

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, December 10, 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

INSTALLATION CEREMONY AND RECEPTION

4:30 p.m.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Installation Ceremony and Reception

1.3 Approval of Additions or Corrections to Agenda Action

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of November 26, 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 of District Annual Financial Audit

2.0 **BOARD ORGANIZATION**

2.1 Annual Board Organization

Action

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

-Election of Board Officers (President, Vice President, and Clerk) for the 2018-19 year

-Designation of secretary and assistant secretary

-The President of the Board shall appoint members and chairs to following board committees:

- Communications Committee
- Facilities Committee
- Fiscal and Audit Review Committee
- Legislative Committee
- Policy Committee
- Safety & Security Committee

-The President of the Board shall appoint representatives to the the following organizations:

- RSCCD Foundation
- Orange County Community College Legislative Task Force
- Orange County School Boards Association
- Nominating Committee on School District Organization

-Adoption of schedule of meeting dates for 2019 (attached)

-Reaffirmation of Board Policy 2200 – Board Duties and Responsibilities (attached)

-Reaffirmation of Board Policy 2715 – Code of Ethics/Standards of Practice (attached)

-Reaffirmation of Board Policy 2735 – Board Member Travel (attached)

-Reaffirmation of Board Policy 6320 - Investments (attached)

-Designation of specific days, weeks or months of observance, which relate to the educational mission of the district (attached)

3.0 **INFORMATIONAL ITEMS AND ORAL REPORTS**

3.1 Report from Student Trustee

3.2 Reports from Student Presidents

- Student activities

3.3 Report from Classified Representative

3.4 Reports from Academic Senate Presidents

- Senate meetings

3.5 Reports from College Presidents

- Enrollment
- Facilities
- College activities
- Upcoming events

3.6 Report from the Chancellor

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

4.0 INSTRUCTION

- *4.1 Acceptance of Sabbatical Leave Report from Professor Jinhee Trone Action
The administration recommends acceptance of the Sabbatical Leave Report from Professor Jinhee Trone as presented.
- *4.2 Approval of Proposed Revisions for 2018-2019 Santa Ana College (SAC) Catalog Action
The administration recommends approval of the proposed revisions for the 2018-2019 SAC catalog.
- *4.3 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.
- *4.4 Approval of Digital Advertising Services with Twenty Fifth Hour Communications, Inc. for Occupational Studies Bachelor's Degree Program Action
The administration recommends approval of the digital advertising services with Twenty Fifth Hour Communications, Inc. as presented.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *5.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *5.2 Approval of Budget Transfers and Budget Increases/Decreases Action
The administration recommends approval of budget transfers, increases, and decreases from November 14, 2018, to November 25, 2018.
- *5.3 Receive and Acceptance of District Audit Reports for Fiscal Year Ended June 30, 2018 Action
The administration recommends the board receive and accept the RSCCD audit reports for the fiscal year ended June 30, 2018, as presented.
- *5.4 Approval of Agreement with Hill's Bros. Lock & Safe, Inc. for Key Hardware Consulting Services Districtwide Action
The administration recommends approval of the agreement with Hill's Bros. Lock & Safe, Inc. for key hardware consulting services districtwide as presented.
- *5.5 Approval of Amendment to Agreement with Architecture 9 PLLLP for Architectural Design Services for Barrier Removal/Signage and Wayfinding at Santa Ana College (SAC) and Santiago Canyon College (SCC) Action
The administration recommends approval of the amendment to the agreement with Architecture 9 PLLLP for architectural design services for barrier removal/signage and wayfinding at SAC and SCC as presented.

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

- *5.6 Approval of Amendment to Agreement with Architecture 9 PLLLP for Professional Design Services for Campus Directories at Santa Ana College and Santiago Canyon College Action
The administration recommends approval of the amendment to the agreement with Architecture 9 PLLLP for professional design services for campus directories at SAC and SCC as presented.
- *5.7 Approval of Agreement with Southwest Inspection & Testing, Inc. for Materials Testing and Special Inspection Services for Johnson Student Center at Santa Ana College Action
The administration recommends approval of the agreement with Southwest Inspection & Testing, Inc. for materials testing and special inspection services for Johnson Student Center at SAC as presented.
- *5.8 Approval of Amendment to Agreement with Ghatoade Bannon Architects, LLP for Professional Design Services for New Safety & Security Offices at Santiago Canyon College Action
The administration recommends approval of the amendment to the agreement with Ghatoade Bannon Architects, LLP for professional design services for the new Safety & Security offices at SCC as presented.
- *5.9 Approval of Agreement with Converse Consultants for Environmental Consulting Services for Orange Education Center (OEC) at Santiago Canyon College Action
The administration recommends approval of the contract with Converse Consultants for environmental consulting services at OEC at SCC as presented.
- *5.10 Award of Bid #1346 for Parking Lot Sweeping Services Action
The administration recommends awarding Bid #1346 to Viejo Sweeping Services, Ltd. for parking lot sweeping services including renewals as presented.
- *5.11 Award of Bid #1358 for Purchase of Canon (or Equal) High Definition Video Camera Systems Action
The administration recommends awarding Bid #1358 for purchase of Canon (or equal) high definition video camera systems to Texas Media Systems as presented.
- *5.12 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period October 21, 2018, through November 10, 2018.

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

6.0 GENERAL

- *6.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization of the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- Strong Workforce Program K-12 Pathway Coordinators \$12,000,000
and K-14 Technical Assistance Providers – Fiscal Agent
(District Office [DO])
 - Tobacco-Free College Program (SCC) \$ 20,000
 - United States Small Business Administration/California \$ 300,000
State University, Fullerton – Orange County/Inland Empire
Regional Small Business Development Center Network (DO)
- *6.2 Approval of Sub-Agreements between RSCCD and Los Angeles, Long Beach, and Sierra Joint 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.
- *6.3 Approval of Revisions to Sub-Agreements between RSCCD and Los Rios, Mt. San Antonio, San Francisco, and Ventura County 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.
- *6.4 Approval of Sub-Agreement between RSCCD and WestEd for K-12 Strong Workforce Program Initiative 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 a related contractual agreement on behalf of the district.
- *6.5 Approval of Sub-Agreement between RSCCD and productOps for K-12 Strong Workforce Program Initiative 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 a related contractual agreement on behalf of the district.

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

- *6.6 Approval of Sub-Agreement between RSCCD and Center for Post-secondary and Economic Success – The Center for Law and Social Policy (CLASP) for Career Technical Education Data Unlocked Initiative 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.
- *6.7 Approval of First Amendment of Sub-Agreement between RSCCD and productOps for Career Technical Education Data Unlocked Initiative 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 a related contractual agreement on behalf of the district.
- *6.8 Approval of Appointment to Measure Q Citizens’ Bond Oversight Committee Action
The administration recommends approval of the appointment to the Measure Q Citizens’ Bond Oversight Committee as presented.
- 6.9 List of 2019 Conferences and Legislative Executive Visits for Board Members Information
Board Policy 2735 and a list of conferences and legislative executive visits that board members may wish to attend is provided as information.
- 6.10 Review of RSCCD Board of Trustees Self-Evaluation Action
It is recommended that the board review the evaluation responses.
- 6.11 Board Member Comments Information

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Educational Administrator Appointments
 - (1) Dean
 - (2) Assistant Vice Chancellor
 - (3) Director

* 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]) (2 cases)
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])
5. Student Expulsion (pursuant to Education Code 72122)
Student I.D. #2284090

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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

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

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

7.0 HUMAN RESOURCES

7.1 Management/Academic Personnel

Action

- Approval of Employment Agreements
- Approval of Revised Job Descriptions/Title Changes
- Approval of Adjusted Rates of Pay for Interim Assignment
- Approval of Appointments
- Approval of Appointments/Interims to Permanent Assignment
- Approval of Extensions of Interim Assignment
- Approval of Changes of Position
- Ratification of Resignations/Retirements
- Approval of Adjusted Effective Date of Ratified Resignations/Retirements
- Approval of Sabbatical Leaves/Banked Leaves
- Approval of Final Salary Placements
- Approval of Changes of Classification
- Approval of Beyond Contract/Overload Stipends
- Approval of Part-time/Hourly New/Rehires

- 7.2 Classified Personnel Action
- Approval of New Appointments
 - Approval of Hourly Ongoing to Contract Assignments
 - Approval of Temporary to Contract Assignments
 - Approval of Professional Growth Increments
 - Approval of Out of Class Assignments
 - Approval of Changes in Salary Placement
 - Ratification of Resignations/Retirements
 - Approval of Temporary to Hourly Ongoing Assignments
 - Approval of Leaves of Absence
 - Approval of Temporary Assignments
 - Approval of Changes in Temporary Assignments
 - Approval of Additional Hours for Ongoing Assignments
 - Approval of Substitute Assignments
 - Approval of Miscellaneous Positions
 - Approval of Instructional Associates/Associate Assistants
 - Approval of Community Service Presenters and Stipends
 - Approval of Student Assistant Lists
- 7.3 Rancho Santiago Community College District Fall Diversity Report Information
The RSCCD Fall Diversity Report is provided as information.
- 7.4 PPL, Inc. Dialogue with Board of Trustees regarding Chancellor Search Discussion
PPL, Inc. plans to discuss with the Board of Trustees their recommendations regarding the search for a new chancellor.
- 7.5 Adoption of Resolution No. 18-23 authorizing payment to Trustee Absent from Board Meetings Action
This resolution requests authorization of payment to Nelida Mendoza for her absence from the November 26, 2018, board meeting due to illness.
- 7.6 Adoption of Resolution No. 18-24 authorizing payment to Trustee Absent from Board Meetings Action
This resolution requests authorization of payment to John Hanna for his absence from the November 26, 2018, board meeting due to being out of the country (Israel) and unable to participate via telephone due to security concerns.
- 7.7 Authorization for Board Travel/Conferences Action
It is recommended that the board authorize the submitted conference and travel by board members.
- 8.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be announced after the 2019 board meeting calendar is approved. The meeting will be held at the District Office at 2323 North Broadway, Room #107, in Santa Ana, California.

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

Board of Trustees
(Regular meeting)

Monday, November 26, 2018

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:32 p.m. by Mr. Phillip Yarbrough. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. Zeke Hernandez, Mr. Larry Labrado, and Ms. Elizabeth Weber. Ms. Nelida Mendoza was not in attendance due to illness. Mr. John Hanna was not in attendance due to being out of the country.

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

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Hernandez, Trustee, Rancho Santiago Community College District.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Labrado and seconded by Ms. Alvarez to approve a revised page for Item 6.1 (Management/Academic Personnel) and an addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

1.4 Public Comment

Ms. Denise Foley spoke regarding insurance requirements for independent contractors and professional service agreements.

Ms. Chris Kosko, Ms. Teresa Mercado-Cota, Ms. Christina Romero, and Ms. Melissa Utsuki spoke regarding unrepresented management employees receiving the same cost of living increases as other RSCCD represented groups.

1.5 Approval of Minutes

It was moved by Ms. Barrios and seconded by Ms. Alvarez to approve the minutes of the meeting held October 29, 2018. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Weber’s advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Labrado and seconded by Ms. Barrios to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 4.3 (2017-2018 Measure Q Citizens’ Bond Oversight Committee Annual Report to Community), Item 4.4 (Appointment to Measure Q Citizens’ Bond Oversight Committee), Item 4.11 (Award of Bid #1355 for Building B Interior Improvements at Santiago Canyon College) and Item 4.13 (Award of Bid #1347 for Integrated Waste Management Services), removed by Mr. Hernandez. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Weber’s advisory vote was aye.

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

The board approved 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

The board approved 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

The board approved 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

The board approved 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.

3.5 Approval of Educational Affiliation Agreement Renewal with Etiwanda School District

The board approved the educational affiliation agreement renewal with Etiwanda School District located in Etiwanda, California, as presented.

1.6 Approval of Consent Calendar (cont.)

3.6 Confirmation of Santa Ana College (SAC) Associate Degrees and Certificates for Summer 2018

The board confirmed 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

The board confirmed 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

The board approved the proposed revisions for the 2018-2019 SAC catalog.

3.9 Approval of Proposed Revisions for 2019-2020 Santa Ana College Catalog

The board approved 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

The board approved 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

The board approved the proposed SAC Community Services Program for Spring 2019.

3.12 Approval of Santiago Canyon College Community Services Program for Spring 2019

The board approved the proposed SCC Community Services Program for Spring 2019.

3.13 Approval of Travel Tour Service Agreement with Good Times Travel

The board approved the Travel Tour Service Agreement, including renewals, with Good Times Travel to provide educational travel tours as presented.

3.14 Approval of Career Education Website Proposal from Interact Communications, Inc.

The board approved the career education website proposal from Interact Communications, Inc. as presented.

3.15 Approval of Vital Link Contract for Santiago Canyon College Senior Day

The board approved the contract with Vital Link for the SCC Senior Day as presented.

1.6 Approval of Consent Calendar (cont.)

3.16 Approval of Amendment #1 to Lease with Affordable Housing Specialists Group

The board approved 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

The board approved the Oracle Academy Institution Membership Agreement with SCC as presented.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers from October 18, 2018, to November 13, 2018.

4.5 Approval of Change Order #1 for RT Contractor Corporation for Bid #1349 for Mailroom at District Operations Center

The board approved change order #1 for RT Contractor Corporation for Bid #1349 for mailroom at district operations center as presented.

4.6 Approval of Agreement with McCarthy Building Companies, Inc. for Lease-Leaseback Construction Services for Johnson Student Center at Santa Ana College

The board approved 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

The board approved 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

The board approved the amendment to the agreement with Cumming Construction Management, Inc. for planning and project management services for Russell Hall Replacement at SAC as presented.

1.6 Approval of Consent Calendar (cont.)

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

The board approved 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

The board approved 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.

4.12 Ratification of Award of Bid #1356 for Barrier Removal Exterior Stair Treads at Santiago Canyon College

The board ratified the award of Bid #1356 for the barrier removal exterior stair treads at SCC as presented.

4.14 Approval of Independent Contractor

The board approved 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

The board approved the purchase order listing for the period September 23, 2018, through October 20, 2018.

5.1 Approval of Resource Development Items

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

- 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

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.

1.6 Approval of Consent Calendar (cont.)

- 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
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 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
The board approved the sub-agreements and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.
- 5.4 Approval of 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
The board approved the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 5.5 Approval of Sub-Agreement between RSCCD and California Workforce Association for California Apprenticeship Initiative
The board approved the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 5.6 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
The board approved the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 5.7 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
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 a related contractual agreement on behalf of the district.

1.6 Approval of Consent Calendar (cont.)

5.8 Approval of Agreement between RSCCD and San Bernardino Community College District to Provide Training Funded by California Employment Training Panel (ETP)

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

5.9 Approval of Software License Service Agreement with Alteryx Designer

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

5.10 Approval of the Contract with Cambridge West Partnership, LLC (CWP)

The board approved the contract 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.

It was moved by Mr. Hernandez and seconded by Ms. Barrios to suspend the rules and consider Item 6.4 (Agreement between RSCCD and PPL, Incorporated) after Item 5.12 (Review and Discussion of Self-Evaluation Responses from Community and Staff). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

1.7 Presentation to Student Veterans

The board recognized student veterans Mr. Jose Marin, Santa Ana College, and Mr. Matthew Jones, Santiago Canyon College, for their military service, exemplary achievements and dedication to their country and the Rancho Santiago Community College District.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Student Trustee

Ms. Weber provided a report to the board, which included a report on her participation at the Community College League of California Annual Convention held in Rancho Mirage, California, on November 15-17, 2018. Ms. Weber indicated that she was asked by a representative of the State Chancellor's Office to serve on an advisory committee for Guided Pathways.

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:

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

2.3 Report from Classified Representative

Ms. Toni Withey, Administrative Secretary, Fine & Perform Arts Division, Santa Ana College, provided a report to the board on behalf of the classified staff.

2.4 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Mr. Michael DeCarbo, 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 November 21, 2018, Board Facilities Committee meeting.

Mr. Yarbrough provided a report on the November 20, 2018, Board Fiscal/Audit Committee meeting.

Mr. Hernandez provided a report on the November 8, 2018, Orange County Community College Legislative Task Force meeting.

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, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10, 4.12, 4.14 and 4.15 were approved as part of Item 1.6 (Consent Calendar).

4.3 Acceptance of 2017-2018 Measure Q Citizens' Bond Oversight Committee Annual Report to Community

It was moved by Ms. Alvarez and seconded by Mr. Labrado to accept the Measure Q Citizens' Bond Oversight Committee Annual Report to the Community for 2017-2018 as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

4.4 Approval of Appointment to Measure Q Citizens' Bond Oversight Committee

It was moved by Ms. Barrios and seconded by Mr. Hernandez to approve the appointment of the Santa Ana College student representative to the Measure Q Citizens' Bond Oversight Committee as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

4.11 Ratification of Award of Bid #1355 for Building B Interior Improvements at Santiago Canyon College

It was moved by Ms. Barrios and seconded by Ms. Alvarez to ratify the award of Bid #1355 for Building B interior improvements at SCC as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

4.13 Award of Bid #1347 for Integrated Waste Management Services

It was moved by Ms. Alvarez and seconded by Ms. Barrios to award Bid #1347 for integrated waste management services including renewals to Ware Disposal, Inc. as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

5.0 GENERAL

Items 5.1 through 5.10 were approved as part of Item 1.6 (Consent Calendar).

5.11 Board of Trustees Express Interest in Board Officer Positions

The board vice president solicited expressions of interest from board members regarding service as president, vice president, clerk, and committee assignments for 2018-2019. The following board members expressed interest in the following positions:

President – Mr. Phillip Yarbrough

Vice President – Ms. Claudia Alvarez

Clerk – Ms. Arianna Barrios

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

The survey responses from community and staff were presented to the board for review and discussion. Mr. Hernandez indicated it would be beneficial to the district/board to have staff interviewed upon leaving the district (exit interview). Mr. Yarbrough expressed appreciation for the responses from community and staff.

5.13 Board Member Comments

Ms. Barrios thanked the student representatives who attended the Orange County (OC) Forum event regarding free speech on college campuses on October 17, 2018, and invited them to attend an upcoming OC Forum event regarding the election. She indicated she will forward details of the event to the student representatives.

Ms. Barrios thanked those that participated in the 2018 Orange Field of Valor which honored veterans from November 10-17, 2018.

Ms. Barrios invited all to attend the Orange Unified School District's closing ceremonies for the Fred Kelly stadium on December 5, 2018, at 5:30 p.m. She indicated the stadium is being closed for renovations.

Ms. Alvarez congratulated Mr. Labrado and Mr. Yarbrough on their re-election to the board.

Mr. Labrado thanked all those that supported him in the November 6, 2018, election.

Mr. Labrado asked that the board meeting be adjourned in honor of Mr. Manuel Joseph Peña Jr. who was an active community member and member of the Measure Q Citizens Bond Oversight Committee who passed away on November 8. Mr. Peña was founder of the Orange County Hispanic Chamber of Commerce, helped organize the mariachi for Grupo Folklorico Los Lupeños and Relampago del Cielo Grupo Folklorico, and was involved in many organizations such as Kiwanis, Los Amigos, Sobrevivientes de Trafico Humano and many more over the years.

5.13 Board Member Comments (cont.)

Mr. Hernandez asked for a report on the Saudi agreement with the RSCCD Foundation.

Mr. Yarbrough asked that the answers to his questions regarding Item 4.14 (Independent Contractor) be attached to the minutes.

Mr. Yarbrough provided a report on his participation at the Community College League of California Annual Convention held in Rancho Mirage, California, on November 15-17, 2018. He indicated that a workshop he attended on conducting a chancellor search was informative.

Mr. Yarbrough indicated Mr. Hanna was not able to attend the meeting since he was out of the town and he wished a speedy recovery to Ms. Mendoza who was unable to attend the meeting due to illness.

At this time the board considered Item 6.4 (per Mr. Hernandez's request after Item 1.6 [Consent Calendar]).

6.4 Ratification of Agreement between Rancho Santiago Community College District and PPL, Incorporated

It was moved by Ms. Alvarez and seconded by Mr. Labrado to ratify the agreement between RSCCD and PPL, Incorporated as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

Mr. Yarbrough thanked everyone for the opportunity to serve on the board of trustees.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:09 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
 - f. Other Educational and Classified Administrators
 - (1) Associate Dean
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])

Ms. Weber left the meeting at this time.

RECONVENE

The board reconvened at 7:49 p.m.

Closed Session Report

Ms. Alvarez reported during closed session the board discussed personnel items, anticipated litigation and labor negotiations, and took no action.

Public Comment

There were no public comments.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

It was moved by Ms. Barrios 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, Ms. Barrios, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

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

6.2 Classified Personnel

It was moved by Ms. Barrios 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, Ms. Barrios, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

- Approve 2018-2019 CSEA Permanent Salary Schedule
- Approve New Appointments
- Approve Hourly Ongoing to Contract Assignments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Return to Regular Assignments
- Approve Leaves of Absence
- Approve Voluntary Furloughs
- Approve Temporary to Hourly Ongoing Assignments
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Student Assistant Lists

6.3 Public Disclosure of Collective Bargaining Agreement between California School Employees Association, Chapter 579 and Rancho Santiago Community College District

It was moved by Ms. Barrios and seconded by Ms. Alvarez to approve the collective bargaining agreement with CSEA, Chapter 579 for the period of July 1, 2018, through June 30, 2019. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

6.4 Ratification of Agreement between Rancho Santiago Community College District and PPL, Incorporated

This item was considered after Item 5.13 (Board Member Comments).

6.5 Authorization for Board Travel/Conferences

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

7.0 ADJOURNMENT

The next regular meeting and annual self-evaluation meeting of the Board of Trustees will be held on Monday, December 10, 2018.

There being no further business, Mr. Yarbrough declared the meeting adjourned at 7:51 p.m. in memory of Mr. Manuel Joseph Peña Jr. who was an active community member and member of the Measure Q Citizens Bond Oversight Committee who passed away on November 8, 2018; and Ms. Charlene Riggins, a long-time Santiago Canyon College adjunct faculty member who passed away on October 29, 2018.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

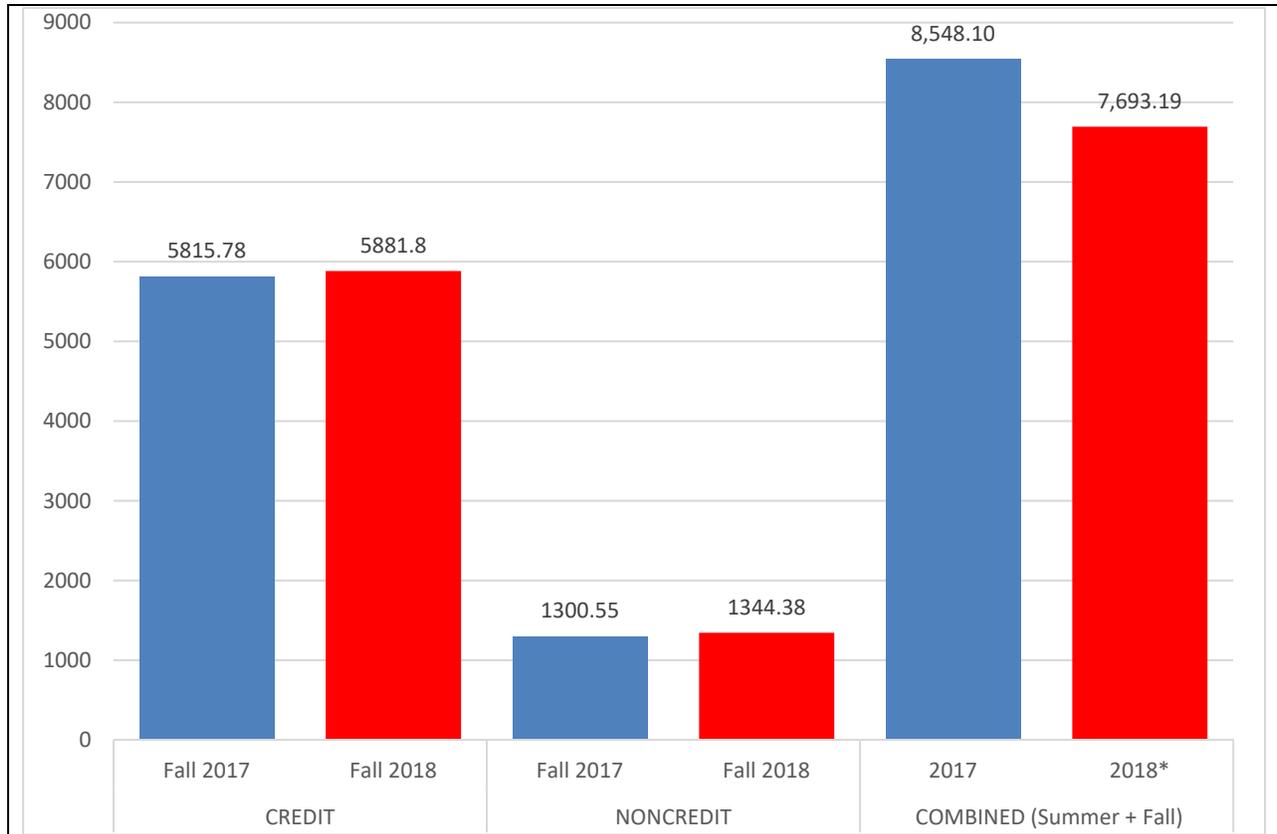
Approved: _____
Clerk of the Board

Minutes approved: December 10, 2018



SAC 2018/2019 Fall Enrollment Report

Date: 11/21/18



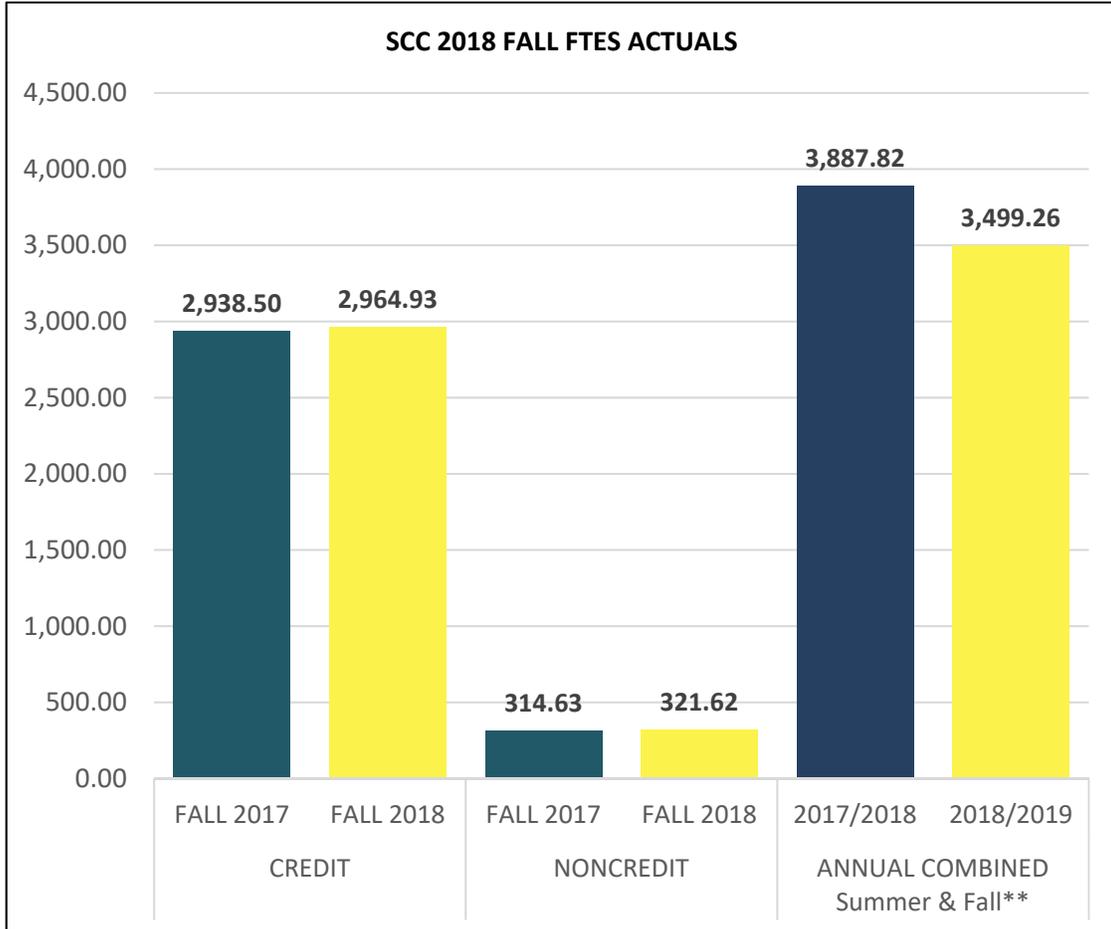
FTES Target

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
11/20/2018



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

Santa Ana College
Human Services & Technology Division
Russell Hall, R-107
1530 West 17th Street
Santa Ana, CA 92706-3398
(714) 564-6800
(714) 564-6158/FAX



Response to Phillip Yarbrough – Docket Questions Pertaining to Santa Ana College Welding Technology (Docket Item 4.14)

- A. Analysis of Demand in both the private and public industry for the types of Welding Certificates that Santa Ana College offers or should offer (please see attached document 0956.50 Welding Technology).

SAC Welding Technology currently offers:

- Automated Robotic Welding Certificate (18 units)
- Automated Laser Welding Certificate (w/ SAC Manufacturing Technology)
- Advanced Arc – Semi-Automatic Welding Certificate of Achievement (24 units)
- Advanced Pipe Welding Technology Certificate of Achievement (9 units)
- Welding Technology Associate Degree (major requirement for the degree is 21 units)

National data shows that welding occupations offer a variety of work settings. Approximately 67% of welders are employed in manufacturing plants that produce cars, ships, boilers, machinery, appliances and other metal products. Construction companies and repair shops employ the remainder.

Federal employment data (Welder-Federal Salaries 2017) :

Welders are the 372nd most popular job/career in the United States Government with 102 employed. The average annual salary was \$64,988.80 in 2017 with a 1.4% pay raise authorized by the President in 2018. *It should be noted that the Federal government contracts (outsources) many oxy-fuel welding, laser beam welding and robotic welding.* The County of Orange and the Water Districts also employ welders. Their data was not readily retrievable.

“The basic skills are similar across industries, so welders can easily shift from one industry to another, depending on what is needed most.” (Occupational Outlook Handbook; Bureau of Labor Statistics, Employment Projects Program).

However, there is an increased call for specialization. Example: The emerging laser welding technology is used to weld a wide variety of materials that require higher melting points and heat conduction. The majority of demand comes from recent technology, such as medical device technology, photo voltaics and entertainment electronics.

Santa Ana College Welding Technology Advisory Committee minutes (April 5, 2013; November 6, 2015; March 22, 2017) indicated the department chose wisely in the development of certificates. Unfortunately, there are issues at the course level and schedule configuration that require revision to expedite increased completion of certificates in emerging areas:

Example: Students are exposed to laser welding in Welding 160, 161 and 162. Feedback from content experts suggest that this highly specialized curriculum should be at the end of the program (potential contact HDE Technologies; Simon Engel)

Jobs/Positions:

The Metropolitan area with the highest demand/employment for this occupation are:

1. Houston, Texas
2. Dallas-Plano-Irving, Texas
3. Los Angeles-Long Beach-Glendale, California

The number of jobs for welding-related occupations is expected to increase by 8% through 2022, resulting in nearly 4,500 annual openings. In 2017, there were 1,418 employer job ads for welding related occupations. The United States Government anticipates a shortage within three years. Please note: currently, there are 588 welding jobs available near Los Angeles International Airport.

Industry insights: "The global welding products market was estimated at USD 11.82 billion in 2015 and is expected to witness significant growth over the forecast period. The factors can be attributed to a rising demand from key application segments such as building and construction, transportation and automobiles, and marine" (Welding Market Products Market Analysis; By Technology (Arc Resistance, Oxy-fuel, Laser Beam), By Product (Stick Electrodes, Solid Wires, Flux-cored Wires.; By End Use (Transportation & Automobiles, Building & Construction). And Segment Forecasts, 2018-2026".

Based on the above insight, it should be noted Texas and California are field leaders in the area of gas and infrastructure development.

Technology Outlook/Emerging

- Arc Welding

- Resistance Welding

- B. Potential Private Industry Partners:
 - Machine Building Specialties
 - Lincoln Electric
 - Quik Shor Westar
 - Friess Works International
 - Underwater fabrication companies
 - Representation from representative water authorities
 - “A recent article (<https://www.weldingschool.com/blog/welding/5-states-with-the-highest-employment-levels-for-welders/>) from the Tulsa Welding School assessed the top opportunities for welders in key states where the demand for their skill is strongest. For instance, in states like California, where increasingly aging infrastructure has already become seriously degraded, there’s high demand for welders to work on large state water infrastructure projects.”
 - American Welding Society (AWS)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Office of the Chancellor)

To:	Board of Trustees	Date:	December 10, 2018
Re:	Board Organization		
Action:	Request for Action		

BACKGROUND

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

ANALYSIS

Per Board Policy 2305, the Board shall:

- a) Elect the Board Officers (President, Vice President, and Clerk) for the 2018-2019 year
- b) Designate Secretary and Assistant Secretary to the board
- c) Appoint members and chairs of board committees:
 - Communications Committee
 - Facilities Committee
 - Fiscal and Audit Review Committee
 - Legislative Committee
 - Policy Committee
 - Safety & Security Committee
 Appoint members/representatives of committees:
 - Representative to the RSCCD Foundation
 - Representative to the Orange County Community College Legislative Task Force
 - Representative to the Orange County School Boards Association
 - Representative to the Nominating Committee on School District Organization
- d) Adopt a schedule of meeting dates for 2019 (attached)
- e) Reaffirm Board Policy 2200 – Board Duties and Responsibilities (attached)
- f) Reaffirm Board Policy 2715 - Code of Ethics/Standards of Practice (attached)
- g) Reaffirm Board Policy 2735 – Board Member Travel (attached)
- h) Reaffirm Board Policy 6320 - Investments (attached)
- g) Designate specific days, weeks or months of observance, which relate to the educational mission of the district

RECOMMENDATION

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

Fiscal Impact: None	Board Date: December 10, 2018
Prepared and Submitted by: Anita Lucarelli, Executive Assistant to the RSCCD Board of Trustees	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

Rancho Santiago Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2305 Annual Organizational Meeting

Reference:

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

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

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

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

Revised: March 14, 2016 (Previously BP9013)

Proposed Board Meetings – 2019

In following the guidelines that the board is to meet on the 2nd and 4th Mondays of the month (except for those months that the board meets once a month), I am proposing the following dates for 2019:

January 14

February 4, 25

March 11, 25

April 8, 22

May 13, 28 (Tuesday)

June 17

July 15

August 12

September 9, 23

October 14 (SCC), 28 (SAC)

November 18

December 9 (annual self-evaluation meeting & regular meeting)

For your information:

January 21, 2019 HOLIDAY - Martin Luther King Day

January 27-28, 2019 - CCLC Annual Legislative Conference, Sacramento

February 10-13, 2019 - ACCT National Legislative Summit, Washington, D.C.

February 18, 2019 – HOLIDAY - President's Day

May 6, 2019 – SAC Golf Tournament

May 27, 2019 – HOLIDAY - Memorial Day

Nov. 11, 2019 – HOLIDAY – Veterans' Day

Rancho Santiago Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2200 Board Duties and Responsibilities

Reference:

ACCJC Accreditation Standard IV (formerly IV.B.1.d)

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

The Board is committed to fulfilling its responsibilities to:

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

Revised: October 8, 2012 (Previously BP9000)

References Updated: March 16, 2015

Reaffirmed: December 12, 2016

Reaffirmed: December 4, 2017

Rancho Santiago Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2715 Code of Ethics/Standards of Practice

References:

ACCJC Accreditation Standard IV.C.11 (formerly IV.B.1.a, e, & h)
Government Code Section 54956.3

All Rancho Santiago Community College District board members, including the student trustee, are committed to maintaining the highest standards of conduct and ethical behavior. The Board believes in promoting trust, confidence, and integrity in the working relationship between Trustees, administrators, faculty and staff. The Board and its individual Trustees are committed to the following:

- In all decisions the Board will consider the educational welfare and equality of opportunity of all students in the District.
- Trustees are elected to represent the interests and serve the needs of the entire District and to promote the mission of Rancho Santiago Community College District.
- Trustees are non-partisan elected officials and will always put District and college priorities before their own political or personal priorities.
- Trustees hold a public trust that requires and will ensure that their actions avoid conflicts of interest and any appearance of impropriety, including adherence to Board Policy 3821 Gift Ban Policy.
- Trustees will speak on behalf of the Board only when granted such authority by a majority of the Board.
- Trustees shall be respectful of others in any discussions related to the District and colleges.
- Trustees clearly articulate to the Chancellor the Board's expectations, will support the work and efforts of the Chancellor, and keep the Chancellor informed of matters related to the District and colleges.
- Trustees shall not disclose confidential information acquired in closed session or in confidential communications with the Chancellor and shall adhere to Board Policy 2315 and Government Code Section 54963.
- Trustees will uphold the letter and spirit of the Ralph M. Brown Act and make all official decisions and actions of the Board of Trustees in open and public meetings.
- Trustees will remain informed about the District, educational issues, and responsibilities of trusteeship, and will work in the best interest of the entire District.

The President of the Board, in consultation with the Chancellor, is authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, breach of confidentiality of closed session information, and use of public resources.

Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the board's policy code of ethics will be addressed by the President of the Board, who will first discuss the violation with the Trustee to reach a resolution. If resolution is not achieved and further action is deemed necessary, the President may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board officers and may include a recommendation to the Board to censure of the Trustee, remove the Trustee from a Board officer position or from Board committee assignments. If the President of the Board is perceived to have violated the code, the vice president of the Board is authorized to pursue resolution.

Revised: April 25, 2016 (Previously BP9002)
References Updated: March 16, 2015
Revised: October 24, 2016
Reaffirmed: December 12, 2016
Reaffirmed: December 4, 2017

Rancho Santiago Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2735 Board Member Travel

Reference:

Education Code Section 72423

Members of the Board shall have travel expenses reimbursed whenever they travel as representatives of and perform services directed by the Board. Such board travel and reimbursement for travel by Board members outside of the district boundaries must receive prior approval from the Board of Trustees. The Executive Committee of the Board of Trustees, in consultation with the Chancellor, may provide prior authorization for such travel when needed, pending full Board approval. Standard district travel procedures and rates will be used for reimbursement.

The Board President, in conjunction with the Chancellor, will prepare a list of conferences and legislative executive visits that Board members may wish to attend or will assist Board members in their continuing education and fulfillment toward the mission of the district. The Chancellor, in consultation with the Board President, shall prepare a budget for board travel.

The timely registration for conferences is required. The district will only reimburse conference registration fees at the published early registration rate.

The district shall not pay for lodging that exceeds the published standard single occupancy room rate for conferences.

See Administrative Regulations (AR 7400)

Revised: October 8, 2012 (Previously BP9011)

Revised: October 24, 2016

Reaffirmed: December 12, 2016

Reaffirmed: December 4, 2017

Rancho Santiago Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6320 Investments

Reference(s):

Government Code Sections 53600 et seq.

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

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

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

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

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

Revised: September 9, 2013 (Previously BP3211)

Reaffirmed: December 12, 2016

Reaffirmed: December 4, 2017

2019 Designation of Specific Days, Weeks or Months of Observance, Which Relate to the Educational Mission of the District	
Occasion	Date
American Indian Heritage Month	November
Anaheim Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Asian-Pacific Islander Month	May
Black History Month	February
California Coastal Cleanup Day	3rd Sat. of September
City of Anaheim	TBD
City of Garden Grove	TBD
City of Irvine	TBD
City of Orange	TBD
City of Santa Ana	TBD
City of Tustin	TBD
City of Villa Park	TBD
Classified Appreciation Week	May
Community College Month	April
Constitution Day/Citizenship Day	September 17
Constitution Week	September 17-23
Garden Grove Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Hispanic Heritage Month	September
Holocaust Remembrance Day	May 2
Immigrant Heritage Month	June
Irish American Heritage Month	March
Irvine Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Lesbian, Gay, Bisexual, & Transgender History Month	October
National Public Health Week	April
Nurses Recognition Week	May
Orange Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD

2019 Designation of Specific Days, Weeks or Months of Observance, Which Relate to the Educational Mission of the District	
Occasion	Date
National Hispanic Women Business Association (NHWBA) Business Women of the Year	May
Orange County Labor Federation Solidarity Day Honoring of Individuals/Businesses/Unions	April
Peace Officer Memorial Day	May
POW/MIA Recognition Day	September 20
Recognition/honoring individuals who have served the RSCCD community	TBD
Santa Ana Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Small Business Week	April
Teacher Appreciation Week	May
Teacher of the Year	September/October
Tustin Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Veterans Appreciation Week	November
Villa Park Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Academic Affairs

To:	Board of Trustees	Date:	December 10, 2018
Re:	Acceptance of Sabbatical Leave Report from Professor Jinhee Trone		
Action:	Accept		

BACKGROUND

Santa Ana College Professor of Business, Jinhee Trone, returned from a fall 17/spring 18 Academic Study Sabbatical Leave. In fall 2018, the Sabbatical Leave Committee requested and received Professor Trone's Sabbatical Leave Report, which included the attached summary.

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees accept the Sabbatical Leave Report from Professor Jinhee Trone as provided.

Fiscal Impact:	None	Board Date:	December 10, 2018
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President of Academic Affairs		
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD		

To: Sabbatical Committee

From: Jinhee Trone, CPA, M.Ed. – Santa Ana College

RE: Report on Sabbatical Leave 2017-2018

Academic Study – University of Riverside, GSOE, Master’s in Higher Education Administration and Policy

The primary objective of my proposed sabbatical leave was to to gain a broader and deeper perspective of the community college environment and its students, the policies and history that inform its culture, and the critical issues of the community college system in California. To accomplish this objective, I completed the graduate program in education at UCR and received the following degree: *M.Ed. with an Emphasis in Higher Education Administration and Policy*.

The course work and research during my program helped me to expand on my 20 years of community college teaching experience; in particular, my study focused on issues of student transfers among underrepresented minority (URM) student groups attending California community colleges.

In addition to the 9 courses completed (see attached official transcripts); the following is a partial list of research papers I accomplished during my coursework (both additional papers completed and a reading list can also be provided to the committee upon request):

1. The Role of Racism and Stereotypes of Asian American Students and Their College Experience
2. A Review of Programs, Practices, and Services that Lead to Transfer and Academic Progress of Community College Students
3. An Argument for Increasing Orientation Programs for Transfer Students
4. A Case for Statewide Transfer Pathway Policies for Community Colleges
5. Social and Cultural Capital among First-Generation Latinx Students in Highly Selective Institutions.
6. Sexual Harassment and Assault Policy Paper
7. Foucault’s Concept of Power and Knowledge and Queer Theory
8. Pierre Bourdieu’s Four Forms of Capital and Class Inequality
9. A Need for Statewide Transfer Policies for California Community Colleges

My final analytical report is currently under consideration for approval by my academic advisor (Dr. E. Comeaux). The paper is titled: *Community Colleges’ Failure to Transfer Minoritized Students*. The paper includes an extensive literature review and current research that focus on community college transfers among URM students. Viewed through the frameworks of critical race theory (Solarzano, 1998) and the theory of institutional agency (Stanton-Salazar, 2011), this paper is the culmination of my study.

My sabbatical will benefit SAC and its students as follows: (1). By broadening and improving my understanding of the community college environment, policies, issues, and the students, I am able to make greater contributions to the college and the students that I serve; as a mentor and a colleague. (2). My knowledge of education in higher education administration and policy will allow me to be a more informed faculty member of the college. As well, my deeper knowledge of the community college environment has made me a more compassionate educator, and a more powerful advocate for my students. And (3). My study has contributed to my overall increase in my leadership ability. This will amplify my colleagues’ and the students’ confidence in my leadership, guidance, and expertise which further contributes to the superior quality of the education being provided at Santa Ana College.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA COLLEGE – ACADEMIC AFFAIRS

To:	Board of Trustees	Date: December 10, 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.

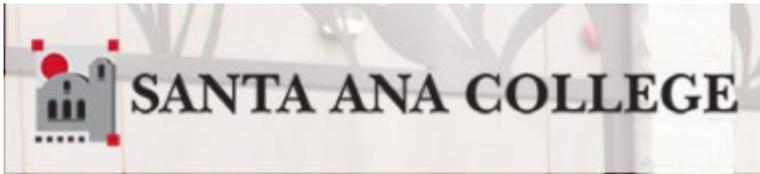
ANALYSIS

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 Addendum as presented.

Fiscal Impact:	None	Board Date: December 10, 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: December 10, 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:

NEW COURSE: (See Attachment #1)
One (1) new course was approved due to new and/or expanded programs or major changes in the discipline.

REVISED COURSES (See Attachment #2)
~~Two (2)~~ Zero (0) 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 REVISION (See Attachment #3)
~~One (1)~~ Zero (0) 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.

DISTANCE EDUCATION OFFERINGS (See Attachment #4)
~~One (1)~~ Zero (0) 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
Vaniethia 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 Kehlenbach, Interim Dean of Fine and Performing Arts, 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 Science, 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 PAGE

NEW COURSE

Credit

Nursing-Continuing Education 198-150, Registered Nurse Competency Refresher Course

Non-Credit

None

REVISED COURSES

Credit

~~English 101, Freshman Composition~~

~~English 101H, Honors Freshman Composition~~

Non-Credit

None

HONORS COURSE REVISION

Credit

English 101H, Honors Freshman Composition

Non-Credit

None

DISTANCE EDUCATION OFFERINGS

Credit

English 101, Freshman Composition

Non-Credit

None

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

To:	Board of Trustees	Date: December 10, 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.

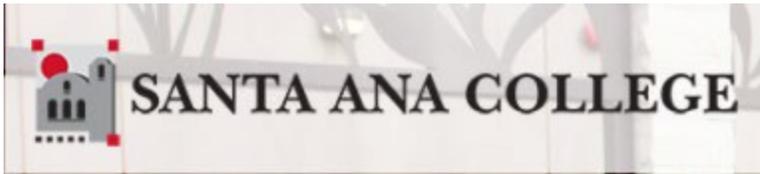
ANALYSIS

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 as presented.

Fiscal Impact:	None	Board Date: December 10, 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: December 10, 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:

IV. Required Proficiencies – B: Mathematics

1. Completion of Mathematics 083/084 or any other Mathematics course of 3 or more units, numbered above the level of 083/084, or Psychology 210, OR
2. Recommended placement into Math 140, Math 150, Math 162, Math 180, or Math 219 and without the recommendation of taking a course that provides additional support based on the Santa Ana College Mathematics Department multiple measures placement criteria; OR
3. A score of 3 or better on the following AP exams: Statistics, Calculus AB, Calculus BC, Computer Science Principles (Note: Meets Area B4 on CSU plan)

Area F: Lifelong Understanding and Self-Development: F1 and F2

Kinesiology, Professional 195 (*Added*)
Kinesiology, Activities 230A (*Added*)
Kinesiology, Aerobic Fitness 101A, 101B, 101C (*Removed*)
Kinesiology, Aquatics 204 (*Removed*)

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

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

Area C: Arts and Humanities: C2 – Humanities: Literature, Philosophy, Languages other than English
English 206 (*Removed*)

Area E: Lifelong Learning and Self-Development: E1 and E2
Kinesiology, Professional 195 (*Added*)
Kinesiology, Activities 230A (*Added*)
Kinesiology, Fitness 101A, 101B, 101C (*Removed*)

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (Plan C)

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

Area 3: Arts and Humanities: 3B - Humanities
English 206 (*Removed*)

NEW PROGRAMS, DEGREES AND CERTIFICATES

(See Attachment #1)

One (1) new program control number will be requested from the California Community colleges Chancellor's Office for the upcoming academic year in accordance with California Code of Regulations §55130.

REVISED PROGRAMS, DEGREES AND CERTIFICATES

(See Attachment #2)

A total of thirty (30) 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.

NEW COURSES:

(See Attachment #3)

Thirty-eight (38) new courses were approved due to new and/or expanded programs or major changes in the discipline.

REVISED COURSES

(See Attachment #4)

~~Three hundred thirty four (334)~~ Three hundred thirty six (336) 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 #5)

~~One (1)~~ Two (2) 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.

DISTANCE EDUCATION OFFERINGS

(See Attachment #6)

~~Fifty six (56)~~ Fifty seven (57) 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
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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. Musical Theatre Certificate of Proficiency

Non-Credit

None

REVISED PROGRAMS, DEGREES AND CERTIFICATES

Credit

1. Associate in Arts in Art Degree
2. Associate in Arts in Dance Degree
3. Associate in Arts in Digital Publishing Degree
4. Associate in Arts in Library Technology Degree
5. Associate in Arts in Office Management Degree
6. Associate in Arts in Paralegal Degree
7. Associate in Arts in Political Science Degree
8. Associate in Science in Accounting Degree
9. Associate in Science in Business Applications and Technology Degree
10. Associate in Science in Nursing-Registered Nursing Degree
11. Associate in Science in Nutrition and Dietetics Degree
12. Business Applications and Technology Certificate of Achievement
13. Dance Certificate of Achievement
14. Digital Media Arts A – Production Artist Certificate of Achievement
15. Digital Media Arts B-UX Design Certificate of Achievement
16. Digital Publishing Certificate of Achievement
17. Early Childhood Teacher Certificate of Achievement
18. Entertainment Technology Certificate of Achievement
19. General Accounting Certificate of Achievement
20. Infant/Toddler Certificate of Achievement
21. Liberal Arts: American Studies Degree
22. Liberal Arts: Arts, Humanities and Communications Degree
23. Liberal Arts: Business and Technology Degree
24. Liberal Arts: Kinesiology and Wellness Degree
25. Liberal Arts: Mathematics and Science Degree
26. Liberal Arts: Social and Behavioral Sciences Degree
27. Office Management Certificate of Proficiency
28. Paralegal Certificate of Achievement
29. Pharmacy Technology Advanced Option Certificate of Achievement
30. Screen Performance Certificate of Achievement

Non-Credit

None

NEW COURSES**Credit**

1. Business Applications 158, Drones for Business
2. Computer Science 113, Advanced Java
3. Computer Science 114, Python Programming
4. Computer Science 175, CompTIA Security+ Guide to Network Security
5. English 066, Freshman Composition Laboratory
6. English Multilingual Students N49, Introduction to Academic Speaking Skills
7. English Multilingual Students N52A, Beginning American English Pronunciation Skills
8. English Multilingual Students N52B, Intermediate American English Pronunciation Skills
9. English Multilingual Students 103, Grammar for Better Writing I
10. English Multilingual Students 104, College Reading and Writing I
11. English Multilingual Students 105, Grammar for Better Writing II
12. English Multilingual Students 106, College Reading and Writing II
13. Kinesiology Activities 230A, Beginning Flag Football
14. Kinesiology Professional 195, Student Athlete Success
15. Mathematics 019, Support for Math 219 Probability and Statistics
16. Mathematics 040, Support for College Algebra
17. Nursing-Registered 170, Pharmacological Concepts of Nursing
18. Nursing-Registered 171, Principles of Nursing Practice and Simple Concepts
19. Nursing-Registered 171L, Principles of Nursing Practice and Simple Concepts Lab
20. Nursing-Registered 172, Family Health and Illness Concepts
21. Nursing-Registered 172L, Family Health and Illness Concepts Lab
22. Nursing-Registered 271, Mental Health and Acute Concepts
23. Nursing-Registered 271L, Mental Health and Acute Concepts Lab
24. Nursing-Registered 272, Complex Concepts
25. Nursing-Registered 272L, Complex Concepts and Preceptorship Lab
26. Reading 101A, Modules in Academic Reading – Vocabulary
27. Reading 101B, Modules in Academic Reading – Comprehension
28. Reading 101C, Modules in Academic Reading - Analysis and Critical Evaluation
29. Theatre Arts 130, Lighting Design

Non-Credit

30. Parent Education 527, Pre-Kindergarten
31. Vocational – Business 500, Digital Literacy for Academic and Professional Success – Tier 1
32. Vocational – Business 501, Digital Literacy for Academic and Professional Success – Tier 2
33. Vocational – Business 502, Digital Literacy for Academic and Professional Success – Tier 3
34. Vocational – Food 005, ServSafe Food Handler
35. Vocational – Health 101, Overview of the Nursing Assistant Training Program
36. Vocational – Health 102, Certified Nursing Assistant (CNA) Training
37. Vocational – Health 704, Introduction to Biotechnology
38. Vocational – Health 705, Introductory Biotech Lab

REVISED COURSES**Credit**

1. Accounting 035, QuickBooks I
2. Accounting 113, Intermediate Income Taxes – Corporations
3. Accounting 114, Intermediate Income Taxes - Partnerships and LLCs
4. Accounting 124, Computerized Income Tax Preparation
5. Accounting 204, Managerial Cost Accounting
6. Accounting 205, Intermediate Accounting I
7. Accounting 206, Intermediate Accounting II
8. Accounting 211, Auditing
9. Accounting 212, Accountants' Ethics and Responsibilities
10. Art 107, History of Animation
11. Art 121A, Fundamentals of Typography
12. Art 121B, Advanced Typography
13. Art 122, Graphic Design I
14. Art 125, Cooperative Work Experience – Occupational
15. Art 129, Introduction to Web Design
16. Art 131, Beginning Life Drawing
17. Art 132A, Beginning Pastel Drawing and Painting
18. Art 132B, Intermediate Pastel Drawing and Painting
19. Art 140B, Watercolor Painting
20. Art 158, Ceramic Mural Project
21. Art 162, Digital Illustration I
22. Art 168, Graphic Design II: Branding & Identity
23. Art 191A, Layout Design
24. Art 192A, Digital Illustration II: Advanced Topics
25. Art 193, Motion Graphics with Adobe After Effects
26. Art 195, Introduction to Digital Media Arts
27. Art 230, Intermediate Drawing
28. Art 231, Intermediate Life Drawing
29. Art 232, Advanced Life Drawing
30. Art 233, Advanced Drawing
31. Art 240, Intermediate Watercolor
32. Art 241, Intermediate Painting
33. Art 243, Portrait and Life Painting
34. Biology 177, Human Genetics
35. Biology 190, Introduction to Biotechnology
36. Biology 191, Biotech A: Basic Skills
37. Biology 192, Biotech B: Proteins
38. Biology 193, Biotech C: Nucleic Acids
39. Biology 194, Quality and Regulatory Compliance in Biosciences
40. Biology 195, Biotech: QC Microbiology
41. Biology 197, STEM Internship/Work Experience
42. Biology 202, Cell Culture Techniques
43. Biology 229, General Microbiology
44. Business 080, Business Mathematics
45. Business 101, Business Law
46. Business 105, Legal Environment of Business
47. Business 125, Introduction to International Business
48. Business 127, Introduction to E-Commerce

49. Business 140, Principles of Finance
50. Business 149, The Law of Global Commerce
51. Business 160, Introduction to Stock and Bond Investments
52. Business 170, Principles of Small Business Management
53. Business Applications 017, Business Writing Skills
54. Business Applications 018, Office Technology & Professional Skills
55. Business Applications 035, Computer Fundamentals
56. Business Applications 051, Introduction to Spanish Bilingual Interpreting
57. Business Applications 056, General Foundation for Bilingual Business Interpretation-Spanish/English
58. Business Applications 057, Medical Interpretation and Translation-Spanish/English
59. Business Applications 058, Legal Interpretation and Translation-Spanish/English
60. Business Applications 125, Microsoft Word
61. Business Applications 147, Introduction to Windows
62. Business Applications 160, Microsoft Publisher
63. Business Applications 163, Adobe Acrobat
64. Business Applications 164, Adobe Photoshop
65. Business Applications 166, Adobe Illustrator
66. Business Applications 169, Adobe Dreamweaver
67. Business Applications 170, Adobe InDesign
68. Business Applications 171, Adobe Premiere Pro
69. Business Applications 172, Adobe After Effects
70. Business Applications 173, Adobe Animate
71. Business Applications 179, Introduction to Microsoft Office
72. Business Applications 188, Microsoft Excel
73. Child Development 107, Child Growth and Development
74. Child Development 108, Observation and Assessment for Early Learning & Development
75. Child Development 110, Child, Family, and Community
76. Child Development 111A, Principles and Practices of Teaching Young Children
77. Child Development 111B, Introduction to Curriculum for Young Children
78. Child Development 112, Health, Safety, and Nutrition for Children
79. Child Development 200, Introduction to Technology in Early Childhood Education
80. Child Development 205, Introduction to Children with Special Needs
81. Child Development 206, Curriculum and Intervention Strategies
82. Child Development 207, Supporting and Empowering Families of Children w/ Special Needs
83. Child Development 210, Creative Music Experiences for Young Children
84. Child Development 215, Administration I: Programs in Early Childhood Education
85. Child Development 216, Administration II: Personnel & Leadership in Early Childhood Education
86. Child Development 220, The Child as Victim
87. Child Development 221, Living and Teaching in a Diverse Society
88. Child Development 229, Brain Development and Learning
89. Child Development 230, Child Guidance and Classroom Management
90. Child Development 231, Developing Language and Literacy in Young Children
91. Child Development 232, Math and Science Methods for Early Learning Environments
92. Child Development 250, Adult Supervising and Mentoring in Early Care and Education
93. Child Development 297, Analyzing and Applying Teacher Strategies in the Classroom
94. Child Development 299, Cooperative Work Experience
95. Communication Studies N49, Introduction to Academic Speaking Skills
96. Communication Studies N52A, Beginning American English Pronunciation Skills
97. Communication Studies N52B, Intermediate American English Pronunciation Skills
98. Communication Studies 206, Gender Communication
99. Computer Science 100, The Computer & Society

100. Computer Science 104, Cooperative Work Education-Occupational
101. Computer Science 117, PERL Programming and CGI
102. Computer Science 118, JavaScript Programming
103. Computer Science 120, Introduction to Programming
104. Computer Science 121, Programming Concepts
105. Computer Science 124A, MCDST Preparation
106. Computer Science 125, Help Desk Fundamentals
107. Computer Science 129, Introduction to Computer Organization
108. Computer Science 131, Data Structures Concepts
109. Computer Science 134, Microsoft Windows Operating System
110. Computer Science 136, Building a Small Office/Home Office Network
111. Computer Science 138, CompTIA Network+ Guide to Networks
112. Computer Science 152, HTML
113. Computer Science 153, A+ Essentials Hardware
114. Computer Science 154, A+ Essentials Software
115. Computer Science 167, Microsoft Access
116. Computer Science 168, Microsoft Access - Visual Basic
117. Computer Science 169, Structured Query Lang (SQL)
118. Computer Science 170, Introduction to Oracle
119. Computer Science 205, Advanced Visual Basic
120. Computer Science 213, C# Programming
121. Computer Science 247, Windows Server Operating System
122. Computer Science 248, Microsoft SQL Server
123. Counseling 110, University Transfer Research
124. Counseling 114, Careers in Teaching
125. Dance 009D, Dance Laboratory IV
126. Dance 102, Introduction to Dance Forms
127. Dance 107, Dance Concert Performance
128. Dance 111, Intermediate Mexican Folk Dance
129. Dance 113B, Flamenco Dance II
130. Dance 122, Commercial Contemporary Dance
131. Dance 180, Professional Studio Practices
132. Dance 201A, Ballet I
133. Dance 201B, Ballet II
134. Dance 202B, Choreography for Dance Majors
135. Dance 204A, Dance Production I
136. Dance 204B, Dance Production II
137. Dance 204C, Dance Production III
138. Dance 204D, Dance Production IV
139. Dance 205A, Dance Touring Ensemble I
140. Dance 205B, Dance Touring Ensemble II
141. Dance 205C, Dance Touring Ensemble III
142. Dance 205D, Dance Touring Ensemble IV
143. Dance 206B, Modern Dance II
144. Dance 209, Modern Dance III
145. Dance 210, Modern Dance IV
146. Dance 213, Ballet III
147. Dance 214, Ballet IV
148. Dance 219A, Jazz Dance I
149. Dance 219B, Jazz Dance II
150. Dance 220, Jazz Dance III
151. Dance 221, Jazz Dance IV

152. Dance 240A, Repertory I
153. Dance 240B, Repertory II
154. Dance 240C, Repertory III
155. Dance 240D, Repertory IV
156. Dance 250A, Hip-Hop Dance I
157. Dance 250B, Hip-Hop Dance II
158. Dance 251, Hip-Hop Dance III
159. Dance 270, Dance Practicum
160. Education 201, Introduction to Education
161. Engineering 051, Basic Technical Drawing
162. Engineering 100B, Introduction to AEC
163. Engineering 103, Solidworks Basic Solid Modeling
164. Engineering 104, Solidworks Intermediate Solid
165. Engineering 105, Solidworks Advanced Solid Mode
166. Engineering 110, Advanced CAD Applications
167. Engineering 111, Basic Mechanical Blueprint Reading
168. Engineering 112, Society and the Built Environment
169. Engineering 114, Geometric Dimensioning and Tolerancing
170. Engineering 115, Cooperative Work Experience Education-Occupational
171. Engineering 122, Engineering Drawing
172. Engineering 124, Advanced Drawing
173. Engineering 125, Engineering Graphics
174. Engineering 130A, CATIA Beginning Solid Modeling
175. Engineering 130B, CATIA Intermediate Solid Modeling
176. Engineering 131, Engineering Mechatronics Technology Survey
177. Engineering 132, Introduction to Robotics
178. Engineering 133, Basic Mechatronics Engineering Technology
179. Engineering 134, Intermediate Mechatronics Engineering Technology
180. Engineering 135, Advanced Mechatronics Engineering Technology
181. Engineering 143, Fundamentals of Construction
182. Engineering 158, Basic Machining Concepts and Operations
183. Engineering 175, Introduction to Energy Analysis
184. Engineering 186, AutoCAD 3-Dimensional Drawing
185. Engineering 195, Renewable Energy
186. Engineering 201, Residential and Light Commercial Construction Practices and Estimating
187. Engineering 203, Sustainable Construction and Facilities Management
188. Engineering 204, Building Automation & Controls
189. Engineering 235, Statics
190. Engineering 240, Dynamics
191. Engineering 250, Electric Circuits
192. Engineering 250L, Electric Circuits Laboratory
193. Engineering 281, Properties of Engineering Materials
194. English 101, Freshman Composition
195. English 101H, Honors Freshman Composition
196. English 220, Survey of the Bible as Literature
197. English 231, Survey of English Literature I
198. English 232, Survey of English Literature II
199. English 233A, Shakespeare's Comedies and Romances
200. English 233B, Shakespeare's Tragedies and History Plays
201. English 233C, Shakespeare's Theatre
202. English 241, Survey of American Literature 1600-1865
203. English 242, Survey of American Literature, 1865-Present

204. English 270, Children's Literature
205. English 278, Survey of Literature by Women
206. Entrepreneur 100, Introduction to Innovation and Entrepreneurship
207. French 201, Intermediate French I
208. Kinesiology Activities 211A, Beginning Baseball
209. Kinesiology Activities 211B, Intermediate Baseball
210. Kinesiology Activities 220A, Beginning Basketball
211. Kinesiology Activities 220B, Intermediate Basketball
212. Kinesiology Activities 220C, Advanced Basketball
213. Kinesiology Activities 270A, Beginning Softball
214. Kinesiology Activities 290A, Beginning Volleyball
215. Kinesiology Activities 290B, Intermediate Volleyball
216. Kinesiology Aerobic Fitness 146A, Beginning Stability Ball
217. Kinesiology Aerobic Fitness 146B, Intermediate Stability Ball Training
218. Kinesiology Fitness 112A, Beginning Circuit Training
219. Kinesiology Fitness 112B, Intermediate Circuit Training
220. Kinesiology Fitness 112C, Advanced Circuit Training
221. Kinesiology Intercollegiate Athletics 125, Conditioning for Football
222. Kinesiology Intercollegiate Athletics 128, Conditioning for Athletes
223. Kinesiology Intercollegiate Athletics 133, Off Season Swimming
224. Kinesiology Intercollegiate Athletics 171, Wrestling - Off-Season
225. Kinesiology Intercollegiate Athletics 201, Baseball Men
226. Kinesiology Intercollegiate Athletics 204, Football-Men
227. Kinesiology Intercollegiate Athletics 211, Softball-Women
228. Kinesiology Intercollegiate Athletics 216, Soccer-Men
229. Kinesiology Intercollegiate Athletics 217, Swimming-Women
230. Kinesiology Intercollegiate Athletics 220, Soccer-Women
231. Kinesiology Intercollegiate Athletics 221, Water Polo-Women
232. Kinesiology Intercollegiate Athletics 223, Baseball
233. Kinesiology Intercollegiate Athletics 227, Off Season Waterpolo
234. Kinesiology Intercollegiate Athletics 231, Football Camp
235. Kinesiology Intercollegiate Athletics 232, Football
236. Kinesiology Intercollegiate Athletics 235, Speed and Agility
237. Kinesiology Intercollegiate Athletics 240, Advanced Basketball Skills-Men
238. Kinesiology Intercollegiate Athletics 261, Soccer-Women
239. Kinesiology Intercollegiate Athletics 262, Soccer-Men
240. Kinesiology Intercollegiate Athletics 271, Softball - Off Season
241. Kinesiology Intercollegiate Athletics 281, Track and Field - Off Season
242. Kinesiology Intercollegiate Athletics 291, Volleyball - Off Season
243. Law 058, Legal Interpreting and Translation Spanish/English
244. Law 100, Introduction to Legal Studies
245. Law 110, Legal Terminology
246. Law 299, Cooperative Work Experience Education – Occupational
247. Library Technology 110, Technical Services
248. Management 120, Principles of Management
249. Marketing 127, Introduction to E-Commerce
250. Medical Assistant 098-00, Topic Course
251. Music 109, Reading and Making Music
252. Music 110, Music Fundamentals and Culture
253. Music 112, Music Theory and Musicianship II
254. Music 114A, Musicianship
255. Music 114B, Musicianship

256. Music 115A, Applied Music (Private Instruction)
257. Music 115B, Applied Music (Private Instruction)
258. Music 115C, Applied Music (Private Instruction)
259. Music 115D, Applied Music (Private Instruction)
260. Music 121, Beginning Voice
261. Music 122, Intermediate Voice
262. Music 123, Advanced Voice
263. Music 124, Advanced Vocal Production and Repertoire
264. Music 152, Beginning Audio Production
265. Music 161, Class Piano I
266. Music 162, Class Piano II
267. Music 163, Class Piano III
268. Music 164A, Intermediate Piano Repertoire I
269. Music 164B, Intermediate Piano Repertoire II
270. Music 169, Harmonization at the Keyboard
271. Music 173, Beginning Rhythms in Percussion and Drums
272. Music 180A, String Methods
273. Music 180B, Intermediate String Methods
274. Music 185, Beginning Classical Guitar
275. Music 186, Intermediate Classical Guitar
276. Music 187, Advanced Classical Guitar
277. Music 188, Advanced Classical Guitar Technique and Repertoire
278. Music 190, Introduction to ProTools
279. Music 213, Theory 3
280. Music 214, Theory 4
281. Music 215A, Applied Music (Advanced Private Instruction)
282. Music 268, Intermediate Keyboard Repertoire
283. Music 269, Intermediate Harmonization at the Keyboard
284. Paralegal 100, The Paralegal Profession
285. Political Science 101, American Government and Politics
286. Political Science 101H, Honors American Government and Politics
287. Psychology 219, Introduction to Research Methods in Psychology
288. Psychology 240, Introduction to Social Psychology
289. Theatre Arts 100, Introduction to Theatre
290. Theatre Arts 110, Acting Fundamentals
291. Theatre Arts 118, Fundamentals of Scene Study
292. Theatre Arts 132, Stage Makeup
293. Theatre Arts 150A, Rehearsal and Performance in Production
294. Theatre Arts 150B, Technical Theatre in Production
295. Theatre Arts 151, Showcase I
296. Theatre Arts 152, Tour Ensemble
297. Theatre Arts 153, Introduction to Directing
298. Theatre Arts 154, Performance Ensemble
299. Theatre Arts 155, Children's Theatre Ensemble
300. Theatre Arts 165, Introduction to Entertainment Lighting
301. Theatre Arts 168A, Computer Applications for Entertainment Technology
302. TV/Video Communications 009A, Television/Video Communications Laboratory
303. TV/Video Communications 009B, TV/Video Communications Laboratory
304. TV/Video Communications 009C, TV/Video Communications Laboratory
305. TV/Video Communications 010A, TV/Video Communications Advanced Laboratory I
306. TV/Video Communications 010B, TV/Video Communications Advanced Laboratory II
307. TV/Video Communications 010C, TV/Video Communications Advanced Laboratory III

308. TV/Video Communications 100, Introduction to Electronic Media: TV, Radio, Film, and the Internet
309. TV/Video Communications 101, TV and Society: A Visual History
310. TV/Video Communications 103, History of Film to 1945
311. TV/Video Communications 104, History of Film from 1945 to Present
312. TV/Video Communications 110, Introduction to Television Production
313. TV/Video Communications 112, Introduction to Video Editing and Postproduction
314. TV/Video Communications 115A, Single-Camera Production and Editing
315. TV/Video Communications 115B, Advanced Single-Camera Production and Editing
316. TV/Video Communications 120, Beginning Screenwriting for TV, Film, the Web, Corporate Video and Digital Media
317. TV/Video Communications 121, Intermediate Scriptwriting for TV, Film, the Web, Corporate Video and Digital Media
318. TV/Video Communications 123, Advanced Scriptwriting for TV, Film, the Web, Corporate Video and Digital Media
319. TV/Video Communications 125, Cooperative Work Experience- Occupational
320. TV/Video Communications 130, Principles of Broadcast News
321. TV/Video Communications 131, Beginning Broadcast News Workshop
322. TV/Video Communications 140, Cinematography
323. TV/Video Communications 152, Beginning Audio Production
324. TV/Video Communications 193, Motion Graphics with Adobe After Effects
325. TV/Video Communications 230A, Broadcast News Production
326. TV/Video Communications 230B, Broadcast News Production
327. TV/Video Communications 230C, Broadcast News Production
328. TV/Video Communications 230D, Broadcast News Production
329. TV/Video Communications 240, Agency Film Production
330. TV/Video Communications 255, Motion Picture Technical Production
331. TV/Video Communications 260, Lighting Fundamentals
332. TV/Video Communications 298, TV/Video Communications Practicum/Internship

Non-Credit

333. English As a Second Language 398, ESL Community Learning Center
334. English As a Second Language 705, Academic Beginning B
335. Health and Safety 877, Health Issues & Concepts
336. Substantial Disabilities 400, Developmentally Disabled Adults Job Coach Training

HONORS COURSE REVISIONS

Credit

1. English 101H, Honors Freshman Composition
2. Political Science 101H, Honors American Government and Politics

Non-Credit

None

DISTANCE EDUCATION OFFERINGS**Credit**

1. Accounting 113, Intermediate Income Taxes – Corporations
2. Accounting 114, Intermediate Income Taxes - Partnerships and LLCs
3. Accounting 124, Computerized Income Tax Preparation
4. Accounting 212, Accountants' Ethics and Responsibilities
5. Art 162, Digital Illustration I
6. Art 168, Graphic Design II: Branding & Identity
7. Art 191A, Layout Design
8. Art 192A, Digital Illustration II: Advanced Topics
9. Business Applications 018, Office Technology & Professional Skills
10. Business Applications 158, Drones for Business
11. Business Applications 163, Adobe Acrobat
12. Business Applications 164, Adobe Photoshop
13. Business Applications 166, Adobe Illustrator
14. Business Applications 169, Adobe Dreamweaver
15. Business Applications 170, Adobe InDesign
16. Child Development 114, Careers in Teaching
17. Child Development 200, Introduction to Technology in Early Childhood Education
18. Child Development 221, Living and Teaching in a Diverse Society
19. Computer Science 125, Help Desk Fundamentals
20. Computer Science 153, A+ Essentials Hardware
21. Computer Science 154, A+ Essentials Software
22. Computer Science 175, CompTIA Security+ Guide to Network Security
23. Education 201, Introduction to Education
24. Engineering 112, Society and the Built Environment
25. Engineering 125, Engineering Graphics
26. Engineering 143, Fundamentals of Construction
27. Engineering 175, Introduction to Energy Analysis
28. Engineering 186, AutoCAD 3-Dimensional Drawing
29. Engineering 203, Sustainable Construction and Facilities Management
30. English 066, Route to Writing Success: Freshman Composition Laboratory
31. English 101, Freshman Composition
32. English 220, Survey of the Bible as Literature
33. English 270, Children's Literature
34. English 278, Survey of Literature by Women
35. Fashion Design Merchandising 106, Advanced Sewing
36. Library and Information Studies 103, Advanced Internet Research
37. Library Technology 110, Technical Services
38. Mathematics 019, Support for Math 219 Probability and Statistics
39. Mathematics 040, Support for College Algebra
40. Mathematics 319, Quantitative Research Methods for Healthcare Professionals
41. Medical Assistant 056, Computer Applications for the Medical Office
42. Nursing-Registered 170, Pharmacological Concepts of Nursing
43. Occupational Studies 301, Therapeutic Approaches to the Older Adult
44. Occupational Studies 304, Movement Theory & Analysis
45. Occupational Studies 305, Advanced Pediatric Practice for the Occupational Therapy Assistant (OTA)
46. Occupational Studies 310, Community-Based Occupational Therapy Practice
47. Occupational Studies 312, Advanced Practice Areas in Occupational Therapy (OT)
48. Occupational Studies 325, Applying Research to Occupational Therapy Intervention

- 49. Occupational Studies 402, Neurological Principles in Human Performance
- 50. Occupational Studies 403, Leadership for the Occupational Therapy Assistant (OTA)
- 51. Occupational Studies 410, Healthcare Systems
- 52. Occupational Studies 412, Capstone Seminar
- 53. Paralegal 100, The Paralegal Profession
- 54. Psychology 240, Introduction to Social Psychology
- 55. Sociology 401, The Sociology of Health, Illness, and Healing
- 56. Theatre Arts 165, Introduction to Entertainment Lighting
- 57. Theatre Arts 168A, Computer Applications for Entertainment Technology

Non-Credit

None

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – President’s Office**

To:	Board of Trustees	Date: December 10, 2018
Re:	Approval of Digital Advertising Services with Twenty Fifth Hour Communications, Inc., for the Occupational Studies Bachelor’s Degree Program	
Action:	Request for Approval	

BACKGROUND

Renewed marketing efforts at Rancho Santiago Community College District (RSCCD) began in 2014, thanks to support from the RSCCD Board of Trustees in the form of one-time funds. SAC has since made a conscious effort to dedicate financial resources to continue college-wide marketing and advertising. The SAC Public Affairs Office, formed in March 2017, oversees the planning and implementation of these efforts. In addition to general enrollment and awareness campaigns for the entire college, the Occupational Studies Bachelor’s Degree program requires specific, targeted advertising to attract students that meet the minimum qualifications for entrance into the program.

ANALYSIS

In today’s marketplace, current and prospective students have many options open to them. They may choose to return to the workforce, select one of the seven other community colleges in Orange County, or opt for a college in a nearby county. To remain competitive and top-of-mind, SAC has implemented a comprehensive and strategic advertising plan. Digital, print, and specialty advertising tactics have been implemented, but many digital advertisers require payment by credit card. At this time, RSCCD and SAC only have the ability to pay for media buys via check.

Twenty Fifth Hour Communications, in conjunction with their work through the RSCCD District Office, is able to execute the College’s media buys at a discounted media placement fee of 8 percent.

The scope of work includes the following:

- Assistance with the advertising plan at no charge
- Spring 2019/program marketing media spend
- Implementation, tracking, and management of all media spends

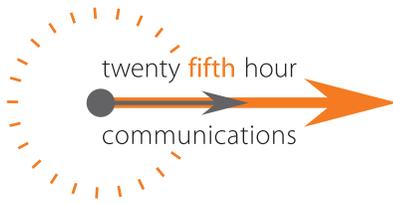
This agreement shall support marketing and recruitment services for the third cohort of bachelor’s degree students, and will end no later than June 30, 2019. The agreement is not to exceed \$25,000.00.

The project is funded by one-time bachelor’s degree marketing and equity funds.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Digital Advertising Services with Twenty Fifth Hour Communications, Inc. as presented.

Fiscal Impact:	\$25,000.00	Board Date: December 10, 2018
Prepared by:	Melissa Utsuki, Santa Ana College Public Information Officer	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Santa Ana College
 Proposal for
Program Advertising Services
 Prepared by
 Trish Lamantia
 25th Hour Communications, Inc.

Occupational Studies (OS) Program Advertising Proposal

We propose to undertake and complete the proposed advertising for Santa Ana College for the OS program. Below please find a breakdown of the proposed platforms. The advertising plan is included as part of the district agreement and we offer the discounted placement rate of 8%.

Project Elements	
OS Program Advertising Plan	Included in District Agreement
OS Program Marketing Media Spend	\$25,000
Implementation, Tracking & Management <ul style="list-style-type: none"> • Building, placement, implementation and monitoring of media spend and campaigns. 	8% of Media Spend
Total:	\$25,000

25th Hour Communications, Inc. invoices 100% upon advertising plan approval.

If this proposal meets with your approval, please sign below.

 Trish Lamantia Date
 25th Hour Communications, Inc.

 Peter J. Hardash Date
 Vice Chancellor, Business
 Operations/Fiscal Services
 Santa Ana College

Rancho Santiago Comm Coll District

Board Meeting of 12/10/18

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

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Checks Written for Period 11/14/18 Thru 11/26/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66872	General Fund Unrestricted	13,285.17	0.00	13,285.17	92*0512127	92*0512156
66873	General Fund Unrestricted	771.06	0.00	771.06	92*0512159	92*0512167
66874	General Fund Unrestricted	137,031.47	0.00	137,031.47	92*0512176	92*0512190
66876	General Fund Unrestricted	853.04	0.00	853.04	92*0512225	92*0512225
66880	General Fund Unrestricted	47,786.68	0.00	47,786.68	92*0512233	92*0512260
66881	General Fund Unrestricted	748.00	0.00	748.00	92*0512274	92*0512279
66885	General Fund Unrestricted	3,707.80	0.00	3,707.80	92*0512298	92*0512303
66886	General Fund Unrestricted	11,909.70	0.00	11,909.70	92*0512325	92*0512372
66887	General Fund Unrestricted	23,149.32	0.00	23,149.32	92*0512373	92*0512412
66891	General Fund Unrestricted	6,567.19	0.00	6,567.19	92*0512424	92*0512436
66892	General Fund Unrestricted	65,533.82	0.00	65,533.82	92*0512446	92*0512474
66893	General Fund Unrestricted	18,870.73	0.00	18,870.73	92*0512475	92*0512497
66896	General Fund Unrestricted	190,062.04	0.00	190,062.04	92*0512514	92*0512526
66901	General Fund Unrestricted	34,773.45	0.00	34,773.45	92*0512567	92*0512588
66906	General Fund Unrestricted	33,752.83	0.00	33,752.83	92*0512597	92*0512604
Total Fund 11 General Fund Unrestricted		\$588,802.30	\$0.00	\$588,802.30		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66871	General Fund Restricted	4,855.00	0.00	4,855.00	92*0512126	92*0512126
66872	General Fund Restricted	18,511.83	0.00	18,511.83	92*0512129	92*0512158
66873	General Fund Restricted	231,818.18	0.00	231,818.18	92*0512160	92*0512173
66874	General Fund Restricted	324,681.43	0.00	324,681.43	92*0512174	92*0512198
66875	General Fund Restricted	13,567.36	0.00	13,567.36	92*0512199	92*0512224
66880	General Fund Restricted	3,680.55	0.00	3,680.55	92*0512259	92*0512259
66881	General Fund Restricted	190,147.15	0.00	190,147.15	92*0512262	92*0512280
66885	General Fund Restricted	576,776.45	0.00	576,776.45	92*0512293	92*0512324
66886	General Fund Restricted	82,176.27	0.00	82,176.27	92*0512327	92*0512367
66887	General Fund Restricted	26,663.65	0.00	26,663.65	92*0512374	92*0512419
66891	General Fund Restricted	4,890.15	0.00	4,890.15	92*0512426	92*0512445
66892	General Fund Restricted	10,625.92	0.00	10,625.92	92*0512448	92*0512473
66893	General Fund Restricted	146,527.32	0.00	146,527.32	92*0512482	92*0512504
66896	General Fund Restricted	12,074.29	0.00	12,074.29	92*0512516	92*0512531
66897	General Fund Restricted	19,712.49	0.00	19,712.49	92*0512532	92*0512548
66901	General Fund Restricted	31,880.02	0.00	31,880.02	92*0512568	92*0512590
66906	General Fund Restricted	5,925.36	0.00	5,925.36	92*0512596	92*0512601
66907	General Fund Restricted	9,811.09	0.00	9,811.09	92*0512605	92*0512615
Total Fund 12 General Fund Restricted		\$1,714,324.51	\$0.00	\$1,714,324.51		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66872	GF Unrestricted One-Time Func	68,729.71	0.00	68,729.71	92*0512152	92*0512155
66880	GF Unrestricted One-Time Func	153.95	0.00	153.95	92*0512261	92*0512261
66886	GF Unrestricted One-Time Func	15,288.22	0.00	15,288.22	92*0512330	92*0512368
66892	GF Unrestricted One-Time Func	97,701.86	0.00	97,701.86	92*0512451	92*0512458
66901	General Fund Unrestricted	28,172.60	0.00	28,172.60	92*0512570	92*0512571
66907	GF Unrestricted One-Time Func	5.23	0.00	5.23	92*0512609	92*0512609
Total Fund 13 GF Unrestricted One-Time		\$210,051.57	\$0.00	\$210,051.57		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66868	Child Development Fund	4,909.11	0.00	4,909.11	92*0512105	92*0512122
66877	Child Development Fund	10,487.27	0.00	10,487.27	92*0512226	92*0512230
66882	Child Development Fund	2,244.37	0.00	2,244.37	92*0512281	92*0512283
66888	Child Development Fund	3,999.71	0.00	3,999.71	92*0512420	92*0512420
66895	Child Development Fund	3,547.52	0.00	3,547.52	92*0512506	92*0512513
66898	Child Development Fund	552.03	0.00	552.03	92*0512549	92*0512556
66899	Child Development Fund	1,128.09	0.00	1,128.09	92*0512557	92*0512560
66903	Child Development Fund	585.04	0.00	585.04	92*0512592	92*0512593
Total Fund 33 Child Development Fund		\$27,453.14	\$0.00	\$27,453.14		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66869	Capital Outlay Projects Fund	16,468.24	0.00	16,468.24	92*0512123	92*0512124
66878	Capital Outlay Projects Fund	22,292.10	0.00	22,292.10	92*0512231	92*0512231
66883	Capital Outlay Projects Fund	40,488.05	0.00	40,488.05	92*0512284	92*0512287
66889	Capital Outlay Projects Fund	3,087.08	0.00	3,087.08	92*0512421	92*0512421
66900	Capital Outlay Projects Fund	120,493.45	0.00	120,493.45	92*0512561	92*0512566
Total Fund 41 Capital Outlay Projects Fun		\$202,828.92	\$0.00	\$202,828.92		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66879	Bond Fund, Measure Q	2,175,914.36	0.00	2,175,914.36	92*0512232	92*0512232
66884	Bond Fund, Measure Q	90,504.30	0.00	90,504.30	92*0512288	92*0512292
Total Fund 43 Bond Fund, Measure Q		<u>\$2,266,418.66</u>	<u>\$0.00</u>	<u>\$2,266,418.66</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66870	Property and Liability Fund	82,051.32	0.00	82,051.32	92*0512125	92*0512125
66902	Property and Liability Fund	9,119.67	0.00	9,119.67	92*0512591	92*0512591
66904	Property and Liability Fund	5,663.39	0.00	5,663.39	92*0512594	92*0512594
Total Fund 61 Property and Liability Fund		<u><u>\$96,834.38</u></u>	<u><u>\$0.00</u></u>	<u><u>\$96,834.38</u></u>		

Checks Written for Period 11/14/18 Thru 11/26/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66894	Workers' Compensation Fund	425.62	0.00	425.62	92*0512505	92*0512505
66905	Workers' Compensation Fund	64.51	0.00	64.51	92*0512595	92*0512595
Total Fund 62 Workers' Compensation Fu		<u><u>\$490.13</u></u>	<u><u>\$0.00</u></u>	<u><u>\$490.13</u></u>		

Checks Written for Period 11/14/18 Thru 11/26/18

66890	Student Financial Aid Fund	730,426.00	0.00	730,426.00	92*0512422	92*0512423
Total Fund 74 Student Financial Aid Fund		<u><u>\$730,426.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$730,426.00</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	588,802.30
Total Fund 12 General Fund Restricted	1,714,324.51
Total Fund 13 GF Unrestricted One-Time Fund	210,051.57
Total Fund 33 Child Development Fund	27,453.14
Total Fund 41 Capital Outlay Projects Fund	202,828.92
Total Fund 43 Bond Fund, Measure Q	2,266,418.66
Total Fund 61 Property and Liability Fund	96,834.38
Total Fund 62 Workers' Compensation Fund	490.13
Total Fund 74 Student Financial Aid Fund	730,426.00
Grand Total:	<u><u>\$5,837,629.61</u></u>

Checks Written for Period 11/14/18 Thru 11/26/18

<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>
1A1811317	SAC Diversified Agency Fund	7,639.06	0.00	7,639.06	1A*0001379	1A*0001396
1A1811424	SAC Diversified Agency Fund	3,042.03	0.00	3,042.03	1A*0001397	1A*0001401
Total 1A SAC Diversified Agency Fund		<u><u>\$10,681.09</u></u>	<u><u>\$0.00</u></u>	<u><u>\$10,681.09</u></u>		

Checks Written for Period 11/14/18 Thru 11/26/18

<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>
1B1811317	SAC Bookstore Fund	11,687.36	0.00	11,687.36	1B*0001414	1B*0001422
1B1811424	SAC Bookstore Fund	12,487.71	0.00	12,487.71	1B*0001423	1B*0001428
Total 1B SAC Bookstore Fund		<u>\$24,175.07</u>	<u>\$0.00</u>	<u>\$24,175.07</u>		

Checks Written for Period 11/14/18 Thru 11/26/18

<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>
1C1811317	SAC Community Education Fund	521.74	0.00	521.74	1C*0001084	1C*0001085
Total 1C SAC Community Education Fund		<u><u>\$521.74</u></u>	<u><u>\$0.00</u></u>	<u><u>\$521.74</u></u>		

Checks Written for Period 11/14/18 Thru 11/26/18

<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>
1S1811317	SAC Associated Students Fund	7,887.83	552.19	7,335.64	1S*0001213	1S*0001226
Total 1S SAC Associated Students Fund		<u>\$7,887.83</u>	<u>\$552.19</u>	<u>\$7,335.64</u>		

Checks Written for Period 11/14/18 Thru 11/26/18

<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>
1T1811317	SAC Diversified Trust Fund	16,427.10	0.00	16,427.10	1T*0001278	1T*0001285
1T1811424	SAC Diversified Trust Fund	1,970.25	0.00	1,970.25	1T*0001286	1T*0001287
Total 1T SAC Diversified Trust Fund		<u><u>\$18,397.35</u></u>	<u><u>\$0.00</u></u>	<u><u>\$18,397.35</u></u>		

SUMMARY

Total Fund 1A SAC Diversified Agency Fund	10,681.09
Total Fund 1B SAC Bookstore Fund	24,175.07
Total Fund 1C SAC Community Education Fu	521.74
Total Fund 1S SAC Associated Students Fun	7,335.64
Total Fund 1T SAC Diversified Trust Fund	18,397.35
Grand Total:	<u><u>\$61,110.89</u></u>

Checks Written for Period 11/14/18 Thru 11/26/18

<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>
2A1811317	SCC Diversified Agency Fund	3,350.09	0.00	3,350.09	2A*0001190	2A*0001195
2A1811526	SCC Diversified Agency Fund	1,270.42	0.00	1,270.42	2A*0001196	2A*0001198
Total 2A SCC Diversified Agency Fund		<u>\$4,620.51</u>	<u>\$0.00</u>	<u>\$4,620.51</u>		

Checks Written for Period 11/14/18 Thru 11/26/18

<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>
2B1811317	SCC Bookstore Fund	92,863.71	0.00	92,863.71	2B*0001305	2B*0001313
2B1811424	SCC Bookstore Fund	156,930.69	323.19	156,607.50	2B*0001314	2B*0001323
2B1811526	SCC Bookstore Fund	3,778.50	0.00	3,778.50	2B*0001324	2B*0001328
Total 2B SCC Bookstore Fund		<u>\$253,572.90</u>	<u>\$323.19</u>	<u>\$253,249.71</u>		

Checks Written for Period 11/14/18 Thru 11/26/18

<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>
2C1811526	SCC Community Education Fund	469.85	0.00	469.85	2C*0001090	2C*0001090
Total 2C SCC Community Education Fund		<u><u>\$469.85</u></u>	<u><u>\$0.00</u></u>	<u><u>\$469.85</u></u>		

Checks Written for Period 11/14/18 Thru 11/26/18

<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>
2S1811317	SCC Associated Students Fund	4,473.43	0.00	4,473.43	2S*0001148	2S*0001150
Total 2S SCC Associated Students Fund		<u>4,473.43</u>	<u>\$0.00</u>	<u>4,473.43</u>		

Checks Written for Period 11/14/18 Thru 11/26/18

<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>
2T1811526	SCC Diversified Trust Fund	482.50	0.00	482.50	2T*0001115	2T*0001118
Total 2T SCC Diversified Trust Fund		<u><u>\$482.50</u></u>	<u><u>\$0.00</u></u>	<u><u>\$482.50</u></u>		

SUMMARY

Total Fund 2A SCC Diversified Agency Fund	4,620.51
Total Fund 2B SCC Bookstore Fund	253,249.71
Total Fund 2C SCC Community Education Fu	469.85
Total Fund 2S SCC Associated Students Fun	4,473.43
Total Fund 2T SCC Diversified Trust Fund	482.50
Grand Total:	<u><u>\$263,296.00</u></u>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/14/2018 To 11/25/2018
Board Meeting on 12/10/2018

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 TRANSFERS	From	To
<u>Fund 11: General Fund Unrestricted</u>		
4000 SUPPLIES & MATERIALS		4,428
5000 OTHER OPERATING EXP & SERVICES	3,678	
6000 CAPITAL OUTLAY	750	
Total Transfer Fund 11	\$4,428	\$4,428
<u>Fund 12: General Fund Restricted</u>		
1000 ACADEMIC SALARIES		89,487
2000 CLASSIFIED SALARIES		19,131
3000 EMPLOYEE BENEFITS		6,372
4000 SUPPLIES & MATERIALS	1,624	
5000 OTHER OPERATING EXP & SERVICES	154,476	
6000 CAPITAL OUTLAY		37,110
7000 OTHER OUTGO		4,000
Total Transfer Fund 12	\$156,100	\$156,100
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
2000 CLASSIFIED SALARIES		25,739
3000 EMPLOYEE BENEFITS		2,239
4000 SUPPLIES & MATERIALS		987
5000 OTHER OPERATING EXP & SERVICES		34,690
6000 CAPITAL OUTLAY		5,158
7000 OTHER OUTGO		138,272
7900 RESERVE FOR CONTINGENCIES	207,085	
Total Transfer Fund 13	\$207,085	\$207,085
<u>Fund 33: Child Development Fund</u>		
2000 CLASSIFIED SALARIES	24,000	
4000 SUPPLIES & MATERIALS		20,000
5000 OTHER OPERATING EXP & SERVICES		4,000
Total Transfer Fund 33	\$24,000	\$24,000
<u>Fund 41: Capital Outlay Projects Fund</u>		
6000 CAPITAL OUTLAY		500,000
7900 RESERVE FOR CONTINGENCIES	500,000	
Total Transfer Fund 41	\$500,000	\$500,000
<u>Fund 76: Community Education Fund</u>		
1000 ACADEMIC SALARIES		7,000
2000 CLASSIFIED SALARIES	6,577	
3000 EMPLOYEE BENEFITS	423	
Total Transfer Fund 76	\$7,000	\$7,000
<u>Fund 79: Diversified Trust Fund</u>		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/14/2018 To 11/25/2018
Board Meeting on 12/10/2018**

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 TRANSFERS	From	To
5000 OTHER OPERATING EXP & SERVICES		9,200
6000 CAPITAL OUTLAY	3,200	
7900 RESERVE FOR CONTINGENCIES	6,000	
Total Transfer Fund 79	\$9,200	\$9,200

BUDGET INCREASES AND DECREASES	Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>		
8100 FEDERAL REVENUES	40,000	
8600 STATE REVENUES	(334)	
1000 ACADEMIC SALARIES		5,462
2000 CLASSIFIED SALARIES		514
3000 EMPLOYEE BENEFITS		1,455
5000 OTHER OPERATING EXP & SERVICES		2,963
6000 CAPITAL OUTLAY		29,606
7000 OTHER OUTGO		(334)
Total Transfer Fund 12	\$39,666	\$39,666

<u>Fund 41: Capital Outlay Projects Fund</u>		
8900 OTHER FINANCING SOURCES	138,272	
6000 CAPITAL OUTLAY		138,272
Total Transfer Fund 41	\$138,272	\$138,272

<u>Fund 74: Student Financial Aid Fund</u>		
8600 STATE REVENUES	334	
7000 OTHER OUTGO		334
Total Transfer Fund 74	\$334	\$334

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 11/14/2018 To 11/25/2018

Board Meeting on 12/10/2018

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>			
B024684	11/14/18		
1000	ACADEMIC SALARIES		89,834
4000	SUPPLIES & MATERIALS	1,000	
5000	OTHER OPERATING EXP & SERVICES	88,834	
		\$89,834	\$89,834
Total Reference B024684			
Reason: Special Project Adjustment			
Description: PartTime personnel			
B024696	11/19/18		
4000	SUPPLIES & MATERIALS		8,078
5000	OTHER OPERATING EXP & SERVICES	55,000	
6000	CAPITAL OUTLAY		46,922
		\$55,000	\$55,000
Total Reference B024696			
Reason: Special Project Adjustment			
Description: Qlty Off Frnshgs proposal to redsgn/bld off spaces			
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
B024687	11/14/18		
7000	OTHER OUTGO		138,272
7900	RESERVE FOR CONTINGENCIES	138,272	
		\$138,272	\$138,272
Total Reference B024687			
Reason: Adjustment			
Description: PJ3071 Fd41 B-Rfrsh&E Bl. Prjctrs(FMR15-109).			
B024688	11/14/18		
2000	CLASSIFIED SALARIES		16,539
3000	EMPLOYEE BENEFITS		1,438
7900	RESERVE FOR CONTINGENCIES	17,977	
		\$17,977	\$17,977
Total Reference B024688			
Reason: Adjustment			
Description: #1792611 ToshieSweeney bckfl NadineSelby bckflng AnnKelly while on matrnty leave			
B024713	11/20/18		
2000	CLASSIFIED SALARIES		9,200
3000	EMPLOYEE BENEFITS		801
7900	RESERVE FOR CONTINGENCIES	10,001	
		\$10,001	\$10,001
Total Reference B024713			
Reason: Adjustment			
Description: Fund Short Term Int'l Stu Prog's Student Svcs Specialist			
B024714	11/20/18		
5000	OTHER OPERATING EXP & SERVICES		40,000
7900	RESERVE FOR CONTINGENCIES	40,000	
		\$40,000	\$40,000
Total Reference B024714			
Reason: Adjustment			
Description: Pay for SCC International Consultants			

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

From 11/14/2018 To 11/25/2018

Board Meeting on 12/10/2018

BUDGET TRANSFERS		From	To
B024715	11/20/18		
6000	CAPITAL OUTLAY		835
7900	RESERVE FOR CONTINGENCIES	835	
Total Reference B024715		\$835	\$835
Reason:	Adjustment		
Description:	Purchase vacuums		

Fund 41: Capital Outlay Projects Fund

B024681	11/14/18		
6000	CAPITAL OUTLAY		500,000
7900	RESERVE FOR CONTINGENCIES	500,000	
Total Reference B024681		\$500,000	\$500,000
Reason:	Special Project Adjustment		
Description:	Project BR Campus Entrnc Imprv		

Fund 79: Diversified Trust Fund

B024702	11/19/18		
5000	OTHER OPERATING EXP & SERVICES		6,000
7900	RESERVE FOR CONTINGENCIES	6,000	
Total Reference B024702		\$6,000	\$6,000
Reason:	Special Project Adjustment		
Description:	Bgt local upcg SAC rltshp bld evnts		

BUDGET INCREASES AND DECREASES	Revenue	Appropriation
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Fund 12: General Fund Restricted

B024735	11/21/18		
8100	FEDERAL REVENUES	40,000	
1000	ACADEMIC SALARIES		5,462
2000	CLASSIFIED SALARIES		514
3000	EMPLOYEE BENEFITS		1,455
5000	OTHER OPERATING EXP & SERVICES		2,963
6000	CAPITAL OUTLAY		29,606
Total Reference B024735		\$40,000	\$40,000
Reason:	Special Project Adjustment		
Description:	#1706 Reg Upward Bound prog Y2 FY18/19 budget revision		

Fund 41: Capital Outlay Projects Fund

B024690	11/14/18		
8900	OTHER FINANCING SOURCES	138,272	
6000	CAPITAL OUTLAY		138,272
Total Reference B024690		\$138,272	\$138,272
Reason:	Special Project Adjustment		
Description:	Tsf fds:B-Refresh&E Bl. prjcts (FMR15-109)		

RECOMMENDATION

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

5.2 (4)

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

To: Board of Trustees	Date: December 10, 2018
Re: Receive and Accept the District Audit Reports for the Fiscal Year ended June 30, 2018	
Action: Request to Receive and Accept	

BACKGROUND

Pursuant to Education Code Section 84040(b) and the Uniform Guidance (Title 2 CFR Part 200), the governing board of each community college district shall provide for an annual audit of all funds, books, accounts and voter approved bond authorizations of the district. The District contracted with CliftonLarsonAllen, LLP to provide the independent auditing services required for the 2017-2018 fiscal year.

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

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

ANALYSIS

The auditors will present the results of the District's audits at the meeting. All of these reports in draft form were presented and discussed at the Board Fiscal Audit Review Committee meeting on November 20, 2018. The final audit reports can be found at the bottom of the page at the following link: <https://www.rsccd.edu/Departments/Fiscal-Services/Pages/Fiscal%20Services%20Department.aspx>

RECOMMENDATION

It is recommended that the Board of Trustees receive and accept the Rancho Santiago Community College District Audit Reports for the fiscal year ended June 30, 2018 as presented.

Fiscal Impact: Not Applicable	Board Date: December 10, 2018
Prepared by: Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

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

To:	Board of Trustees	Date: December 10, 2018
Re:	Approval Agreement with Hill's Bros. Lock & Safe, Inc. – Key Hardware Consulting Services Districtwide	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for the second phase of key door hardware consulting services districtwide. The District entered into an agreement with Hill's Bros. Lock and Safe, Inc. (Hill's Bros.) in May 2018 to assist the District with developing a new districtwide standard master key control hierarchy. The hierarchy is a master structure that guides how door hardware shall be keyed, identified and designed for each door that contains a mechanical lock or electrified access control lock. This work is part of a districtwide planning effort that is currently underway that involves multiple tasks and activities including: 1) developing a master key hierarchy; 2) assessing current door and lock conditions across all doors districtwide; 3) assessing both mechanical and electronic key access control systems and software; 4) developing a plan of recommendations for key door lock changes across buildings districtwide to meet the new District standard of conversion to Medeco lock systems and future electronic access control systems; 5) updating the District's Board Policy Administration Regulation 6520 *Security for District Property* to develop unilateral key distribution procedures for all facilities throughout the district.

The existing mechanical key lock systems will need to be upgraded to meet the District standard of Medeco to: 1) increase security of both occupants and properties; 2) replace the existing Sargent key system which does not have any new keyways meaning new keys cannot be made as the system is maxed out on key configurations across multiple sites; and 3) the existing Sargent system in a majority of buildings no longer holds a patent on the keyways, potentially making obtaining unauthorized copies of keys easier.

This agreement includes the second phase of the scope of work associated with current projects to now: 1) complete the key schedules for the new bond projects at Santa Ana College in accordance with the recently established master key hierarchy; 2) complete a key schedule for the District Office due to on-going failure of access control system and inability to create additional keys under the existing Sargent system; and 3) provide hardware replacement specifications and requirements based on the existing door survey data to assist the District in developing a phased plan of key lock replacements across doors districtwide. The building door/door hardware and lock survey assessments have been completed by a separate consultant, Guidepost Solutions, LLC (Guidepost) and the access control software system has also been selected for the new buildings at Santa Ana College (Science Center, Johnson Student Center and the new Health Sciences buildings). With the construction of the new buildings and the implementation of access control systems on doorways in these buildings, this has enabled the District to develop new and unilateral standards for future buildings that may be retrofitted for electronic access control capabilities.

ANALYSIS:

Multiple Requests for Proposals (RFPs) and Requests for Qualifications (RFQs) were undertaken for the services related to door hardware assessments and access control in 2013-RFP #1314-51, 2015-RFQ/RFP #1516-145, #1516-150 and again in 2017-RFQ/RFP #1718-185. After the screening panels convened multiple times to review the proposals and various firms approach to the project, it was decided in 2018 to separate the scopes of work associated with the various RFPs/RFQs for the door/door hardware surveys, access control, and master key hierarchy development services due to the unique knowledge and expertise needed for each of these areas. Therefore, this has resulted in recommending contracting with two firms. Guidepost was previously contracted to undertake the door survey assessments and software selection for access control and those services have been completed. It is now recommended to contract with Hill’s Bros. to assist the District with the development of the new key schedules and hardware replacement specifications to implement the newly adopted District standard master key control hierarchy in new buildings.

Based on Hill’s Bros. Lock and Safe, Inc.’s experience and understanding of the District’s existing key systems in buildings, expertise of various key systems such as Sargent Keso and Medeco key lock systems, and being that they are factory authorized manufacturer representatives for both Sargent and Medeco door hardware systems, it is recommended to contract with Hill’s Bros. consulting services to complete these remaining tasks.

The services covered by this agreement shall commence December 11, 2018 and end December 31, 2019. The contract is an hourly not-to-exceed fee of \$23,316. The District has reviewed the fee and it is reasonable, competitive, and within industry standards.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with Hill’s Bros. Lock & Safe, Inc. for key hardware consulting services Districtwide as presented.

Fiscal Impact:	\$23,316	Board Date: December 10, 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: 12/10/2018

Project: Key Hierarchy

Site: **Districtwide**

Consultants: **Hill's Bros. Lock & Safe, Inc.**

Type of Service: Key Hardware Consulting Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$23,316.00		12/11/2018		12/31/2019
Total Agreement Amount	\$23,316.00				

AGREEMENT NO: 0318.00/ DESCRIPTION:

This agreement #0318.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$23,316.00**

Contract End Date: **12/31/2019**

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

To:	Board of Trustees	Date: December 10, 2018
Re:	Approval of Amendment to Agreement with Architecture 9 PLLLP - Architectural Design Services for Barrier Removal/Signage and Wayfinding at Santa Ana College and Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement for additional architectural services and for an extension of time. On February 26, 2018 the Board of Trustees approved an agreement with Architecture 9 PLLLP for architectural design services for barrier removal/signage and wayfinding at Santa Ana College and Santiago Canyon College. To see the original agreement, please [click here](#). The District is in need of additional architectural design services to add new traffic control signage, and new 11 foot high wayfinding signs. Additional structural engineering series will be required for the footing design and calculations for the new 11 foot high wayfinding signs. This work requires individual Division of State Architect (DSA) submittals, additional drawings and specifications for each project and college. The barrier removal/signage and wayfinding project will now become two separate DSA submittals, one for each college.

ANALYSIS:

The amendment is to increase the contract by \$16,700, as well as an extension of time to the contract. The services covered by this agreement commenced February 27, 2018 and the new end date has been extended to December 31, 2019. The revised total contract is a not to exceed fee in the amount of \$42,300.

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

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

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to the agreement with Architecture 9 PLLLP for architectural design services for barrier removal/signage and wayfinding at Santa Ana College and Santiago Canyon College as presented.

Fiscal Impact:	\$16,700	Board Date: December 10, 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: 12/10/18

Project: Barrier Removal/Signage and Wayfinding

Site: **Santa Ana College &
Santiago Canyon College**

Consultants: **Architecture 9 PLLLP**

Type of Service: Architectural Design Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$25,300.00	\$300.00	2/27/2018		12/31/2018
Amendment #1	\$16,700.00				12/31/2019
Total Agreement Amount	\$42,300.00				

AGREEMENT NO: 0264.00/ DESCRIPTION:

Amendment #1 for an extension of time and additional architectural design services.

This agreement #0264.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$16,700.00**

Contract End Date: **12/31/2019**

FIRST AMENDMENT TO ARCHITECTURAL SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **11th** day of **December** in the year **2018**, between **ARCHITECTURE 9 PLLLP**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0264.00 entered into on February 26, 2018 to provide architectural services for the BARRIER REMOVAL SIGNAGE AND WAYFINDING AT SANTA ANA COLLEGE AND SANTIAGO CANYON COLLEGE. Please amend the AGREEMENT to include the following:
 - 1. By adding additional project scope per the attached Exhibit A; and
 - 2. By increasing the AGREEMENT amount by SIXTEEN THOUSAND SEVEN HUNDRED DOLLARS AND NO/100 DOLLARS (\$16,700) from TWENTY-FIVE THOUSAND SIX HUNDRED AND NO/100 (\$25,600), for a total AGREEMENT amount of FORTY-TWO THOUSAND THREE HUNDRED DOLLARS AND NO/100 (\$42,300); and
 - 3. By extending the contract completion date from December 31, 2018 to be through December 31, 2019.
- B. Except as amended herein, the terms and conditions of AGREEMENT No. 0264.00, effective February 26, 2018, shall remain in full force and effect.

ARCHITECTURE 9 PLLLP

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

By _____

By _____

Print Name _____

Peter J. Hardash

Title _____

Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

Agreement No. 0264.01
Board Approval: December 10, 2018
Purchase Order: 18-P0050689

COPIES TO:

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

PURCHASING DEPARTMENT
Rancho Santiago Community College District
2323 N. Broadway, Suite 109
Santa Ana, CA 92706
Linda Melendez, Interim Director of Purchasing

EXHIBIT "A"

A. Project Scope:

The following items are the scope additions included in this Amendment:

1. Design team shall separate the projects into individual projects per college site (Santa Ana College and Santiago Canyon College). This includes individual DSA submittals, additional drawings and specifications for each site.
2. Addition of new Traffic Control Signage.
3. Addition of new 11' high Site Directory signs.
4. Structural Engineering – footing design, structural design and calculations, for new 11' high Site Directory Signs.
5. Allowance – to perform any additional services by the District. Prior written approval by the District is required for use of the allowance for unforeseen conditions, additional design. Rates and fees are subject to written District approval prior to commencement of additional services, as described in Article III of the original agreement.

B. Compensation / Fee Schedule:

	Santa Ana College	Santiago Canyon College	TOTAL
Structural Engineering Fee	\$3,500	\$3,500	\$7,000
Additional Architectural Services	\$3,350	\$3,350	\$6,700
Allowance			\$3,000
	TOTAL AMENDMENT #1		\$16,700

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

To:	Board of Trustees	Date: December 10, 2018
Re:	Approval of Amendment to Agreement with Architecture 9 PLLLP - Professional Design Services for Campus Directories at Santa Ana College and Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement for additional architectural services and for an extension of time. On January 22, 2018 the Board of Trustees approved an agreement with Architecture 9 PLLLP for architectural design services related to the new electronic campus directories at Santa Ana College and Santiago Canyon College. To see the original agreement, please [click here](#). The District requires additional professional design services for the task of separating the scope of work into multiple projects for both colleges. This work requires additional drawings and specifications for each project and college. The new electronic directories will also require additional structural engineering (footing design and calculations) due to height. The campus electronic directories will now become separate Division of State Architect submittals, one for each college.

ANALYSIS:

The amendment is to increase the contract by \$8,300, as well as an extension of time to the contract. The services covered by this agreement commenced January 23, 2018 and the new end date has been extended to December 31, 2019. The revised total contract is a not to exceed fee in the amount of \$26,295.

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

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to the agreement with Architecture 9 PLLLP for professional design services for campus directories at Santa Ana College and Santiago Canyon College as presented.

Fiscal Impact:	\$8,300	Board Date: December 10, 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: 12/10/18

Project: Campus Directories

Site: **Santa Ana College &
Santiago Canyon College**

Consultants: Architecture 9 PLLLP

Type of Service: Professional Design Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$17,495.00	\$500.00	1/23/2018		12/31/2018
Amendment #1	\$8,300.00				12/31/2019
Total Agreement Amount	\$26,295.00				

AGREEMENT NO: 0258.00/ DESCRIPTION:

Amendment #1 for an extension of time and additional professional design services.

This agreement #0258.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$8,300.00**

Contract End Date: **12/31/2019**

FIRST AMENDMENT TO ARCHITECTURAL SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **11th** day of **December** in the year **2018**, between **ARCHITECTURE 9 PLLLP**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0258.00 entered into on January 22, 2018 to provide architectural services for the CAMPUS DIRECTORIES (ELECTRONIC) DISTRICT-WIDE. Please amend the AGREEMENT to include the following:
 - 1. By adding additional project scope per the attached Exhibit A; and
 - 2. By increasing the AGREEMENT amount by EIGHT THOUSAND THREE HUNDRED DOLLARS (\$8,300) from SEVENTEEN THOUSAND NINE HUNDRED NINETY-FIVE DOLLARS AND NO/100 (\$17,995), for a total AGREEMENT amount of TWENTY-SIX THOUSAND TWO HUNDRED NINETY-FIVE DOLLARS AND NO/100 (\$26,295); and
 - 3. By extending the contract completion date from December 31, 2018 to be through December 31, 2019.
- B. Except as amended herein, the terms and conditions of AGREEMENT No. 0258.00, effective January 22, 2018, shall remain in full force and effect.

ARCHITECTURE 9 PLLLP

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____

By _____

Print Name _____

Peter J. Hardash

Title _____

Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

Agreement No. 0258.01
Board Approval: December 10, 2018
Purchase Order: 18-P0050138

COPIES TO:

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

PURCHASING DEPARTMENT
Rancho Santiago Community College District
2323 N. Broadway, Suite 109
Santa Ana, CA 92706
Linda Melendez, Interim Director of Purchasing

EXHIBIT "A"

A. Project Scope:

The following items are the scope additions included in this Amendment:

1. Design team shall separate the projects into individual projects per college site (Santa Ana College and Santiago Canyon College). This includes individual DSA submittals, additional drawings and specifications for each site.
2. Structural Engineering – footing design and calculations: for electronic directories since they are over 6’ high and taller than comparable signs.
3. Additional Allowance – to perform any additional services by the District. Prior written approval by the District is required for use of the allowance for unforeseen conditions, additional design. Rates and fees are subject to written District approval prior to commencement of additional services, as described in Article III of the original agreement.

B. Compensation / Fee Schedule:

	Santa Ana College	Santiago Canyon College	TOTAL
Structural Engineering Fee	\$1,500	\$1,500	\$3,000
Additional Architectural Services	\$1,950	\$1,950	\$3,900
Additional Allowance			\$1,400
	TOTAL AMENDMENT #1		\$8,300

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

To:	Board of Trustees	Date: December 10, 2018
Re:	Approval of Agreement with Southwest Inspection & Testing, Inc. – Materials Testing and Special Inspection Services for the Johnson Student Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for materials testing and special inspection services for the construction of the Johnson Student Center at Santa Ana College. Materials testing and special inspection services are required by the California Administrative Code (Title 24, Part 1) to be performed by testing laboratories acceptable to the Division of the State Architect (DSA). The DSA Form 103, Listing of Structural Tests and Special Inspections, summarizes the structural tests and some of the special inspections required for the project. Generally, the structural tests and special inspections noted on the form are those that will be performed by the Geotechnical Engineer of Record, Special Inspector, or Laboratory of Record. The project is in need of assistance by a qualified and competent materials and testing consultant during construction activities. Southwest Inspection & Testing, Inc. is proposed to cover services required of both the special inspector and laboratory of record. A separate consultant will perform geotechnical engineering tests.

ANALYSIS:

A Request for Proposal (RFP) #1819-226 for materials testing and special inspection services for Johnson Student Center at Santa Ana College was advertised September 14, 2018 to eight pre-qualified firms with a due date of October 8, 2018. The District received four proposals from Converse Consultants (Costa Mesa); Smith-Emery (Los Angeles); Southwest Inspection & Testing, Inc. (La Habra); and Twining, Inc. (Long Beach). A selection panel reviewed the proposals on October 10, 2018. The panel interviewed Southwest Inspection & Testing, Inc. and Twining, Inc. on October 29, 2018. The committee reviewed the timeliness and completeness of responses; technical qualifications and competence; record of past performance; approach to work; ability to meet the anticipated schedule; and the ability to resource the project appropriately with cost control measures. After a thorough review, the committee recommends Southwest Inspection & Testing, Inc. by consensus based upon the culmination of their RFP response and responsiveness, qualifications, interviews, experience, team members, reference checks, approach to the project, fee, schedule, knowledge, experience, and ability to meet the anticipated schedule.

The services covered by this agreement shall commence December 11, 2018 and end June 30, 2021. The agreement is an hourly, not to exceed fee of \$376,370. The District has reviewed the fee and finds it reasonable and within industry standards.

This agreement is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with Southwest Inspection & Testing, Inc. for materials testing and special inspection services for the Johnson Student Center at Santa Ana College as presented.

Fiscal Impact:	\$376,370	Board Date: December 10, 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:12/10/2018

Project: Johnson Student Center

Site: **Santa Ana College**

Consultants: **Southwest Inspection & Testing, Inc.**

Type of Service: Materials Testing and Special Inspection Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$376,370.00		12/11/2018		6/30/2021
Total Agreement Amount	\$376,370.00				

AGREEMENT NO: 0317.00/ DESCRIPTION:

This agreement #0317.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$376,370.00**

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

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

To:	Board of Trustees	Date: December 10, 2018
Re:	Approval of Amendment to Agreement with Ghatoade Bannon Architects, LLP - Professional Design Services for the New Safety & Security Offices at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement for additional architectural services and for an extension of time. On October 23, 2017 the Board of Trustees approved an agreement with Ghatoade Bannon Architects, LLP for architectural design services related to the new campus Safety and Security offices at Santiago Canyon College. To see the original agreement, please [click here](#). The new portables will serve as the operations center for the department. The District requires additional design services due to changes in scope of work, as well as increased construction costs for both the modular building and the site development work. The changes include additional design and engineering for an emergency generator, electric car charging station, new fire line and hydrants, along with design modifications to the interior of the portables to address Division of State Architect (DSA) comments related to fire rating of corridors that were above the original scope of work anticipated and originally outlined. In addition, the changes in the scope of work added additional programming, user group meetings and project meetings.

ANALYSIS:

The amendment is to increase the contract by \$67,616, as well as an extension of time to the contract. The services covered by this agreement commenced October 24, 2017 and the new end date has been extended to December 31, 2019. The revised total contract is a not to exceed fixed fee in the amount of \$97,616.

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

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to the agreement with Ghatoade Bannon Architects, LLP for professional design services for the new Safety & Security Offices at Santiago Canyon College as presented.

Fiscal Impact:	\$67,616	Board Date: December 10, 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: 12/10/18

Project: New Safety & Security Offices

Site: **Santiago Canyon College**

Consultants: **Ghatoade Bannon Architects, LLP**

Type of Service: Professional Design Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$25,000.00	\$5,000.00	10/24/2017		12/31/2018
Amendment #1	\$67,616.00				12/31/2019
Total Agreement Amount	\$97,616.00				

AGREEMENT NO: 0246.00/ DESCRIPTION:

Amendment #1 for an extension of time and additional professional design services.

This agreement #0246.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$67,616.00**

Contract End Date: **12/31/2019**

FIRST AMENDMENT TO AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **11th** day of **DECEMBER** in the year **2018**, between **GHATOADE BANNON ARCHITECTS, LLP** hereinafter referred to as “CONSULTANT” and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “DISTRICT”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

1. To amend that certain AGREEMENT #0246.00 entered into on October 23, 2017, to provide professional design services for the new Safety & Security Offices at Santiago Canyon College for the Rancho Santiago Community College District. Please amend the AGREEMENT to include the following:
 - A. By adding additional project scope, and fee schedule per the attached Exhibit A;
 - B. By increasing the AGREEMENT amount by SIXTY-SEVEN THOUSAND SIX HUNDRED SIXTEEN DOLLARS AND NO/100 (\$67,616) from THIRTY THOUSAND DOLLARS AND NO/100 (\$30,000), for a total AGREEMENT amount of NINETY-SEVEN THOUSAND SIX HUNDRED SIXTEEN DOLLARS AND NO/100 (\$97,616); and
 - C. By extending the contract completion date from December 31, 2018 to December 31, 2019.
2. Except as amended herein, the terms and conditions of AGREEMENT #0246.00 effective October 24, 2017, shall remain in full force and effect.

GHATOADE BANNON ARCHITECTS, LLP

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By _____

By _____

Print Name _____

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

Title _____

Date _____

Date _____

Email _____

EXHIBIT “A”

A. Project Scope:

The following items are the scope additions included in this Amendment:

1. Additional programming and user group meetings.
2. Additional design and engineering for an emergency generator.
3. Additional design and engineering for electrical car charging stations.
4. Additional design and engineering for fire hydrants.
5. Additional design and engineering for accessible path of travel to campus.
6. Additional design to address DSA comments and preparation of Addendum.

B. Compensation/Fee Schedule:

The total revised fee is as follows:

Modular Building Cost: 4% of \$641,478	\$25,659
Site Development Cost: 12% of \$557,971	\$66,957
Total New Fee	\$92,616
Original Agreement (Basic Fee)	\$25,000
Amendment #01 Fee Increase	\$67,616

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

To:	Board of Trustees	Date: December 10, 2018
Re:	Approval of Agreement with Converse Consultants - Environmental Consulting Services for the Orange Education Center at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for environmental consulting services related to the Orange Education Center (OEC) of the Santiago Canyon College located on 1465 North Batavia Street in the City of Orange. The District received a letter from the Orange County Health Care Agency (OCHCA) in March 2015 requiring additional testing due to the remodeling taking place and more stringent cleanup standards since the case was previously closed in 2004. The additional requirements from OCHCA are due to prior industrial use of the site, the volume of renovation and construction work anticipated to be undertaken.

On September 14, 2015, the Board of Trustees approved an agreement with Terracon Consultants, Inc. for environmental consulting investigation services. Due to changes in environmental regulations from when the property was first purchased, the District was required and has performed additional investigations under the oversight of the OCHCA. As part of the new environmental compliance requirements, the District submitted an environmental investigation Work Plan, an Amendment to the Work Plan and recently completed additional limited sampling requested by OCHCA. The District has a voluntary agreement with the OCHCA to provide oversight for several phases of environmental investigations conducted in June 2016, April 2017, February 2018, and June 2018. The District recently completed the site investigation, characterization and delineation of soil and soil gas conditions across the site. The OCHCA has requested that the District proceed with further steps to remediate the existing environmental conditions on the site and develop a plan to address the subsurface soils and soil gas conditions.

The District is in need of assistance by a qualified environmental consultant with experience in the area of soil and soil gas remediation as part of the next phase of environmental work. The discovered soil gas concentrations are believed to be caused by former manufacturing operations. Furthermore, based on environmental data collected and an assessment of historical structural and mechanical drawings, the District's on-call professional environmental consultant has opined a series of solvent pits, drains, and a mechanical drain pipe system used to capture cleaning solvents, may still be buried below the concrete slab in spite of previous reports from the original property owners indicating removal of underground structures. As a result of the investigations undertaken and culmination of information gathered to date, the current site environmental characteristics require the District to undertake further environmental remediation action to address the potential sources of contamination to reduce the subsurface soil gas levels. This next phase will require an environmental consultant who can address and develop the following items

to be submitted to the OCHCA as a two-step process: 1) An Interim Removal Action Plan for the removal of any existing potential underground drains, pits and/or pipe systems; 2) A Remediation Action Plan for site remediation of residual gases to be developed following removal of underground structures. The extent of the remedial effort related to the Remediation Action Plan is contingent upon on the results of the confirmation sampling conducted during the Interim Removal Action Plan activities phase.

The professional environmental consultant services encompasses developing the above noted plans, obtaining OCHCA concurrence and approval, assisting developing a feasibility study with estimated costs, risk analysis, developing a pilot study to determine effectiveness of any proposed remediation system(s) to be considered, development of any construction plans and specifications, bid assistance, construction oversight, system commissioning oversight, post remediation monitoring and sampling services, working with the architectural project design team members on potential development and design options for reconstruction and/or new construction, and final OCHCA reporting approval to obtain a no further action response and case closure from the overseeing agency.

ANALYSIS:

A Request for Proposal (RFP) #1819-222 for Environmental Consulting Services at the Orange Education Center was solicited on August 22, 2018 to all prequalified environmental consultants with a due date of September 20, 2018. The District received four responses from Converse Consultants (Costa Mesa); Petra Geotechnical (Costa Mesa); Terracon Consultants, Inc. (Irvine); and WZI, Inc. (Bakersfield). A screening panel convened on October 5, 2018 and interviewed Converse Consultants, Petra Geotechnical, and WZI, Inc. on October 23, 2018 and October 25, 2018. The selection and interview panel recommends Converse Consultants by consensus based upon a thorough review and the culmination of their response, experience and technical qualifications, team members, record of past performance, approach to the project, and fee. It is recommended that the District enter into an agreement with Converse Consultants for environmental consulting services for the Orange Education Center.

The services covered by this agreement shall commence December 11, 2018 and end December 31, 2020. The agreement is a not to exceed fee of \$315,300.00, including \$47,000 in reimbursable expenses. The District has reviewed the fee and it is reasonable, competitive, and within industry standards.

This project is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the contract with Converse Consultants for environmental consulting services at the Orange Education Center at Santiago Canyon College as presented.

Fiscal Impact:	\$315,300 (includes reimbursables)	Board Date: December 10, 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: 12/10/18

Project: Orange Education Center

Site: **Santiago Canyon College**

Consultants: **Converse Consultants, Inc.**

Type of Service: Environmental Consulting Services

Agreement Summary	Amount	Reimbursables	Start	Duration	
					End
Original Contract Amount	\$268,300.00	\$47,000.00	12/11/2018		12/31/2020
Total Agreement Amount	\$315,300.00				

AGREEMENT NO: 0319.00/ DESCRIPTION:

This agreement #0319.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$315,300.00**

Contract End Date: **12/31/2020**

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

To:	Board of Trustees	Date: December 10, 2018
Re:	Award of Bid #1346 – Parking Lot Sweeping Services	
Action:	Request for Approval	

BACKGROUND

There are six major parking facilities within the Rancho Santiago Community College District: Santa Ana College, OC Sheriff's Regional Training Academy, Digital Media Center, Santiago Canyon College, Orange Education Center and the District Operations Center. The District is responsible for maintaining the cleanliness of these facilities. The existing parking lot sweeping services contract will expire on January 31, 2019; therefore, it is necessary to bid a new contract.

ANALYSIS

Due to the specialized equipment required for parking lot sweeping, vacuuming and the off-hours when parking lot sweeping should be done, it is most cost-effective to utilize an outside service contractor to perform the work. The RSCCD went out to bid for a thirty-six (36) month contract to begin February 1, 2019 through January 31, 2022, with an option to renew for an additional two (2) one (1) year terms.

The bid was advertised and bids were emailed to twelve (12) potential bidders. Three (3) bidders attended the mandatory pre-bid conference and job walk on November 21, 2018. The District received two (2) bids for this project, Viejo Sweeping Services Ltd., located in Mission Viejo, CA submitted the lowest responsive bid in the amount of \$154,800. District staff conducted a due diligence review to ensure compliance with licensing and bid bond requirements. After review, the District recommends approval of award of Bid #1346 – Parking Lot Sweeping Services to Viejo Sweeping Services, Ltd.

RECOMMENDATION

It is recommended that the Board of Trustees award Bid #1346 – Parking Lot Sweeping Services to Viejo Sweeping Services, Ltd., for parking lot sweeping services including renewals as presented.

Fiscal Impact:	\$154,800 (3 year total)	Board Date: December 10, 2018
Prepared by:	Linda Melendez, Interim Director, Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of 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 #1346	PROJECT: Parking Lot Sweeping Services	TIME: 2:00 P.M. DATE: 12/3/2018
BIDDERS		TOTAL BASE BID AMOUNT
Viejo Sweeping Services, Ltd.		\$154,800
So Cal Property Services		\$282,780
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: 12/4/2018

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

To:	Board of Trustees	Date: December 10, 2018
Re:	Award of Bid #1358 – Purchase of Canon (Or Equal) High Definition Video Camera Systems	
Action:	Request for Approval	

BACKGROUND

The Television, Film and Video Program at Santa Ana College (SAC) received a CTEA (Career Technical Education Act) Carl Perkins IV Federal Grant to purchase new hand-held high-definition video camera systems, lenses and associated accessories. The purchase of this equipment will provide SAC students with hands-on experience with leading-edge technology, ensuring relative experience and a competitive advantage in the job market.

ANALYSIS

Bids were distributed to twenty-nine (29) firms. Four (4) bid responses were received; one (1) declined participation and twenty-four (24) did not respond. The low bidder meeting specifications is Texas Media Systems.

VENDOR	AMOUNT	Product
Texas Media Systems	\$140,602.97	Canon/As Called Out
Video Tape Products	\$150,322.03	Canon/As Called Out
Focus Camera, LLC	\$149,147.55	Canon/As Called Out
Alegna, Inc.	\$139,412.50	Canon/As Called Out

Santa Ana College staff has reviewed and accepts the bid from Texas Media Systems.

RECOMMENDATION

It is recommended that the Board of Trustees award Bid #1358 – Purchase of Canon (Or Equal) High Definition Video Camera Systems to Texas Media Systems as presented.

Fiscal Impact:	\$140,602.97	Board Date: December 10, 2018
Prepared by:	Linda Melendez, Interim Director, Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Purchase Order List

10/21/2018 thru 11/10/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-B0001543	10/29/2018	79	Auxiliary Services Office	Non-Instructional Supplies	OFFICE DEPOT	500.00
19-B0001544	11/2/2018	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	BADS, LTD	250.00
19-B0001545	11/2/2018	79	International Student Program	Non-Instructional Supplies	EDUCATIONAL TESTING SVC	446.00
19-B0001546	11/9/2018	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	CALIF STAGE & LIGHTING	2,335.36
19-P0054166	10/22/2018	11	Purchasing	Non-Instructional Supplies	QUALITY OFFICE FURNISHINGS INC	2,472.36
19-P0054167	10/22/2018	11	Facility Planning Office	Non-Instructional Supplies	WELLS FARGO BANK	320.19
19-P0054168	10/22/2018	11	Publications	Contracted Repair Services	INLAND CUTTER SERVICE INC	260.00
19-P0054169	10/22/2018	11	Maintenance	Contracted Services	CHIPMAN CORPORATION	2,280.00
19-P0054170	10/22/2018	41	Facility Planning Office	Site Improv - Contractor Svcs	ALCORN FENCE COMPANY	6,110.00
19-P0054171	10/22/2018	11	District Wide Technology	Non-Instructional Supplies	CDW GOVERNMENT INC.	353.98
19-P0054172	10/22/2018	12	LA/OC Regional Consortia	Equip-All Other >\$1,000<\$5,000	SHI INTERNATIONAL CORP	7,594.45
19-P0054173	10/22/2018	12	Career Education Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	3,973.28
19-P0054174	10/22/2018	12	Chemistry	Instructional Supplies	MICROTECH SCIENTIFIC	1,225.77
19-P0054175	10/22/2018	12	Student Equity	Food and Food Service Supplies	EDITH D. AHUMADA	359.67
19-P0054176	10/22/2018	12	Career Education Office	Conference Expenses	FRED PRYOR SEMINARS	277.00
19-P0054177	10/22/2018	11	Maintenance	Non-Instructional Supplies	WOODWARD'S ACE HARDWARE	3,000.00
19-P0054178	10/22/2018	12	Academic Affairs Office	Instructional Supplies	COMMERCIAL AQUATIC SVCS	10,000.00
19-P0054179	10/22/2018	12	Continuing Education Division	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	330.34
19-P0054180	10/22/2018	12	Business	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	2,942.65
19-P0054181	10/22/2018	11	District Wide Technology	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	512.00
19-P0054182	10/22/2018	41	Facility Planning Office	Buildings - Other Services	CRITERION SYSTEMS, INC	145,150.00
19-P0054183	10/22/2018	12	Student Equity	Transportation - Student	GOLD COAST TOURS	535.83
19-P0054184	10/23/2018	12	Academic Affairs Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	270.93
19-P0054185	10/23/2018	12	Student Equity	Non-Instructional Supplies	AMAZON COM	25.90
19-P0054186	10/23/2018	12	Counseling	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	1,010.14
19-P0054187	10/23/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	48.48
19-P0054188	10/23/2018	13	Maintenance	Repair & Replacement Parts	RSD REFRIGERATION SUPPLIES	5,000.00
19-P0054189	10/23/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	113.74
19-P0054190	10/23/2018	12	Continuing Education Division	Non-Instructional Supplies	AMAZON COM	363.19
19-P0054191	10/23/2018	13	Maintenance	Repair & Replacement Parts	YALE CHASE	1,000.00
19-P0054192	10/23/2018	12	MESA	Non-Instructional Supplies	VWR FUNDING INC	23.31
19-P0054193	10/23/2018	12	MESA	Non-Instructional Supplies	ORANGE COUNTY TELESCOPE INC	64.64
19-P0054194	10/23/2018	11	Human Resources Office	Non-Instructional Supplies	THOMSON REUTERS (MARKETS) LLC	112.06
19-P0054195	10/23/2018	12	MESA	Non-Instructional Supplies	BIO RAD LABORATORIES	80.17
19-P0054196	10/23/2018	11	Public Affairs/Gov Rel Office	Advertising	RUBEN ALVAREZ	1,500.00
19-P0054197	10/23/2018	12	Kinesiology - Intercol Athlet	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	1,475.00
19-P0054198	10/23/2018	12	Kinesiology - Physical Educ	Instructional Supplies	D3 SPORTS INC.	2,508.03

5.12 (1)

No. 5.12

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

Printed: 11/19/2018 9:29:54AM

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054199	10/23/2018	13	Santiago Canyon College	Contracted Services	TAU EMANUEL	2,000.00
19-P0054200	10/23/2018	13	Maintenance	Contracted Repair Services	TROPICAL PLAZA NURSERY	219.61
19-P0054201	10/23/2018	12	Art Gallery	Instructional Supplies	HOME DEPOT	500.00
19-P0054202	10/23/2018	12	Art	Instructional Supplies	SAMY'S CAMERA	600.00
* 19-P0054203	10/23/2018	11	Kinesiology - Physical Educ	Repair & Replacement Parts	FITNESS REPAIR SHOP	178.88
* 19-P0054203	10/23/2018	12	Kinesiology - Intercol Athlet	Instructional Supplies	FITNESS REPAIR SHOP	107.75
PO Amt Total for *19-P0054203 :						286.63
19-P0054204	10/23/2018	12	MESA	Reproduction/Printing Expenses	SUZANNE L. LOHMANN	210.58
19-P0054205	10/23/2018	12	EOPS	Fees Paid for Students	PHI THETA KAPPA	190.00
19-P0054206	10/23/2018	12	Automotive Technology/Engine	Instructional Supplies	MATCO TOOLS	1,418.04
19-P0054207	10/24/2018	12	Counseling	Food and Food Service Supplies	HARKISON	175.00
19-P0054208	10/24/2018	12	DSPS	Instructional Supplies	LIVESCRIIBE INC	1,582.08
19-P0054209	10/24/2018	12	Career Education Office	Software License and Fees	PROPER LIVING LLC	525.00
19-P0054210	10/24/2018	12	SAC Continuing Ed-Instruction	Instructional Supplies	TROXELL COMM INC	461.71
19-P0054211	10/24/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	288.77
19-P0054212	10/24/2018	11	Publications	Non-Instructional Supplies	KELLY PAPER	5,000.00
19-P0054213	10/24/2018	13	Maintenance	Contracted Repair Services	TROPICAL PLAZA NURSERY	451.84
19-P0054214	10/24/2018	12	Chemistry	Instructional Supplies	MICROTECH SCIENTIFIC	176.53
19-P0054215	10/24/2018	12	Student Development	Software License and Fees	HEIBERG CONSULTING INC	1,100.00
19-P0054216	10/24/2018	41	Administrative Services Office	Bldg Impr - Contractor Svcs	VERSATILE SYSTEMS, INC.	20,975.00
19-P0054217	10/24/2018	12	Career Education Office	Advertising	CALIF LAND SURVEYORS ASSOC	242.50
19-P0054218	10/24/2018	12	Resource Development	District Business/Sponsorships	IRVINE PUBLIC SCHOOLS FOUNDATION	1,500.00
19-P0054219	10/24/2018	12	Chemistry	Instructional Supplies	VWR FUNDING INC	1,510.93
19-P0054220	10/24/2018	12	Chemistry	Instructional Supplies	FLINN SCIENTIFIC INC	270.82
19-P0054221	10/24/2018	12	Upward Bound	Conference Expenses	SOCAL WESTOP	350.00
19-P0054222	10/24/2018	11	Grounds	Contracted Services	ORKIN PEST CONTROL	910.00
19-P0054223	10/25/2018	12	Professional Development	Non-Instructional Supplies	MICHAEL J MACKENZIE	11.85
19-P0054224	10/25/2018	11	Resource Development	Conference Expenses	WELLS FARGO BANK	639.40
19-P0054225	10/25/2018	12	Small Business Dev Ctr Office	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	607.06
19-P0054226	10/25/2018	12	Continuing Education Division	Books Paid for Students	DON BOOKSTORE	1,389.98
19-P0054227	10/25/2018	12	Pathways to Teaching	Conference Expenses	SWVP VALENCIA LLC	548.64
19-P0054228	10/25/2018	11	Public Affairs/Gov Rel Office	Conference Expenses	SKILLPATH SEMINARS	99.00
19-P0054229	10/25/2018	33	CDC Administration	Conference Expenses	ORANGE COUNTY DEPT OF ED	450.00
19-P0054230	10/25/2018	12	Kinesiology - Intercol Athlet	Instructional Supplies	LAURIE SALLINGER	323.25
19-P0054231	10/25/2018	12	Kinesiology - Intercol Athlet	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	218.94

5.12 (2)

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

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Purchase Order List

10/21/2018 thru 11/10/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054232	10/25/2018	11	President's Office	Inst Dues & Memberships	HONORS TRANSFER COUNCIL OF CALIF	240.00
19-P0054233	10/25/2018	12	EOPS	Food and Food Service Supplies	SMART & FINAL	1,000.00
19-P0054234	10/25/2018	12	Counseling	Food and Food Service Supplies	JAY'S CATERING	522.59
19-P0054235	10/25/2018	12	Student Development	Fees Paid for Students	DON BOOKSTORE	675.00
19-P0054236	10/25/2018	12	Veterans Service Office	Non-Instructional Supplies	MUNICO CORP	264.98
19-P0054237	10/25/2018	12	Counseling	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	836.55
19-P0054238	10/25/2018	12	Counseling	Food and Food Service Supplies	AMERICAN WEST RESTAURANT GROUP HOLDING LLC	171.93
19-P0054239	10/25/2018	13	Maintenance	Contracted Repair Services	ORKIN PEST CONTROL	650.00
19-P0054240	10/26/2018	11	Safety & Security Office	Maint/Oper Service Agreements	COSCO FIRE PROTECTION INC	6,496.00
19-P0054241	10/26/2018	12	Financial Aid Office	Conference Expenses	ATLANTA MARRIOTT MARQUIS	1,424.10
19-P0054242	10/26/2018	12	Engineering	Transportation - Student	CERTIFIED TRANSPORTATIONS	723.94
19-P0054243	10/26/2018	11	Maintenance	Contracted Services	CLIMATEC LLC	3,700.00
19-P0054244	10/26/2018	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	400.00
19-P0054245	10/26/2018	12	Automotive Technology/Engine	Equip-All Other >\$1,000<\$5,000	OPUS INSPECTION INC	4,579.38
19-P0054246	10/26/2018	12	Student Equity	Conference Expenses	CCLC COMMUNITY COLLEGE LEAGUE	120.00
19-P0054247	10/26/2018	11	Maintenance	Non-Instructional Supplies	ULINE	76.08
19-P0054248	10/26/2018	12	Special Services Office	Supplies Paid for Students	DON BOOKSTORE	600.00
19-P0054249	10/26/2018	12	EOPS	Supplies Paid for Students	DON BOOKSTORE	700.00
19-P0054250	10/26/2018	12	Health & Wellness Center	Non-Instructional Supplies	SIGNATURE PARTY RENTALS	917.63
19-P0054251	10/26/2018	11	Maintenance & Operations	Contracted Services	PYRO-COMM SYSTEMS INC	405.00
19-P0054252	10/26/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	NEW READERS PRESS	527.82
19-P0054253	10/26/2018	12	EOPS	Food and Food Service Supplies	MAJDI INC	239.20
19-P0054254	10/26/2018	11	Maintenance	Non-Instructional Supplies	SYRUS OLAMAI	944.75
19-P0054255	10/26/2018	12	Ctr for Intl Trade Dev Office	District Business/Sponsorships	COUNCIL OF SUPPLY CHAIN MANAGEMENT PROFESSIONALS	1,300.00
19-P0054256	10/26/2018	12	LA/OC Regional Consortia	Non-Instructional Supplies	KEVIN J. FLEMING, PH.D.	7,111.50
19-P0054257	10/26/2018	11	District Wide Technology	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	484.14
19-P0054258	10/26/2018	12	Academic Affairs Office	Software License and Fees	THE UNIVERSITY OF TEXAS AT AUSTIN	500.00
19-P0054260	10/26/2018	12	Safety & Parking - DO	Software License and Fees	INTIME SERVICES INC	6,000.00
19-P0054261	10/26/2018	12	Ctr for Intl Trade Dev Office	Software License and Fees	EUROMONITOR INTERNATIONAL	6,010.00
19-P0054262	10/26/2018	12	LA/OC Regional Consortia	Contracted Services	NOBLE UTAH LONG BEACH LLC	2,970.58
19-P0054263	10/26/2018	13	Maintenance	Contracted Repair Services	LA HABRA FENCE CO INC	4,588.00
19-P0054264	10/26/2018	12	Engineering	Instructional Supplies	AMAZON COM	823.11
19-P0054265	10/26/2018	12	Reprographics	Instructional Supplies	KELLY PAPER	2,327.40
19-P0054266	10/29/2018	11	International Student Program	Conference Expenses	JETZAMINA J. TORRES	1,600.00
19-P0054267	10/29/2018	12	SAC Continuing Ed-Instruction	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	4,351.80
19-P0054268	10/29/2018	13	Maintenance	Contracted Repair Services	HIGH RISE GLASS & DOORS INC	1,018.00
19-P0054269	10/29/2018	12	Digital Media Center	District Business/Sponsorships	ISSA ORANGE COUNTY	2,100.00

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054270	10/29/2018	12	Counseling	Equip-All Other >\$1,000<\$5,000	APPLE COMPUTER INC	1,349.55
19-P0054271	10/29/2018	12	Student Equity	Food and Food Service Supplies	TIFFANY D. GAUSE	111.31
19-P0054272	10/29/2018	12	Biology	Instructional Supplies	USA SCIENTIFIC INC	1,087.77
19-P0054273	10/29/2018	12	LA/OC Regional Consortia	Contracted Services	SUNSTONE CENTER CT LESSEE	7,118.30
19-P0054274	10/29/2018	13	Custodial	Equip-All Other >\$1,000<\$5,000	MAINTEX INC	4,734.73
19-P0054275	10/29/2018	12	Athletics	Instructional Supplies	KAI ATHLETIC	1,969.13
19-P0054276	10/29/2018	13	Custodial	Equip-All Other >\$1,000<\$5,000	HILLYARD FLOOR CARE SUPPLY	26,597.45
19-P0054277	10/29/2018	13	Admin Services Office	Equip-Vehicles >\$5,000	TED JONES FORD, INC.	67,330.82
19-P0054278	10/29/2018	13	Sci, Math, Health Sci Office	Transportation - Student	AIRPORT VAN RENTAL INC	1,042.77
19-P0054279	10/29/2018	12	Student Equity	Food and Food Service Supplies	EDITH D. AHUMADA	1,186.04
19-P0054280	10/29/2018	11	Resource Development	Conference Expenses	COUNCIL FOR ADVANCEMENT AND SUPPORT	1,050.00
19-P0054281	10/29/2018	11	Resource Development	Conference Expenses	MARIA N. GIL	680.00
19-P0054282	10/29/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	POWER SYSTEMS	1,307.80
19-P0054283	10/29/2018	12	LA/OC Regional Consortia	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	570.70
19-P0054284	10/29/2018	12	LA/OC Regional Consortia	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	506.85
19-P0054285	10/29/2018	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	1,458.08
19-P0054286	10/29/2018	12	EOPS	Food and Food Service Supplies	SUPER ANTOJITO'S EXPRESS MEXICAN FOOD	238.00
19-P0054287	10/29/2018	41	Facility Planning Office	Site Improv - Contractor Svcs	QUEZADA PRO LANDSCAPE INC	990.00
19-P0054288	10/29/2018	11	District Wide Technology	Contracted Services	VPLS SOLUTIONS LLC	12,000.00
19-P0054289	10/29/2018	11	Maintenance & Operations	Contracted Services	DE LA TORRE COMMERCIAL	970.00
19-P0054290	10/29/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	LAURIE SALLINGER	645.41
19-P0054291	10/29/2018	12	Upward Bound	Contracted Services	DON BOOKSTORE	1,575.00
19-P0054292	10/29/2018	11	Chancellor's Office	Inst Dues & Memberships	SANTA ANA CHAMBER OF COMMERCE	3,495.00
19-P0054293	10/29/2018	11	CJ/Academies	Contracted Repair Services	HUFCOR, INC.	2,386.00
19-P0054294	10/30/2018	12	Student Development	Contracted Services	COOLSPEAK, LLC	8,000.00
19-P0054295	10/30/2018	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	426.58
19-P0054296	10/30/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	741.12
19-P0054297	10/30/2018	33	CDC Administration	Other Licenses & Fees	DEPT OF SOCIAL SERVICES	242.00
19-P0054298	10/30/2018	12	Continuing Education Division	Books Paid for Students	CAMBRIDGE UNIV PRESS	2,514.72
19-P0054299	10/30/2018	12	Upward Bound	Software License and Fees	HEIBERG CONSULTING INC	150.00
19-P0054300	10/30/2018	12	Counseling	Non-Instructional Supplies	A STITCH ABOVE LLC	370.57
19-P0054301	10/30/2018	12	LA/OC Regional Consortia	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
19-P0054302	10/30/2018	12	Continuing Education Division	Food and Food Service Supplies	OREA DAVID OMAR	1,800.00
19-P0054303	10/30/2018	11	Student Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	460.00
19-P0054304	10/30/2018	12	High Tech Center DSPS	Instructional Supplies	AMERICAN THERMOFORM CORP	1,003.08
19-P0054305	10/30/2018	12	Upward Bound	Conference Expenses	SWVP WESTLAKE LLC	650.76
19-P0054306	10/30/2018	12	EOPS	Books Paid for Students	DON BOOKSTORE	250,000.00

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054307	10/30/2018	13	Distance Education	Instructional Supplies	STRATEGIC FURNITURE GROUP	1,944.35
19-P0054308	10/31/2018	12	Orientation/Coord/Training	Mileage/Parking Expenses	RANCHO SANTIAGO COMMUNITY COLL	50.00
19-P0054309	10/31/2018	11	Maintenance	Contracted Services	AMERICAN CITY PEST CONTROL INC	560.00
19-P0054310	10/31/2018	12	Safety & Parking - DO	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	304.00
19-P0054311	10/31/2018	12	Kinesiology - Intercol Athlet	Instructional Supplies	THE PROPHET CORPORATION	2,426.97
19-P0054312	10/31/2018	12	LA/OC Regional Consortia	Contracted Services	DR. KEVIN FLEMING	8,000.00
19-P0054313	10/31/2018	11	Grounds	Contracted Repair Services	FIELDTURF USA INC	1,290.00
19-P0054314	10/31/2018	33	EHS Santa Ana College	Bldg Impr - AE Fee	SVA ARCHITECTS, INC	9,400.00
19-P0054315	10/31/2018	12	Kinesiology - Physical Educ	Instructional Supplies	SO CAL TEAM SPORTS	2,070.30
19-P0054316	10/31/2018	11	Facility Planning Office	Public Agencies' Assess & Fees	ORANGE COUNTY SANITATION DISTRICT	78,424.82
19-P0054317	10/31/2018	11	Maintenance	Non-Instructional Supplies	DON ERICKSON, INC.	149.45
19-P0054319	10/31/2018	11	Mailroom	Contracted Repair Services	UNITED AUTOMOTIVE SVC INC	18.00
19-P0054320	10/31/2018	12	Student Services Office	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	602.85
19-P0054321	11/1/2018	12	Student Affairs Office	Non-Instructional Supplies	AMAZON COM	90.98
19-P0054322	11/1/2018	11	Chancellor's Office	District Business/Sponsorships	NCCHC NATIONAL COMMUNITY COLLEGE	3,000.00
19-P0054323	11/1/2018	12	LA/OC Regional Consortia	Conference Expenses	DR. ADRIENE L. DAVIS	1,799.00
19-P0054324	11/1/2018	12	Student Development	Food and Food Service Supplies	ORANGE TREE DELI & CATERING	2,018.16
19-P0054325	11/1/2018	12	Library Services	Library Books	GALE GROUP	10,260.00
19-P0054326	11/1/2018	12	Safety & Parking - DO	Non-Instructional Supplies	SAFETYDEPOT.COM LLC	426.79
19-P0054327	11/1/2018	12	Athletics	Instructional Supplies	YOUNGER TINO RAY	966.65
19-P0054328	11/1/2018	12	LA/OC Regional Consortia	Conference Expenses	MARIA V. MADRIGAL	917.00
19-P0054329	11/1/2018	13	Continuing Education Division	Maint/Oper Service Agreements	QUEZADA PRO LANDSCAPE INC	5,705.00
19-P0054330	11/1/2018	12	Career Education Office	Contracted Services	VITAL LINK OF ORANGE COUNTY	13,042.67
19-P0054331	11/1/2018	33	EHS Santa Ana College	Non-Instructional Supplies	SMART & FINAL	200.00
19-P0054332	11/1/2018	12	Career Education Office	Non-Instructional Supplies	SUSAN BLACKWOOD LEEDY	112.06
19-P0054333	11/1/2018	11	Custodial	Non-Instructional Supplies	AMERICAN CHEMICAL & SANITARY	10,000.00
19-P0054334	11/2/2018	11	Safety & Security Office	Contracted Services	WEST COAST CONSULTING GROUP INC	11,700.00
19-P0054335	11/2/2018	33	CDC Centennial Education Ctr	Instructional Supplies	LAKESHORE LEARNING MATERIALS	4,307.00
19-P0054336	11/2/2018	12	Career Education Office	Food and Food Service Supplies	PARADISE BAKERY & CAFE	72.92
19-P0054337	11/2/2018	12	Safety & Parking - DO	Software License and Fees	LEXIPOL LLC	8,300.00
19-P0054338	11/2/2018	12	LA/OC Regional Consortia	Conference Expenses	DAVIS ADRIENE LEANORA	2,716.00
19-P0054339	11/2/2018	12	Continuing Education Division	Non-Instructional Supplies	KELLY PAPER	2,736.85
19-P0054340	11/2/2018	12	Continuing Education Division	Non-Instructional Supplies	VERITIV OPERATING COMPANY	1,302.35
19-P0054341	11/2/2018	33	CDC Centennial Education Ctr	Food and Food Service Supplies	SWSH ARIZONA MFG INC	799.81
19-P0054342	11/2/2018	13	Occupational Therapy	Food and Food Service Supplies	MICHELLE R. PAROLISE	113.29
19-P0054343	11/2/2018	12	Kinesiology - Intercol Athlet	Instructional Supplies	WRESTLING MART.COM	1,407.99
19-P0054344	11/2/2018	12	Biology	Equip-All Other >\$1,000<\$5,000	DEGREE CONTROLS, INC.	4,857.38

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054345	11/2/2018	12	Veterans Resource Center	Equip-All Other >\$1,000<\$5,000	CN SCHOOL AND OFFICE SOLUTIONS INC	2,571.73
19-P0054346	11/2/2018	12	Student Equity	Conference Expenses	UMOJA COMMUNITY EDUCATION FOUNDATION	495.00
19-P0054347	11/2/2018	12	Student Equity	Conference Expenses	UMOJA COMMUNITY EDUCATION FOUNDATION	2,265.00
19-P0054348	11/2/2018	12	Student Equity	Conference Expenses	REGINA R. LAMOURELLE	333.75
19-P0054349	11/2/2018	12	Career Education Office	Conference Expenses	CALIFORNIA SOCIETY OF MUNICIPAL	370.00
19-P0054350	11/2/2018	12	Professional Development	Conference Expenses	CITY CLERKS ASSOCIATION OF CALIFORNIA	225.00
19-P0054351	11/2/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	59.39
19-P0054352	11/2/2018	12	Manufacturing Technology	Instructional Supplies	STOLLMAYER TECHNOLOGIES, LLC	3,095.41
19-P0054353	11/2/2018	12	CJ/Academies	Instructional Supplies	PACIFIC FIBRE & ROPE	343.25
19-P0054354	11/2/2018	12	Automotive Technology/Engine	Contracted Services	PACIFIC LIFT & EQUIPMENT CO., INC.	55.00
19-P0054355	11/2/2018	33	CDC Santa Ana College - East	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,000.00
19-P0054356	11/2/2018	12	Diesel	Equip-All Other >\$1,000<\$5,000	RED MOUNTAIN, INC.	4,934.94
19-P0054357	11/2/2018	12	Kinesiology - Physical Educ	Instructional Supplies	I INITIAL	2,879.08
19-P0054358	11/2/2018	11	Maintenance	Repair & Replacement Parts	HAJOCA CORP	5,000.00
19-P0054359	11/2/2018	11	Maintenance	Non-Instructional Supplies	IRVINE PIPE SUPPLY	7,000.00
19-P0054360	11/2/2018	12	Nursing	Equip-Fed Prgm >\$1,000< \$5,000	POCKET NURSE	1,827.60
19-P0054361	11/2/2018	12	Nursing	Instructional Supplies	SIMULAIDS	812.84
19-P0054362	11/2/2018	12	Nursing	Instructional Supplies	POCKET NURSE	2,740.48
19-P0054363	11/2/2018	12	Communications & Media Studies	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	401.56
19-P0054364	11/2/2018	12	Nursing	Instructional Supplies	MCKESSON GENERAL MEDICAL CORP	3,634.08
19-P0054365	11/2/2018	12	Auxiliary Services Office	Non-Instructional Supplies	CARD INTEGRATORS INC	948.20
19-P0054366	11/2/2018	11	Manufacturing Technology	Instructional Supplies	DIX METALS	1,551.60
19-P0054367	11/2/2018	12	Business Division Office	Instructional Supplies	HOME DEPOT	500.00
19-P0054368	11/2/2018	12	Manufacturing Technology	Instructional Supplies	DIX METALS	2,311.79
19-P0054369	11/2/2018	12	Upward Bound	Software License and Fees	NAT'L STUDENT CLEARINGHOUSE	425.00
19-P0054370	11/2/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	HENRY SCHEIN INC	1,593.25
19-P0054371	11/5/2018	12	Upward Bound	Conference Expenses	WSI II HWP LLC	1,007.54
19-P0054372	11/5/2018	12	Upward Bound	Conference Expenses	SOCAL WESTOP	875.00
19-P0054373	11/5/2018	12	Automotive Technology/Engine	Instructional Supplies	ARTHUR M. YOSHIHARA	132.18
19-P0054374	11/5/2018	12	Career Counseling Center	Non-Instructional Supplies	BALLOON PLUSS	572.16
19-P0054375	11/5/2018	12	Career Counseling Center	Food and Food Service Supplies	HARKISON	600.00
19-P0054376	11/5/2018	12	Career Counseling Center	Rental - Other (Short-term)	SIGNATURE PARTY RENTALS	1,843.00
19-P0054377	11/5/2018	12	Kinesiology - Physical Educ	Instructional Supplies	D3 SPORTS INC.	4,874.10
19-P0054378	11/5/2018	12	Kinesiology - Physical Educ	Instructional Supplies	NAT'L SPORTS APPAREL LLC	245.67
19-P0054379	11/5/2018	12	Kinesiology - Physical Educ	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	5,437.57
19-P0054380	11/5/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	ULINE	318.30
19-P0054381	11/5/2018	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	1,205.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054382	11/6/2018	11	Maintenance & Operations	Contracted Services	D4 SOLUTIONS INC.	948.30
19-P0054383	11/6/2018	11	Maintenance & Operations	Contracted Services	PROFESSIONAL PLUMBING &	999.00
19-P0054384	11/6/2018	11	Maintenance & Operations	Contracted Repair Services	DE LA TORRE COMMERCIAL	980.00
19-P0054385	11/6/2018	11	Maintenance & Operations	Contracted Services	HILLS BROS LOCK & SAFE	954.13
19-P0054386	11/6/2018	11	Maintenance & Operations	Non-Instructional Supplies	HILLS BROS LOCK & SAFE	1,143.01
19-P0054387	11/6/2018	12	Human Resources Office	Contracted Services	LIEBERT CASSIDY WHITMORE	8,707.36
19-P0054388	11/6/2018	12	Library Services	Library Books	GALE GROUP	526.32
19-P0054389	11/6/2018	12	LA/OC Regional Consortia	Conference Expenses	DAVIS ADRIENE LEANORA	1,112.25
19-P0054390	11/6/2018	12	Resource Development	Conference Expenses	WELLS FARGO BANK	908.74
19-P0054391	11/6/2018	11	Fire Academy	Instructional Supplies	SEHI COMPUTER PRODUCTS	184.16
19-P0054392	11/6/2018	12	Biology	Food and Food Service Supplies	PARADISE BAKERY & CAFE	285.37
19-P0054393	11/6/2018	12	Library Services	Library Books	YANKEE BOOK PEDDLER INC	1,590.57
19-P0054394	11/6/2018	12	Pathways to Teaching	Non-Instructional Supplies	AMAZON COM	275.18
* 19-P0054395	11/6/2018	11	Maintenance	Maint/Oper Service Agreements	TREESMITH ENTERPRISES INC	2,000.00
* 19-P0054395	11/6/2018	13	CJ/Academies	Maint/Oper Service Agreements	TREESMITH ENTERPRISES INC	34,835.00
PO Amt Total for *19-P0054395 :						36,835.00
19-P0054396	11/6/2018	12	Financial Aid Office	Conference Expenses	THE WESTIN PEACHREE	712.05
19-P0054397	11/6/2018	12	Human Development	Equip-Mod Furn>\$1,000 < \$5,000	QUALITY OFFICE FURNISHINGS INC	3,678.13
19-P0054398	11/6/2018	12	Educational Services Office	Conference Expenses	FRED PRYOR SEMINARS	99.00
19-P0054399	11/7/2018	11	Educational Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	411.73
19-P0054400	11/7/2018	12	Career Education Office	Conference Expenses	FRED PRYOR SEMINARS	298.00
19-P0054401	11/7/2018	12	Upward Bound	Conference Expenses	EDGAR R. FLORES	175.00
19-P0054402	11/7/2018	12	Career Education Office	Non-Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	474.10
19-P0054403	11/7/2018	11	Maintenance & Operations	Non-Instructional Supplies	HILLS BROS LOCK & SAFE	571.51
19-P0054404	11/7/2018	13	President's Office	Advertising	PANDORA MEDIA INC.	6,311.86
19-P0054405	11/7/2018	12	Library Services	Library Books - Periodicals	EBSCO	2,176.74
19-P0054406	11/7/2018	11	Maintenance	Contracted Repair Services	ACTION DOOR CONTROLS INC	225.82
19-P0054407	11/7/2018	11	Maintenance	Contracted Repair Services	COAST ELECTRIC	427.63
19-P0054408	11/7/2018	11	Maintenance	Contracted Repair Services	CLIMATEC LLC	457.94
19-P0054410	11/7/2018	11	Maintenance	Contracted Repair Services	COAST ELECTRIC	751.56
19-P0054411	11/7/2018	11	Chancellor's Office	Non-Instructional Supplies	WELLS FARGO BANK	13.00
19-P0054412	11/7/2018	11	Chancellor's Office	Books, Mags & Subscrip-Non-Lib	WELLS FARGO BANK	200.00
19-P0054413	11/7/2018	11	Chancellor's Office	Non-Instructional Supplies	WELLS FARGO BANK	74.29
19-P0054414	11/7/2018	11	District Wide Technology	Non-Instructional Supplies	AMAZON COM	120.71
19-P0054415	11/7/2018	12	Continuing Education Division	Transportation - Student	CERTIFIED TRANSPORTATIONS	497.64

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10/21/2018 thru 11/10/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054416	11/7/2018	33	CDC Centennial Education Ctr	Food and Food Service Supplies	AMAZON COM	453.94
19-P0054417	11/7/2018	13	Maintenance	Contracted Repair Services	TROPICAL PLAZA NURSERY	1,211.00
19-P0054418	11/7/2018	11	Maintenance	Contracted Repair Services	BLUERAY MANAGEMENT	625.00
19-P0054419	11/7/2018	61	Risk Management	Legal Expenses	NICOLE MILLER & ASSOC INC	82,051.32
19-P0054420	11/7/2018	12	Continuing Education Division	Non-Instructional Supplies	ACCE ASSOC OF COMMUNITY & CONTINUING EDUC.	990.00
19-P0054421	11/7/2018	12	SAC Continuing Ed-Instruction	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,078.74
19-P0054422	11/7/2018	62	Risk Management	Non-Instructional Supplies	AMAZON COM	64.51
19-P0054423	11/7/2018	11	Human Resources Office	Non-Instructional Software	COMPUTERLAND OF SILICON VALLEY	225.00
19-P0054424	11/7/2018	11	Safety & Security Office	Contracted Repair Services	PYRO-COMM SYSTEMS INC	508.79
19-P0054425	11/7/2018	12	Safety & Parking - DO	Contracted Repair Services	PYRO-COMM SYSTEMS INC	997.42
19-P0054426	11/7/2018	12	Safety & Parking - DO	Non-Instructional Supplies	PHOENIX GROUP INFORMATION SYSTEMS	2,792.25
19-P0054427	11/7/2018	33	EHS Santa Ana College	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	550.00
19-P0054428	11/7/2018	12	Digital Media Center	Contracted Services	TROPICAL PLAZA NURSERY	671.00
19-P0054429	11/7/2018	12	Digital Media Center	Contracted Services	CLIMATEC LLC	3,413.84
19-P0054430	11/7/2018	11	Digital Media Center	Maint/Oper Service Agreements	ORKIN PEST CONTROL	1,464.75
* 19-P0054431	11/7/2018	11	Digital Media Center	Security Systems & Services	BOYD & ASSOCIATES	0.00
* 19-P0054431	11/7/2018	12	Digital Media Center	Contracted Services	BOYD & ASSOCIATES	187.50
PO Amt Total for *19-P0054431 :						187.50
19-P0054432	11/8/2018	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	515.99
19-P0054433	11/8/2018	12	Photography	Instructional Supplies	SAMY'S CAMERA	1,000.00
19-P0054434	11/8/2018	12	SAC Continuing Ed-Instruction	Instructional Supplies	HOME DEPOT	6,000.00
19-P0054435	11/8/2018	12	Upward Bound	Conference Expenses	MAITE PALACIOS ROSAS	242.38
19-P0054436	11/8/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	TROXELL COMM INC	895.40
19-P0054437	11/8/2018	12	Upward Bound	Conference Expenses	LILIANA J. RAMIREZ	242.39
19-P0054438	11/8/2018	12	Counseling	Food and Food Service Supplies	JAY'S CATERING	174.50
19-P0054439	11/8/2018	12	Upward Bound	Conference Expenses	LAKYSHIA M. PEREZ	242.00
19-P0054440	11/8/2018	12	Upward Bound	Conference Expenses	TARA M. ONTIVEROS	242.39
19-P0054441	11/8/2018	12	Business Division Office	Instructional Supplies	NEWARK CORP	70.22
19-P0054442	11/8/2018	12	Student Development	Conference Expenses	LESLIE I. ORTEGA	242.39
19-P0054443	11/8/2018	11	Business Division Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	266.90
19-P0054444	11/8/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	HENRY SCHEIN INC	105.85
19-P0054445	11/8/2018	12	Pharmacy Technology	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	3,418.37
19-P0054446	11/8/2018	12	Counseling	Equip-All Other >\$1,000<\$5,000	SEHI COMPUTER PRODUCTS	2,651.50
19-P0054447	11/8/2018	11	CJ/Academies	Conference Expenses	ORANGE COUNTY SHERIFF'S	424.00
19-P0054448	11/8/2018	11	Business Division Office	Inst Dues & Memberships	AMERICAN ASSOC FOR PARALEGAL ED	500.00

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

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054449	11/8/2018	12	Counseling	Equip-All Other >\$1,000<\$5,000	SHI INTERNATIONAL CORP	3,266.51
19-P0054450	11/8/2018	11	Public Affairs/Gov Rel Office	Conference Expenses	CHABOT-LAS POSITAS COMMUNITY COLLEG	75.00
19-P0054451	11/8/2018	13	Custodial	Equip-All Other >\$1,000<\$5,000	ARAMSCO, INC.	14,278.92
19-P0054452	11/8/2018	12	Counseling	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	477.91
19-P0054453	11/8/2018	11	Nursing	Inst Dues & Memberships	NAT'L LEAGUE FOR NURSING	1,189.00
19-P0054454	11/8/2018	12	Counseling	Equip-All Other >\$1,000<\$5,000	SEHI COMPUTER PRODUCTS	1,343.27
19-P0054455	11/8/2018	12	Counseling	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	2,391.19
19-P0054456	11/8/2018	12	Counseling	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	1,403.75
19-P0054457	11/8/2018	13	Custodial	Non-Instructional Supplies	GLASBY MAINTENANCE SUPPLY	1,971.83
19-P0054458	11/8/2018	12	Athletics	Instructional Supplies	JCTEES.COM CORPORATION	4,204.41
19-P0054459	11/8/2018	13	Maintenance	Contracted Repair Services	HIGH RISE GLASS & DOORS INC	1,374.00
19-P0054460	11/8/2018	12	Research	Contracted Services	CSU FULLERTON AUXILIARY SVCS CORP	174.01
19-P0054461	11/8/2018	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	52.80
19-P0054462	11/8/2018	13	Custodial	Non-Instructional Supplies	HOME DEPOT	728.39
19-P0054463	11/8/2018	12	Upward Bound	Awards & Incentives	DON BOOKSTORE	385.00
19-P0054464	11/8/2018	12	Center for Teacher Education	Food and Food Service Supplies	SMART & FINAL	538.75
19-P0054465	11/8/2018	13	CJ/Academies	Non-Instructional Supplies	SITEONE LANDSCAPE SUPPLY HOLDING LLC	3,114.96
19-P0054466	11/8/2018	33	CDC Santa Ana College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	10,000.00
19-P0054467	11/8/2018	11	Nursing	Other Licenses & Fees	ACEN ACCREDITATION COMMISSION FOR EDUC IN NURSING	2,875.00
19-P0054468	11/8/2018	12	Counseling	Food and Food Service Supplies	SMART & FINAL	300.00
19-P0054470	11/8/2018	12	Student Equity	Non-Instructional Supplies	JOSEPH A. ALONZO	180.62
19-P0054471	11/8/2018	12	Student Equity	Food and Food Service Supplies	LOURDES FAJARDO	794.96
19-P0054472	11/8/2018	33	CDC Administration	Other Licenses & Fees	NAEYC	650.00
19-P0054473	11/8/2018	33	EHS Administration	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	926.25
19-P0054474	11/8/2018	13	Maintenance	Non-Instructional Supplies	LOWE'S HOME IMPROVEMENT	404.06
19-P0054475	11/8/2018	12	LA/OC Regional Consortia	Contracted Services	EMERALD DATA SOLUTIONS, INC	17,500.00
19-P0054476	11/8/2018	12	Center for Teacher Education	Transportation - Student	GOLD COAST TOURS	915.88
19-P0054477	11/8/2018	33	CDC Santa Ana College	Instructional Supplies	SMART & FINAL	200.00
19-P0054478	11/8/2018	12	Human Svcs & Technology Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
19-P0054479	11/8/2018	11	Custodial	Non-Instructional Supplies	MAINTEX INC	14,500.00
19-P0054480	11/8/2018	13	Occupational Therapy	Instructional Supplies	WESTERN PSYCHOLOGICAL SVCS	578.83
19-P0054481	11/8/2018	11	Fire Academy	Contracted Repair Services	TECHNICAL AUTOMOTIVE, INC.	775.26
19-P0054482	11/9/2018	11	Public Affairs/Gov Rel Office	Advertising	METROMEDIA, INC.	335.00
19-P0054483	11/9/2018	12	Foster Youth	Food and Food Service Supplies	CMA RESTAURANTS INC	331.01
19-P0054484	11/9/2018	41	Facility Planning Office	Bldg Impr - Environmental	CONVERSE CONSULTANTS	14,786.00
19-P0054485	11/9/2018	13	Occupational Therapy	Equip-All Other >\$1,000<\$5,000	NORTH COAST MEDICAL INC	4,531.64
19-P0054486	11/9/2018	13	Occupational Therapy	Instructional Supplies	NORTH COAST MEDICAL INC	608.48

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

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Purchase Order List

10/21/2018 thru 11/10/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054487	11/9/2018	12	Student Support Services	Excess/Copies Useage	XEROX CORP	514.39
19-P0054488	11/9/2018	11	Maintenance & Operations	Non-Instructional Supplies	GLASBY MAINTENANCE SUPPLY	1,381.37
19-P0054489	11/9/2018	12	Counseling	Non-Instructional Supplies	DON BOOKSTORE	250.00
19-P0054490	11/9/2018	12	Veterans Resource Center	Non-Instructional Supplies	DON BOOKSTORE	500.00
19-P0054491	11/9/2018	12	DSPS Office	Rental-Equipment (Short-term)	BADS, LTD	1,326.67
19-P0054492	11/9/2018	11	Maintenance & Operations	Contracted Repair Services	DE LA TORRE COMMERCIAL	1,752.00
19-P0054493	11/9/2018	11	District Wide Technology	Non-Instructional Supplies	LOCTEK ERGONOMIC	286.60
19-P0054494	11/9/2018	11	District Wide Technology	Non-Instructional Supplies	CDW GOVERNMENT INC.	19,983.32
19-P0054495	11/9/2018	12	Television (TV/Film/Video)	Instructional Supplies	B & H PHOTO VIDEO INC	33,212.29
19-P0054496	11/9/2018	12	Television (TV/Film/Video)	Instructional Supplies	ADORAMA INC	10,294.38
19-P0054497	11/9/2018	12	Television (TV/Film/Video)	Instructional Supplies	AMAZON COM	362.02
19-P0054498	11/9/2018	33	CDC Santa Ana College - East	Non-Instructional Supplies	AMAZON COM	196.09
19-P0054499	11/9/2018	12	Television (TV/Film/Video)	Instructional Supplies	AMAZON COM	63.57
19-P0054500	11/9/2018	11	Public Affairs/Gov Rel Office	Books, Mags & Subscrip-Non-Lib	CALIFORNIA NEWSPAPERS PARTNERSHIP	182.26
19-P0054501	11/9/2018	12	Career Ed & Work Dev Office	Food and Food Service Supplies	KIMBERLY M. MATHEWS	2,053.59
19-P0054502	11/9/2018	11	Public Affairs/Gov Rel Office	Books, Mags & Subscrip-Non-Lib	ORANGE COUNTY BUSINESS JOURNAL	89.00
19-P0054503	11/9/2018	13	Workforce Education	Software License and Fees	WELLS FARGO BANK	614.90
19-P0054504	11/9/2018	12	Automotive Technology/Engine	Instructional Supplies	ARTHUR M. YOSHIHARA	13.47
19-P0054505	11/9/2018	12	Family & Consumer Studies	Instructional Supplies	TIFFANY L. HEREMANS	47.70
19-P0054506	11/9/2018	11	Maintenance	Laundry & Dry Cleaning Service	CINTAS CORP	35.00
19-P0199363	10/22/2018	12	Resource Development	Contracted Services	SAN MATEO COUNTY COMMUNITY COLLEGE	400,000.00
19-P0199364	10/26/2018	12	Resource Development	Contracted Services	MOUNT SAN ANTONIO COLLEGE	1,111,603.00
19-P0199365	10/29/2018	12	Safety & Parking - DO	Software License and Fees	RAVE WIRELESS, INC	4,200.00
19-P0199366	10/29/2018	11	Purchasing	Contracted Services	SCS ENGINEERS	16,230.00
19-P0199367	10/29/2018	11	Purchasing	Contracted Services	RELX INC. YLEXIS NEXIS/REED ELSEVIER	4,180.00
19-P0199368	10/29/2018	12	Resource Development	Contracted Services	VENTURA COUNTY COMMUNITY COLLEGE DISTRICT	18,000.00
19-P0199369	10/30/2018	12	Pathways to Teaching	Contracted Services	CSU FULLERTON AUXILIARY SVCS CORP	50,000.00
19-P0199370	11/1/2018	12	Resource Development	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	1,944.07
19-P0199371	11/1/2018	12	Resource Development	Excess/Copies Useage	KONICA MINOLTA BUSINESS	1,490.00
19-P0199372	11/2/2018	12	Safety & Parking - DO	Software License and Fees	RAVE WIRELESS, INC	3,400.00
19-P0199373	11/2/2018	12	Resource Development	Contracted Services	SAN JOSE EVERGREEN COMMUNITY COLLEG	5,000.00
19-P0199374	11/6/2018	12	Resource Development	Contracted Services	PRODUCTOPS INC	132,000.00
19-P0199375	11/8/2018	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	1,001,495.00
Grand Total :						4,103,302.58

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

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-CAF000859	10/22/2018	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$176.70
GM-CAF000862	10/22/2018	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$2,885.19
GM-CAF000863	10/22/2018	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$512.98
GM-EXPR001558	10/22/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$341.46
GM-EXPR001562	10/22/2018	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$2,685.01
GM-HAWK002769	10/22/2018	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,246.33
GM-HAWK002770	10/22/2018	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,229.20
TX-DON005411	10/22/2018	31	SAC Bookstore	Textbook	AMAZON	\$94.36
GM-CAF000861	10/23/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,095.13
GM-EXPR001561	10/23/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,227.63
TX-DON005412	10/23/2018	31	SAC Bookstore	Textbook	PARADIGM PUBLISHING CO.	\$599.00
TX-HAWK004004	10/23/2018	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$177.50
GM-CAF000872	10/24/2018	31	SAC Café	General Merchandise	LA DISTRIBUTING COMPANY	\$500.70
GM-DON002886	10/24/2018	31	SAC Bookstore	General Merchandise	C2F	\$1,492.90
GM-EXPR001569	10/24/2018	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,235.96
TX-DON005413	10/24/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$59.78
TX-DON005414	10/24/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$61.56
GM-CAF000874	10/25/2018	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$2,801.85
GM-CAF000875	10/25/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,584.39
GM-EXPR001570	10/25/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$2,189.73
TX-DON005416	10/25/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$1,248.80
TX-DON005417	10/25/2018	31	SAC Bookstore	Textbook	AMAZON	\$40.64
TX-DON005418	10/25/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$384.25
TX-DON005419	10/25/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$536.12
GM-CAF000870	10/26/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,794.13
GM-DON002887	10/26/2018	31	SAC Bookstore	General Merchandise	ACADEMIC CAP & GOWN	\$330.00
GM-EXPR001567	10/26/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,143.95
GM-CAF000876	10/27/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$607.20
GM-CAF000868	10/29/2018	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$149.70
GM-CAF000869	10/29/2018	31	SAC Café	General Merchandise	A&E DISTRIBUTION	\$2,143.80
GM-EXPR001565	10/29/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$319.80
GM-EXPR001566	10/29/2018	31	Don Express	General Merchandise	A&E DISTRIBUTION	\$1,353.90
GM-HAWK002772	10/29/2018	31	SCC Bookstore	General Merchandise	4IMPRINT	\$422.91
TX-DON005420	10/29/2018	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$4.51
TX-DON005421	10/29/2018	31	SAC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$246.24
TX-DON005422	10/29/2018	31	SAC Bookstore	Textbook	LEGAL BOOK DIST	\$74.84
GM-CAF000871	10/30/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,578.13

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-CAF000880	10/30/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,154.20
GM-EXPR001568	10/30/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,181.50
GM-EXPR001571	10/30/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$66.00
GM-EXPR001574	10/30/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,129.90
TX-HAWK004005	10/30/2018	31	SCC Bookstore	Textbook	NORTON, INC.	\$250.00
TX-HAWK004006	10/30/2018	31	SCC Bookstore	Textbook	JOHN WILEY & SONS, INC	\$21,660.00
GM-CAF000892	10/31/2018	31	SAC Café	General Merchandise	LA DISTRIBUTING COMPANY	\$119.97
GM-HAWK002773	10/31/2018	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$36.00
GM-HAWK002774	10/31/2018	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$269.28
GM-HAWK002775	10/31/2018	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$282.84
GM-HAWK002776	10/31/2018	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,005.55
GM-HAWK002777	10/31/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$856.90
GM-HAWK002778	10/31/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$506.77
GM-HAWK002779	10/31/2018	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,422.30
TX-DON005424	10/31/2018	31	SAC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$1,940.80
TX-DON005425	10/31/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$9.94
TX-HAWK004007	10/31/2018	31	SCC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$282.00
GM-HAWK002780	11/1/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$449.21
GM-CAF000878	11/2/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$2,108.08
GM-CAF000881	11/2/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,115.70
GM-EXPR001573	11/2/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$2,011.85
GM-EXPR001575	11/2/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$529.60
GM-EXPR001576	11/2/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,140.04
GM-CAF000877	11/5/2018	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$166.44
GM-EXPR001572	11/5/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$258.54
GM-HAWK002781	11/5/2018	31	SCC Bookstore	General Merchandise	PENS ETC.	\$456.10
GM-HAWK002782	11/5/2018	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$283.29
GM-HAWK002783	11/5/2018	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,221.25
GM-CAF000879	11/6/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,303.96
GM-EXPR001577	11/6/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,214.00
GM-HAWK002784	11/6/2018	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,272.46
GM-HAWK002785	11/6/2018	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$133.98
GM-CAF000882	11/7/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,078.90
GM-EXPR001578	11/7/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$972.10
GM-CAF000883	11/8/2018	31	SAC Café	General Merchandise	MELODEE ICE CREAM	\$601.00
GM-CAF000884	11/8/2018	31	SAC Café	General Merchandise	A&E DISTRIBUTION	\$2,600.08
GM-CAF000885	11/8/2018	31	SAC Café	General Merchandise	A&E DISTRIBUTION	\$1,259.43

**Board Meeting of 12/10/2018
Bookstore Fund Purchase Order List
10/21/18 thru 11/10/18**

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-CAF000889	11/8/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,058.45
GM-EXPR001579	11/8/2018	31	Don Express	General Merchandise	A&E DISTRIBUTION	\$900.31
GM-EXPR001580	11/8/2018	31	Don Express	General Merchandise	A&E DISTRIBUTION	\$2,277.95
GM-EXPR001583	11/8/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,032.18
TX-CEC000524	11/8/2018	31	CEC Bookstore	Textbook	CENGAGE LEARNING	\$4,340.00
GM-CAF000888	11/9/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,320.10
GM-EXPR001582	11/9/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$947.83
Grand Total:						\$98,803.06

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

5.12 (14)

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

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**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM OCTOBER 21, 2018 THROUGH NOVEMBER 10, 2018
BOARD MEETING OF DECEMBER 10, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0054182	\$145,150.00	Medical equipment consulting services for the Russell Hall replacement at Santa Ana College.	DO- Facility Planning	Board Approved: October 15, 2018
19-P0054216	\$20,975.00	Philips Hall lighting inspection	SAC- Administrative Services	Received Quotations: *1. Versatile Systems, Inc. 2. Black Sheep Enterprises *Successful Bidder
19-P0054276	\$26,597.45	Vacuum kits and autoscrubbers	SAC- Custodial	Received Quotations: *1. Versatile Systems, Inc. 2. Black Sheep Enterprises *Successful Bidder
19-P0054277	\$67,330.82	Two (2) 2018 Transit 12 passenger wagons	SCC- Administrative Services	Received Quotations: *1. Ted Jones Ford, Inc. 2. Carminita Truck Center *Successful Bidder
19-P0054306	\$250,000.00	Book vouchers for Santa Ana College EOPS students	SAC- EOPS	Requisition approved by Vaniethia Hubbard on October 25, 2018
19-P0054316	\$78,424.82	2018-2019 Sewer fees for all District sites	DO- Facility Planning	Requisition approved by Carri Matsumoto on October 30, 2018
19-P0054395	\$36,835.00	Tree trimming and removal services for Orange County Sheriff Regional Training Academy	SAC- OCSRTA	Received Quotations: *1. Treesmith Enterprises, Inc. 2. Great Scott Tree Services *Successful Bidder

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM OCTOBER 21, 2018 THROUGH NOVEMBER 10, 2018
BOARD MEETING OF DECEMBER 10, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0054419	\$82,051.32	Discrimination investigation	DO- Risk Management	Requisition approved by Alistair Winter on October 30, 2018
19-P0054475	\$17,500.00	BoardDocs web-based platform service	DO- LA/OC Regional Consortia	Board Approved: October 15, 2018
19-P0054494	\$19,983.32	Tripp lite network power protectors	DO- ITS	Received Quotations: *1. CDW Government, Inc. 2.SHI *Successful Bidder
19-P0054495	\$33,212.29	Video and audio equipment for Santa Ana College Television/Video Department	SAC- Television	Received Quotations: *1. B & H Photo Video, Inc. 2. Adorama 3. VML, Inc. *Successful Bidder
19-P0199363	\$400,000.00	Agreement with San Mateo CCD on behalf of Skyline College to participate in an Industry Sector Projects in Common (ISPIC), the Retail/Hospitality/Tourism Sector	DO- Resource Development	Board Approved: September 24, 2018
19-P0199364	\$1,111,603.00	Sub-agreement with Mt. San Antonio CCD on behalf of Mt. San Antonio College to implement Round 2 of the Strong Workforce Program Regional Apportionment	DO- Resource Development	Board Approved: February 27, 2017

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM OCTOBER 21, 2018 THROUGH NOVEMBER 10, 2018
BOARD MEETING OF DECEMBER 10, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0199366	\$16,230.00	Consultant services for the District-wide waste and recycling services bid development.	DO- Purchasing	Board Approved: January 22, 2018
19-P0199368	\$18,000.00	Agreement with Ventura County CCD on behalf of Ventura College to participate in an Industry Sector Projects in Common (ISPIC), the Ensuring Safe Food Production and Distribution project.	DO- Resource Development	Board Approved: May 14, 2018
19-P0199369	\$50,000.00	Sub-agreement with CSU Fullerton Auziliary Services related to the Strong Workforce Program - Regional Funds	SCC- Pathways to Teaching	Board Approved: June 11, 2018
19-P0199374	\$132,000.00	Agreement with Productops to implement the Career Technical Education Data Unlocked program	DO- Resource Development	Board Approved: October 15, 2018
19-P0199375	\$1,001,495.00	Sub-agreement with Los Angeles CCD on behalf of LA Southwest College to implement Round 2 of the Strong Workforce Program	DO- Resource Development	Board Approved: February 27, 2017
TX-HAWK004006	\$21,660.00	Textbooks purchased for resale	SCC Bookstore	Purchased from John Wiley & Sons, Inc. Manager review and approval : Bill Jeffery - 10/30/2018

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: December 10, 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. Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Providers – Fiscal Agent (DO) Rancho Santiago Community College District (RSCCD) was selected to serve as the Fiscal Agent for the Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Providers funded by the California Community Colleges Chancellor’s Office. As Fiscal Agent, RSCCD will prepare sub-agreements, monitor quarterly expenditure reports, track invoices and expenditures for sub-grantees and vendors and provide compliance guidance. (18/19). <i>No match required.</i>	09/19/2018	\$12,000,000
2. Tobacco-Free College Program (SCC) Funds from the Truth Initiative, a non-profit organization, to advocate for, adopt and implement a 100 percent smoke- or tobacco-free policy at the college. (18/19). <i>No match required.</i>	11/27/2018	\$20,000
3. U.S. Small Business Administration/California State University Fullerton – Orange County/Inland Empire Regional Small Business Development Center Network (DO) Annual allocation from the U.S. Small Business Administration through the Orange County/Inland Empire SBDC Lead Center the primary grantee, hosted by California State University, Fullerton (CSUF), to fund the continuous performance of the District’s Orange County Small Business Development Center. (18/19). <i>The match required is 1:1 at \$300,000 that consists of \$150,000 grant-funded staff costs; \$111,231 waived indirect costs, and \$38,769 third-party in-kind donations.</i>	01/01/2019	\$300,000

RECOMMENDATION

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

Fiscal Impact: \$12,320,000	Board Date: December 10, 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

NAME: Fiscal Agent- K12 Pathway Coordinators and K-14 Technical Assistance Providers (District)

FISCAL YEARS 2018/2019, 2019/2020 and 2020/2021

CONTRACT PERIOD: 09/19/2018-12/31/2020

PROJ ADM: Enrique Perez

CONTRACT AWARD: \$12,000,000

PROJ DIR: Sarah Santoyo

PRIME SPONSOR: California Community Colleges Chancellor's Office

Date: 11/27/18

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD: #18-205-011

GL Account String	Description	New Budget	
		Debit	Credit
12_2xxx_000000_50000_8629	Other Gen Categorical Apport : District Operations		12,000,000
12_2xxx_679000_53345_2130	Classified Employees : Resource Development Stephanie Saelzler, Resource Dev. Coordinator (70%)	72,461	
12_2xxx_679000_53345_3215	PERS - Non-Instructional : Resource Development	18,330	
12_2xxx_679000_53345_3315	OASDHI - Non-Instructional : Resource Development	4,592	
12_2xxx_679000_53345_3325	Medicare - Non-Instructional : Resource Development	1,504	
12_2xxx_679000_53345_3415	H & W - Non-Instructional : Resource Development	9,450	
12_2xxx_679000_53345_3435	H & W - Retiree Fund Non-Inst : Resource Development	3,764	
12_2xxx_679000_53345_3515	SUI - Non-Instructional : Resource Development	48	
12_2xxx_679000_53345_3615	WCI-Non-Instructional: Resource Development	2,500	
12_2xxx_679000_53345_3915	Other Benefits - Non-Instruct : Resource Development	2,363	
12_2xxx_679000_53345_4610	Non-Instructional Supplies : Resource Development	300.00	
12_2xxx_679000_53345_5925	Postage : Resource Development	351.00	
12_2xxx_684000_53345_5100	Contracted Services : Resource Development	11,422,800	
12_2xxx_672000_50000_5865	Indirect Costs : District Operations	461,538	
	Total #2xxx - K12 SWP (DO)	12,000,000	12,000,000

SPECIAL PROJECT DETAILED BUDGET #3xxx
NAME: Tobacco-Free College Program (SCC)
FISCAL YEAR: 2018/2019 & 2019/2020

CONTRACT PERIOD: 02/01/19 - 06/30/20
 CONTRACT INCOME: **\$20,000**

PROJ. ADM. Jennifer Coto
 PROJ. DIR. Beth Hoffman
 DATE: 11/28/18

GL Accounts	Description	Debit	Credit
12-3xxx-000000-20000-8891	Other Local Rev - Special Project		20,000
12-3xxx-644000-29600-2320	Classified Employees - Hourly - Health Educator	14,237	
12-3xxx-644000-29600-3215	PERS - Non-Instructional :	-	
12-3xxx-644000-29600-3315	OASDHI - Non-Instructional	-	
12-3xxx-644000-29600-3325	Medicare - Non-Instructiona	206	
12-3xxx-644000-29600-3335	PARS - Non-Instructional	185	
12-3xxx-644000-29600-3435	H & W - Retiree Fund Non-In	505	
12-3xxx-644000-29600-3515	SUI - Non-Instructional : C	7	
12-3xxx-644000-29600-3615	WCI - Non-Instructional : C	320	
12-3xxx-644000-29600-4710	Food & Food Service Supplies - Food for student events & meetings	1,800	
12-3xxx-644000-29600-5940	Reproduction/printing expenses - Printing of S&TFC Resolution	490	
12-3xxx-644000-29600-5805	Awards & Incentives - Book vouchers as incentive for students' service as Lead & Coalition members & participation in activities	2,250	
Totals for Project 3XXX	Tobacco-Free College Program (SCC)	20,000	20,000

SPECIAL PROJECT DETAILED BUDGET #1325

**NAME: U.S. SMALL BUSINESS ADMINISTRATION/CALIFORNIA STATE UNIVERSITY FULLERTON - ORANGE
 COUNTY/INLAND EMPIRE REGIONAL SMALL BUSINESS DEVELOPMENT CENTER NETWORK CY 2019 (DISTRICT)
 FISCAL YEARS 2018/2019 and 2019/2020**

Contract Period: 01/01/2019 - 12/31/2019

PROJ ADM: Enrique Perez

Contract Amount: \$300,000

PROJ DIR: Ruth Cossio-Muniz

CFDA #: 59.037

Date: 11/19/2018

Prime Sponsor: U.S. Small Business Administration

Fiscal Agent: CSU Fullerton Auxiliary Services Corporation

Prime Award #: TBD

Sub-Award #: TBD

GL Account String	Description	New Budget	
		Debit	Credit
12-1325-000000-50000-8199	Other Federal Revenues : District Operations		300,000
12-1325-672000-50000-5865	Indirect Costs : District Operations (4%)	11,538	
12-1325-675000-53410-5210	Conference Expenses : Small Business Dev Ctr Office	1,942	
12-1325-684000-53410-2110	Classified Management : Small Business Dev Ctr Offi SBDC Director, Ruth Cossio-Muniz (Grade C-4) (84%)	113,835	
12-1325-684000-53410-2130	Classified Employees : Small Business Dev Ctr Offic David Calderon, Business Services Coordinator (100%)	64,494	
12-1325-684000-53410-2345	Classified Employees - Hourly : Small Business Dev Business Experts @ \$45/hr. x 148.5 hours	6,683	
12-1325-684000-53410-3215	PERS - Non-Instructional : Small Business Dev Ctr O	35,889	
12-1325-684000-53410-3315	OASDHI - Non-Instructional : Small Business Dev Ctr	11,695	
12-1325-684000-53410-3325	Medicare - Non-Instructional : Small Business Dev C	2,735	
12-1325-684000-53410-3415	H & W - Non-Instructional : Small Business Dev Ctr	34,532	
12-1325-684000-53410-3435	H & W - Retiree Fund Non-Inst : Small Business Dev	6,848	
12-1325-684000-53410-3515	SUI - Non-Instructional : Small Business Dev Ctr Of	94	
12-1325-684000-53410-3615	WCI - Non-Instructional : Small Business Dev Ctr Of	4,244	
12-1325-684000-53410-3915	Other Benefits - Non-Instruct : Small Business Dev	3,625	
12-1325-684000-53410-4210	Books, Mags & Subscrip-Non-Lib : Small Business Dev	0	
12-1325-684000-53410-5100	Contracted Services : Small Business Dev Ctr Office	500	
12-1325-684000-53410-5220	Mileage/Parking Expenses : Small Business Dev Ctr O	1,000	
12-1325-684000-53410-5800	Advertising : Small Business Dev Ctr Office	100	
12-1325-684000-53410-5940	Reproduction/Printing Expenses : Small Business Dev	245	
	Total #1325 - SBA/CSUF 2019 SBDC (funded)	300,000	300,000

SPECIAL PROJECT DETAILED BUDGET #1325

**NAME: U.S. SMALL BUSINESS ADMINISTRATION/CALIFORNIA STATE UNIVERSITY FULLERTON - ORANGE
 COUNTY/INLAND EMPIRE REGIONAL SMALL BUSINESS DEVELOPMENT CENTER NETWORK CY 2019 (DISTRICT)
 FISCAL YEARS 2018/2019 and 2019/2020**

Contract Period: 01/01/2019 - 12/31/2019

Contract Amount: \$300,000

CFDA #: 59.037

Prime Sponsor: U.S. Small Business Administration

Fiscal Agent: CSU Fullerton Auxiliary Services Corporation

Prime Award #: TBD

Sub-Award #: TBD

PROJ ADM: Enrique Perez

PROJ DIR: Ruth Cossio-Muniz

Date: 11/19/2018

GL Account String	Description	New Budget	
		Debit	Credit
The match required is one-to-one (1:1) at \$300,000 that consists of the following:		Amount	
Cash Match (state) #2239	GO-Biz TAEP, hourly Business Experts \$45/hr. x 1,688 hrs. = \$75,961 salary + \$24,039 benefits	100,000	
Cash Match (state) #2216	GO-Biz CIP, hourly Business Experts \$45/hr. x 844 hrs. = \$37,980 salary + \$12,020 benefits	50,000	
In-Kind Match	Waived indirect at 24% on grant-funded direct costs: \$288,462 x 24% = \$69,231	69,231	
In-Kind Match	Waived indirect at 28% on cash match direct costs: \$150,000 x 28% = \$42,000	42,000	
In-Kind Match	Third party in-kind donations that include postage, phone usage, printing, outside facilities space, trade show fees, and specialized consulting time.	38,769	
Total - SBA/CSUF 2019 SBDC (match)		300,000	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: December 10, 2018
Re:	Approval of Sub-Agreements between RSCCD and Los Angeles, Long Beach and Sierra Joint 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. The Fiscal Agent, RSCCD, was provided a list of three 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.

List of Selected 2018/2019 DSN & Host Colleges (additional)

Sector	Host College	CCD	Agreement #	Amount
Los Angeles and Orange County				
Health	East Los Angeles College	Los Angeles CCD	18-2565-60	200,000
Global Trade	Long Beach City College	Long Beach CCD	18-2565-61	200,000
North/Far North				
Advanced Manufacturing	Sierra College	Sierra Joint CCD	18-2565-62	200,000
Total				600,000

Project Director: Sarah Santoyo

Project Administrator: Enrique Perez

RECOMMENDATION

It is recommended that the Board approve these 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: \$600,000 (grant-funded)	Board Date: December 10, 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
NAME OF COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 10th day of December, 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 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.

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.), and progress toward achievement of outcomes and metrics pertinent to the workplan. The PRIME SPONSOR may consider other performance indicators to assess renewal eligibility. 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: December 10, 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

6.2 (14)

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				

6.2 (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: December 10, 2018
Re:	Approval of Revisions to Sub-Agreements between RSCCD and Los Rios, Mt. San Antonio, San Francisco, and Ventura County 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, created sub-agreements with the colleges/districts that have opted to continue to serve as hosts for the COEs and were approved by the Board on November 26, 2018. However, the Chancellor's Office provided revisions to the award amounts for four college districts as listed below. No other changes were made to the sub-agreements.

List of Centers of Excellence (COE) and Host Colleges/Districts

College/District Host/Region	Agreement #	Amount	Correction
Los Rios CCD <i>(North/Far North – Statewide Director)</i>	DO-18-2565-53	\$100,000	\$150,000
Mt. San Antonio College/Mt. San Antonio CCD <i>(Los Angeles/Orange County – Regional Director)</i>	DO-18-2565-55	\$100,000	\$125,000
City College of San Francisco/San Francisco CCD <i>(Bay Area – Regional Director)</i>	DO-18-2565-56	\$100,000	\$125,000
Ventura County CCD <i>(South Central Coast – Regional Director)</i>	DO-18-2565-57	\$100,000	\$125,000
	TOTAL	\$400,000	\$525,000

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

RECOMMENDATION

It is recommended that the Board approve these 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: \$125,000 (grant-funded)	Board Date: December 10, 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
[NAME OF COLLEGE DISTRICT]**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 10th day of December, 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 \$xxx,xxx, 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: _____

Board Approval Date: December 10, 2018

By: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

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 <i>(Not to Exceed 4% of Direct Costs):</i>			
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				

6.3 (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				

6.3 (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				

6.3 (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				

6.3 (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				

6.3 (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				

6.3 (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: December 10, 2018
Re:	Approval of Sub-Agreement between RSCCD and WestEd for the K-12 Strong Workforce Program Initiative	
Action:	Request for Approval	

BACKGROUND

RSCCD was selected to serve as the Fiscal Agent for the K-12 Strong Workforce Program Initiative (#18-205-011) to sub-grant and contract with partners and vendors to support the work of the initiative, such as program development and improvement, design and implementation of operational systems, technical assistance, or other partnerships, services and products that otherwise support the initiative.

ANALYSIS

As reliable, accurate and timely data plays a larger role in statewide educational initiatives and policies and program planning and development, there is much work to be done to prepare data systems, design and improve models and methodologies, and provide technical assistance to the colleges and partners engaged in this work. An agreement (#DO-18-2xxx-02) has been developed with WestEd to implement a related scope of work, which 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-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: \$1,291,140 (grant-funded)	Board Date: December 10, 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
WESTED**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 10th day of December, 2018 between Rancho Santiago Community College District (hereinafter “RSCCD”) and **WestEd** (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 K12 Strong Workforce Program, Award #18-205-011 (hereinafter “Grant”) to sub-grant and contract with partners and vendors to support the work of the initiative, such as program development and improvement, design and implementation of operational systems, technical assistance, or other partnerships, services and products that otherwise support the initiative; 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 participate in the purpose of the Grant according to the terms and conditions hereinafter set forth;

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this Agreement shall be from November 1, 2018 – December 31, 2020.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$1,291,140.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Project Budget (*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.

5. Payment

SUBCONTRACTOR will submit an invoice for a 40% advance payment to initiate the work, and will submit invoices thereafter for payment of the remaining 60%. Payment is contingent upon successful performance of the work, as approved by the Chancellor's Office. Payment will not exceed the amount listed above under Article I.3. "Total Costs".

6. Invoices

Invoices must be submitted at least on a quarterly basis but may be submitted monthly, and should include the Agreement number (refer to footer). Submit invoices to the following address:

Rancho Santiago Community College District
ATTN: Maria Gil
2323 North Broadway, Suite 201
Santa Ana, CA 92706
Gil_Maria@rsccd.edu

7. Reporting

SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner.

8. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

9. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

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. By entering into this Agreement SUBCONTRACTOR agrees that it is the direct provider of intended services. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

SUBCONTRACTOR agrees that RSCCD, the 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. In the event of termination hereunder, SUBCONTRACTOR shall be compensated for all services satisfactorily performed up to the date of termination, and any non-cancelable obligations.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

16. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

17. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be 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, 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:

Kathy Booth, Senior Research Associate
WestEd
300 Lakeside Drive, 25th Floor
Oakland, CA 94612
(510) 302-4208, Kbooth@wested.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. 09/18 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: *WestEd*

By: _____
Name: Peter J. Hardash

Vice Chancellor
Title: Business Operations/Fiscal Services

Date: _____

By: _____
Name: _____

Title: _____

Date: _____

Board Approval Date: December 10, 2018

94-3233542

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work

Exhibit B: Articles I, Rev. 09/18 and Article II, Rev. 05/14 (*NOTE: this is for general reference on the allowable and appropriate use of funds. Payment and reporting dates in Articles I and II are relevant to the Fiscal Agent and do not apply to the SUBCONTRACTOR.*)



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K12 Strong Workforce Program Data & Training Scope of Work

Goals

WestEd will assist the California Community College Chancellor's Office (CCCCO) and the California Department of Education (CDE) with the implementation of the K12 Strong Workforce Program (K12 SWP). The goals of this project will be to:

- Create implementation plans and provide staffing support to ensure that the strategic intent of the program is reflected in core program components such as the hiring of technical assistance providers, evaluation of funding proposals, and engagement of boards and committees
- Develop a data and accountability system with clearly defined key metrics and a data visualization tool within the LaunchBoard for practitioners to use in measuring program effectiveness, conducting local/regional planning, and demonstrating accountability to CDE, the CCCC, and the legislature
- Ongoing training and technical assistance to the field on data and accountability tools, data-driven planning, and major system topics related to building and strengthening career education pathways such as pathway mapping and development, dual/early credit opportunities, work-based learning, and integration of planning and resources allocation across initiatives to support students in attaining living wage jobs.

WestEd proposes a 2-year scope of work, expandable to three years at the discretion of the parties, to provide continuity in the implementation processes and ongoing support for the state agencies and the field for the Strong Workforce Program.

Activities

1. Process, Implementation, and Organizational Support

- A. Facilitate inter-agency conversations and provide professional expertise regarding key definitions, implementation plans, and processes governing the K12 SWP program.
- B. Develop key organizational and guidance materials for review and dissemination by the CCCC and CDE, building upon existing K14 efforts and the work of advisory committees.
- C. Organizational and process support for designing the integrated K12/K14 technical assistance staffing infrastructure and funding mechanisms including:
 - i. Identifying roles and responsibilities of the regional K14 Technical Assistance Providers and K12 Workforce Pathway Coordinators, to support the hiring process.
 - ii. Developing guidance on the roles and responsibilities of the K12 SWP TA infrastructure and its function in relationship to the regional consortia, Sector/Deputy Sector Navigators, the Centers of Excellence, and other elements of the Doing What Matters TA infrastructure.
 - iii. Establish appropriate processes for evaluating and selecting K12 SWP proposals.
- D. Provide process support for hiring K14 TAPs and K12 Workforce Pathway Coordinators.
- E. Provide process support for reviewing K12 LEA funding proposals.

EXHIBIT A

2. Data and Accountability Systems

- A. Develop key metrics for the K12 SWP program, in tandem with the CCCCCO, CDE, and the Joint Board
- B. Document how metrics will be captured, including discussions regarding the division of labor between CDE and the CCCCCO for data collection and data sharing issues
- C. Identify additional data points that would support K12 SWP planning processes
- D. Update data definitions such as crosswalks between K12 and community college codes
- E. Develop and implement the K14 CTE Pipeline, including creating beta versions for review by stakeholders and the field and deploying a final version that will support ongoing evaluation and planning for K12 SWP investments

3. Professional Development and Training

- A. Develop training materials and outreach strategies to integrate K12 SWP metrics and the K14 CTE Pipeline into local and regional planning and evaluation activities
- B. Create and coordinate technical assistance networks, organized around each region, that leverage K12/K14 Technical Assistance Providers, Deputy Sector Navigators, Guided Pathways data coaches, and other data experts who have the necessary skills to provide professional development on:
 - i. using K14 CTE Pipeline and other data for local and regional planning, defining regional SWP K12 priorities, and local accountability
 - ii. understanding data and accountability issues that surface within the field or are identified by the Chancellor's Office
 - iii. managing challenges faced by consortia around topics such as dual enrollment/early credit, work-based learning, and collaboration with other regional planning efforts including the California Workforce Development Board planning, Adult Education Block Grants, and regional economic development and industry engagement activities
- C. Provide support for regional consortia in the initial stages of implementing the K12 SWP program including presentations/facilitation support at regional convenings or limited process support for local planning with leadership, including clarification on ways to align K12 SWP with efforts such as the overall SWP, Adult Education Program, Guided Pathways, the Vision for Success, and the Student Centered Funding Formula

Timeline

Fall 2018:

- Develop key organizational and guidance materials
- Define roles and responsibilities of the regional K14 Technical Assistance Providers and K12 Workforce Pathway Coordinators, to support the hiring process
- Establish appropriate processes for evaluating and selecting K12 SWP proposals
- Develop a draft list of K12 SWP metrics and support vetting with the joint board
- Create data visualization concepts for presentation to the CDE/CCCCO Joint Board
- Support definitional and organizational work on key systems issues such as work-based learning, dual enrollment, or other topics as identified by the CCCCCO
- Ongoing training and technical assistance on data, accountability, and key system issues

EXHIBIT A

Spring 2019:

- Process support for hiring K14 TAPs and K12 Workforce Pathway Coordinators
- Process support for reviewing K12 LEA funding proposals
- Create initial LaunchBoard data element and data structure definition
- Develop updated crosswalks between K12 and community college codes
- Meeting with key talent and practitioners on supplemental K14 CTE metrics
- Develop training materials and outreach strategies to integrate K12 SWP metrics and the K14 CTE Pipeline into local and regional planning and evaluation activities
- Ongoing technical assistance to field on roll out and NOVA platform
- Ongoing training and technical assistance on data, accountability, and key system issues

Fall 2019:

- Release the K14 CTE Pipeline
- Create and coordinate regional technical assistance networks, including training for key talent and data coaches on using the K14 CTE Pipeline
- Technical assistance to field on roll out of the NOVA platform
- Technical assistance regarding capturing and reporting essential data elements
- Training and technical assistance on data, accountability, and key system issues
- Provide support for regional consortia in the initial stages of implementing the K12 SWP program

Spring 2020:

- Support regional technical assistance networks
- Technical assistance to field on roll out of the NOVA platform
- Technical assistance regarding capturing and reporting essential data elements
- Training and technical assistance on data, accountability, and key system issues

For more Information contact: Kathy Booth, kbooth@wested.org

EXHIBIT A

Budget

	Year One	Year Two	Total
Salaries	242,825	201,496	444,321
Benefits	88,392	73,348	161,740
Travel	52,600	52,400	105,000
Telephone	2,422	2,003	4,425
Copying and Shared Equipment	1,175	985	2,160
Office Supplies and Expenses	360	303	663
Information Systems	23,291	19,938	43,229
Facility	21,225	17,821	39,046
Subcontracts	150,000	100,000	250,000
Program Support	24,543	21,110	11,903
Indirect Cost	105,379	89,524	194,903
TOTAL	712,212	578,928	1,291,140

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To:	Board of Trustees	Date: December 10, 2018
Re:	Approval of Sub-Agreement between RSCCD and productOps for the K-12 Strong Workforce Program Initiative	
Action:	Request for Approval	

BACKGROUND

RSCCD was selected to serve as the Fiscal Agent for the K-12 Strong Workforce Program Initiative (#18-205-011), funded by the California Community Colleges, Workforce and Economic Development (WED) Division, to sub-grant and contract with partners and vendors to support the work of the initiative, such as program development and improvement, design and implementation of operational systems, technical assistance, or other partnerships, services and products that otherwise support the initiative.

ANALYSIS

productOps developed the NOVA system, an online platform for planning, project applications, fiscal reporting, and data collection for WED programs. As the NOVA system needs to expand and undergo modification to accommodate more programs (i.e., the K-12 Strong Workforce Program) and accommodate the needs of users, an Agreement has been developed for a related scope of work approved by the Chancellor's Office.

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: \$767,000 (grant-funded)	Board Date: December 10, 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
PRODUCTOPS**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 10th day of December, 2018, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **productOps** (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 K12 Strong Workforce Program, Award #18-205-011 (hereinafter “Grant”) to sub-grant and contract with partners and vendors to support the work of the initiative, such as program development and improvement, design and implementation of operational systems, technical assistance, or other partnerships, services and products that otherwise support the initiative; 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 participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this Agreement shall be from November 1, 2018 through December 31, 2020.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$767,000.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Payment

SUBCONTRACTOR will submit an invoice for a 40% advance payment to initiate the work, and will submit invoices thereafter for payment of the remaining 60%. Payment is contingent upon successful performance of the work, as approved by the Chancellor's Office. Payment will not exceed the amount listed above under Article I.3. "Total Costs".

6. Invoices

Invoices must be submitted at least on a quarterly basis but may be submitted monthly, and should include the Agreement number (refer to footer). Submit invoices to the following address:

Rancho Santiago Community College District
ATTN: Maria Gil
2323 North Broadway, Suite 201
Santa Ana, CA 92706
Gil_Maria@rsccd.edu

7. Reporting

SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner.

8. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

9. Modifications

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the PRIME SPONSOR and/or RSCCD.

10. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

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, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

12. 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. 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.

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, and RSCCD will reimburse SUBCONTRACTOR for costs incurred up to the termination date.

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:
Rancho Santiago Community College District
Sarah Santoyo
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:
Bob Cagle, CEO
1347 Pacific Avenue #201
Santa Cruz, CA 95060
(831) 466-3000, bob@productops.com

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. 09/18 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: productOps

By: _____
Name: Peter J. Hardash

Title: Vice Chancellor
Business Operations/Fiscal Services
Date: _____

By: _____
Name: Bob Cagle

Title: CEO
Date: _____

Board Approval Date: December 10, 2018

26-2920333
Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work

Exhibit B: Articles I, Rev. 09/18 and Article II, Rev. 05/14 (*NOTE: this is for general reference on the allowable and appropriate use of funds. Payment and reporting dates in Articles I and II are relevant to the Fiscal Agent and do not apply to the SUBCONTRACTOR.*)



October 15, 2018

CALIFORNIA COMMUNITY COLLEGE

NOVA SWP for K12 Phase 1 – Letter of Intent

Statement of Work

Chancellor's Office
1102 Q Street, 5th Floor
Sacramento, CA 95811

Project ID: C-085-023
SOW: v.01

Objective

The priority objective of this statement of work (SOW) is to develop the letter of intent (LOI). The LOI will serve as the Local Education Agency (LEA) interest in pursuing funding for a SWP for K12 project. The LEA is the first step in the SWP for K12 process and thus the first development deliverable.

It will be the priority of productOps to drive a process that is data centered, user centric and simple.

It is the intention of this SOW to detail the items we are able to commit to within the time constraint within the time and materials estimate.

Overview

This SOW details the specifics of the development of the SWP for K12 LOI.

productOps will :

- Continue to conduct the required discovery to have adequate level of detail of the requirements.
- Build end-to-end functionality based on the approved mock ups.
- Develop an LOI process that seamlessly integrates into the application process.



At the conclusion of this SOW it is the intent that development of the Application begin (Phase 2).

productOps Approach

productOps uses an Agile development process. Agile consists of biweekly sprints that have defined tasks to be accomplished. Each sprint concludes with a demonstration of functional software. Each sprint may contain design, development, testing, operations, and other tasks. productOps provides tools for managing the Agile process that will allow for transparency to the Chancellor's Office team. Additional tools provided by the Chancellor's Office may be incorporated if that is preferred.

productOps will assign a Project Manager that will be the primary contact for the Chancellor's Office team. We believe keeping teams consistent during projects produces a higher quality product. The productOps Project Manager will work with the Chancellor's Office team to ensure proper and consistent staffing.

Deliverables

The following are the deliverables that will be produced by productOps as a result of this statement of work and delivered on or before November 5th, 2018 deadline:

- Develop the backend of NOVA and API service to accommodate the data and workflows of the LOI with the scalability for future data requirements of SWP for K12.
- Develop a SWP for K12 member onboarding process.
- Develop the front end of NOVA with a NOVA standard workflow of existing functionality to deliver the following:
 - A NOVA standard workflow that includes relevant LOI data.
 - Lead agency, partner agencies, estimated budget, industry sectors of interest, population focus, project scope & alignment & average daily attendance metrics.
- Looker Analytics that detail LOI status, estimated budgets & ADA with a drill path by geography (state, region, LEA).



Assumptions

The following assumptions reflect productOps expectations:

- The LOI requirement specifications will be completed by October 19th, 2018.
 - With a compressed timeline changes will put the due date at risk.
- The Chancellor’s Office will provide timely decisions, guidance and feedback to keep the project on track.
- productOps will alert the Chancellor’s Office to any unforeseen challenges that jeopardize out timeline immediately.

Risks

The following risks are identified so that productOps and the Chancellor’s Office can work towards mitigations of these items:

- Changes to specification may cause delays and prevent deliverables from meeting the time constraint.
Mitigation: productOps will make every effort to minimize this impact by provided end to end mock ups and communicate the impact of these changes as soon as they become known.
- Change management will be imperative to the success and continued adoption of NOVA.
Mitigation: productOps is prepared to work in collaboration with the Chancellor’s Office on the change management effort though instruction, site visits, and any means requested.

Cost Estimate

productOps invoices are based on actual work at a time and materials plus expense reimbursement. The Chancellor’s Office and productOps will work together to limit any unnecessary features and “scope creep” to complete the services successfully within budget.

The estimate below is a “do not exceed” amount. Should unforeseen circumstances arise, scope increase or requirement be revised, the requirements document and this SOW shall be updated and agree to.

For a point of reference, the following tables outline our project resource rates and monthly estimates for this engagement.

This document is proprietary and confidential property of and may contain trade secrets belonging to: productOps, 110 Cooper St., Suite 201, Santa Cruz, CA 95060 and CCCC 1102 Q St., 5th Floor, Sacramento, CA 95811. Distribution or dissemination of this document to individuals who are not bound by a written confidentiality agreement is prohibited.



Resource	Estimate (Months)	Utilization	Monthly Rate	Total
Project Management	0.75	100%	\$40,000	\$30,000
Product Management	0.75	100%	\$32,000	\$24,000
Senior Backend Developer	0.75	200%	\$32,000	\$48,000
Senior Front End Developer	0.75	250%	\$32,000	\$60,000
UI/UX Design	0.75	200%	\$28,000	\$42,000
Analytics (Looker)	0.75	25%	\$32,000	\$6,000
Testing/Quality Assurance	0.75	100%	\$24,000	\$18,000
Travel (estimate)	2 Trips	2 People	\$1,000	\$2,000
Estimate Total				\$230,000

Payment Terms are net 30 DAYS with monthly invoicing. All prices are in U.S. Dollars.

Signatures

An Authorized signature on this page by a Chancellor’s Office representative indicates acceptance of the statement of work and contract.

.....
Chancellor’s Office Representative

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productOps

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Title

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Title

.....
Date

.....
Date



November 8, 2018

CALIFORNIA COMMUNITY COLLEGE

NOVA SWP for K12 Phase 2 – Application

Statement of Work

Chancellor's Office
1102 Q Street, 5th Floor
Sacramento, CA 95811

Project ID: C-085-027
SOW: v.01

Objective

The priority objective of this statement of work (SOW) is to develop the K12 Strong Workforce Program Application. The application will provide an extension to the letter of intent (LOI) where funding may be applied for. The application is the second step in the K12 Strong Workforce Program process.

The data captured will be available in Looker for reporting and analytics to track and inform future decisions.

It is the intention of this SOW to detail the items that are high-value and high priority for CCC and we jointly believe can be delivered within the requested time period. In accordance with the Agile approach, if priorities change within this period CCC and productOps will together define an updated set of deliverables.

productOps Approach

productOps uses an Agile development process. Agile consists of biweekly sprints that have defined tasks to be accomplished. Each sprint concludes with a demonstration of functional software. Each sprint may contain design, development, testing, operations, and other tasks. productOps provides tools for managing the Agile process that will allow for transparency to the



Chancellor's Office team. Additional tools provided by the Chancellor's Office may be incorporated if that is preferred.

productOps will assign a Project Manager that will be the primary contact for the Chancellor's Office team. We believe keeping teams consistent during projects produces a higher quality product. The productOps Project Manager will work with the Chancellor's Office team to ensure proper and consistent staffing.

Deliverables

The following are the high-value and priority deliverables that will be the delivery focus of this SOW product and will be adjusted with both parties agreement if there is a business reason to do so:

- Conduct the required discovery to have adequate level of detail of the requirements.
- Develop end to end mock ups to demonstrate Local Goal Setting in NOVA.
- Build end-to-end functionality based on the approved mock ups.
- Develop the backend of NOVA and API service to accommodate the data and workflows of the application with the scalability for future data requirements of SWP for K12.
- Develop the front end of NOVA with a standard workflow design to deliver the K12 SWP application requirements.
- Looker Analytics that detail application details determined by the stakeholders.

Assumptions

The following assumptions reflect productOps expectations:

- The mock ups are approved by requirement specifications will be completed by November 13th, 2018.
 - Any changes after approval will put the due date at risk.
- All deliverables will be available in NOVA and Looker on December 28th.
- The Chancellor's Office and productOps will work closely together to set and communicate priorities.
- CCC will provide timely feedback on work product so the right solutions are built to meet the needs.



Risks

The following risks are identified so that productOps and the Chancellor's Office can work towards mitigations of these items:

- Changes to specification may cause delays and prevent deliverables from meeting the time constraint.
Mitigation: productOps will make every effort to minimize this impact by provided end to end mock ups and communicate the impact of these changes as soon as they become known.
- Change management will be imperative to the success and continued adoption of NOVA.
Mitigation: productOps is prepared to work in collaboration with the Chancellor's Office on the change management effort though instruction, site visits, and any means requested.

Cost Estimate

The Chancellor's Office and productOps will work together to limit any unnecessary features and "scope creep" to complete the services successfully within budget.

- I. **Price.** Fixed fee of \$532,000 (excl. expenses) invoiced. Invoicing will be monthly for the appropriate apportioned amount.
- II. **Expenses.** Estimated at \$5000. Expenses will be billed monthly as actually accrued and are due when the invoice is due. Expenses will include air, train, rental car, taxi, lodging, food and related expenses. They will not include fax, copying, phone, office support and related expenses.
- III. **Payment.** Payment terms are net 30 days with monthly invoicing. All prices shown in USD. The total estimated amount will not be exceeded unless the parties agree otherwise in writing.
- IV. Please ensure that the corresponding PO is for the total project budget of **\$537,000**

Signatures

An Authorized signature on this page by a Chancellor's Office representative indicates acceptance of the statement of work and contract.



.....
Chancellor's Office Representative

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productOps

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Title

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Title

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Date

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Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To:	Board of Trustees	Date: December 10, 2018
Re:	Approval of Sub-Agreement between RSCCD and Center for Postsecondary and Economic Success - Center for Law and Social Policy (CLASP) for the Career Technical Education Data Unlocked Initiative	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the California Community College Chancellor's Office's Career Technical Education 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 Chancellor's Office has identified the Center for Postsecondary and Economic Success - Center for Law and Social Policy (CLASP) as an implementation partner for the Career Technical Education Data Unlocked Initiative related to consultation for the new Carl D. Perkins V Act. Agreement #DO-17-2220-216 has been developed accordingly.

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: \$173,000 (grant-funded)	Board Date: December 10, 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
CENTER FOR POSTSECONDARY AND ECONOMIC SUCCESS (CLASP)**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 10th day of December, 2018, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **the Center for Postsecondary and Economic Success (CLASP)** (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 “CTE Data Unlocked Initiative,” Prime Award #15-197-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges.

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from December 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 achieve the project goals until June 30, 2019.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$173,000.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Payment

SUBCONTRACTOR will submit an invoice for the entire amount of the Agreement. Payment will not exceed the amount listed above under Article I.3. "Total Costs".

6. Invoices

Invoices must include the Agreement number (refer to footer), and should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Maria Gil
2323 North Broadway, Suite 201
Santa Ana, CA 92706
Gil_Maria@rsccd.edu

7. Reporting

SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner.

8. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

9. Modifications

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the PRIME SPONSOR and/or RSCCD.

10. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

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, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

12. 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. 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.

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, and RSCCD will reimburse SUBCONTRACTOR for costs incurred up to the termination date.

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, Suite 201
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:

Judy Mortrude, Senior Policy Analyst
Center for Postsecondary and Economic Success
1200 18th Street NW, Suite 200
Washington, D.C. 20036
(202) 906-8014, jmortrude@clasp.org

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. 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: *Center for
Postsecondary and Economic Success*

By: _____

Name: Peter J. Hardash

Vice Chancellor

Title: Business Operations/Fiscal Services

Date: _____

Board Approval Date: December 10, 2018

By: _____

Name: _____

Title: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work

Exhibit B: Articles I, Rev. 01/16 and Article II, Rev. 05/14 (*NOTE: this is for general reference on the allowable and appropriate use of funds. Payment and reporting dates in Articles I and II are relevant to the Fiscal Agent and do not apply to the SUBCONTRACTOR.*)

EXHIBIT A

CLASP Scope of Work for Perkins V Policy Analysis and Recommendations

Background:

Perkins V will take effect on July 1, 2019. This date will also mark the beginning of the one-year transition period, which allows eligible agencies to submit a one-year transition plan. Perkins V would reauthorize the federal investment for a total of six years, covering FY 2019 through FY 2024 (July 1, 2019 through June 30, 2025). For the Title I Basic State Grant program, the law would authorize \$1.229 billion for FY 2019 and gradually increase this authorization level to \$1.318 billion in FY 2024, which represents a 10.57 percent increase over the course of the Act compared to the amount Congress allocated to the Perkins Basic State Grant program in FY 2018. The existing Title II program of the law, known as Tech Prep, and section 118, known as the Occupational and Employment Information program, are eliminated; neither program has been funded in recent years.

Perkins V proposed guidelines permit “WIOA Combined State Plan – *Postsecondary Only*.” The intent is allow for the Perkins V Postsecondary strategic planning to utilize these resources to strengthen the linkage between community colleges and WIOA. This is important for two reasons. First, it will ensure that critical planning content to align federal Perkins resources and the WIOA system with the California Community Colleges Chancellor’s Office Vision for Success, Guided Pathways, new funding formula, Strong Workforce Program, Adult Education and Postsecondary CTE in the same plan document. This is a formal way for the state to connect the two programs in a document submitted to the federal government.

Second, once the programs are connected through the combined planning process, opportunities can open up for dual enrollment for Adult Education students in postsecondary CTE. While Perkins IV fueled the development of dual enrollment between secondary students and postsecondary education, Perkins V can define a strategy of dual enrollment of adult education students in postsecondary career and technical education, providing opportunities for best practice Integrated Education and Training (IET) models, ability to benefit, and increasing postsecondary enrollments.

Proposed Scope of Work:

As requested by CCCCCO, CLASP is pleased to submit this document outlining the scope of work we propose to develop a state plan, state and local guidance and other policy recommendations. Funded at \$173,000, through this project CLASP would provide ongoing support to the Chancellor Office as the next Perkins planning phase of Chancellor’s Office is starting and, importantly, as the continued state and federal legislative efforts open new opportunities for alignment in support of Chancellor’s Office mission. CLASP’s policy analysis and recommendations will build on the knowledge and experience we gained in developing our previous implementation study. We are uniquely qualified to play this role, because of our recent experience in observing, analyzing, and documenting California’s Chancellor’s Office implementation successes and challenges, as well as our expertise in state and national policies around Adult Education, Career Pathways, and performance measurement and management.

EXHIBIT A

In general, CLASP will act as a Subject Matter Expert for ongoing policy work on CHANCELLOR'S OFFICE both at the legislative and state agency levels as new opportunities for alignment arise. CLASP will advance current opportunities for policy and practice alignment.

These activities will include outreach to other stakeholders within and outside the state government. For example, we will assist in providing outreach to government entities including California's State Legislature, the Legislative Analyst's Office (LAO), the Department of Finance (DOF), and the California Workforce Development Board (CWDB). In addition, we will assist with outreach to non-governmental organizations, including the EDGE Coalition and others. A key goal is to help State policymakers think through policy decisions on Chancellor's Office and complementary investments.

CLASP will support ongoing state program-level policy development defined in our recommendations and the creation of updated implementation processes such as reporting templates, performance accountability, and state guidance development. We will bring CLASP's strong focus on enhancing Chancellor's Office policies to recognize, support, and reward success for the community of need, including low-income and low-skilled individuals.

Anticipated activities include:

- Periodic email and phone communications as needed to consult with Chancellor's Office
- Assist in development of Perkins V Postsecondary Transition Plan & Combined Plan
- Help shape data reporting requirements and mechanics
- Help inform local needs assessment process and local application
- Facilitate strategic alignment between Perkins V, Adult Education Program, CalOARS, CalFresh E&T, AB2098 Immigrant Integration
- Hold meetings and webinars to present CLASP recommendations, periodic remote and potential in-person
- Iteratively work with the Chancellor's Office, create legislative-level and program-level recommendations, including on the topic of performance measurement and management
- Create draft guidance for Chancellor's Office
- Conduct advocacy and technical assistance for policymakers

Payment: Full payment at commencement of Project

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To:	Board of Trustees	Date: December 10, 2018
Re:	Approval of First Amendment of Sub-Agreement between RSCCD and productOps for the Career Technical Education Data Unlocked Initiative	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the California Community College Chancellor's Office's Career Technical Education 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 Chancellor's Office has identified productOps as an implementation partner for the Career Technical Education Data Unlocked Initiative. Agreement #DO-17-2220-215 was developed for productOps to design a system to support K-12 Strong Workforce Program applications, allocations and reporting. An expanded scope of work has been approved by the Chancellor's Office, and it was determined that period of performance and reporting requirements needed to be clarified. Consequently, a first amendment (DO-17-2220-215.1) to the Agreement has been developed to add the expanded scope of work, augment the total cost for performance of that work, clarify the period of performance and add a clause related to reporting.

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

RECOMMENDATION

It is recommended that the Board approve this 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: \$287,000 augmentation (grant-funded)	Board Date: December 10, 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
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
PRODUCTOPS**

This **First Amendment** to the grant sub-agreement (hereinafter “Agreement”) is entered into on this 10th day of December, 2018, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **productOps** (hereinafter “SUBCONTRACTOR”), to amend that certain Agreement between the parties which commenced on October 16, 2018, and

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the “CTE Data Unlocked Initiative,” Prime Award #15-197-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges.

WHEREAS, PRIME SPONSOR and SUBCONTRACTOR want to revise the scope of work and the total cost, and clarify the period of performance and reporting requirements of the Agreement;

NOW, THEREFORE, the Parties mutually agree as follows:

Article 1, Item 1. Statement of Work, page 1, of the Agreement is amended as follows:

1. Statement of Work

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A and Exhibit A, expanded scope of work November 2018*), 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.

Article 1, 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 October 16, 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 achieve the project goals until June 30, 2019.

Article 1, Item 3. Total Cost, page 1, of the Agreement is amended as follows:

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$419,000, which consists of \$132,000 for the original scope of work, and an augmentation of \$287,000 for the expanded scope of work.

Article 1, Item 20. Reporting added to the Agreement:

20. Reporting

SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely and professional manner.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this FIRST AMENDMENT to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *productOps*

By: _____

Name: Peter J. Hardash

Vice Chancellor

Title: Business Operations/Fiscal Services

Date: _____

Board Approval Date: December 10, 2018

By: _____

Name: _____

Title: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)



November 28, 2018

CALIFORNIA COMMUNITY COLLEGE

NOVA Local Goal Setting Module

Statement of Work

Fiscal Agent:
Rancho Santiago CCD
2323 N. Broadway
Santa Ana, CA 92702

Project ID: C-085-025
SOW: v.06

Objective

The priority objective of this statement of work (SOW) is to develop the Local Goal Setting template in NOVA with the provided document as a guide. This module in NOVA will serve as the common platform for colleges to state their individual goals related to an initiative to improve student outcomes.

The data captured will be available in Looker for reporting and analytics to track and inform future decisions.

It is the intention of this SOW to detail the items that are high-value and high priority for CCC and we jointly believe can be delivered within the requested time period. In accordance with the Agile approach, if priorities change within this period CCC and productOps will together define an updated set of deliverables.

productOps Approach

productOps uses an Agile development process. Agile consists of biweekly sprints that have defined tasks to be accomplished. Each sprint concludes with a demonstration of functional software. Each sprint may contain design, development, testing, operations, and other tasks. productOps provides tools for managing the Agile process that will allow for transparency to the



Chancellor's Office team. Additional tools provided by the Chancellor's Office may be incorporated if that is preferred.

productOps will assign a Client Product Owner who will be the primary contact for the Chancellor's Office team. We believe keeping teams consistent during projects produces a higher quality product. The productOps Client Product Owner will work with the Chancellor's Office team to ensure proper and consistent staffing.

Deliverables

The following are the high-value and priority deliverables that will be the delivery focus of this SOW product and will be adjusted with both parties agreement if there is a business reason to do so:

- Conduct the required discovery to have adequate level of detail of the requirements.
- Develop end to end mock ups to demonstrate Local Goal Setting in NOVA.
- Build end-to-end functionality based on the approved mock ups.
- Develop an analytics dashboard to display high-level insights and the ability to extract all reported data for analysis outside of NOVA.

Assumptions

The following assumptions reflect productOps expectations:

- The mock ups are approved by requirement specifications will be completed by November 9th, 2018.
 - Any changes after approval will put the due date at risk.
- All deliverables will be available in NOVA and Looker on December 10th.
- The Chancellor's Office and productOps will work closely together to set and communicate priorities.
- CCC will provide timely feedback on work product so the right solutions are built to meet the needs.



Risks

The following risks are identified so that productOps and the Chancellor's Office can work towards mitigations of these items:

- Last minute priority and specification changes may cause delays and prevent deliverables from meeting the time constraint.
Mitigation: productOps will make every effort to minimize this impact by provided end to end mock ups and communicate the impact of these changes as soon as they become known.
- This engagement is time sensitive and it may become necessary to forego lower priority items to deliver on a communicated timeline.
Mitigation: should this situation arise, the items not included in the initial release will be mutually agreed to.

Terms & Conditions

The Chancellor's Office and productOps will work together to limit any unnecessary features and "scope creep" to complete the services successfully within budget.

- Price.** Fixed fee of \$170,000 (including expenses) invoiced. Invoicing will be 90% of the SOW amount due 30 days from invoice and 10% of the SOW amount due at completion of work (Dec. 5th, 2018). The fixed fee amount includes a \$36,000 goodwill credit. The chart below represents the estimated time & materials breakdown.

Resource	Estimate (Months)	Utilization	Monthly Rate	Total
Project Management	1	50%	\$40,000	\$20,000
Product Management	1	50%	\$32,000	\$16,000
Senior Backend Developer	1	100%	\$32,000	\$32,000
Senior Front-End Developer	1	200%	\$32,000	\$64,000
UI/UX Design	1	150%	\$28,000	\$42,000
Analytics (Looker)	1	50%	\$32,000	\$16,000
Testing/Quality Assurance	1	50%	\$24,000	\$12,000
Travel (estimate)	2 Trips	2 People	\$2,000	\$4,000
One Time Goodwill Credit				(\$36,000)

This document is proprietary and confidential property of and may contain trade secrets belonging to: productOps, 110 Cooper St., Suite 201, Santa Cruz, CA 95060 and CCCC 1102 Q St., 5th Floor, Sacramento, CA 95811. Distribution or dissemination of this document to individuals who are not bound by a written confidentiality agreement is prohibited.



Estimate Total

\$170,000

- II. **Expenses.** Expenses are included in the fixed fee amount.
- III. **Payment.** Payment terms are net 30 days. All prices shown in USD. The total estimated amount will not be exceeded unless the parties agree otherwise in writing.

Signatures

An Authorized signature on this page by a Chancellor's Office representative indicates acceptance of the statement of work and contract.

.....
Chancellor's Office Representative

.....
productOps

.....
Title

.....
Title

.....
Date

.....
Date



November 28, 2018

CALIFORNIA COMMUNITY COLLEGE

NOVA AEBG Technical Assistance Support

Statement of Work

Fiscal Agent:
Rancho Santiago CCD
2323 N. Broadway
Santa Ana, CA 92702

Project ID: C-085-029
SOW: v.03

Objective

The priority objective of this statement of work (SOW) is to support the Chancellor's Office with NOVA technical assistance to users. In addition, this SOW will have in scope the implementation and administration of a NOVA knowledge base.

This SOW is for a six (6) month duration. Should the need for technical assistance extend beyond the duration of this SOW it will convert to a month to month agreement.

Deliverables

The following are the productOps deliverables and the technical assistance individual's responsibilities:

- Supply a full-time technical individual versed in NOVA.
- Integrate or build a user support knowledge base.
- Administration of said knowledge base.
- Administration of NOVA users.
- Perform user trainings as required.
- Perform "hand off" training to the technical assistance successor.



Assumptions

The following assumptions reflect productOps expectations:

- The Chancellor's Office will provide any reporting requirements on user stats, feedback, ticket resolution performance or any other required visibility.
- The Chancellor's Office and productOps will work closely to set and communicate this individuals' priorities.
- The knowledge base will be a requirement of this SOW.
- This SOW is for a minimum of six months with the option to extend beyond that period with a month to month relationship.

Cost Estimate

- I. **Price.** Fixed fee of \$92,000 (excl. expenses) invoiced. Invoicing will be 90% of the SOW amount due 30 days from invoice and 10% of the SOW amount due at completion of work.
- II. **Expenses.** Estimated at \$25,000. Estimated for one trip related to training at the Chancellor's Office. Expenses will be billed monthly as actually accrued and are due when the invoice is due. Expenses will include air, train, rental car, taxi, lodging, food and related expenses. They will not include fax, copying, phone, office support and related expenses.
- III. **Payment.** Payment terms are net 30 days with monthly invoicing. All prices shown in USD. The total estimated amount will not be exceeded unless the parties agree otherwise in writing.
- IV. Please ensure that the corresponding PO is for the total project budget of **\$117,000**



Signatures

An Authorized signature on this page by a Chancellor's Office representative indicates acceptance of the statement of work and contract.

.....
Chancellor's Office Representative

.....
productOps

.....
Title

.....
Title

.....
Date

.....
Date

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
PRODUCTOPS**

This grant sub-agreement (hereinafter "Agreement") is entered into on this 15th day of October, 2018, between Rancho Santiago Community College District (hereinafter "RSCCD") and **productOps** (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 "CTE Data Unlocked Initiative," Prime Award #15-197-001 (hereinafter "Grant"), from the California Community Colleges Chancellor's Office (hereinafter "PRIME SPONSOR"), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges.

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from October 16, 2018 through December 31, 2018.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$132,000.00.

4. **Budget**

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior

approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Payment

SUBCONTRACTOR will submit an invoice for 90% of the total costs, and submit a final invoice for 10% upon approval from the PRIME SPONSOR of the work performed. Payment will not exceed the amount listed above under Article I.3. "Total Costs".

6. Invoices

Invoices must include the Agreement number (refer to footer), and should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Director of Grants
2323 North Broadway, Suite 201
Santa Ana, CA 92706
Santoyo_Sarah@rsccd.edu

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. Modifications

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the PRIME SPONSOR and/or RSCCD.

9. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

10. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by the PRIME SPONSOR. 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.

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, and RSCCD will reimburse SUBCONTRACTOR for costs incurred up to the termination date.

16. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event

such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

17. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be 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, 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:
Bob Cagle, CEO
1347 Pacific Avenue #201
Santa Cruz, CA 95060
(831) 466-3000, bob@productops.com

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: *productOps*

By: 
Name: Peter J. Hardash

By: 
Name: Bob Cagle

Title: Vice Chancellor
Business Operations/Fiscal Services

Title: CEO

Date: 10/17/18

Date: 10/29/18

Board Approval Date: October 15, 2018

26-2920333
Employer/Taxpayer Identification Number (EIN)



August 9, 2018

California Community College Chancellor's Office

Discovery project for Strong Workforce Program for K12 (SWP - K12)

Statement of Work

Chancellor's Office
1102 Q Street, 5th Floor
Sacramento, CA 95811

Project ID: C-085-019
SOW: v.01

Objective

productOps has produced this Statement of Work (SOW) in response to California Community Colleges Chancellor's office request to have productOps participate in the discovery and planning activities around the Strong Workforce K12 Fund. The results of this Discovery process will yield various deliverables stated below in regard to defining the inclusion of a pipeline within NOVA of the new SWP K12 fund.

One of the driving priorities of NOVA is continued fund inclusion to build out a consistent and cohesive planning and expenditure platform. productOps and the CO are striving to clearly define the details regarding planning of new funds to be added within the existing NOVA platform. To properly define the features, functions and expected analytic results a discovery process is needed. This Statement of Work (SOW) covers this discovery process.

Overview

This statement of work details the specifics of the discovery process for the supplied list of items below.

productOps will

- Assemble list of questions needing answers
- Contact potential customers and set-up interviews
- Track details of these interviews and assemble results summaries
- Build any new user personas from this data as needed
- Identify new or unique technologies specific to desired features
- Identify Fund Specific Data Sets required to build out fund features
- Identify and understand Legislative requirements specific to fund

This document is proprietary and confidential property of and may contain trade secrets belonging to:
productOps, 110 Cooper Street, Suite 201, Santa Cruz, CA 95060 and CCCC 1102 Q St., 5th Floor, Sacramento, CA 95811.
Distribution or dissemination of this document to individuals who are not bound by a written confidentiality agreement is prohibited.



productOps Approach

productOps uses an Agile development process. Agile consists of biweekly sprints that have defined tasks to be accomplished. Each sprint concludes with a demonstration of functional software. Each sprint may contain design, development, testing, operations, and other tasks. productOps provides tools for managing the Agile process that will allow for transparency to the Chancellor's Office team. Additional tools provided by the Chancellor's Office may be incorporated if that is preferred.

productOps will assign a Project Manager that will be the primary contact for the Chancellor's Office team. We believe keeping teams consistent during projects produces a higher quality product. The productOps Project Manager will work with the Chancellor's Office team to ensure proper and consistent staffing.

Deliverables

The following are the deliverables that will be produced by productOps as a result of this statement of work:

- Discovery Summary Document
- Statement of Work (SOW) for the scoping of development effort as a subsequent productOps project to build the fund pipeline into NOVA
- Workflow prototypes pertaining to the fund specific features and flows

Assumptions

The following assumptions reflect productOps expectations:

- A discovery session will provide the necessary information required to determine specifications, when agreed to, will be used to generate prototype deliverables.
- The Chancellor's Office will identify a product/project owner.
- Meetings & Interviews will be conducted in a timely manner.
- productOps will be included in relevant SWP K12 meetings where valuable information is being shared.
- Work will begin after execution of this SOW and no sooner than 8/10/2018.
- Regular meetings, either in person or via conference call.
- Timely feedback will provide all the information required to determine full specifications.



Risks

The following risks are identified so that productOps and the Chancellor's Office can work towards mitigations of these items:

- Changes to requirements, scope, and iterations may have an impact on cost and timeline.
Mitigation: productOps will communicate these impacts as they become understood so that we may plan adequately.
- Assumptions are being made on behalf of the end user.
Mitigation: Get in touch with a small group of these specific end users to learn, understand their desires, needs and goals that pertain to this project.
Finding people to interview and talk with can be challenging to get responses back.
Mitigation: The CO will help to set-up and facilitate introductions, interviews and meetings where necessary in a timely manner. We need data to back up the decisions made for the users.
- The resulting discoveries for features and flow are complex and different than existing flows.
Mitigation: Depending on the customer, end user needs and potential feature divergence from the existing features of NOVA there may need to be multiple Prototype workflows each covering specific feature sets. As the details are revealed productOps will work with the CO to define features and flow necessary for getting the desired results.

Cost Estimate

productOps invoices are based on actual work at a time and materials plus expense reimbursement. The Chancellor's Office and productOps will work together to limit any unnecessary features and "scope creep" to complete the services successfully within budget.

The estimate below is a "do not exceed" amount. Should unforeseen circumstances arise, scope increase or requirement be revised, the requirements documentation and this SOW shall be updated and agree to.



For a point of reference, the following tables outline our project resource rates and monthly estimates for this engagement.

Resource	Estimate (Months)	Utilization	Monthly Rate	Total
Product Management	2	100%	\$32,000	\$64,000
UI/UX Design	2	50%	\$28,000	\$28,000
Technical Architecture	2	50%	\$40,000	\$40,000
Estimate Total				\$132,000

Payment Terms are net 30 DAYS with monthly invoicing. All prices are in U.S. Dollars.

Signatures

An Authorized signature on this page by a Chancellor’s Office representative indicates acceptance of the statement of work and contract.

.....
Chancellor’s Office Representative

.....
productOps

.....
Title

.....
Title

.....
Date

.....
Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date: December 10, 2018
Re:	Approval of Appointment to the Measure Q Citizens' Bond Oversight Committee	
Action:	Request for Action	

BACKGROUND

Measure Q was approved by the electorate of the Santa Ana College Improvement District No. 1 of the Rancho Santiago Community College District (RSCCD) on November 6, 2012. This measure authorizes RSCCD to issue up to \$198 million in general obligation bonds to finance renovation, repair and construction at Santa Ana College. Under the auspices of Proposition 39, the Board must appoint community members who satisfy various categories of membership to serve on the Citizens' Bond Oversight Committee (Committee).

ANALYSIS

The district accepts applications from those interested in serving on the Committee on an ongoing basis, so there is a pool of candidates to fill vacancies that may arise.

Mr. Paul Gonzales, an active member of the Santa Ana Community, has submitted an application to serve on the committee. Mr. Gonzales is Assistant Vice President of the investment management firm the Capital Group, an ardent supporter of California's community colleges and a resident of Santa Ana. Mr. Gonzales is a qualified candidate to serve as a community at-large representative.

RECOMMENDATION

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

Fiscal Impact:	None	Board Date:	December 10, 2018
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor		
Submitted by:	Raúl Rodríguez, Ph.D., Chancellor		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Chancellor's Office)

To:	Board of Trustees	Date: December 10, 2018
Re:	List of 2019 Conferences and Legislative Executive Visits for Board Members	
Action:	Information	

BACKGROUND

On October 8, 2012, the Board of Trustees approved BP 2735 Board Member Travel which includes the following:

The Board President, in conjunction with the Chancellor, will prepare a list of conferences and legislative executive visits that Board members may wish to attend or will assist Board members in their continuing education and fulfillment toward the mission of the district. The Chancellor, in consultation with the Board President, shall prepare a budget for board travel.

RECOMMENDATION

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

Fiscal Impact: To Be Determined by Conferences/Legislative Visits Attended	Board Date: Dec. 10, 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
BOARD POLICY
Chapter 2
Board of Trustees

BP 2735 Board Member Travel

Reference:

Education Code Section 72423

Members of the Board shall have travel expenses reimbursed whenever they travel as representatives of and perform services directed by the Board. Such board travel and reimbursement for travel by Board members outside of the district boundaries must receive prior approval from the Board of Trustees. The Executive Committee of the Board of Trustees, in consultation with the Chancellor, may provide prior authorization for such travel when needed, pending full Board approval. Standard district travel procedures and rates will be used for reimbursement.

The Board President, in conjunction with the Chancellor, will prepare a list of conferences and legislative executive visits that Board members may wish to attend or will assist Board members in their continuing education and fulfillment toward the mission of the district. The Chancellor, in consultation with the Board President, shall prepare a budget for board travel.

The timely registration for conferences is required. The district will only reimburse conference registration fees at the published early registration rate.

The district shall not pay for lodging that exceeds the published standard single occupancy room rate for conferences.

See Administrative Regulations (AR 7400)

Revised: October 8, 2012 (Previously BP9011)

Revised: October 24, 2016

Reaffirmed: December 12, 2016

Reaffirmed: December 4, 2017

Conferences Board Members may wish to attend in 2019

January 25-27, 2019

All day **Effective Trusteeship Workshop** (estimated cost: \$900-\$1,200)
Sheraton Grand Hotel, Sacramento, California

January 27-28, 2019

All day **CCLC Annual Legislative Conference** (estimated cost: \$900-\$1,500)
Sheraton Grand Hotel, Sacramento, California

February 10-13, 2019 (estimated cost: \$2,500-\$3,600)

ACCT National Legislative Summit
Washington Marriott Marquis Hotel, Washington, D.C.

April 2019 (estimated cost: \$1,100)

SSCCC Spring General Assembly (student trustee)
Location TBD

May 3-5, 2019 (estimated cost: \$1,900)

CCLC Annual Trustees Conference
Resort at Squaw Creek, Olympic Valley, California

June 2019 (estimated cost: \$3,500)

NALEO Annual Conference
Location TBD

August 16-18, 2019 (estimated cost: \$1,000)

CCLC Student Trustee Workshop
Mission Valley Doubletree, San Diego, California

October 2019 (estimated cost: \$3,400)

ACCT Annual Leadership Congress
Location TBD

November 2019 (estimated cost: \$1,000, depending on location)

SSCCC Fall 2019 General Assembly (student trustee)
Location TBD

Conferences Board Members may wish to attend in 2019

Page 2

November 21-23, 2019 (estimated cost: \$3,800, depending on location)

CCLC Annual Convention

Riverside Convention Center, Riverside, California

ACCT – Association of Community College Trustees

CCLC – Community College League of California

NALEO - National Assoc. of Latino Elected & Appointed Officials

SSCCC – Student Senate for California Community Colleges

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

To:	Board of Trustees	Date: December 10, 2018
Re:	Review of RSCCD Board of Trustees Self-Evaluation	
Action:	Receive and Review	

BACKGROUND

Board Policy 2745 provides for the Board of Trustees to conduct an annual self-evaluation by December of each year.

ANALYSIS

An evaluation survey was approved by the Board on October 15, 2018, and was distributed to individuals identified in Board Policy 2745. The survey responses were presented to the Board at the November 26, 2018, meeting. Subsequent to that meeting, the individual Board members completed the self-evaluation instrument. Those responses are now provided to the Board for review and discussion.

RECOMMENDATION

It is recommended that the Board of Trustees review the evaluation responses.

Fiscal Impact: None	Board Date: December 10, 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)
Board of Trustees Self-Evaluation of
Internal Operations and Goals**

December 2018

The RSCCD Board of Trustees recognizes that it can better achieve its internal board operation and performance goals if it annually reviews itself. After reviewing feedback obtained from an online questionnaire last month (disseminated to various community members, faculty/staff and students who interact with Board members in committee work and meetings), Board members (including student trustee) assess their own activities using the same survey instrument; those data are included in this report, along with six years' prior data for comparison.

Overall, the eight Board members-respondents were mostly in agreement with each other in most statements regarding to and look favorably upon Board operations—respondents exclusively assigned ratings of “strongly agree” or “agree” to 18 of the 44 categories assessed. Other findings include:

- Board members had highest agreement in the following areas (with at least 5 members responding “strongly agree”):
 - Board members respect each other’s opinions.
 - The board is knowledgeable about the mission and purpose of the institution.
 - The board acts as an advocate for community colleges.
 - Board members participate actively in community activities.

- Board members had least agreement in the following areas (with just one member responding “strongly agree”):
 - The board clearly delegates the administration of the colleges to the chancellor.
 - The board understands the colleges' educational programs and services.
 - The board understands the accreditation process and accepts responsibility for implementation of its recommendations.
 - The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.
 - The board follows communication procedures with staff, ensuring the chancellor is informed of such communication.
 - Board members adhere to policies for dealing with college, community citizens, and the media.
 - The community and district employees are aware of who the elected trustees are and their role in district governance.

- Board members identified major accomplishments:
 - Successfully completing contract negotiation with district employee units.
 - Commitment to understanding fiscal matters, in particular to the new funding formula, balancing the budget, and being accountable to the district as a whole.
 - Establishment of a hiring process and transition plan for the new chancellor.

- Board members would like to address the following issues in the upcoming year:
 - Development of a communication plan to inform employees and the community of the Board’s work, including current community college initiatives, college programs/ events, progress and accomplishments, and recognition of the students, faculty and staff.
 - Provide more professional development opportunities for employees and board members. An item of interest is the role of board members, specifically in terms of when oversight becomes micromanagement.
 - More focused agenda items (via retreats and/or trainings) to ensure Board’s understanding of the effectiveness of the many programs/services offered at the colleges and at the district.

- Seven of the eight respondents stated the questionnaire used is “very useful” or “somewhat useful” to their self-evaluation process, while one stated “neutral”.

Detailed responses, as well as comparisons with responses from the prior six years’ surveys, and respondents’ comments, follow.

Detail of Findings

RSCCD Board of Trustees Self-Evaluation Results, 2018

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know/Not Applicable
Board Organization and Operation					
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	4	3	1	0	0
Board members respect each others' opinions.	6	2	0	0	0
The board conducts its meetings in compliance with state laws, including The Brown Act.	4	4	0	0	0
Board members understand that they have no legal authority beyond board meetings.	2	5	1	0	0
Board members regularly seek the opinion of the student trustee.	2	6	0	0	0
Policy Role					
Board meetings focus on policy issues that relate to board responsibilities.	2	5	1	0	0
The board focuses on policy in board discussion, not administrative matters.	0	7	1	0	0
The board is knowledgeable about the mission and purpose of the institution.	5	3	0	0	0
The board clearly delegates the administration of the colleges to the chancellor.	1	7	0	0	0
The board ensures compliance with federal and state laws and measures for emergency response.	4	4	0	0	0
Strategic Planning					
The board understands the budget process.	2	5	0	1	0
The board gives adequate attention to the mission, goals, and future planning of the district.	2	5	1	0	0
The board regularly develops and reviews goals for continuous improvement.	0	6	2	0	0
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	2	4	2	0	0
The board understands the colleges' educational programs and services.	1	6	1	0	0
The board is appropriately involved in defining the vision and goals of the district.	0	4	2	2	0
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	2	5	0	1	0
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	2	5	1	0	0
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	1	6	1	0	0

RSCCD Board of Trustees Self-Evaluation Results, 2018 (cont.)

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know/Not Applicable
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.	3	4	1	0	0
The board keeps the chancellor informed of community contacts.	0	6	2	0	0
The board follows a procedure for annual evaluations of the chancellor.	2	6	0	0	0
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	2	5	1	0	0
The board and chancellor have a positive, cooperative relationship.	2	5	1	0	0
The board understands its role and that of the chancellor, presidents, faculty, and staff.	2	6	0	0	0
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	2	4	2	0	0
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	1	4	3	0	0
The board follows communication procedures with staff.	1	6	1	0	0
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	2	4	2	0	0
Community Relations/Advocacy					
Board members are knowledgeable about community college and state-related issues.	2	6	0	0	0
The board acts as an advocate for community colleges.	5	3	0	0	0
Board members participate actively in community activities.	5	3	0	0	0
Board agendas include legislative and state policy issues that will impact the district.	0	8	0	0	0
Board members act on behalf of the entire community.	2	6	0	0	0
The board recognizes and celebrates positive accomplishments of the district and colleges.	4	4	0	0	0
The board works to build a positive image of the district in the community.	2	6	0	0	0
Board members adhere to policies for dealing with college, community citizens, and the media.	1	7	0	0	0
The community and district employees are aware of who the elected trustees are and their role in district governance.	1	6	1	0	0
Board Leadership, Ethics, and Standards of Conduct					
The board understands collective bargaining and its role in the process.	3	3	2	0	0
The board practices appropriate collegial consultation (participatory governance).	3	4	1	0	0
The board maintains confidentiality of privileged information.	2	5	1	0	0
The board makes decisions in the best interest of students, the colleges, and the entire district.	4	4	0	0	0
The board operates ethically without conflict of interest following established board policies.	2	6	0	0	0
Board members participate in trustee development activities.	2	5	1	0	0

RSCCD Board of Trustees Self-Evaluation Results, 2013-2018

	# "strongly agree" or "agree"					
	2018 Survey	2017 Survey	2016 Survey	2015 Survey	2014 Survey	2013 Survey
	n=8	n=7	n=7	n=7	n=6	n=8
Board Organization and Operations						
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	7	6	7	7	6	8
Board members respect each others' opinions.	8	7	7	7	6	8
The board conducts its meetings in compliance with state laws, including The Brown Act.	8	7	6	6	6	8
Board members understand that they have no legal authority beyond board meetings.	7	7	7	6	6	7
Board members regularly seek the opinion of the student trustee.	8	6	7	6	6	8
Policy Role						
Board meetings focus on policy issues that relate to board responsibilities.	7	6	7	7	6	8
The board focuses on policy in board discussion, not administrative matters.	7	5	5	6	6	8
The board is knowledgeable about the mission and purpose of the institution.	8	7	6	7	6	7
The board clearly delegates the administration of the colleges to the chancellor.	8	7	7	7	6	8
The board ensures compliance with federal and state laws and measures for emergency response.	8	7	6	7	6	8
Strategic Planning						
The board understands the budget process.	7	6	7	7	6	7
The board gives adequate attention to the mission, goals, and future planning of the district.	7	6	6	7	6	8
The board regularly develops and reviews goals for continuous improvement.	6	6	7	7	6	6
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	6	6	7	7	6	7
The board understands the colleges' educational programs and services.	7	7	7	7	6	8
The board is appropriately involved in defining the vision and goals of the district.	4	6	5	6	6	7
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	7	6	7	7	6	7
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	7	7	7	7	6	7
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	7	7	7	7	6	8

RSCCD Board of Trustees Self-Evaluation Results, 2013-2018 (cont.)

	# "strongly agree" or "agree"					
	2018 Survey	2017 Survey	2016 Survey	2015 Survey	2014 Survey	2013 Survey
	n=8	n=7	n=7	n=7	n=6	n=8
Board Relations with the Chancellor, Presidents, and Staff						
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	7	6	7	7	6	8
The board keeps the chancellor informed of community contacts.	6	7	6	7	6	8
The board follows a procedure for annual evaluations of the chancellor.	8	7	4	7	6	8
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	7	7	6	7	6	8
The board and chancellor have a positive, cooperative relationship.	7	7	7	7	6	8
The board understands its role and that of the chancellor, presidents, faculty, and staff.	8	7	7	7	6	8
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	6	7	7	7	6	8
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	5	7	5	6	6	8
The board follows communication procedures with staff.	7	7	7	6	6	7
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	6	6	7	5	6	7
Community Relations/Advocacy						
Board members are knowledgeable about community college and state-related issues.	8	7	7	7	5	8
The board acts as an advocate for community colleges.	8	7	7	7	6	8
Board members participate actively in community activities.	8	7	7	7	6	8
Board agendas include legislative and state policy issues that will impact the district.	8	6	7	7	6	8
Board members act on behalf of the entire community.	8	5	7	7	6	7
The board recognizes and celebrates positive accomplishments of the district and colleges.	8	7	7	7	6	8
The board works to build a positive image of the district in the community.	8	7	7	7	6	8
Board members adhere to policies for dealing with college, community citizens, and the media.	8	7	7	7	6	8
The community and district employees are aware of who the elected trustees are and their role in district governance.	7	6	7	6	6	8
Board Leadership, Ethics, and Standards of Conduct						
The board understands collective bargaining and its role in the process.	6	7	7	6	6	8
The board practices appropriate collegial consultation (participatory governance).	7	6	7	7	6	8
The board maintains confidentiality of privileged information.	7	7	7	6	6	8
The board makes decisions in the best interest of students, the colleges, and the entire district.	8	7	7	7	6	8
The board operates ethically without conflict of interest following established board policies.	8	7	7	7	6	8
Board members participate in trustee development activities.	7	6	6	7	6	8

2018 Respondents' Comments

Board's greatest strengths:

- - Board members can unite together as a single body to address and resolve difficult issues.
- - Board resolve to work in a cohesive manner allows district and public to view a stable board with leadership capabilities working for continuing district progress.
- - Trustees have a mutual respect for each other, and undertake their board and committee assignments with a strong commitment in keeping with the district mission.
- - Trustees are able to receive public input, critical reviews in a professional manner, allowing the board to reach successful decision-making conclusions.
- - Providing forum for ASG, CSEA, AS to share activities, concerns, and overall contributions to the board and public, which provides for transparency.
- I think we work together to show our support in the best interest of the Community we serve, from those on and off our campuses.
- WORKING TOGETHER.
- 1) Diversity 2) Commitment to student success 3) Understanding trustees role of setting policy with consultation and performing oversight but not micromanaging district. 4) Open to listening and trying to resolve this community, employee and student complaints 5) Doesn't let negative and sometimes nasty attacks against the district, its employees or the Board ,whether in public comment, memorandums or in political mailers financed by an employee group, detract from the Boards commitment to bargaining in good faith, support the shared governance process, look to critics for ideas to improve student success and try to work with all members of the campus community to make the District a better place to learn and a better place to work.
- Good communication amongst its members.
- Professional individuals who respect one another, even when they disagree. Diverse background and expertise that brings powerful information to make informed decisions.
- Our ability to work together in pursuit of our mission to educate. We rely on the strengths and knowledge of individual board members to accomplish greater achievements for our community.

Major accomplishments of the Board in the past year:

- - Completion of successful bargaining contracts with district employee units (FRSCCD, CSEA, etc.).
- - Continuing strong support for issues at federal level (DACA, Dreamers, workforce development, etc.) that impact district mission and its constituencies.
- - Commitment to a balanced budget for all its components and ability to tackle fiscal matters appropriately as the district (and state) manages/understands the finality of the new funding formula.
- Making sure that the students, faculty, and staff and being heard. Educating ourselves in the new funding formula and making sure that the choices we make today are beneficial to us in the future by being proactive and not setting ourselves up to be reactivate when it comes to the districts needs as a whole.
- 1) Helped ensure a balanced budget with appropriate reserves without compromising educational quality. 2) Approved steps and college decisions that stabilized enrollment. 3) Approved contracts with employee groups that were the result of good faith bargaining. 4) Along with some employees and the El Don, helped bring to light gaps in providing access to health care for our students and seeing some improved access to that care. 5) Handled the Chancellor's decision to leave the District and begin the search for a new chancellor in a professional manner.
- More effective oversight and accountability.
- The continual support for PLA. Implementation of the Bachelor program. Attempt to lower education costs; find financial resources to low income students.
- Establishing the process of transitioning to a new Chancellor.

Areas in which the Board could improve:

- - To fully develop a model for communicating to its constituencies and public the workings and decisions of the board, district, and college accomplishments. This also includes achievements of student, faculty, and staff.
 - Providing topics of general interest that relate to district to be more fully discussed at board meetings.
 - Approval of FTES recovery and growth plan (development and implementation).
 - Improvement of board-chancellor communication channels, plus thorough and better communication link with shared governance entities and employee groups.
 - Open and positive information sessions to discuss potential problem issues for early intervention and resolution measures.
 - Scheduling of board retreat to discuss board goals and procedural necessities for chancellor search & selection.
- Having a joint training during the summer time to connect and focus our efforts prior to the fall semester.
- BETTER UNDERSTANDING OF THE TERM MICROMANAGING.
- 1) Begin requiring certain district programs have input from the District Council or another appropriate group to ensure district programs are consistent with District mission statement. 2) Where feasible, ensure greater access to professional development for the board and all employee groups. 3) Have more contact with the District Foundation, perhaps having an annual joint meeting with them.
- Better focus on specific goals.
- Maintain confidentiality.
- Brown Act and the proper role of trustees needs to be fully understood. A better understanding of what is considered micro-management would be helpful.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

December 10, 2018

MANAGEMENT

Employment Agreement/Attachment #1

Winchell, Timothy C.
Associate Dean, Criminal Justice Academies
Human Services & Technology Division
Santa Ana College

Revised Job Description/Title Change/Attachment #2

From: Director, Network & Communications
To: Director, Technology Infrastructure &
Support Services
Information Technologies Services
District
Grade Level D/Classified Supervisory

Adjusted Rate of Pay for Interim Assignment

Toledo, Michael
Interim Chief District Safety & Security
Business Operations & Fiscal Services
District

Effective: December 11, 2018 – June 30, 2019
From: D-5 \$61.30/Hour
From: D-5 \$127,991.88/Year

Appointment

Ward, Robert R.
Maintenance Supervisor
Administrative Services
Santa Ana College

Effective: November 27, 2018
Salary Placement: O-1 \$57,551.94/Year
(Requisition #CL18-1162)

Appointment/Interim to Permanent

Dela Cruz, Maria N.
From: Interim Dean, Counseling
To: Dean, Counseling
Student Services
Santa Ana College

Effective: December 1, 2018
From: B-1 \$126,807.39/Year
To: B-2 \$131,867.31/Year
(Requisition #AC18-0690)

MANAGEMENT (CONT'D)

Appointment/Interim to Permanent (Cont'd)

Gonzalez, Yezid H.
From: Interim Assistant Vice Chancellor, Information
Technologies Services
To: Assistant Vice Chancellor, Information
Technologies Services
Business Operations & Fiscal Services
District Operations

Effective: November 1, 2018
From: A-3 \$146,519.24/Year
To: A-5 \$158,454.50/Year
(Requisition #CL18-1161)

Melendez, Linda
From: Interim Director, Purchasing
To: Director, Purchasing
Fiscal Services
District

Effective: December 11, 2018
From: F-1 \$91,529.46/Year
To: F-4 \$105,975.39/Year
(Requisition #CL18-1218)

Extension of Interim Assignment

Forero, Jorge E.
Interim Director, Network and
Communications
Information Technologies Services
District Office

Effective: December 1, 2018 – March 30, 2019
Hourly Rate: D-7 \$66.30

Change of Position

Steffens, John D.
From: Project Manager
To: Director, Student Information Support
President's Office
Santa Ana College

Effective: December 1, 2018
From: E-3 \$108,614.79/Year
To: D-3 \$118,335.53/Year
(Reorg #1110)

Ratification of Resignation/Retirement

Abejar, Esmeralda
Campus Budget Manager
Administrative Services
Santa Ana College

Effective: December 14, 2018
Reason: Resignation

FACULTY

Adjusted Effective Date of Ratified Resignation/Retirement

Wright, George
Professor, Criminal Justice
Human Services & Technology Division
Santa Ana College

From: June 7, 2019 (Last Day)
To: December 15, 2018 (Last Day)
Reason: Retirement

FACULTY (CONT'D)

Approval of Sabbatical Leave/Banked Leave

Jones, Elliott
Professor, Music
Fine & Performing Arts Division
Santa Ana College

Effective: February 4 – June 8, 2019
Sabbatical Leave: Independent Research
Banked Leave: Withdrawal 3.0 LHE
Salary Placement: VII-B \$120,469.74/Year

Final Salary Placement

Maertzweiler Laney, Marianne
Assistant Professor, Human Development
Business & Career Technical
Education Division
Santiago Canyon College

Effective: August 20, 2018
Final Salary Placement: III-11 \$87,273.36/Year
(Requisition #AC18-0654)

Schlossman, Jacqueline
Assistant Professor, Art
Fine & Performing Arts Division
Santa Ana College

Effective: February 4, 2019
Final Salary Placement: IV-9 \$84,766.09/Year
(Requisition #AC18-0670)

Change of Classification

Babayan, Diana
Professor, ESL
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: August 20, 2018
From: III-15 \$98,055.39/Year
To: V-15 \$103,814.99/Year
From: III-5 \$71.18/Lecture Hour
To: IV-5 \$74.74/Lecture Hour

Barnard, Rebecca
Associate Professor/Coordinator/
Health Center Nurse
Health & Wellness Center
Student Services
Santa Ana College

Effective: July 31, 2018
From: II-15 \$104,422.20/Year
To: III-15 \$107,581.50/Year

Bautista, Steven
Professor/Counselor/Coordinator,
Center for Teacher Education
Counseling Division
Santa Ana College

Effective: July 31, 2018
From: IV-16 \$113,702.96/Year
To: V-16 \$116,853.32/Year

Buechler, Michael
Associate Professor, Manufacturing
Technology
Human Services & Technology Division
Santa Ana College

Effective: August 20, 2018
From: II-15 \$95,176.15/Year
To: III-15 \$98,055.39/Year
From: II-5 \$67.79/Lecture Hour
To: III-5 \$71.18/Lecture Hour

FACULTY (CONT'D)

Change of Classification (cont'd)

Daugherty, Seth
Assistant Professor/Librarian
Institutional Effectiveness, Library &
Learning Support Services Division
Santiago Canyon College

Effective: August 20, 2018
From: V-12 \$95,726.22/Year
To: VI-12 \$98,609.95/Year

Hedenberg, Lacy
Assistant Professor/Counselor
Counseling Division
Counseling & Student Support
Services Division
Santiago Canyon College

Effective: August 20, 2018
From: IV-12 \$101,871.23/Year
To: V-12 \$105,026.04/Year

Hernandez, Rosalba
Assistant Professor/Counselor
Continuing Education Division
Santiago Canyon College

Effective: July 31, 2018
From: III-13 \$101,666.20/Year
To: IV-13 \$104,830.00/Year
From: III-5 \$71.18/Lecture Hour
To: IV-5 \$74.74/Lecture Hour

James, Scott
Associate Professor/Coordinator,
Distance Education
Academic Affairs
Santiago Canyon College

Effective: July 31, 2018
From: II-13 98,510.23/Year
To: III-13 \$101,666.20/Year
From: II-5 \$67.79/Lecture Hour
To: III-5 \$71.18/Lecture Hour

Jones, Louise
Associate Professor, Nursing
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 20, 2018
From: IV-13 \$95,548.09/Year
To: VII-13 \$104,306.81/Year

Jones, Vanessa
Associate Professor, Math
Mathematics & Sciences Division
Santiago Canyon College

Effective: August 20, 2018
From: II-15 \$95,176.15/Year
To: III-15 \$98,055.39/Year
From: II-5 \$67.79/Lecture Hour
To: III-5 \$71.18/Lecture Hour

Lui, Rachel
Assistant Professor, Math
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: August 20, 2018
From: III-9 \$81,896.92/Year
To: VI-9 \$90,526.79/Year
From: III-5 \$71.18/Lecture Hour
To: IV-5 \$74.74/Lecture Hour

FACULTY (CONT'D)

Change of Classification (cont'd)

Peraza, Daniel
Associate Professor/Counselor
Counseling Division
Santa Ana College

Effective: July 31, 2018
From: III-7 \$83,937.05/Year
To: IV-7 \$87,105.31/Year
From: III-5 \$71.18/Lecture Hour
To: IV-5 \$74.74/Lecture Hour

Pierce, Cathryn
Associate Professor, Communication Studies
Fine & Performing Arts Division
Santa Ana College

Effective: August 20, 2018
From: III-14 \$95,359.88/Year
To: V-14 \$101,122.85/Year
From: III-5 \$71.17/Lecture Hour
To: IV-5 \$74.74/Lecture Hour

Pineda, Maribel
Assistant Professor/Counselor
Counseling Division
Santa Ana

Effective: July 31, 2018
From: V-11 \$102,077.34/Year
To: VI-11 \$105,234.43/Year

Taylor, Michael D.
Professor, Botany/Biology
Mathematics & Sciences Division
Santiago Canyon College

Effective: August 20, 2018
From: IV-16 \$103,634.61/Year
To: V-16 \$106,506.00/Year

Trone, Jinhee
Professor, Accounting
Business Division
Santa Ana College

Effective: August 20, 2018
From: Class III-15 \$98,055.39/Year
To: Class IV-15 \$100,939.10/Year
From: III-5 \$71.18/Lecture Hour
To: IV-5 \$74.74/Lecture Hour

Zarske, Monica
Professor/Coordinator, Speech Language
Pathology Assistant Program
Human Services & Technology Division
Santa Ana College

Effective: August 20, 2018
From: IV-16 \$103,634.61/Year
To: V-16 \$106,506.00/Year

Beyond Contract/Overload Stipends

Dinh-Mahavongtrakul, Minhan
Assistant Professor, Biology
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: September 1, 2018
Amount: \$300.00
Reason: Program Facilitation-Biology
(Project #1625)

FACULTY (CONT'D)

Beyond Contract/Overload Stipends (cont'd)

Singh, Nirbhai
Professor, Manufacturing Technology
Human Services & Technology Division
Santa Ana College

Effective: October 5, 2018
Amount: \$285.00
Reason: Other Non-Instructional
Support Services (Project 1827)

Takahashi, Mary Kathleen
Professor, Microbiology
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: July 9, 2018
Amount: \$1,000.00
Reason: Program Facilitation-Biology
(Project 1621)

Takahashi, Mary Kathleen
Professor, Microbiology
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: September 10, 2018
Amount: \$2,000.00
Reason: Program Facilitation-Biology
(Project 1621)

Takahashi, Mary Kathleen
Professor, Microbiology
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: October 5, 2018
Amount: \$450.00
Reason: Other Non-Instructional
Support Services (Project 1827)

Part-time/Hourly New/Rehires

Izadi, Michael M
Clinical Psychologist
Student Services/Heal & Wellness Center/
Psychological Services Division
Santa Ana College

Effective: November 26, 2018
Hourly Rate: \$76.56

Kirwan, Colton L
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College

Effective: December 10, 2018
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Koo, Kathryn H
Clinical Psychologist
Student Services/Health & Wellness Center/
Psychological Services Division
Santa Ana College

Effective: November 26, 2018
Hourly Rate: \$76.56

FACULTY (CONT'D)

Part-time/Hourly New/Rehires (cont'd)

Miller, Joy E
Instructor, Older Adults
Continuing Education Division (CEC)
Santa Ana College

Effective: December 03, 2018
Hourly Lecture Rate: II-3 \$51.51

Strong, Nayeli P
Instructor, Business Application
Business Division
Santa Ana College

Effective: December 10, 2018
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Tomlinson, John E
Instructor, Commercial Music
Fine & Performing Arts Division
Santa Ana College

Effective: December 10, 2018
Hourly Lecture/Lab Rates: II-3 \$61.50/\$55.35

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and Timothy C. Winchell (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”

2. **Position.** District hereby employs Administrator in the position of Associate Dean, Criminal Justice Academies (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.

3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing November 30, 2018 and ending June 30, 2020. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).

4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.

5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities, which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of \$123,060.73 per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation is unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

For District

Date

Administrator

Date

Board Approval Date: December 10, 2018

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED DECEMBER 2018

**DIRECTOR, TECHNOLOGY INFRASTRUCTURE AND SUPPORT SERVICES
JOB DESCRIPTION**

CLASS SUMMARY

Under general direction – manages and coordinates the district IT infrastructure, including network and system services; oversees the ITS helpdesk and supervises Network, Security, Helpdesk and Technical Specialist staff; designs, implements, and manages local- and wide-area networks, fiber backbone, wireless network, virtual servers, cable plant, Voice over IP phone system, video surveillance system, virtual services, remote access, email system, storage area networks, backup and disaster recovery services; evaluates and improves operating performance and cybersecurity posture; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Manages and monitors technology infrastructure districtwide; assigns, trains, evaluates and supervises staff; leads ITS cybersecurity initiatives districtwide; coordinates network and district standard activities with campus academic technology staff; schedules and assures the maintenance of desktop and mobile computers, printers, tablets, software and network equipment to maintain proper operation; organizes work schedules to meet project timelines; monitors ITS helpdesk operations and escalations of service requests to various support teams including application and web development, infrastructure and academic support, as well as ITS Directors when appropriate; acts as liaison in providing information to administrative personnel and faculty; participates in Facility Planning master planning and construction projects to help design IT infrastructure; supervises staff training, technical support schedules and operating policies, procedures, and controls; ensures documentation is regularly updated; manages Local Area Network of over 75 physical buildings using various network equipment and resources; manages Wide Area Network of five main physical locations and multiple other interconnected sites using various network equipment and resources to ensure availability, capacity and redundancy; organizes backup activities to ensure accurate and timely recovery; manages software tools, equipment, and staff activity to optimize network traffic bandwidth, secure network access, host virtual servers for large-scale campus-specific & instructional applications and other production systems; supports districtwide services and systems including VoIP, wireless networks, email and disaster recovery processes.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated administrator.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED DECEMBER 2018

**DIRECTOR, TECHNOLOGY INFRASTRUCTURE AND SUPPORT SERVICES
JOB DESCRIPTION (CONTINUED)**

DESIRABLE QUALIFICATION GUIDE

Training and Experience:

Bachelor's degree or equivalent, with 5 years of experience in supervisory capacity in a technology services environment and 5 years in a network and/or system administration role.

Knowledge and Abilities:

Knowledge of server and network management technologies. Knowledge of information technology security standards and requirements, trends and tools. Understanding of helpdesk operations and customer service focus. Knowledge of architecture, design, implementation, operation, and use of Wide Area, Local Area, Wireless and Storage Area Networks. Firsthand experience with design and deployment of a fiber optic backbone and riser layouts. Extensive experience in major vendor core and edge networking equipment and technology, such as VLAN Trunks, Link Aggregation, Fabrics, OSPF, and BGP Routing. In addition, demonstrate recent experience in learning different vendor's network equipment and technology. Require comprehension of and experience with industry best practices relating to successful disaster recovery planning, and mechanisms for protecting virtual and physical servers, along with SAN storage. . Knowledge of management principles, evaluation, scheduling, supervision, and training techniques geared toward the creation of an effective, efficient, cohesive work environment. The ability to stay current on cutting edge computer hardware, software, network equipment and procedures, as well as identifying, researching, evaluating, and implementing new technology. Experience with developing and implementing standard operating procedures, and resolving large-scale technical issues related to network infrastructure, hardware and software. The ability to establish and maintain effective working relationships with staff, faculty, clients and vendors. Demonstrated competence in interpreting hardware and software documentation, as well as skillful, accurate, and articulate preparation of reports and data. Exhibit proficiency in clear and concise verbal and written communication.

Physical Requirements

Ability to use a computer workstation throughout the workday.

Board Approval: December 10, 2018

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
DECEMBER 10, 2018**

CLASSIFIED

New Appointment

Au, Shirley
Research Analyst (CL18-1198)
Research/ SCC
Effective: December 3, 2018
Grade 16, Step 1 \$62,179.89

Pham, Thien P.
Admissions & Records Spec. II
(CL18-1223) Admissions & Records/ SAC
Effective: December 3, 2018
Grade 8, Step 1 \$41,777.32

Hourly Ongoing to Contract

Vu, Amy
From: Instructional Assistant/ CEC
To: Admissions & Records Spec. II
(CL18-1189)/ Admissions/SAC
Effective: November 19, 2018
Grade 8, Step 1 \$41,777.32

Temporary to Contract

Lopez, Christian
Technology Specialist I (CL18-1191)
ITS/ SAC
Effective: November 29, 2018
Grade 13, Step 1 \$52,649.58

Professional Growth Increments

Small, Sean
Technology & Production Coordinator/
Fine & Performing Arts/ SAC
Effective: January 1, 2019
Grade 15, Step 6 + 7.5%L + 1PG (500)
\$80,915.18

Out of Class Assignment

Madrigal, Maria
Executive Secretary/ Ed. Services/ District
Effective: 10/01/18 – 03/15/19
Grade 14, Step 1 \$55,484.01

Selby, Nadine
Executive Secretary/ Admin. Services/
SCC
Effective: 11/13/18 – 03/29/19
Grade 14, Step 4 + 5%L + 6PG (3000)
\$73,881.79

Change in Salary Placement

Nguyen, Trang Admissions & Records Spec. II/ Admissions/ SAC	Effective: October 31, 2018 Grade 8, Step 3 + 2.5%Bil + 3PG (1500) CL18-1195
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Ratification of Resignation/Retirement

Kindred, Nakiesha Admissions & Records Spec. III/ Admissions/ SAC	Effective: November 16, 2018 Reason: Resignation
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CLASSIFIED HOURLY

New Appointments

Girard, Kristen Student Services Specialist (CL18-1182) Student Affairs/ SAC	Effective: November 29, 2018 19 Hours/Week 12 Months/Year Grade 10, Step A \$21.80/Hour
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Temporary to Hourly Ongoing

Marin, Perla Senior Clerk/ (CL18-1181) Student Affairs/ SAC	Effective: November 13, 2018 19 Hours/Week 12 Months/Year Grade 8, Step A \$20.01/Hour
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Leave of Absence

Shah, Sumitra Learning Assistant/ Instit. Effectiveness, Library & Learning Support/ SCC	Effective: 07/09/19 – 07/13/18 11/05/18 – 11/09/18 11/26/18 – 11/30/18 12/03/18 – 12/07/18 Reason: Non Work Days for 11 Month Contract (<i>Change NWD</i>)
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Ratification of Resignation/Retirement

Hernandez, Gabriela Counseling Assistant/ EOPS/ SAC	Effective: December 6, 2018 Reason: Resignation
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TEMPORARY ASSIGNMENT

Fisher, Ivette Library Clerk/ Library/ SAC	Effective: 02/11/19 – 06/30/19
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Substitute Assignments cont'd

Sweeney, Toshie Administrative Secretary/ Arts, Humanities & Soc. Sci./ SCC	Effective: 11/13/18 – 03/10/19
Vazquez, Yelitza Student Services Specialist/ Student Services/ SCC	Effective: 11/19/18 – 03/11/19

MISCELLANEOUS POSITIONS

Brown, Jordaan Model/ Arts, Humanities & Soc. Sci./ SCC	Effective: 12/03/18 – 06/07/19
Herrera, Celina Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 11/01/18 – 01/31/19
Mendez, Enoc Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 11/01/18 – 01/31/19
Underhill, Daniel Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 11/01/18 – 01/31/19

Instructional Associates/Associate Assistants

Criminal Justice

Knowles, Preston	Effective: 12/11/18
Truong, Vincent	Effective: 12/11/18

COMMUNITY SERVICE PRESENTERS

Stipends Effective October 11 – November 10, 2018

Dumon, Dori	Amount: \$ 330.00
Famolaro, Felix	Amount: \$ 720.00
Rivera, Rodrigo	Amount: \$ 592.20

COMMUNITY SERVICE PRESENTERS cont'd
Stipends Effective October 11 – November 10, 2018

Rubalcaba, Celia	Amount: \$ 540.00
Rudd, James	Amount: \$ 1,233.75
Williams, Ronald	Amount: \$ 990.76

**SANTA ANA COLLEGE
STUDENT HIRE LIST**

Robinson Garcia, Christopher R. Effective: 11/21/18-06/30/19

**SANTIAGO CANYON COLLEGE
STUDENT HIRE LIST**

Asabi, Kongo	Effective: 11/14/2018 – 06/30/2019
Holland, Jenna (revised start date)	Effective: 11/08/2018 – 06/30/2019

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: December 10, 2018
Re:	Rancho Santiago Community College District Fall Diversity Report	
Action:	Information	

BACKGROUND

The Rancho Santiago Community College District Human Resources division continues to focus on the districts hiring practices to ensure that our policies and practice promote a culturally rich and diverse workforce.

ANALYSIS

Studies have clearly shown the educational benefits of a diverse faculty on student success. Our Equal Employment Opportunity (EEO) plan and statutory regulations of Title 5 require districts to collect and analyze data to identify employment trends. Our longitudinal data indicate that RSCCD is increasing our ethnically diverse employee groups. The data helps us to analyze any gaps and/or significant disparities in any of the underrepresented groups.

RECOMMENDATION

The RSCCD Fall Diversity Report is provided as information.

Fiscal Impact: None	Board Date: December 10, 2018
Item Prepared by: Tracie Green Vice Chancellor, Human Resources	
Item Submitted by: Tracie Green Vice Chancellor, Human Resources	
Item Recommended by: Dr. Raul Rodriguez, Chancellor	



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Annual Fall Diversity Report

Tracie Green
Vice Chancellor of Human Resources

November 30, 2018

7.3 (2)

Rancho Santiago Community College District

Diversity Report Fall 2018

In the Fall of 2017, the AR 7100 – Commitment to diversity was approved by the district council to supplement and continue to support the districts’ commitment to diversity in employing qualified administrators, faculty, and staff members who are dedicated to student success.

In addition to the commitment to diversity, an annual report will be prepared for the board in the fall that shall include the demographics of the college staff and faculty as well as the new hires from the previous academic year.

The regulatory framework supporting the districts efforts is found in Title 5 section 5302 4.1, Education Code sections 87100 et seq., Accreditation Standard 3a .4, and RSCCD Board Policies and Administrative Regulations; 3420 – Equal Employment Opportunity (EEO) and 7100 – Commitment to Diversity.

The acknowledgment in this framework that “establishing and maintaining a richly diverse workforce is an ongoing process that requires continued institutional effort” and the understanding that diversity in the academic environment promotes cultural and social awareness that provides students an environment that models and supports academic achievement. The requirements of districts include:

- Their EEO plan will be reviewed and updated every three years
- EEO training is required for those who serve on selection committees and advisory committees
- The collection of recruitment and hiring data and the longitudinal analysis of employment trends

The new EEO fund allocation model, developed in December of 2015, provided districts who met the EEO program criteria \$50,000 to assist in EEO training and resources that promoted innovative strategies in recruiting a diverse staff. RSCCD receives this \$50,000 allotment to continue our efforts in increasing the diversity of our employees.

The RSCCD Equal Employment Opportunity and Human Resource Plan is reviewed annually, and if relevant policies undergo legislative changes, this plan will be updated. The EEO plan outlines the Boards’ policies and administrative regulations on Equal Employment Opportunity, the Commitment to Diversity, and Recruitment and Hiring. The plan outlines:

- The delegation of authority in addressing EEO compliance issues with relevant laws and regulations
- The Human Resource Committee also serves as the EEO advisory committee, and is one of the districts’ participatory governance committees
- Notification and publication of the EEO plan (the plan is available on the districts website under HR division)
- The training required for screening/selection committees
- Analysis of the district workforce and applicant pools
- Other measures necessary to further equal employment opportunity

EEO training that outlines the statutory regulations and the awareness of implicit biases is provided to the district twice a year. This 4-hour training is facilitated by Liebert Cassidy and Whitmore (LCW) attorneys who have had significant contributions to the language we see in Title 5- EEO and Diversity. Along with this targeted compliance training, there are multiple workshops and webinars provided throughout the year on topics such as diversity and inclusion just to name a few.

The collection of the data and the analysis of recruitment and hiring trends provides information that is a crucial component to ensure that our EEO policies and procedures support a diverse workforce and ensure the ability to identify and eliminate possible barriers to employment.

Each fall we focus on the reporting the recruitment hiring and of faculty based on our projected student enrollment. This number is reflected in the FON (faculty obligation number). For purposes of diversity, and analyzing longitudinal data, we look at the percentage of our new hires based on the number of all diverse (non-white) faculty and management hired. (attachment 1). The graph (attachment 2) provides the visual distribution by year.

The longitudinal data derived from MIS reports to the Chancellor's office provides ethnicity data back to Fall 2000. This allows us to see the trend of specific employee groups by headcount each year. The collection of demographic information including ethnicity continues to be a voluntary disclosure. This makes it difficult at times to determine precise diversity percentages. Another key element affecting percentage outcomes is the number of individuals who indicate multiple ethnicities. There are six main ethnic groups designated to reflect the data gathered. These are African American, Native American, Asian, Hispanic, unknown, and White non-Hispanic.

The data sets to follow indicate the level of diversity for the last 17 years. RSCCD total headcount of all employee groups (attachment 3) illustrates the total number of employees and all ethnic groups. This graph clearly indicates the impact of the last recession and state budget crisis and student enrollment in 2008/2009 which had a significant effect on staffing in the district. In 2010/2011, the district begins to see an increase in staffing notably in the diverse groups. The following employment groups in the fall of 2017 are:

- Full-Time Faculty: 41% diverse; 5% unknown (attachment 3)
- Part-Time Faculty: 49% diverse; 3% unknown (attachment 4)
- Classified: 72% diverse; 1% unknown (attachment 5)
- Educational Administrator: 45% diverse; 0% unknown (attachment 6)

The district is making progress in increasing the diversity of our employee groups. Our goals now are:

- Identify any significant impact in any underrepresented group
- To review board policies and administrative regulations and update our EEO plan
- Continue to research methods to increase the recruitment and hiring of more diverse employee groups

FACULTY (Excluding CDC)

	FY 14/15		FY 15/16		FY 16/17		FY 17/18		FY 18/19	
	Total Hired	Diverse	Total Hired*	Diverse						
Selected/Hired	34	13	36	18	47	25	21	13	14	8
% of Diverse Hire	38%		50%		53%		62%		57%	

* one (1) vacancy reposted still in screening process

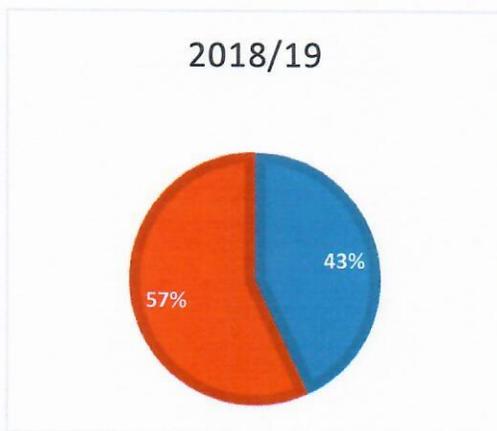
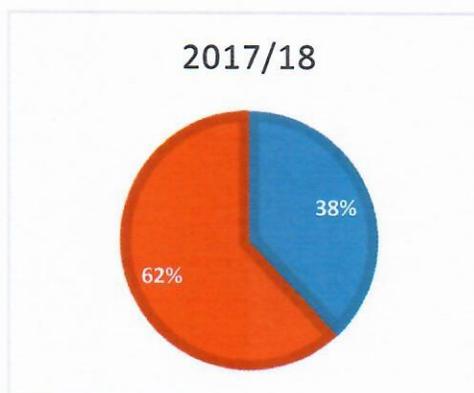
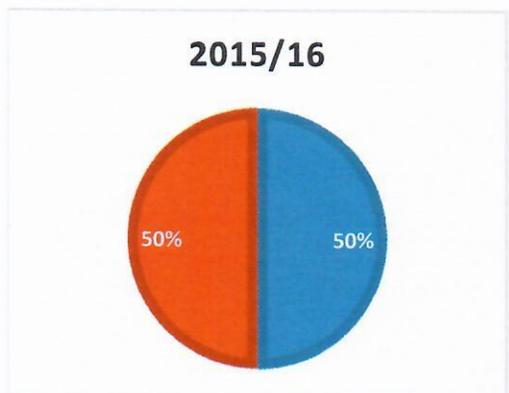
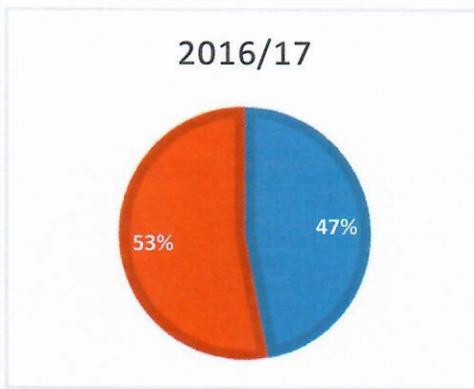
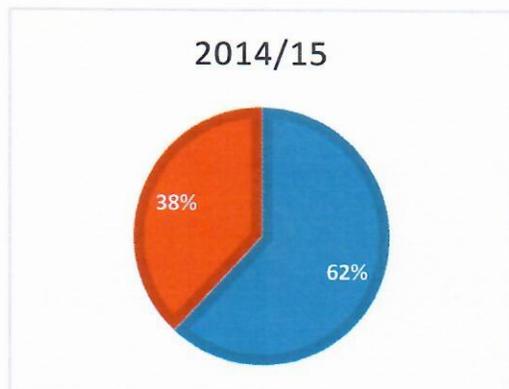
FACULTY (Including CDC)

	FY 14/15		FY 15/16		FY 16/17		FY 17/18		FY 18/19	
	Total Hired	Diverse	Total Hired*	Diverse						
Selected/Hired	34	13	43	23	51	28	26	17	16	9
% of Diverse Hire	38%		53%		55%		65%		56%	

MANAGEMENT

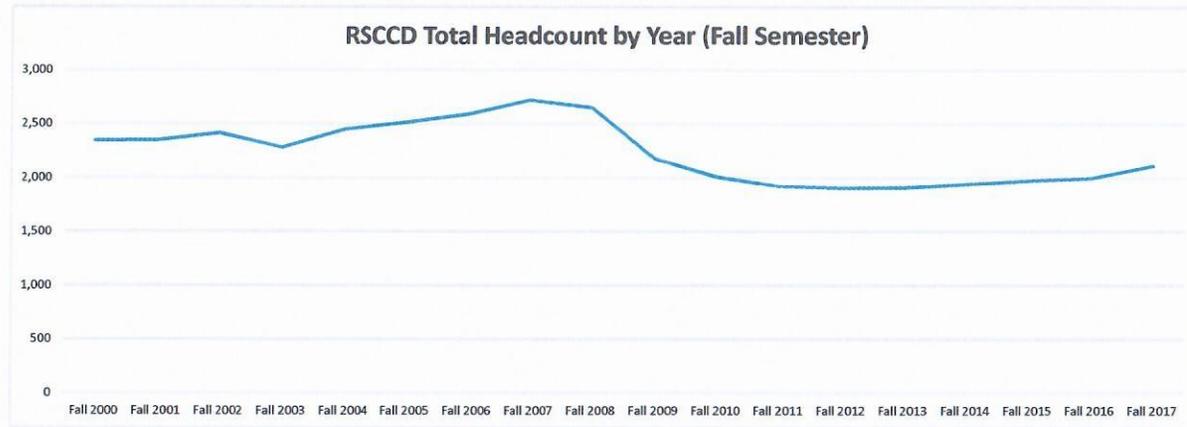
	FY 14/15		FY 15/16		FY 16/17		FY 17/18		FY 18/19	
	Total Hired	Diverse	Total Hired*	Diverse						
Selected/Hired	14	7	15	9	5	4	23	17	12	5
% of Diverse Hire	50%		60%		80%		74%		42%	

FY 14/15		FY 15/16		FY 16/17		FY 17/18		FY 18/19	
62	38	50	50	47	53	38	62	43	57
wht-non		wht-non		wht-non		wht-non		wht-non	
hispanic		diverse		hispanic		diverse		hispanic	
		diverse		diverse		diverse		diverse	

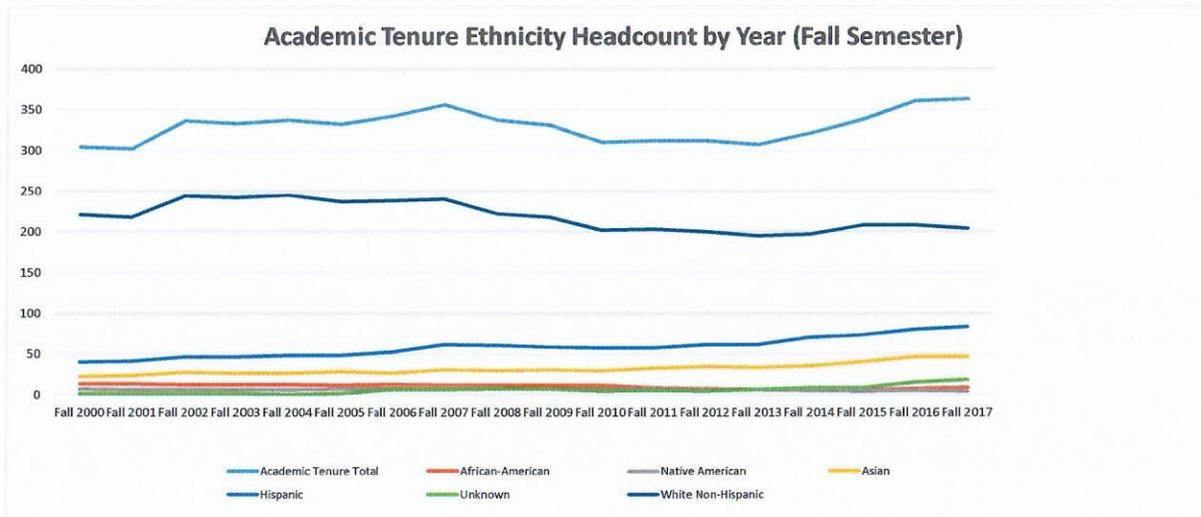


CATEGORY	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Rancho Santiago CCD Total	2,345	2,348	2,415	2,281	2,449	2,513	2,589	2,720	2,650	2,179	2,009	1,922	1,905	1,909	1,941	1,975	2,000	2,114

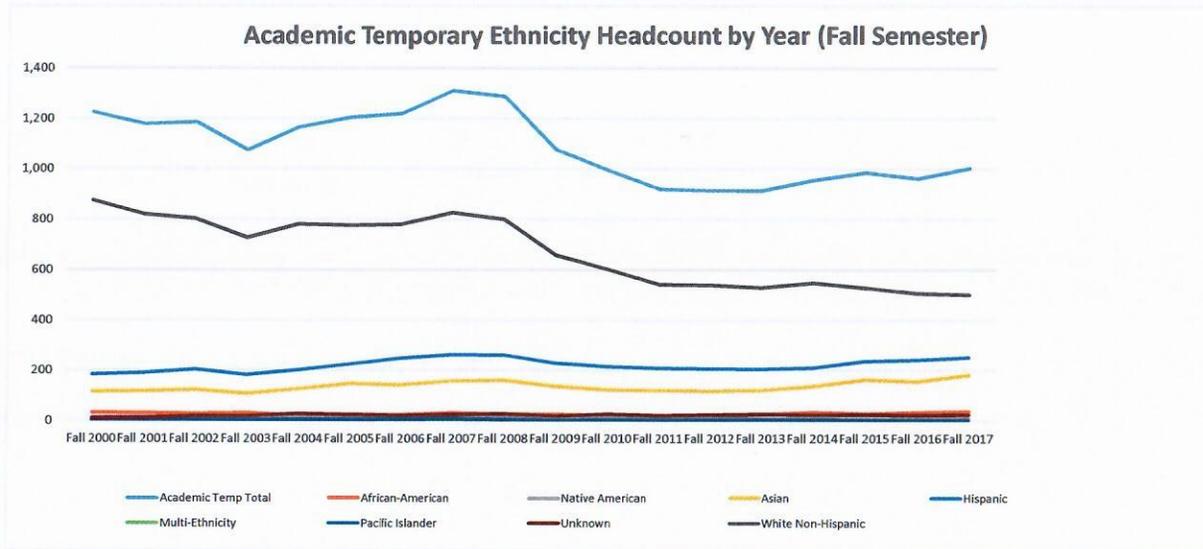
All employees



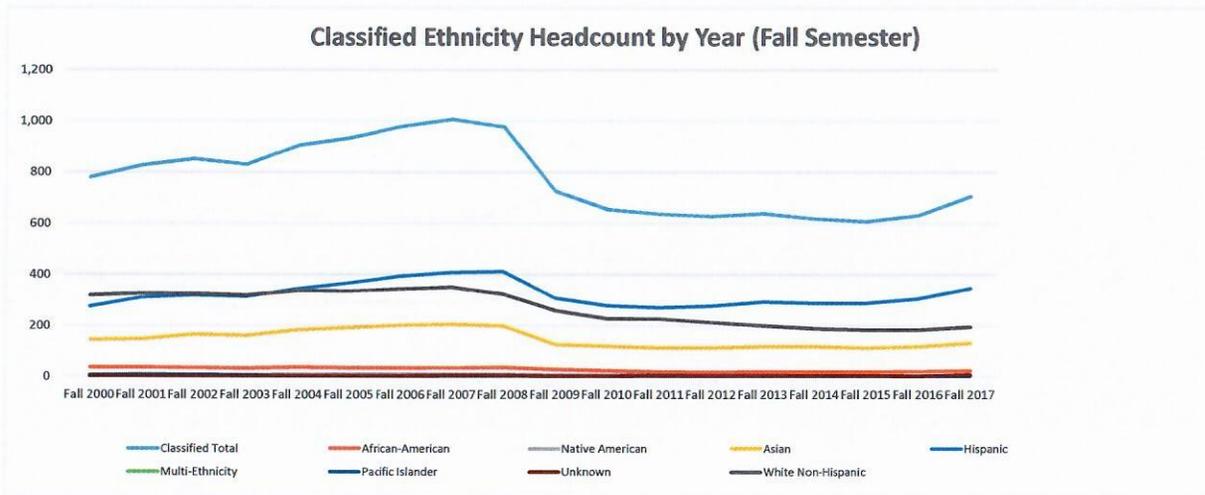
CATEGORY	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Academic Tenure Total	304	302	336	333	337	332	342	356	337	331	310	312	312	307	321	338	361	363
African-American	13	13	12	12	12	11	12	11	11	11	11	8	7	6	6	5	7	8
Native American	7	6	6	6	6	7	8	8	8	7	7	7	6	6	5	4	5	4
Asian	22	23	27	26	26	28	26	30	29	30	29	32	34	33	35	40	46	46
Hispanic	40	41	46	46	48	48	52	61	60	58	57	57	61	61	70	73	80	83
Unknown	1	1	1	1	0	1	6	6	7	7	4	5	4	6	8	8	15	18
White Non-Hispanic	221	218	244	242	245	237	238	240	222	218	202	203	200	195	197	208	208	204



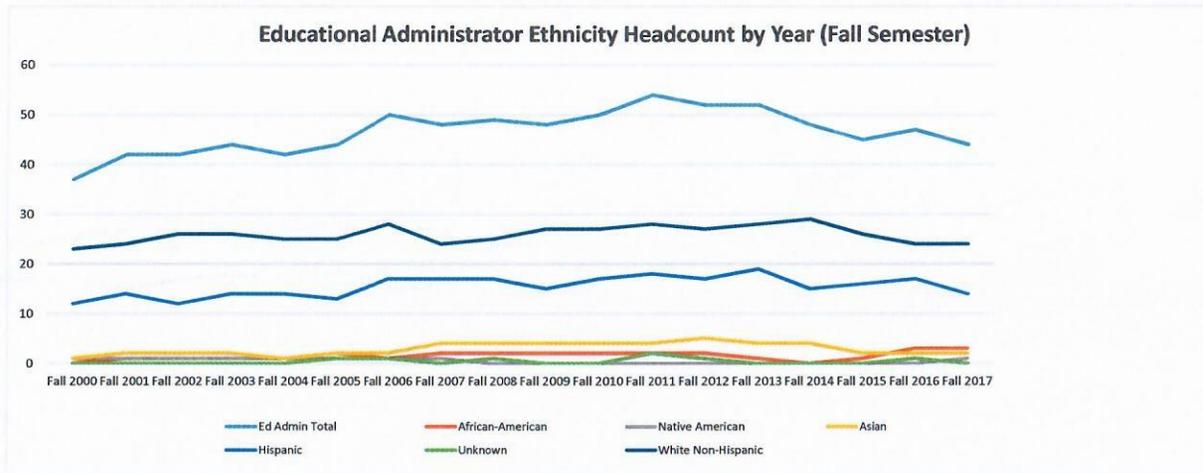
CATEGORY	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Academic Temp Total	1,225	1,178	1,186	1,075	1,166	1,204	1,219	1,310	1,287	1,075	995	920	914	913	955	985	961	1,002
African-American	30	28	27	28	19	22	21	29	25	24	20	19	19	24	31	27	31	35
Native American	12	12	14	13	13	12	7	9	14	12	11	9	10	8	7	7	7	10
Asian	114	116	120	106	124	145	139	155	158	135	120	119	115	119	134	161	154	180
Hispanic	182	189	203	181	200	223	247	261	260	228	214	208	205	204	209	236	241	250
Multi-Ethnicity	0	0	0	0	0	0	0	0	0	0	2	2	2	2	1	1	0	2
Pacific Islander	3	2	2	2	3	4	5	6	4	1	2	1	2	2	2	1	1	1
Unknown	9	11	18	18	26	22	20	24	26	18	25	20	22	25	23	24	22	24
White Non-Hispanic	875	820	802	727	781	776	780	826	800	657	601	542	539	529	548	528	505	500



CATEGORY	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Classified Total	779	826	851	829	904	933	978	1,006	977	825	654	636	627	637	617	607	631	705
African-American	35	35	33	31	35	32	32	33	35	27	22	18	16	18	17	17	19	22
Native American	6	8	7	6	7	9	9	8	8	6	6	6	5	5	4	4	4	4
Asian	143	145	164	159	181	190	199	203	197	124	118	112	112	117	116	111	117	130
Hispanic	273	308	318	312	342	365	392	407	410	306	277	269	275	291	286	287	304	345
Multi-Ethnicity	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	0	0	1
Pacific Islander	4	5	5	3	2	2	2	2	2	1	1	1	1	1	1	0	1	1
Unknown	0	0	0	0	1	1	1	3	3	2	2	3	4	4	4	4	2	7
White Non-Hispanic	318	325	324	318	336	334	343	350	322	259	227	226	213	200	188	184	184	195



CATEGORY	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Ed Admin Total	37	42	42	44	42	44	50	48	49	48	50	54	52	52	48	45	47	44
African-American	0	1	1	1	1	2	1	2	2	2	2	2	2	1	0	1	3	3
Native American	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	1
Asian	1	2	2	2	1	2	2	4	4	4	4	4	5	4	4	2	2	2
Hispanic	12	14	12	14	14	13	17	17	17	15	17	18	17	19	15	16	17	14
Unknown	0	0	0	0	0	1	1	0	1	0	0	2	1	0	0	0	1	0
White Non-Hispanic	23	24	26	26	25	25	28	24	25	27	27	28	27	28	29	26	24	24



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: December 10, 2018
Re:	PPL, Inc. Dialogue with Board of Trustees regarding Chancellor Search	
Action:	Discussion	

BACKGROUND

The board of trustees selected PPL, Inc. to assist them with the 2018/2019 Chancellor search. The consultants will be working with the board of trustees to determine the board's goals and objectives for this search.

ANALYSIS

PPL, Inc. will be working with the board to develop the calendar for this recruitment. The board will discuss their recommendations on the minimum qualifications, preferred qualifications and characteristics of the new Chancellor. The board will work with the consultants to identify the institutional strengths, challenges and goals of the district and all elements of the search process. The completion of these tasks will enable the consultants to work with human resources and begin the recruitment process.

RECOMMENDATION

PPL, Inc. plans to discuss with the Board of Trustees their recommendations regarding the search for a new chancellor.

Fiscal Impact: None	Board Date: December 10, 2018
Item Prepared by: Tracie Green Vice Chancellor, Human Resources	
Item Submitted by: Tracie Green Vice Chancellor, Human Resources	
Item Recommended by: Dr. Raul Rodriguez, Chancellor	



Timeline for Chancellor’s Search 2018-2019

FALL 2018

October 29, 2018

Regular Meeting of the Board of Trustees; Presentation and discussion of recommendation by Ad Hoc Committee; select search firm and authorize Vice Chancellor – HR to finalize agreement

November-December 2018

PPL and Chancellor’s Cabinet create first draft of position description for chancellor position, including min/desirable quals, and ideal characteristics; tentative chancellor search timeline for search is developed; draft institutional strengths and challenges are identified; work is begun on chancellor search website

December 10, 2018

Regular Meeting of the Board of Trustees; consultants meet with Board to discuss—initial review of position description for chancellor position, including min/desirable quals and ideal characteristics; chancellor search timeline; institutional strengths and opportunities/priorities; search and selection process

SPRING 2019

January XX, 2019

Screening Committee is oriented, including meeting with Board rep(s); Committee conducts initial meeting to review—position description for chancellor position, including min/desirable quals and ideal characteristics; chancellor search timeline; institutional strengths and challenges; search and selection process

January 14, 2019?

Regular Meeting of the Board of Trustees; Board adopts—position description for chancellor position, including min/desirable quals and ideal characteristics; chancellor search timeline; institutional strengths and challenges; search and selection process

Week of January 14, 2019

Position Advertised – District receives applications

February XX & XX, 2019

Two Screening Committee meetings held; paper screen criteria and rating form are adopted; first level interview criteria, questions and rating form are adopted

March 8, 2019	Deadline for application materials for first review
March 11, 2019	Regular Meeting of Board of Trustees; Finalist Workshop I
March 11-13, 2019	H. R. prepares applications for review
March 14-21, 2019	Committee completes application screening
March 22, 2019	Committee meets to identify first level interviewees
March 25-April 7, 2019	Consultants conduct candidate web media review
April 8, 2019	Regular Meeting of Board of Trustees; Finalist Workshop II
April 8-10, 2019*	Committee Interviews Candidates (first level interviews)
April 10, 2019*	Committee recommends candidates as finalists
April 11 - May 3, 2019**	Consultants conduct in-depth reference check on finalists
Week of May 6, 2019	Finalist Interview Week --campus forums, interview with Chancellor's Council, Campus Tours, and final Interviews with Board of Trustees; Consultants provide in-depth reference check report to Board of Trustees
May 13, 2019	Regular Meeting of the Board of Trustees; Board discusses candidates and potential contract particulars
May 14-June 10, 2019	Board makes offer; consultants assist Board President and legal counsel with negotiation of contract with successful candidate, as needed
June 10, 2019	Regular Meeting of the Board of Trustees; appoint new Chancellor and approve contract
July 1-29, 2019	New Chancellor projected start date (will be negotiated)

*Spring Break days are 4/11-12

**Easter is 4/21



**RSCCD BOARD WORKSHOP—12/10/18
CHANCELLOR SEARCH**

1. Introduction of Search Firm Representatives
2. AR 2431*
3. Defining Roles*
 - a. Governing Board
 - b. Screening Committee
 - c. HR/PPL
4. Confidentiality*
5. Tentative Timeline*
6. Determining Expectations*
 - a. Candidate Profile—Min. Quals., Desirable Quals., Ideal Characteristics
 - b. Institutional Profile—District Strengths, Opportunities/Priorities
7. Advertising & Recruitment
8. Travel Reimbursements to Candidates—First Level; Finalists
9. First Level Interview Logistics
 - a. Paper Screening Applications/Selection of Interviewees
 - b. Interview Day—Activities; Location
 - c. Recommendation of Finalists
10. Planning for Consideration of Finalists
 - a. Board Planning Workshop—April 8?
 - b. Activities
 - i. Interview
 - ii. Forum
 - iii. Other?
11. Background Checking Process—References, Other Contacts, Web Review, Credit/DOJ Checks*
12. New Chancellor Onboarding Support
 - a. Salary & Other Contractual Terms (Included)
 - b. Board/CEO Transitions Retreat (Optional at Additional Cost)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings

Resolution No. 18-23

Whereas, California Education Code Section 72024(5d) provides that “a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board,” and

Whereas, on November 26, 2018, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and

Whereas, Trustee Nelida Mendoza was not present at the board meeting; and

Whereas, the board has determined that Trustee Mendoza’s absence was due to illness;

NOW, THEREFORE, BE IT RESOLVED that Trustee Mendoza shall be paid at the regular rate of compensation for the board meeting on November 26, 2018.

Dated this 10th day of December 2018.

Ayes:
Noes:
Absent:
Abstain:

Raúl Rodríguez, Ph.D.
Secretary to the Board of Trustees

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings

Resolution No. 18-24

Whereas, California Education Code Section 72024(5d) provides that “a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board,” and

Whereas, on November 26, 2018, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and

Whereas, Trustee John Hanna was not present at the board meeting; and

Whereas, the board has determined that Trustee Hanna’s absence was due to being out of the country (Israel) and unable to participate via telephone due to security concerns;

NOW, THEREFORE, BE IT RESOLVED that Trustee Hanna shall be paid at the regular rate of compensation for the board meeting on November 26, 2018.

Dated this 10th day of December 2018.

Ayes:
Noes:
Absent:
Abstain:

Raúl Rodríguez, Ph.D.
Secretary to the Board of Trustees

AUTHORIZATION FOR BOARD TRAVEL/CONFERENCES (with actual and necessary expenses and cash advances as requested)

BOARD MEMBERS (to be approved)

<u>COMMUNITY COLLEGE LEAGUE OF CALIFORNIA ADVISORY COMMITTEE ON LEGISLATION</u> Sacramento, California–January 26, 2019	1 Board Member (John Hanna)
<u>COMMUNITY COLLEGE LEAGUE OF CALIFORNIA – ADVISORY COMMITTEE ON EDUCATION SERVICES</u> Sacramento, California – January 25, 2019	1 Board Member (Elizabeth Weber)
<u>COMMUNITY COLLEGE LEAGUE OF CALIFORNIA LEGISLATIVE CONFERENCE 2019</u> Sacramento, California– January 27-28, 2019	3 Board Members (John Hanna) (Zeke Hernandez) (Elizabeth Weber)
<u>COMMUNITY COLLEGE LEAGUE OF CALIFORNIA CALIFORNIA DELEGATION BREAKFAST & BRIEFING</u> Washington, D.C. – February 12, 2019	1 Board Member (John Hanna)