Santa Ana College

Effective: November 27, 2018 – June 30, 2019
College Affiliation: CSU, Long Beach
Major: Athletic Training

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED NOVEMBER 2018

**DISTRICT ADMINISTRATOR FOR INSTITUTIONAL EQUITY,
COMPLIANCE AND TITLE IX
JOB DESCRIPTION**

GENERAL RESPONSIBILITIES

Overall responsibility to the Vice Chancellor of Human Resources in all assigned matters pertaining to district-wide and college compliance in direct support of a wide variety of responsible duties related to ADA, Title 5, and Title IX. This position will also serve as the Title IX coordinator for the District. This highly visible role is expected to develop, deliver and oversee Title IX programs as well as support the District with discrimination and harassment programs for students, faculty and staff. Conduct investigations and provide training in compliance with federal and state laws.

DUTIES AND RESPONSIBILITIES

- Serve as the Human Resources Compliance Coordinator with a high level of independence; assist the Vice Chancellor, Human Resources with a variety of ADA, Title 5 and Title IX compliance duties.
- Assist with internal discrimination complaints as well as complaints from State Chancellor's Office, Department of Fair Employment and Housing related to Equal Employment; may conduct formal investigations.
- Provide interpretations, correspondence and recommendations to Senior District Management and the Vice Chancellor, Human Resources on issues relating to:
 - o ADA, Interactive Process, and Reasonable Accommodations
 - o Title I, Title II and Title IX
 - o Compliance with Local, State, and Federal Laws regarding areas of responsibility
 - o FLSA Compliance
 - o Student Discipline pertaining to areas of responsibility
- Assist the District in EEOC, DFEH, OCR, and other matters brought before governmental agencies.
- Serve as the District's Title IX Coordinator, which includes oversight of the District's investigations and preparation of the appropriate reports for submittal to appropriate individuals.
- Assist in revising Board policies, and administrative regulations, and procedures within areas of responsibility.
- Analyze, design, develop and implement campus-wide training and development programs for administrative, faculty and classified staff to include training within areas of responsibility.
- Coordinate information, create training and monitor District development opportunities to ensure District compliance within areas of Title IX.
- Research and analyze data, prepare reports in compliance of state and federal regulations.

Perform other duties and facilitate projects as assigned.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED NOVEMBER 2018

**DISTRICT ADMINISTRATOR FOR INSTITUTIONAL EQUITY,
COMPLIANCE AND TITLE IX
JOB DESCRIPTION (CONTINUED)**

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications:

- Must possess a Master's degree or equivalent in Human Resources, Public Administration, Law or a field directly related to the major responsibilities of the position, from an accredited institution **AND**
- Minimum of three years of experience in overseeing and/or conducting investigations and training in compliance, Title IX, ADA or related areas:
- Three years demonstrated working knowledge of Title IX, compliance and current state and federal laws and regulations.
- Ability to design and deliver training programs to all constituencies of the district and demonstrate accountability with respect to attendance and assess the effectiveness of these trainings.

Demonstrated understanding of and sensitivity to working with individuals and groups representing a wide range of diverse academic, cultural, disability, religious, ethnic, geographic and socioeconomic backgrounds.

Desirable Qualifications:

- Ability to recommend and/or effect changes to policies, to revise practices as related to Title IX and to implement equitable procedures across many departments.
- Identify best practices and trends in the field of education related to discrimination, harassment and retaliation practices that violate Title IX, Title 5 ADA regulations and requirements.
- Excellent oral, written, interpersonal communication skills.
- Skilled in effective investigation techniques and ability to analyze information and data to reach sound decisions and conclusions.
- Knowledge of conflict resolution and mediation methods.

Board Approval Date: November 26, 2018

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2018/2019 CEFA PERMANENT HOURLY SALARY SCHEDULE
 EFFECTIVE 1ST DAY OF 2018 FALL SEMESTER (AUGUST 13, 2018)

ATTACHMENT #2

INSTRUCTION	Column I LESS THAN MASTER'S	Column II MASTER'S	Column III MASTER'S + 30
STEP			
1			
2			
3	\$50.25	\$51.51	\$52.81
4	\$51.51	\$52.81	\$54.12
5	\$52.81	\$54.12	\$55.48
6	\$54.12	\$55.48	\$56.86

Non-credit counselors 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 LESS THAN MASTER'S	Column II MASTER'S	Column III MASTER'S + 30
STEP			
1			
2			
3	\$42.71	\$43.78	\$44.88
4	\$43.78	\$44.88	\$46.00
5	\$44.88	\$46.00	\$47.16
6	\$46.00	\$47.16	\$48.34

NON-INSTRUCTION	Column I LESS THAN MASTER'S	Column II MASTER'S	Column III MASTER'S + 30
STEP			
1			
2			
3	\$25.13	\$25.76	\$26.40
4	\$25.76	\$26.40	\$27.07
5	\$26.40	\$27.07	\$27.74
6	\$27.07	\$27.74	\$28.44

COORDINATION OR CURRICULUM DEVELOPMENT	Column I LESS THAN MASTER'S	Column II MASTER'S OR GREATER
STEP		
1	\$40.87	\$41.89

See Article 11.2 Placement on Salary Schedules

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
DATE**

CLASSIFIED2018-2019 CSEA Permanent Salary ScheduleAttachment #1New Appointment

Buzzone, Lisa
Payroll Specialist (CL18-1173)
Payroll/ District

Effective: November 26, 2018
Grade 11, Step 4 \$52,793.28

Kang, Charles
Bookstore Buyer (CL18-1171)
Bookstore, SCC

Effective: October 23, 2018
Grade 10, Step 1 \$44,301.24

Hourly Ongoing to Contract

Ammann, Renee
From: Sr. Account Clerk/OEC
To: Administrative Clerk (CL18-1156)
Business & Career Tech./ SCC

Effective: October 29, 2018
Grade 10, Step 1 \$44,301.24

Professional Growth Increments

Hagelbarger, Theresa
Job Developer/ Bus. Division/ SAC

Effective: December 1, 2018
Grade 12, Step 3 + 1PG (500) \$54,240.10

Moreno, Maria
Admissions & Records Spec III/ SAC

Effective: December 1, 2018
Grade 10, Step 6 + 7.5%L + 2.5%B +
1PG(500) \$62,708.41

Out of Class Assignment

Duenas, Veronica
Human Resources Analyst/ Human
Resources/ District

Effective: 10/18/18 – 11/02/18
Grade L, Step 2 \$69,100.94
Confidential

Nguyen, Nikki
Sr. Accountant/ Fiscal Services/ District

Effective: 11/02/18 – 01/31/19
Grade 15, Step 1 \$57,059.70

Return to Regular Assignment

Avalos, Jessica Administrative Clerk/ Child Dev. Services/ District	Effective: November 3, 2018 Grade 10, Step 6 + 2.5%Bil + 5 PG (2500) \$58,466.93
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Leave of Absence

Rabiola, Anthony District Safety Officer/ District	Effective: 08/23/18 – 11/14/18 Reason: FMLA
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Sok, Long Custodian/ Admin. Services/ SCC	Effective: 12/04/18 – 02/26/19 Reason: FMLA
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Voluntary Furlough

Esparza, Wenndy Student Program Specialist/ Continuing Ed./ CEC	Effective: 11/05/18 – 05/31/19 Grade 10, Step 3 + 2.5%L + 2.5%Bil + 7PG (3500) @ 75% FTE \$41,113.30
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CLASSIFIED HOURLY

New Appointments

Gonzalez, Laura Instructional Assistant (CL18-1070) Continuing Ed./ CEC	Effective: October 22, 2018 Up to 19 Hours/Week School Session Grade 5, Step A + 2.5%Bil \$17.81
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Lee, Joan Transfer Center Specialist (CL18-1180) Counseling/ SAC	Effective: November 5, 2018 19 Hours/Week 12 Months/Year Grade 11, Step A \$22.16/Hour
--	--

Temporary to Hourly Ongoing

Flores Sainz, Jaime Instructional Assistant (CL18-1175) Math & Science/ SCC	Effective: October 29, 2018 Up to 19 Hours/Week School Session Grade 5, Step A \$17.38/Hour
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Labat, Michael Instructional Assistant (CL18-1159) Continuing Ed. / SCC	Effective: November 1, 2018 Up to 19 Hours/Week School Session Grade 5, Step A \$17.38/Hour
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Temporary to Hourly Ongoing cont'd

Lopez, Obdulia
Admissions & Records Spec. I
(CL18-1202)/ Continuing Ed./ CEC
Effective: October 29, 2018
19 Hours/Week 12 Month/Year
Grade 6, Step A + 2.5%Bil \$18.46/Hour

Torres, David
Instructional Assistant (CL18-1185)
Math & Science/ SCC
Effective: October 29, 2018
Up to 19 Hours/Week School Session
Grade 5, Step A \$17.38/Hour

Professional Growth Increments

Pita, Lazaro
District Safety Officer/ SCC
Effective: December 1, 2018
Grade 9, Step A + 1PG (250)
\$20.30/Hour + \$20.83/Mo. PG

Stukey, Shawna
Instructional Assistant/ Continuing Ed./
CEC
Effective: December 1, 2018
Grade 5, Step A + 2PG (500)
\$17.38/Hour + \$41.67/Mo. PG

Out of Class Assignment

Lomeli, Elizabeth
Student Services Coordinator/ Student
Services/ SAC
Effective: 11/05/18 – 02/14/19
19 Hours/Week 10 Months/Year
Grade 15, Step A + 5%L \$28.70/Hour

Leave of Absence

Ahumada, Edith
Student Services Specialist/ Student
Services/ SCC
Effective: 10/19/18 – 012/04/18
Reason: Maternity Leave

Ratification of Resignation/Retirement

Barsky, Dena
Library Tech./ Library/ SCC
Effective: October 8, 2018
Reason: Resignation

TEMPORARY ASSIGNMENT

Bui, Pauline
Student Services Specialist/ Counseling/
SCC
Effective: 11/27/18 – 06/30/19

TEMPORARY ASSIGNMENT cont'd

Escobedo Gomez, Miriam
Student Services Specialist/ Counseling/
SCC

Effective: 11/27/18 – 06/30/19

Garcia, Elizabeth
Student Services Specialist/ Counseling/
SCC

Effective: 11/27/18 – 06/30/19

Lee, Joseph
Administrative Clerk/ Business & Career
Tech./ SCC

Effective: 11/27/18 – 06/30/19

Rodriguez, Anthony
District Safety Officer/ District

Effective: 11/27/18 – 06/30/19

Additional Hours for Ongoing Assignment

Nguyen, Jay
Admissions & Records Spec. I/
Enrollment/ SCC

Effective: 10/11/18 – 04/30/19
Not to exceed 19 consecutive working
days in any given period.

Ramirez, Liliana
Student Services Coordinator/ Student
Services/ SCC

Effective: 10/19/18 – 12/15/18
Not to exceed 19 consecutive working
days in any given period.

Substitute Assignments

Cintron, Veronica
Executive Secretary/ Admin. Services/
SAC

Effective: 11/05/18 – 12/21/18

Escobar, Jorge
Admissions & Records Spec. I/
Continuing Ed./ CEC

Effective: 10/30/18 – 06/30/19
Not to exceed 19 consecutive working
days in any given period.

Lopez, Christian
Technical Spec. I/ ITS/ SAC

Effective: 11/01/18 – 12/14/18

Marin, Perla
Senior Clerk/ Student Services/ SAC

Effective: 10/26/18 – 11/16/18

Substitute Assignments cont'd

Palestino, Patricia Intermediate Clerk/ Child Dev. Services/ District	Effective: 09/28/18 – 11/02/18
Quinones, Ivan Custodian/ Facility, Planning & Ops./ District	Effective: 10/24/18 – 06/28/19
Rodriguez, Anthony District Safety Officer/ District	Effective: 10/29/18 – 06/30/19
Walters, Amy Instructional Assistant/ Math & Science/ SCC	Effective: 11/27/18 – 06/06/19

MISCELLANEOUS POSITIONS

Baeza, Josefina Child Dev. Intern II/ Child Dev. Services/ District	Effective: 10/11/18
Kangas, Keith Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 11/01/18 – 01/31/19
Kobayashi, Grant Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 11/01/18 – 01/31/19
Licari, Michelle Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 11/01/18 – 01/31/19
Park, Deborah Presenter II/ Counseling/ SAC	Effective: 10/16/18 – 10/25/18
Pham, Vikki Community Services Presenter/ Continuing Ed./ CEC	Effective: 10/11/18

Stipends Effective September 11 – October 10, 2018 cont'd

Krusemark, Leanne	Amount: \$ 207.76
Krusemark, Leeanne	Amount: \$ 38.73
McC Campbell, Semora	Amount: \$ 67.68
Reyes, Alfred	Amount: \$ 436.16
Rivera, Rodrigo	Amount: \$ 285.38
Rudd, James	Amount: \$ 641.55
Samaniego, Adriel	Amount: \$ 360.00
Watson, Katherine	Amount: \$ 66.00

**SANTA ANA COLLEGE
Student Assistant New Hire List**

Gomez, Maria Del Carmen	Effective: 10/17/18-06/30/19
Gonzalez, Lizett	Effective: 10/22/18-06/30/19
Harris, Jordan L.	Effective: 10/31/18-06/30/19
Lupercio, Genesis M.	Effective: 11/09/18-06/30/19
Madory, Dean M.	Effective: 11/02/18-06/30/19
Nestor, Gabriela	Effective: 10/31/18-06/30/19
Nguyen, Thanh T.	Effective: 10/18/18-06/30/19
Nunez, Tais M.	Effective: 10/23/18-06/30/19
Pham, Hoang Mai Diem	Effective: 10/30/18-06/30/19
Vu, Nga T.	Effective: 10/22/18-06/30/19
Xiao, Yan	Effective: 10/22/18-06/30/19

**SANTIAGO CANYON COLLEGE
Student Assistant New Hire List**

Chiriack, Paul	Effective: 10/15/2018 – 06/30/2019
Desai, Parthiv	Effective: 10/29/2018 – 06/30/2019
Fierros, Angelica	Effective: 10/15/2018 – 06/30/2019
Holland, Jenna	Effective: 10/31/2018 – 06/30/2019
Manzo Perea, Stephanie	Effective: 10/15/2018 – 06/30/2019
Monteiro Martinez, Gustavo	Effective: 10/16/2018 – 06/30/2019
Munoz, Francisco	Effective: 10/22/2018 – 06/30/2019
Wallace, Katryna	Effective: 10/16/2018 – 06/30/2019

**HUMAN RESOURCES CLASSIFIED DOCKET
NOVEMBER 26, 2018**

10	Accompanist	14	Executive Secretary	9	Offset Lithographer
13	Accountant	8	Expeditor	4	Parking Attendant
4	Account Clerk	11	Facilities Coordinator	11	Payroll Specialist
10	Administrative Clerk	17	Facility Planning Specialist	8	Phototypesetting Technician I
12	Administrative Secretary	17	Facility Systems Engineer	11	Phototypesetting Technician II
3	Admissions Assistant	13	Financial Aid Computer Analyst	12	Placement Specialist
6	Admissions/Records Specialist I	10	Financial Aid Computer Technician	8	Printing/Reprographics/Bindery Technician
8	Admissions/Records Specialist II	15	Financial Aid Coordinator	8	Program Specialist
10	Admissions/Records Specialist III	11	Financial Aid Analyst	10	Property Facilitator
15	Admissions & Records Technology Specialist	11	Financial Aid Senior Account Clerk	13	Public Access Television Coordinator
13	Alternate Media Specialist	8	Financial Aid Technician	5	Publications Assistant
13	Applications Specialist I	A	Fine & Performing Arts Technician	14	Publications Specialist
15	Applications Specialist II	9	Fine Arts & Theater Facilities Technician	11	Purchasing Assistant
19	Applications Specialist III	C	Food Service Aide	5	Purchasing Clerk
22	Applications Specialist IV	3	Food Service Worker	5	Receptionist/President's Office
11	Art Gallery Coordinator	8	Gardener/Utility Worker	9	Reprographics Technician
5	Assessment Assistant	3	General Office Clerk	16	Research Analyst
14	Assistant Athletic Trainer/Therapist	15	Graduation Specialist	12	Research Assistant
9	Athletic Field Grounds Worker	9	Grants Assistant	17	Research Coordinator
3	Athletic/PE Equipment Assistant	14	Graphic Designer	13	Research Specialist
12	Athletic Equipment Coordinator	13	Help Desk Analyst	16	Resource Development Coordinator
15	Athletic Trainer/Therapist	13	High School & Community Outreach Specialist	12	Risk Management Specialist
16	Audit Specialist	11	Human Resources Technician	14	Scholarship Coordinator
11	Automotive Mechanic	13	HVAC Mechanic	13	Science Laboratory Coordinator
10	Auxiliary Services Specialist	22	Information Security Specialist	7	Science Storekeeper/Lab Technician
10	Bookstore Buyer	11	Information Systems Specialist	10	Senior Account Clerk
13	Bookstore Operations Specialist	5	Instructional Assistant	15	Senior Accountant
8	Bookstore Storekeeper	6	Instructional Assistant/DSPS	11	Senior Admissions/Records Specialist
13	Business Services Coordinator	12	Instructional Center Specialist	6	Senior Cashier
15	Business Systems Analyst	7	Instructional Center Technician	8	Senior Clerk
14	Buyer	13	Instructional Coordinator/Analyst	8	Senior Clerk/Communications Ctr. Dispatcher
11	CARE Program Coordinator	9	Instructional Equipment Coordinator	7	Senior Custodian/Utility Worker
13	Career Guidance Coordinator	15	Instructional Media Producer	13	Senior District Safety Officer
11	Career Guidance Specialist	6	Intermediate Account Clerk	10	Senior EOPS Specialist
10	Career Technician	5	Intermediate Clerk	5	Senior Food Service Worker
3	Cashier/Bookstore	10	Intermediate District Safety Officer	9	Senior Mailroom Clerk
C	Child Development Aide	16	International Student Coordinator	12	Senior Media Systems Electronic Tech
6	Child Development Center Cook/Nutrition Specialist	11	International Student Program Specialist	12	Senior Payroll Specialist
15	Communications Specialist	14	Interpreter/Beginning	8	Senior Purchasing Clerk
12	Community Services Coordinator I	16	Interpreter/Intermediate	18	Senior Resource Development Coord.
15	Community Services Coordinator II	20	Interpreter/Senior	11	Skilled Maintenance Worker
8	Community Services Field Coordinator	12	Job Developer	19	Small Business Specialist
9	Community Services Program Developer	13	Job Placement Coordinator	11	Special Projects Specialist
8	Community Services Technician	14	Lead Central Plant Operator	13	Sports Information Coordinator
10	Computer Lab Technician	8	Lead Custodian	13	Stage Manager/Master Carpenter
16	Computer Operations Coordinator	10	Lead Gardener	6	Student Activities Assistant
15	Computer Operations Specialist	14	Lead Maintenance Worker	13	Student Activities Coordinator
13	Computer Programmer	6	Lead Publications Assistant	8	Student Activities Specialist
13	Contract Education Coordinator	10	Learning Assistant	10	Student Program Specialist
15	Contracts Specialist	8	Learning Center Specialist	10	Student Services Specialist
14	Coordinator of Community Relations	8	Learning Facilitator	15	Student Services Coordinator
4	Costume Technician	14	Learning Resources Specialist	13	Student Support Services Program Specialist
5	Counseling Assistant	7	Learning Specialist	11	Support Services Assistant
13	Curriculum Specialist	6	Library Clerk	10	Success Center Specialist
4	Custodian	13	Library Systems Specialist	20	Technical Specialist IV
5	Data Entry Clerk	9	Library Technician	13	Technical Specialist I
12	Desktop Publishing Technician	12	Library Technician II	15	Technical Specialist II
15	Development Coordinator	5	Lifeguard	17	Technical Specialist III
7	Disabled Student Center Specialist	4	Mail & Delivery Clerk	15	Technology and Production Coordinator
15	Distance Education Services Specialist	8	Mail/Warehouse Assistant	7	Technology Storekeeper
9	District Safety Officer	5	Maintenance Assistant	B	Television Payout Operator
10	District Scheduling Coordinator	8	Maintenance/Utility Worker	5	Telephone Operator/Receptionist
11	DSPS Specialist	12	Marketing Specialist	3	Test Proctor
11	Electronic & Computer Technician I	8	Media Systems Assistant	7	Theatre Facilities Technician
13	Electronic & Computer Technician II	13	Media Systems Electronic Technician	11	Transfer Center Specialist
15	Electronic Media Specialist	15	Media Systems Electronic Technician, Lead	12	Veterans Affairs Coordinator
8	Electronics Storekeeper/Repair Technician	8	Media Systems Technical Assistant	8	Video Technician
11	Electronic Technician	15	Network Specialist I	5	Warehouse Delivery Driver
6	EOPS Specialist	17	Network Specialist II	8	Warehouse Storekeeper
		19	Network Specialist III		
	Position List Revised: October 9, 2017	22	Network Specialist IV		

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES

To:	Board of Trustees	Date: November 26, 2018
Re:	Public Disclosure of Collective Bargaining Agreement between the California School Employees Association, Chapter 579 and the Rancho Santiago Community College District	
Action:	Request for Approval	

BACKGROUND

The District and the California School Employees Association (CSEA), Chapter 579 have reached a tentative agreement for 2018-2019 fiscal year. The tentative agreement was ratified by the CSEA membership on November 13, 2018. The proposed agreement is now presented to the Board of Trustees for approval.

ANALYSIS

The fiscal implications and terms of the proposed agreement are detailed on the disclosure form.

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed agreement with the California School Employees Association, Chapter 579 for the period of July 1, 2018 through June 30, 2019.

Fiscal Impact: Presented on Attached Disclosure Form	Board Date: November 26, 2018
Prepared by: Tracie Green, Vice Chancellor, Human Resources	
Submitted by: Tracie Green, Vice Chancellor, Human Resources	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

TENTATIVE AGREEMENT
BETWEEN
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS RSCCD, CHAPTER 579
AND THE
THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2018-2019 Reopener
November 5, 2018

Article 10 – LEAVES

10.7 Extended Sick Leave, Catastrophic Illness Leave and Direct Employee Assistance Emergency Vacation Donation

Employee shall be given the option of using vacation or comp-time to extend sick leave prior to employee being placed on extended sick leave. In no event shall employees be allowed to combine vacation or comp-time with extended sick leave.

10.7.1 **Extended Sick Leave:** A unit employee whose sick leave, including both current and accrued, has been exhausted, and, where the total of such sick leave used in a given fiscal year is less than one hundred (100) working days, shall be entitled to and be compensated at, fifty percent (50%) of his/her regular daily rate of pay for the balance of one hundred (100) days. A unit employee shall be required to present a doctor's statement stating the anticipated date the employee will be able to return to full-time service to qualify for this extended leave benefit.

10.7.2 **Catastrophic Leave:** In the event of a catastrophic illness or injury, participating unit employees who have exhausted all regular ~~and extended~~ sick leave, vacation and compensatory time, may utilize a maximum of 100 days from the Catastrophic Leave Bank. ~~subject to mutual approval by the District and CSEA.~~ The compensation shall be at fifty-percent (50%) of his/her daily rate. **In the event of severe financial hardship, this benefit may be used concurrently with the benefit of article 10.7.1 (extended sick leave). Utilization of the Catastrophic Leave Bank is subject to mutual approval by the District and CSEA.** Unit employees become a participant by contributing sick leave ~~or vacation leave~~ to the bank. A unit employee shall be required to present a doctor's statement stating the anticipated date the employee will be able to return to full time service to qualify for this extended leave benefit.

Employees may donate a minimum of one (1) day and a maximum of ten (10) days of sick leave ~~or vacation leave~~ per year. ~~The donating employee must maintain a minimum of one year's accrual of personal sick leave to be eligible to donate.~~ Upon separation from the district employees shall be allowed to donate all unused sick leave to the bank. Employees shall be given the opportunity to contribute upon employment, and thereafter in May and November of each year. (See Human Resources for procedures).

Employees must donate in order to use the illness bank.

10.7.3 Direct Employee Assistance

When employees or a member of their immediate family (Article 10.3.4) have an accident or illness requiring employee's absence from work, and that absence would extend beyond all earned leave available, employee may request assistance from unit members through CSEA. Subject to mutual approval by Human Resources and CSEA a request for assistance shall be sent

to applicable employees by Human Resources. The Direct Employee Assistance is a onetime benefit per incident. Unit employees may voluntarily contribute vacation sick leave to assist employee. Should the employee not require all the leave contributed, the hours not used by employee shall be contributed to the catastrophic leave bank, ~~and credited to the employee receiving the assistance.~~

10.13 Parental Leave

10.13.1 Pursuant to Education Code 87780.1, all unit members, who have been employed for 12 months may take up to a maximum of 12 weeks of leave for an absence occasioned by the birth or the placement of a child in connection with adoption or foster care, as provided by the California Family Rights Act (CFRA) and shall run concurrently with parental leave and the federal Family Medical Leave Act (FMLA) for a total of 12 work weeks during any 12 month period, pursuant to Government Code Section 12945.2.

10.13.2 There is no threshold number of hours that part-time unit members, as well as full-time unit members, must work in order to be eligible for parental leave. Parental Leave must be taken within 12 months after the birth/placement of the child and during a period that the unit member has an active scheduled assignment.

10.13.3 Unit members must use all his or her regular accrued paid sick leave for the purposes of parental leave. Upon exhaustion of sick leave, employee shall be given the option of using vacation or comp-time prior to the unit member being compensated at fifty percent (50%) of his/her current pay for the remaining period of the parental leave or the end of the current assignment, whichever comes first.

10.13.4 The unit member is entitled to take parental leave in intermittent periods within the 12-month period; however, the aggregate amount of parental leave taken shall not exceed 12 workweeks in the 12-month period. Intermittent parental leave must be taken in minimum leave durations of two weeks at a time. A unit member may be granted a parental leave request of less than two weeks no more than two times in a 12-month period.

10.13.5 When both parents of the child are employees with the District and are employed within the same department, or division they may not be approved for concurrent or consecutive leaves as the District reserves the right to approve based upon District's need.

10.14 Participation in School Activities of Children Leave

10.14.1 Pursuant to Labor Code 230.8 a unit member who is a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis to a child, of one or more children in kindergarten or grades 1 to 12, inclusive, or attending a licensed child care provider, may take off up to 40 hours each year, not exceeding eight hours in any calendar month of the year, to participate in activities of the school or licensed child care provider of any of his or her children, if the unit member, prior to taking the time off, gives reasonable notice to the District of the planned absence of the unit member.

10.14.2 If both parents of a child work at the same worksite, the entitlement under 10.14.1 of a planned absence as to that child applies, at any one time, only to the parent who first gives notice to the District, such that the other parent may take a planned absence simultaneously as to that same child under the conditions described in 10.14.1 only if he or she obtains the District's approval for the requested time off.

10.14.3 Unit members shall utilize existing vacation, personal leave, or compensatory time off for purposes of the planned absence. A unit member also may utilize time off without pay for this purpose.

10.14.4 The Unit Member, if requested by their supervisor, shall provide documentation from the school or the licensed childcare provider as proof that he or she engaged in child related activities. Such documentation means written verification of parental participation the school or licensed childcare provider deems appropriate and reasonable.

Article 11 – HOLIDAY LEAVE

11.1 Unit employees shall be entitled to the following holidays with pay provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday:

Independence Day	New Year's Day
Labor Day	Martin Luther King, Jr. Day
Veteran's Day	Lincoln's Birthday
Thanksgiving	President's Day
Day after Thanksgiving Day	Cesar Chavez Day
Christmas Day	Spring Break (2 days) *
Christmas Week (4 days) *	Memorial Day

~~Unit employees shall also receive a one-time floating holiday to be used by June 30, 2017.~~

Unit Employees shall receive December 31st off in addition to the Holidays listed above for the 2018-2019 year.

*Any employee who is required to work on one or more of these days, (e.g. employees working in maintenance, custodial and safety classification) shall be given a floating holiday for each day worked, which shall be used on a date mutually agreed to between employee and supervisor.

Employees who work a 4/40, 9/80, or 36/4 workweek shall be allowed to use earned comp time, earned vacation, or excused absence without pay for the extra (1) or (2) hours that goes beyond the holiday time of eight (8) hours.

Salaried Part-time Employees and Percent of Contract Employees shall receive pro-rated holiday leave.

Hourly employees shall receive pro-rated holiday leave which shall be prorated based upon the percent of hours scheduled during the month in which the holiday occurs.

Article 12 – VACATION LEAVE

- 12.8 All vacation leave must be approved or denied by the District within fifteen (15) working days from the date submitted by the employee. Vacation shall be approved on a first come, first approve basis. If vacation requests are received on the same date requesting the same vacation dates, the most senior employee within the department shall be given preference. The immediate supervisor shall inform the employee within one working day following the approval of the vacation request. In the event any vacation is denied, the immediate supervisor must provide a written explanation of the denial prior to the first day of vacation requested or within ~~fifteen (15)~~ **five (5)** days of the date the request is submitted whichever occurs earlier.

Article 14 – WAGES AND HOURS

14.1 Salary

The salary schedule for ~~2017-2018~~ **2018-2019** shall be increased by ~~2%~~ **2.71%** on schedule retroactive to July 1, ~~2017~~ **2018**.

In subsequent years, should the District provide a compensation package (salary and health benefits) to any other employee group that exceeds the compensation package (salary and health and benefits) provided to CSEA annually, the District agrees to reopen salary negotiations with CSEA.

Equity Language

~~Should any other bargaining unit receive a salary increase greater than 2% **2.71%** for the 2017-2018 **2018-2019** school year the District will provide the same salary increase retroactive to July 1, 2017 **2018** to all CSEA bargaining unit members.~~

14.8 Lunch Periods

Unit employees employed five (5) or more hours per day shall ~~receive~~ **are entitled** to an unpaid lunch period of a minimum of one-half (½) hour and a maximum of one (1) hour at the approximate midpoint of their workday in accordance with their regular assignment and classification.

14.8.1 The employee may take his/her lunch period at a more convenient time with the consent of the designated supervisor or administrator.

14.8.2 An employee that works less than 6 hours may elect not to take his/her lunch period with the consent of the designated supervisor or administrator.

ARTICLE 19 – HEALTH AND WELFARE

19.5 Insurance Premiums

a. Effective January 1, ~~2017~~ **2018**, the portion of the premium paid by the District shall be limited to a maximum contribution of ~~\$26,656.56~~ **\$28,257.96**. The maximum contribution shall be automatically increased by an amount not to exceed 6% in each succeeding year. If the annual premium renewal rates

represent an increase of more than 6%, the District and CSEA agree to immediately open negotiations on this article.

b. Effective July 1, 2016, the District will contribute up to \$1,500 per year to full-time employees. A contribution of up to \$1,500 will be pro-rated for those employees whose regular assignment is between 20 and 29 hours per week. The employee can assign this contribution for dependent or employee's medical/dental coverage, or other approved deductions consistent with IRS regulations.

Article 22 – PROFESSIONAL GROWTH PROGRAM

22.2 Course work

22.2.1 Credit may be earned by taking courses at **accredited** universities, colleges, community colleges, trade schools, adult education **institutions, or online education institutions.** ~~through an accredited correspondence school.~~ Credit may also be earned for attendance at District workshops, seminars, special lecture series, education conferences or leadership activities. Activities are not eligible for credit if the District pays any required fees (not including handouts, cost of speakers or other related costs) for the employee's participation if attendance occurs during assigned working hours, unless an employee uses vacation or compensatory time off in order to attend. The employee shall submit to Human Resources a written statement from their immediate supervisor that the employee was not attending during working hours. A conference/workshop attendance certificate may be required to determine amount of credit granted.

22.2.2 All course work requires a grade of "C" or better. One semester unit equals one (1) point. Quarter units convert to semester units on the basis of three (3) quarter units are equal to two (2) semester units. In credit/no credit classes, the employee must receive credit.

22.2.3 Continuing education course work, **non-accredited education course work**, conferences, workshops, seminars and other such activities can earn credit at the rate of one (1) point per sixteen (16) hours of completion.

22.3 Award/Increment

22.3.1 Twelve (12) points must be earned for each increment. Four (4) of the twelve points may be general development course work.

22.3.2 Salaried employees working twenty (20) or more hours per week shall be awarded an annual increase of \$500.00 for each increment until a maximum of ~~ten (10)~~ **thirteen (13)** increments are earned. All hourly on-going employees working nineteen (19) hours or less per week will receive \$250.00 per increment

Sheryl Martin 10/31/18
Sheryl Martin Date
President, Chapter 579

Tracie Green 10/31/18
Tracie Green Date
Vice Chancellor, Human Resources

Sean Small 10/31/18
Sean Small Date
Vice President, Chapter 579

Alistair Winter 10/21/18
Alistair Winter Date
Assistant Vice Chancellor, Human Resources

Blythe Paz 10/31/18
Blythe Paz Date
Negotiations Team Member

Katherine Gutierrez 10/31/18
Katherine Gutierrez Date
Negotiations Team Member

Matthew Phutisatayakul 10/31/18
Matthew Phutisatayakul Date
CSEA Labor Relations Representative

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and Gov. Code 3547.5

Rancho Santiago Community College District

Name of Bargaining Unit:

CSEA Chapter 579

The proposed agreement covers the period beginning
and will be acted upon by the Governing Board at

its **July 1, 2017** and ending **June 30, 2019**
meeting on **November 26, 2018**

A. Proposed Change in Compensation

Compensation				Fiscal Impact of Proposed Agreement		
				2018-2019		
1.	Step and Column - Increase (Decrease) Due to movement plus any changes due to settlement	Cost (+/-)	F/T P/T	\$456,513 \$0		
2.	Salary Schedule Increase	Cost (+/-)	F/T P/T	\$1,315,755 \$266,127 2.710%		
3.	Other Compensation - Increase (Decrease) (Stipends, Bonuses, etc.) FRINGE BENEFITS	Cost (+/-)	Dec 31 Holiday FT Dec 31 Holiday PT PG Increment FT	\$136,389 \$17,504 \$12,000		
4.	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc. PERS rate increase from 15.531% to 18.062%	Cost (+/-)	F/T P/T FT PT	\$607,734 \$24,619 \$611,242 \$116,570		
5.	Health/Welfare Plan - Increase (Decrease)	Cost (+/-)	FT	\$279,302		
6.	Total Compensation - Increase (Decrease) (Total Lines 1 - 5)	Cost (+/-)	FT PT	\$3,418,935 \$424,820		
7.	Total Number of Represented Employees		FT PT	504 225		
8.	Total Compensation Cost for Average Employee - Increase (Decrease) Total Compensation % Total Compensation %	Cost (+/-)	FT PT FT PT	\$6,784 \$1,888 8.03% 6.33%		

Please include comments and explanations as necessary:

Article 14.1 - Salary = The salary schedule for 2018-2019 shall be increased by 2.71% on schedule retroactive to July 1, 2018.

Article 10.7.2 - Catastrophic Leave = In the event of severe financial hardship, this benefit may be used concurrently with the benefit of article 10.7.1 (extended sick leave). Utilization of the Catastrophic Leave Bank is subject to mutual approval by the District and CSEA.

Article 10.13.1 (Parental Leave) = Pursuant to Education Code 87780.1, all unit members, who have been employed for 12 months may take up to a maximum of 12 weeks of leave

Article 11.1 - Holiday Leave = Unit Employees shall receive December 31, 2018 off For the academic year 2018-2019 only.

Article 19.5 - Insurance Premiums = Effective January 1, 2018, the portion of the premium paid by the District shall be limited to a maximum contribution of \$28,257.96.

Article 22.3.2 - (Award/Increment) = Salaried employees working twenty (20) or more hours per week shall be awarded an annual increase of \$500.00 for each increment until a maximum of thirteen (13) increments. Hourly on-going employees working nineteen (19) hours or less per week will receive \$250.00 per increment.

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development days, teacher prep time, etc.)

None

C. What are the specific impacts on instructional and support programs to accommodate settlement? Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations?

None

D. What contingency language is included in the proposed agreement (reopeners, etc.)?

None

E. Source of Funding for Proposed Agreement

1. Current Year

Base revenue

2. How will the ongoing cost of the proposed agreement be funded in future years?

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)

Financial aspects of agreement will be reopened each year

F. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	N/A
b. State Standard Minimum Reserve Percentage for this District	N/A
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$50,000 for a district with less than 1,001 ADA)	N/A

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted Unrestricted Designated for Economic Uncertainties	N/A
b. General Fund Budgeted Unrestricted Unappropriated Amount	N/A
c. Special Reserve Fund (J-207) Budgeted Designated for Economic Uncertainties	N/A
d. Special Reserve Fund (J-207) Budgeted Unappropriated Amount	N/A
e. Article XIII B Fund (J-241) Budgeted Designated for Uncertainties	N/A
f. Article XIII B Fund (J-241) Budgeted Unappropriated Amount	N/A
g. Total District Budgeted Unrestricted Reserves	N/A

3. Do unrestricted reserves meet the standard minimum reserve amount? Yes X No ___

G. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and GC 3547.5

_____ District Chancellor

_____ Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES

To:	Board of Trustees	Date: November 26, 2018
Re:	Ratification of Agreement between Rancho Santiago Community College District and PPL, Incorporated	
Action:	Request for Approval	

BACKGROUND

On October 29, 2018, the Board of Trustees approved the recommendation in the selection of PPL, Incorporated to assist in the recruitment and selection process for a new Chancellor.

ANALYSIS

The Board of Trustees authorized the Vice Chancellor of Human Resources to negotiate the professional services agreement not to exceed \$35,000 and to coordinate the recruitment and selection process for the new Chancellor.

The term of this agreement is from October 30, 2018 through June 30, 2019.

RECOMMENDATION

It is recommended that the Board of Trustees ratify the agreement between Rancho Santiago Community College District and PPL, Incorporated, as presented.

Fiscal Impact: Not to exceed \$35,000	Board Date: November 26, 2018
Prepared by: Tracie Green, Vice Chancellor, Human Resources	
Submitted by: Tracie Green, Vice Chancellor, Human Resources	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**AGREEMENT BETWEEN
PPL, INCORPORATED
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

THIS AGREEMENT is made and entered into effective October 30, 2018 by and between the Rancho Santiago Community College District (hereinafter "District") and PPL, Inc., (hereinafter "PPL") to utilize professional and technical services of Dr. Dean Colli and Dr. Ben Duran and other PPL consultants as necessary and appropriate to assist the District in a search for the Chancellor of the Rancho Santiago Community College District.

IT IS MUTUALLY AGREED that PPL will provide the consulting services as shown in the PPL proposal (attached and considered a part of this agreement) under the following terms and conditions.

NOW, THEREFORE, it is agreed as follows:

1. Payment. Payment in consideration of this Agreement for these consulting services shall be for Thirty Thousand Dollars (\$30,000.00) in addition to the reimbursement of expenses as detailed in Provision 2. The Payment Schedule will include six monthly invoices at \$4,000 at end of November through end of April, \$3,000 at end of May, and final \$3,000 at completion of the search services. The District will reimburse PPL for services provided by Consultant within thirty days (30) of receipt of a valid invoice from PPL.

2. District Support. The District shall reimburse the Consultants for necessary reasonable expenses including but not limited to transportation, meals, and lodging, for activities included in the PPL proposal attached, as appropriate, not to exceed \$4,000. Receipts will be included in the Expense Claim for Reimbursement.

3. Indemnification. To the extent allowed by law, District and PPL, shall each defend, indemnify, and save harmless the other and its Board of Trustees, officers, and employees against any and all claims, actions, liabilities and losses, by whomever asserted, of acts, errors, or omissions on the part of their respective officers, agents, students, or employees arising out of any activities in the performance of this Agreement, providing, however, that either party shall be given sufficient notice to enable it to participate and conduct an appropriate defense of any claims made.

4. Consultant Not Employee of District. It is understood that PPL is responsible for the actions of its officers, employees, and servants; that Consultant is not an employee or servant of District regardless of nature and extent of the acts performed by Consultant; that inasmuch as said Consultant shall not be an employee of District, District does not assume liability under law for any act of Consultant performing or traveling pursuant to this Agreement. Furthermore, as Consultant is a self-employed independent contractor, neither the District nor PPL shall be responsible for the payment of any unemployment insurance, Workers' Compensation Insurance, Social Security or Medicare taxes, or contribution of federal or state income tax withholding for or on behalf of the Consultant.

5. Status of District and PPL. It is expressly understood and agreed that this Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between District and PPL, but is, rather, an agreement by and between the independent contractors, these being District and PPL.

6. Limitations of Consultant Powers. Regarding the services to be provided, to the extent that the law allows, Consultant will discharge those duties, which are consistent with his/her status as an independent contractor. It is further understood and agreed, it is a District responsibility to ensure that a true independent contractor relationship is established and maintained.

7. Guarantee. If it can be shown that Consultant was negligent in its provision of services and such negligence was a factor in leading to the appointment of a Chancellor whose performance is formally deemed unsatisfactory by the Board of Trustees during the first year of employment, having utilized an evaluation process in keeping with District policy and procedure;

And, should the Chancellor be terminated for cause, or resign in lieu of being terminated for cause;

Consultant will, at the Board's election, either work with the Board to consider another candidate within the pool of final candidates or conduct a new search for a Chancellor at no cost to the District, excluding out-of-pocket costs for expenses.

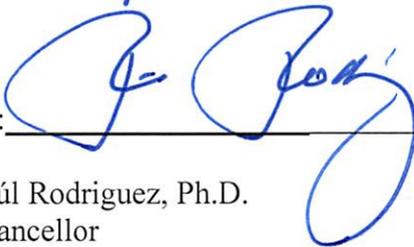
Should the Chancellor selected by the District voluntarily resign, Consultant will not be obligated to perform additional search services for the District.

8. Terms of Agreement. This Agreement shall remain in full force and effect beginning October 30, 2018 and ending June 30, 2019, unless mutually amended.

PPL Inc. Federal Tax Id # 33-0205012

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Dated: 11/14/18

By: 

Raúl Rodríguez, Ph.D.
Chancellor
Rancho Santiago Community College District
2323 N. Broadway, Suite 410
Santa Ana, CA 92706
714-480-7450
rodriguez_raul@rsccd.edu

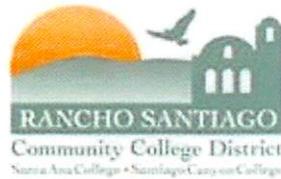
PPL, INC.

Dated: October 30, 2018

By: 

Guy F. Lease, Ed.D.
Executive Vice President/CFO
P.O. Box 17457
South Lake Tahoe, CA 96151
530-307-9765
glease@pplpros.com

Proposal for
Rancho Santiago Community College District



***Search for
Chancellor***



www.PPLPros.com

October 5, 2018

Co-Consultants and Co-Owners—PPL, Inc.

Drs. Benjamin T. Duran and Dean C. Colli

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A. Statement of Firm Qualifications

PPL, Inc. has an extensive record of helping districts find qualified and experienced leaders from diverse backgrounds and has been serving California Community Colleges since 1978. Most community college districts in California have used our services, and we are proud that many are also repeat clients.

PPL has conducted successful chief executive officer searches for the following. Other successful searches at the executive level, but deeper within the organization, have also been supported by PPL consultants, but are not listed here.

- Los Angeles Southwest College -- Los Angeles Community College District – Seher Awan ('18)
- Columbia College-Yosemite Community College District – Santanu Bandyopadhyay ('18)
- Contra Costa College-Contra Costa Community College District – Katrina VanderWoude ('18)
- San Luis Obispo County Community College District – Jill Stearns ('18)
- Diablo Valley College-Contra Costa Community College District – Susan Lamb ('18)
- Cabrillo Community College District – Matt Wetstein ('18)
- Ventura County Community College District – Greg Gillespie ('17)
- Saddleback College-South Orange County Community College District – Gregory Anderson ('17)
- Siskiyou Joint Community College District – Steven Schoonmaker ('17), Randy Lawrence ('08), David Pelham ('02)
- Gavilan Community College District – Kathleen Rose ('16), Steven Kinsella ('02)
- West Kern Community College District – Debra Daniels ('16), Dena Maloney ('12)
- Oxnard College-Ventura Community College District – Cynthia Azari ('16)
- Butte-Glenn Community College District – Samia Yaqib ('16)
- Copper Mountain Community College District – Jeff Cummings ('15)
- Mira Costa Community College District – Sunita Cooke ('14)
- Los Angeles Trade Technical College - Los Angeles Community College District – Laurence Frank ('13)
- Antelope Valley Community College District – Ed Knudson ('13)
- Napa Community College District – Ronald Kraft ('13)
- Mendocino-Lake Community College District – Arturo Reyes ('13), Kathryn Lehner ('05), Marilyn Brock ('01)
- Feather River Community College District – Kevin Trutna ('13), Ron Taylor ('08)
- Monterey Peninsula Community College District – Walter Tribble ('12), Doug Garrison ('06)
- Sonoma County Community College District – Frank Chong ('12)
- Bakersfield College-Kern Community College District – Sonya Christian ('12)
- Mt. San Antonio Community College District – Bill Scroggins ('11)
- Lake Tahoe Community College District – Kindred Murillo ('11)
- Glendale Community College District – Dawn Lindsay ('10)
- Los Angeles Harbor College-Los Angeles Community College District – Marvin Martinez ('10)
- Barstow Community College District – Thom Armstrong ('09)
- Hartnell Community College District – Phoebe Helm ('08)
- Palomar Community College District – Robert Deegan ('05)

- Shasta-Tehama-Trinity Community College District – Mary Retterer ('04)
- Marin Community College District – Frances White ('04)
- Cabrillo Community College District – Brian King ('04)
- Victor Valley Community College District – Roger Wagner ('14), Patricia Spencer ('03),
- Las Positas College –Karin Halliday ('02)
- West Valley-Mission Community College District – Stan Arterberry ('02)

PPL believes that a very positive ratio is presented by the data above. In addition to the 43 searches listed above, two have resulted in governing leadership not finding a successful appointment from among finalists recommended by search committees.

A description of typical search procedures is described fully in C. Performance Plan—Scope of Services. PPL believes it is highly qualified to perform all such services.

Recruitment is tenacious and thorough. This section addresses contacts made for the search and from where applicants typically come. Often, over 900 contacts are made with potential applicants, with additional personal phone calls made to individuals in the recruitment process. Recent recruitments for superintendent/president and president positions resulted in applicant pools of 30 to 50 candidates, minimally qualified (MQs) candidates ranged from high 20s to low 40s.

Movement through each stage of the process is deliberate yet expeditious. The average duration of a search and selection is approximately six months, assuming typical time to effectively plan and prepare recruitment media (print and on-line) and advertising, a 45-60-day announcement period depending on publication deadlines of the most critical advertising media, first-level (Committee) and finalist-level interview (Governing Board) processes, contract negotiations with the successful candidate and Board approval of the appointment. Reasonable adjustments to shorten the timeframe may be made, as necessary. However, care should be taken that each step of the process is effectively executed.

B. Staff Qualifications

Drs. Duran and Colli will work as a team, as co-consultants. They will confer on all work performed. When consulting calls for on-site participation, either consultant will perform. However, in most cases, both co-consultants will be present.

Brief executive search statements for the assigned consultants follow. Biographical statements are provided in F.

Dr. Benjamin T. Duran

Dr. Duran has participated in successful CEO searches at various California Community College Districts across the state—Feather River CCD, MiraCosta CCD, Ventura County CCD, and Oxnard College.

Dr. Duran retired as Superintendent/President of Merced CCD, after serving for 22 years there, 14 years as the District's Superintendent/President.

Dr. Dean Colli, PPL, Inc. Vice President

Dr. Colli has led or co-consulted successful Superintendent/President searches for San Luis Obispo County (Cuesta College), Cabrillo, MiraCosta, West Kern (Taft College), Siskiyou Joint, Glendale, Antelope Valley, Victor Valley, and Copper Mountain Community College Districts, as well as President searches for LA Harbor College, Bakersfield College, and Saddleback College. In addition, he was a co-consultant providing search services for Vice-Chancellor positions at Coast and Rancho Santiago Community College Districts.

Dr. Colli retired as Interim President during his last two years at Grossmont College after serving as Vice-President for Academic Affairs for over six years.

PPL, Inc.

In all searches, the full team of PPL consultants strives to ensure that the needs of the Rancho Santiago Community College District are met. Should Drs. Duran or Colli not be able to perform for some unknown reason, another PPL co-owner, all similarly experienced, will quickly step in to provide a seamless flow of services.

C. Performance Plan—Scope of Services

- **Development of Candidate/District Profile with Board & Colleges**

The Board of Trustees and PPL consultants design the search process together, working closely with Human Resources, to ensure the process follows RSCCD Board Policy 2431 and adheres to a mutually developed search timeline. Early on, consultants work with the Board to determine the kind of leadership needed, by way of minimum and preferred qualifications as well as professional and personal characteristics, that will forward the District's mission. This is incorporated into a formal position announcement. PPL consultants then assist the Board to outline the District's strengths, the challenges it faces, and the opportunities that lie ahead; candidate qualifications and characteristics are then matched to this environment. A similar process is subsequently conducted with constituent group leaders and/or general audiences at the District's colleges. This can be done broadly, through a mutually designed survey, and/or with more targeted audiences, such as focus groups or members of Chancellor Search Committee (Committee). Later in the selection process planning below, the consultants further confer with the District and constituent groups in developing meaningful evaluation criteria that lead to positive search processes and outcomes. To support that process, consultants work with the Committee to come to consensus on qualifications and characteristics of ideal candidates to recommend to the Board.

- **Advertisement and Recruitment**

The announcement, approved by the Board or designee, briefly describes the District and its environment, current issues, qualifications and characteristics of the ideal candidate, the search and selection process, and instructions as to how to apply. A President Search website is also developed, in cooperation with representatives of the District (e.g., human resources, information technology, institutional research, public information). Webpages are created at a District sponsored website to announce the vacancy, link the user to an on-line application portal, describe the position, share information about the District, and give a flavor for the communities served by the institution. Numerous links are incorporated to take the website navigator to institutional and external information the District feels important to share. This on-line tool will facilitate each prospective applicant conducting a thorough review of this important professional opportunity and assessing whether it is a good match for him or her.

An aggressive advertising strategy is planned and executed, based on media available and budgetary concerns. The consultants assist the District in identifying nationwide, state, and other appropriate publications for placing advertisements for the position; a wide variety of journals and other media, particularly those focused on recruitment of underrepresented professionals, assure reaching a diverse pool of prospective applicants. Care is taken, however, to stay within the budget set by the District for the search, recognizing the efficiencies brought by the use of electronic communication.

PPL and District HR representatives conduct initial outreach to prospective applicants within and outside of California. This is accomplished through standard statewide practices, using the California Community College System Registry and distribution lists for key executive positions in the 114 colleges and districts (e.g., CEOs, Board Presidents, Chief

Instructional Officers, Chief Student Services Officers, Chief Business Officers, Chief Human Resource Officers, etc.).

PPL conducts an extensive national recruitment campaign. PPL search experience, as well as current Co-Owners' and Associates' presence in the community college environment, provide a network of connections that enhance the recruitment process. The extensive number of executive searches PPL has helped to facilitate for over 15 years has generated a list of many prospective applicants, both in California and across the nation. For example, the list contains individuals in executive positions at community colleges in several neighboring states as well as in colleges in all parts of the country that have distinguished themselves by being recognized for honors by the American Association of Community Colleges and The Aspen Institute. For each executive search in which PPL is involved, individuals on this list are contacted, as are leaders of professional associations and program coordinators of university higher education leadership programs.

In addition, to keep the base of contacts fresh and relevant to current search services, PPL Co-Owners and Associates maintain a relationship with executive level leaders in the California community colleges. PPL Co-Owner Dr. Lisa Sugimoto served in the retiree position on the Board of Directors for the Association for California Community College Administrators (ACCCA) and maintains her active participation there. Furthermore, she is currently an Alumni Fellow with UCLA's Educational Leadership Program (ELP) co-instructing second-year Doctoral students. PPL has also supported professional associations and/or their conferences through corporate sponsorships—Association of California Community College Administrators, Community College League of California, California Community Colleges (CCC) Chief Human Resources Officers, CCC Chief Instructional Officers, CCC Chief Student Services Administrators—and one or more Co-Owners often attend conferences of these professional associations. Workshop sessions at these conferences are led by PPL Co-Owners from time to time, as are sessions at other conferences, such as those of the National Community College Hispanic Council's Fellows Program, and at recent sessions of the Los Angeles CCD Presidents and Vice Presidents Academies and UCLA's ELP capstone course.

PPL's sole focus is advancing the interests of Rancho Santiago CCD in a search and selection process that is aggressive, fully open, and fair. Extensive recruitment is designed to cast the net as broadly as possible but, more importantly, to focus on those communication channels that are likely to generate an applicant pool that is rich in "diversity" in all aspects of the term.

In addition to the advertising and recruitment processes, PPL uses its networking to actively seek out prospective applicants its consultants believe would make good candidates for the position. Contacts are made with those who are currently looking to advance themselves professionally. However, contacts are also made with those who are performing well in their present position, potentially ready for the next career move, not necessarily in the job search process, but seemingly a good match for the Chancellor position at RSCCD. Often, over 900 contacts are made with potential applicants with additional personal phone calls made to individuals in the recruitment process. Recent recruitments for Chancellor, Superintendent/President and President positions resulted in applicant pools of minimally qualified (MQs) candidates ranging from high 20s to mid-40s. PPL Co-Owners also maintain awareness of initiatives focused on enhancing the diversity of applicant pools for positions in the community colleges and participate in those initiatives, as appropriate. For example, PPL President/Co-Owner Benjamin Duran and

PPL Vice President/Co-Owner Robert Griffin were invited by the California Community Colleges System Office to participate in an initial meeting regarding Equal Employment Opportunity and Faculty Diversity. Subsequently, Dr. Duran served on a related CCC System Office Webinar panel.

- ***Selection Process Planning***

As mentioned above, PPL adheres to the District's Board Policy 2431. By carefully implementing the Board's established search process, PPL guides the Search Committee's work. The consultants further discuss any relevant Brown Act implications and applicable laws with the Committee and ensure compliance within the context of the work to be completed. Confidentiality is a focus, in the beginning and throughout the process. Breach of confidentiality jeopardizes the completion of a successful search and leaves a negative impression in the community and with potential candidates.

PPL uses its experience and resource materials to assist the Committee and, subsequently, the Board to create selection procedures and tools carefully designed around criteria identified in the announcement. Identifying appropriate paper screening procedures, interview day activities, other selection activities, background checking procedures, and the tools designed to evaluate all those processes will be customized to meet the District's needs, but in such a way that each segment is referenced carefully to the qualifications, experience, and qualities the Colleges/District seeks.

PPL consultants consistently remind the Committee and District leadership about the criteria that were set for making such evaluations. Consultants also assure, along with the District's EEO representative, that the dialogue is focused around those criteria.

Unnecessary or irrelevant criteria, should they surface, are identified as such in order that the search and selection remain fair and objective. At the same time, PPL is careful to respect and support the role of the Committee as decision makers in the process of recommending candidates for final interview with the Governing Board.

Prior to the Committee members' access to the applicant files for screening, potential interview questions are discussed, and a final list is developed based on the established qualifications, characteristics, and criteria. Further, the consultants work with the Committee to consider the length of time for each interview, the number of questions that are appropriate for the length of interview time, and procedures for the interview day activities.

- **First-Level Candidate Consideration**

Consultants work with HR staff, as requested, to review the applicant pool for meeting minimum qualifications. Consultants also consider a first-level interview site. The site is most often off-campus, to protect the confidentiality of those being considered at the first level and to focus the attention of the Committee by removing members from close proximity to their respective work sites. Consultants also assist HR staff to plan communication with the candidates invited for an interview. Again, Committee members are reminded of the confidential nature of the search and the criteria for completing their paperwork for those candidates they wish to further consider

Consultants assist the facilitation of the interview by accompanying candidates to and from the interview room, sitting through the interviews, and talking with candidates about the post-interview process. Once the Committee concludes its interviewing and deliberating, they recommend candidates for finalist interview by the Board.

As requested and viewed as necessary, consultants will offer suggestions to the Committee regarding its ability to reach consensus on the evaluation of candidates. This may happen as the Committee identifies interviewees to advance to the Board.

- **Background Check Process**

The quality of PPL's performance in conducting background checks consistently earns the respect and gratitude of its clients. The only individuals assigned to do PPL background checks are PPL consultants, all of whom are experienced California community college executive leaders; this work is never outsourced. This is a responsibility that PPL takes very seriously. PPL consultants well understand the California community colleges and many of the people who work in them; consultants are able to use their knowledge, experience, and network to effectively pursue research in this regard.

Typical background check calls are very thorough, often taking well more than 30 minutes, and they are made to anyone who can attest to the candidate's leadership qualities and experience. Between the references provided by the candidate and other contacts sought, it is common for over 15 calls to be completed and be representative of a broad array of constituent groups (e.g., board of trustees, supervisors, faculty, support staff, direct reports, peer administrators, and community members).

Background check summaries are provided to the Board as it considers an appointment from among the identified finalists who are interviewed.

- **Finalist-Level Candidate Consideration**

Prior to the Board having knowledge of the candidate pool, consultants work with either the full Board or a designated ad hoc committee to plan the finalist interview process. As with the Search Committee, consultants provide sample questions for the interview, so the Board may decide topics and format for the conversation. Of greater interest with Governing Boards recently has been an approach that is more conversational, and on fewer topics, rather than an interview format similar to the dozen or so questions asked at the first level.

Among the many PPL resource materials made available for the Board's consideration is a sample format and evaluation form for candidate forums. PPL consultants, working with

HR staff, will coordinate candidate forums in a manner that provides appropriate scheduling of times and announcements for the community to be involved. Site visits are a frequent consideration for the final phase of executive selection. Discussion of pros and cons related to site visits is a support service PPL often provides. If site visits are then viewed as necessary, PPL will facilitate with planning, as needed. Finally, PPL consultants are available during the final deliberations to assist District leadership in its decision, as requested, regarding a recommendation of a candidate for appointment.

- ***Negotiations and Appointment***

As requested, PPL also provides support through the negotiations process with the selected candidate. Comparative salary information may be accessed. Consultants may also work with the District's legal counsel in development of contract language.

D. Cost Proposal

- Search and Selection Services \$30,000
- Travel Reimbursement Limit (Not to Exceed) \$ 4,000

TOTAL: \$34,000

- If consultant involvement is required for the site visits to the campus of the finalist candidate(s), there will be additional travel costs.
- Districts are typically requiring *extended background checks* to include Department of Justice Review, which the District conducts through Live Scan, and consumer credit checks. If the credit check service is desired, PPL will recommend an appropriate investigation firm, which will charge an additional fee.
- In the event that the search is extended because of an inadequate pool of applicants, first level interview candidates, or finalists, there will be no additional charge for services. In the event that the Board accepts the Committee's selection of finalists and the full process does not result in the hire and commencement of employment of a Chancellor, the District, at the Board's election, may either work with the consultants to consider other candidates within the finalist pool or conduct a new search. Should the Board consider other candidates within the pool, there will be no additional charge for services. However, if a new search is conducted, the District and PPL will come to an agreement regarding an additional fee for search services and an increase in the maximum level of reimbursement for travel expenses, on a proportional basis, in keeping with the search process that must be renewed.
- Travel reimbursement is based on an assumption of up to six site visits by one or both consultants. PPL mileage reimbursement is in keeping with the IRS business mileage rate allowable for claims as a business tax deduction, which is presently 54.5 cents per mile (2018).
- PPL's billing practices are flexible. However, the preference is to invoice the District monthly, in equal amounts, over the period of service. For example, if services were to be provided over an approximate six-month period and the total contracted price for services was \$30,000, PPL would invoice the District \$4,000 at the end of each month and the final \$6,000 at the end of the process.

E. References

REFERENCE # 1

Client Name and Address: **Ventura County CCD**, 761 East Daily Drive, Camarillo, CA 93010

Contact Name, Title and Phone Number: **Mr. Bernardo Perez**, Board Member (805) 208-3570 or

Please contact Patti Blair, Administrative Assistant to the Chancellor, who will ensure Mr. Perez returns the call, (805) 652-5502 – Office or (805) 312-0054.

E-mail: Bernardo_perez2@vcccd.edu

Scope of Work: Chancellor Search and Selection Services, ending April 2017; and Oxnard President Search and Selection Services, ending May 2016

REFERENCE # 2:

Client Name and Address: **Cabrillo CCD**, 6500 Soquel Dr., Aptos, CA 95003

Contact Name Title and Phone Number: **Ed Banks**, Board Member, (831) 763-7075 (Business)

E-mail: EdBanks@kbkinsurance.com

Scope of Work: Superintendent/President Search and Selection Services, ending December 2017

REFERENCE # 3:

Client Name and Address: **Mira Costa CCD**, 1 Barnard Drive, Oceanside, CA 92056

Contact Name Title and Phone Number: **Dr. Dave Broad**, Board Member, (858) 353-1688

E-mail: davidbroad@msn.com

Scope of Work: Superintendent/President Search and Selection Services, ending November 2014

F. *Biographical Statements of Assigned Consultants*

Biographical Statements

Dr. Benjamin T. Duran

Dr. Ben Duran is Superintendent/President Emeritus of the Merced Community College District. He retired in 2012 after serving the District for over twenty-three years, 14 years as CEO. Upon retirement, he joined PPL Inc. as a Senior Associate to assist in executive searches with the firm.

During his tenure at Merced College, the District grew from 6,000 full-time equivalent students to over 12,000. He has overseen the passage of two bond measures, which provided facilities for the main campus located in Merced and the construction of a new center in the city of Los Banos. During his tenure, he grew the development office and oversaw the first \$1,000,000 gift to the College. Two subsequent gifts in excess of \$1,000,000 were to follow. Merced College, under his leadership became known as one of the top transfer colleges in the Central Valley serving a high number of first-generation college goers.

During his time at Merced College, Ben served on and chaired the State Chief Executive Officers Board for the California Community Colleges. He also served on the California Community Colleges Economic and Workforce Development Advisory Committee for ten years. During his tenure on this committee he served as chair twice and was called upon to testify at legislative sessions and state conferences. He most recently served as co-chair for the Community College League of California's 2020 Vision for Student Success – Commission on the Future. Additionally, Chancellor Jack Scott appointed him to the California Community Colleges Student Success Task Force. As a recognized Central Valley leader, he was appointed by the Governor as a board member of the San Joaquin Valley Partnership and was instrumental in founding and ultimately chairing the Central Valley Higher Education Consortium, serving colleges and universities in the Central Valley from Bakersfield to Stockton.

Prior to coming to the California Community Colleges, Ben served as Superintendent of the Le Grand Union High School District. Due to his experience in leadership roles in both the K-12 and Community Colleges systems, Ben was called upon to teach in MA and Ed D programs at local universities.

Ben is a product of California Community Colleges, having earned his Associate of Arts degree from Merced Community College. Being the first in his family to earn a college degree, he took his Bachelor of Arts degree from California State University, Stanislaus and his master's degree from Chapman University. Ben completed his doctoral studies at the University of Southern California in Educational Administration.

Ben is involved in numerous community and philanthropic organizations. He is currently Chair of the Mercy Hospital Community Board and is a member of his local credit union board of directors. He served on local committees helping to bring the University of California, Merced campus to the Central Valley. He also served on the University of California, Merced, Board of Trustees and the California State University Community Advisory Board.

He currently serves as President and CEO of the non-profit Great Valley Center located in Modesto, California. The center is dedicated to improving the social, economic and environmental well-being of the Central Valley.

Dr. Dean C. Colli

Dr. Dean Colli joined PPL in 2009, where he has led or participated in provision of search and selection consulting services and placed interim leaders and consultants, almost exclusively within the California community college system. In 2007, he retired from his 35-year career in California public education as Interim President at Grossmont College, a position he held during his final two years there after serving as the College's Vice-President for Academic Affairs since 1999.

Dean has also served in administrative positions at three other California community colleges—as Dean of Occupational Education at Columbia College, Hartnell College, and Modesto Jr. College. As Dean of College Services during his last five years at Modesto Jr. College, he served as the campus budget officer, coordinator of planning, and foundation director. Earlier at the community college level, he was a Business faculty member, an Academic Senate President, and bargaining unit leader.

In related professional pursuits, Dean held leadership roles in regional and statewide professional associations for community college chief instructional officers (vice-president) and occupational education (statewide vice-president and president). He also served on numerous community college regional and statewide committees. He was a member of and/or led approximately 20 accreditation evaluation teams, primarily with the Accrediting Commission for Community and Junior Colleges (ACCJC/WASC).

Dean has been active in the local community, both throughout his professional career and in retirement. He has been a member of and held leadership positions in numerous service organizations; presently, he is a member on the Salvation Army Ray & Joan Kroc Center Advisory Council. He is also a member and past Chair of the Board of Directors for The Centre for Organization Effectiveness, a firm providing leadership and organizational development, primarily to public sector clients throughout California. In February 2012, he began serving on the Advisory Council (institutional governing board) for the Salvation Army College for Officer Training at Crestmont and now chairs its Academic Committee.

Dean earned an undergraduate degree in Business Administration at Fresno State College, a master's degree in Educational Supervision at University of California, Santa Barbara, and a Doctorate in Educational Leadership at University of the Pacific.

AUTHORIZATION FOR BOARD TRAVEL/CONFERENCES (with actual and necessary expenses and cash advances as requested)

BOARD MEMBERS (to be approved)

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES 1 Board Member
COMMUNITY COLLEGE NATIONAL LEGISLATIVE (John Hanna)
SUMMIT
Washington, D.C. – February 9-13, 2019