

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, March 25, 2019
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

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

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

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

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda

Action

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of March 11, 2019

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 Recognition in Honor of Women's History Month

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

2.2 Reports from College Presidents

- Enrollment
- Guided Pathways

2.3 Report from Student Trustee

2.4 Reports from Student Presidents

- Student activities

2.5 Report from Classified Representative

2.6 Reports from Academic Senate Presidents

- Senate meetings

2.7 Reports from Board Committee Chairpersons and Representatives of the Board

- Board Facilities Committee
- Board Legislative Committee
- Orange County Community Colleges Legislative Task Force

3.0 INSTRUCTION

- *3.1 Approval of Affiliation Agreement with SOC Open Air Theatre Inc. dba Shakespeare Orange County, a Private Non-Profit Organization Action
The administration recommends approval of the affiliation agreement with SOC Open Air Theatre Inc. dba Shakespeare Orange County, a private non-profit organization, located in Garden Grove, California, as presented.
- *3.2 Approval of Memorandum of Understanding (MOU) with The United States Veterans Initiative (U.S. VETS) and Rancho Santiago Community College District on behalf of Santa Ana College (SAC) Action
The administration recommends approval of the MOU with U.S. VETS and RSCCD on behalf of SAC, as presented.
- *3.3 Approval of Amendment Number Eight to Contract MA-060-11010909 between County of Orange and Rancho Santiago Community College District Action
The administration recommends approval of Amendment Number Eight to Contract MA-060-11010909 between the County of Orange and RSCCD as presented.

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

- *3.4 Approval of Amendment Number Three to Contract MA-060-13010027 between County of Orange and Rancho Santiago Community College District Action
The administration recommends approval of Amendment Number Three to Contract MA-060-13010027 between the County of Orange and RSCCD as presented.
- *3.5 Approval of Amendment Number Thirteen to Contract Z1000000068 between County of Orange and Rancho Santiago Community College District Action
The administration recommends approval of Amendment Number Thirteen to Contract Z1000000068 between the County of Orange and RSCCD as presented.
- *3.6 Approval of Professional Services Agreement with Gregg D. Ander, LLC Action
The administration recommends approval of the professional services agreement with Gregg D. Ander, LLC located in Sacramento, California, as presented.
- *3.7 Approval of Professional Services Agreement with Terry A. Schmidt Action
The administration recommends approval of the professional services agreement with Terry A. Schmidt located in Aliso Viejo, California, as presented.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers from February 27, 2019, to March 12, 2019.
- *4.3 Approval of 2019-2020 Tentative Budget Assumptions Action
The administration recommends approval of the 2019-2020 Tentative Budget Assumptions as presented.
- *4.4 Approval of Two Year Extension to Original License Agreement between City of Santa Ana and Rancho Santiago Community College District to Operate Centennial Education Center Action
The administration recommends approval of the two (2) year extension to the original license agreement between the City of Santa Ana and RSCCD to operate SAC Centennial Education Center as presented.

- 4.5 Update to RSCCD’s Americans with Disabilities Act (ADA) and Section 504 Self-Evaluation and Transition Plan Report Information
The board of trustees shall receive and be provided an update on the District’s ADA and Section 504 Self-Evaluation and Transition Plan Report completed in December 2018 by the Working Group Committee.
- *4.6 Approval of Vendor Name Change Action
The administration recommends approval of the name change request from Lentz Morrissey Architecture to Morrissey Associates, Inc. as presented.
- *4.7 Approval of Vendor Name Change Action
The administration recommends approval of the name change request from The City of Rancho Cucamonga to Rancho Cucamonga Fire Protection District as presented.
- *4.8 Approval of Agreement with True North Research, Inc. Action
The administration recommends approval of the agreement for a bond measure feasibility study with True North Research, Inc. and authorization be granted to the Chancellor or his designee to execute the agreement as presented.
- *4.9 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period January 20, 2019, through February 23, 2019.

5.0 GENERAL

- *5.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/ Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- Certified Nursing Assistant Expansion Grant (SAC) \$ 57,500
 - Education Futures Initiative – Teacher Preparation Pipeline Program Mini-Grant (SAC & Santiago Canyon College [SCC]) – *Augmentation* \$ 240,000
 - K12 Strong Workforce Program Pathway Improvement Funds (District Office) \$39,276,907
 - Strong Workforce Program – Local Share (SAC & SCC) \$ 3,198,043
 - Student Success Completion Grant (SSCG) (SCC) - *Augmentation* \$ 150,000
 - Workforce Innovation and Opportunity Act, Title II – Adult Education and Family Literacy Act (SAC & SCC) – *Augmentation* \$ 153,319

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

- *5.2 Approval of Sub-Agreement between RSCCD and WestEd for Sector Navigator Information Communications Technology (ICT)/Digital Media Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.3 Approval of Sub-Agreements between RSCCD and Cabrillo, Mt. San Antonio, San Jose-Evergreen and San Mateo County 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.
- *5.4 Approval of Sub-Agreements between RSCCD and Coast, Desert, Sequoias, West Hills, Yosemite and Yuba Community College Districts to Award Industry Sector Projects in Common funded by Key Talent Administration and Sector Strategy Fiscal Agent Grant Action
The administration recommends approval of the sub-agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.
- *5.5 Approval of First Amendment to Income Agreement between Orange County Superintendent of Schools and Rancho Santiago Community College District Action
The administration recommends approval of the first amendment to the income agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 5.6 Approval of Board Legislative Committee Recommendations Action
It is recommended that the board review and approve the Board Legislative Committee's recommendations on legislative bills.
- 5.7 Board Member Comments Information

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

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) Director
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Tracie Green, Vice Chancellor, Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association (CEFA)
Unrepresented Management Employees
3. Student Expulsion (pursuant to Education Code 72122)
Student I.D. #2204130
Student I.D. #2206184
4. Public Employment: Chancellor (pursuant to Government Code Section 54957)
5. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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

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

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

6.0 HUMAN RESOURCES

- 6.1 Management/Academic Personnel Action
- Approval of Revised Job Descriptions
 - Approval of Employment Agreements
 - Approval of Appointments
 - Approval of Changes of Interim Assignment for Rehired State Teachers' Retirement System (STRS) Retiree
 - Approval of Interim Assignments
 - Approval of Extension of Interim Assignments
 - Approval of Adjusted Salary Placements
 - Ratification of Resignations/Retirements
 - Approval of 2018-2019 Additional Contract Extension Days
 - Approval of Additional Faculty Service Areas (FSA)
 - Approval of Part-time/Hourly New Hires/Rehires
- 6.2 Classified Personnel Action
- Approval of New Appointments
 - Approval of Professional Growth Increments
 - Approval of Longevity Increments
 - Approval of Out of Class Assignments
 - Approval of Changes in Position
 - Approval of Temporary to Hourly Ongoing Assignments
 - Ratification of Resignations/Retirements
 - Approval of Temporary Assignments
 - Approval of Additional Hours for Ongoing Assignments
 - Approval of Substitute Assignments
 - Approval of Miscellaneous Positions
 - Approval of Instructional Associates/Associate Assistants
 - Approval of Volunteers
 - Approval of Student Assistant Lists
- 6.3 Presentation of Rancho Santiago Community College District Bargaining Proposal to Faculty Association of Rancho Santiago Community College District (FARSCCD) Action
- It is recommended that the board receive and file the district's initial bargaining proposal to FARSCCD and schedule a public hearing on April 16, 2019.
- 6.4 Approval of Agreement with Baker & Hostetler LLP for Cyber Security Services Action
- The administration recommends approval of the agreement with Baker & Hostetler LLP as presented.

6.5 Adoption of Resolution No. 19-04 authorizing payment to Trustee
Absent from Board Meetings Action

This resolution requests authorization of payment to Elizabeth Weber for her absence from the March 11, 2019, board meeting due to being in Washington, D.C. with a student delegation representing Santa Ana College and Santiago Canyon College.

6.6 Authorization for Board Travel/Conferences Action

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

7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on **Tuesday, April 16, 2019.**

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

Board of Trustees
(Regular meeting)

Monday, March 11, 2019

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:40 p.m. by Mr. Phillip Yarbrough. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. Zeke Hernandez, Mr. Larry Labrado, and Ms. Nelida Mendoza. Mr. John Hanna was present via teleconference. Ms. Elizabeth Weber not in attendance since she was in Washington, D.C. with a student delegation representing Santa Ana College and Santiago Canyon College (SCC).

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

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Michael Taylor, Vice President, Academic Senate, Santiago Canyon College.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Labrado and seconded by Ms. Alvarez to approve a revision to page 5 of the agenda and a correction to page 2 of Item 6.2 (Human Resources, Classified). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

1.4 Public Comment

There were no public comments.

1.5 Approval of Minutes

It was moved by Ms. Alvarez and seconded by Mr. Hernandez to approve the minutes of the meeting held February 25, 2019. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

1.6 Approval of Consent Calendar

It was moved by Ms. Alvarez and seconded by Mr. Labrado to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 3.3 (Assembly Bill (AB) 288 College and Career Access Pathways [CCAP] Partnership Agreement between RSCCD and Orange Unified School District) removed by Ms. Barrios and Item 4.4 (Amendment to Agreement with Knowland Construction for Project Inspector Services for Science Center at Santa Ana College [SAC]) removed by Mr. Hernandez. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

3.1 Approval of Santa Ana College Community Services Program for Summer 2019

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

3.2 Approval of Santiago Canyon College Community Services Program for Summer 2019

The board approved the proposed SCC Community Services program for Summer 2019.

3.4 Approval of Professional Services Agreement with Interact Communications, Inc. for Rancho Santiago Adult Education Consortium Marketing Campaign

The board approved the professional services agreement with Interact Communications, Inc. for a Rancho Santiago Adult Education Consortium Marketing Campaign 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 February 12, 2019, to February 26, 2019.

4.3 Approval of Demolition and Development Option for Orange Education Center Project

The board approved the demolition of the existing building to further remediation activities on the site in compliance with Orange County Health Care Agency standards and to consider further design development options.

4.5 Approval of Agreement with HL Construction Management for Cost Estimating Consulting Services for Campus Entrance Improvements Project at Santiago Canyon College

The board approved the agreement with HL Construction Management for cost estimating consulting services for campus entrance improvements at SCC as presented.

1.6 Approval of Consent Calendar (cont.)

4.6 Approval of Agreement with Kitchell for Constructability Review Services for Campus Entrance Improvements Project at Santiago Canyon College

The board approved the agreement with Kitchell for constructability review services for campus entrance improvements at SCC as presented.

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:

- College Textbook Affordability Program (AB 798) (SAC) \$49,000
- Project RAISE (Regional Alliance in Science, Technology, \$20,000
Engineering and Math [STEM] Education) – Year 3 (SAC)

5.2 Approval of Sub-Agreements between RSCCD and Chaffey, San Jose-Evergreen and Sierra Joint Community College Districts to Award Industry Sector Projects in Common (ISPIC) funded by Key Talent Administration and Sector Strategy Fiscal Agent Grant

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

5.3 Approval of First Amendment to Sub-Agreement between RSCCD and Stephen A. Wright, LLC for Sector Navigator – Information Communications Technology (ICT)/Digital Media Sector 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.

5.4 Approval of Service Agreement with Charter Communications Holdings, LLC for Strong Workforce Program

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

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

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

2.2 Reports from College Presidents

The following college representatives provided reports to the board:

Dr. John Hernandez, 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.

2.3 Report from Student Trustee

Ms. Weber was not in attendance since she was in Washington, D.C. with a student delegation representing Santa Ana College and Santiago Canyon College.

2.4 Reports from Student Presidents

Ms. Kelly Agama, Student Treasurer, Santiago Canyon College, provided a report to the board.

Ms. Breanna Ceja, Student President, Santa Ana College; and Mr. Evan Ostrow, Student President, Santiago Canyon College; were not in attendance since they were in Washington, D.C. with a student delegation representing their respective colleges.

2.5 Report from Classified Representative

There was no representation from classified staff.

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Mr. Michael Taylor, Academic Senate Vice President, Santiago Canyon College
Ms. Monica Zarske, Academic Senate President, Santa Ana College

2.7 Reports from Board Committee Chairpersons and Representatives of the Board

Ms. Barrios provided a report on the March 5, 2019, RSCCD Foundation meeting.

3.0 INSTRUCTION

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

3.3 Approval of Assembly Bill (AB) 288 College and Career Access Pathways (CCAP) Partnership Agreement between Rancho Santiago Community College District and Orange Unified School District

It was moved by Mr. Labrado and seconded by Ms. Mendoza to approve the annual renewal of the AB 288 CCAP Partnership agreement with modifications. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough, and a vote of abstention by Ms. Barrios.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

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

4.4 Approval of Amendment to Agreement with Knowland Construction for Project Inspector Services for Science Center at Santa Ana College

It was moved by Ms. Barrios and seconded by Ms. Alvarez to approve the agreement with Knowland Construction Services for project inspector services for the Science Center at SAC as presented. Discussion ensued. Mr. Hanna and Mr. Hernandez expressed concern over the increase of costs for the agreement. Mr. Hanna asked that the Board Facilities Committee review the practice of accepting the lowest bid and then having amendments and change orders added to the contract later; thereby, increasing the total cost of the agreement. (NOTE: It was explained that this practice didn't relate to this contract.) The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

5.0 GENERAL

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

5.5 Update on Centennial Education Center

This item was presented as an information item.

5.6 Board Member Comments

Ms. Alvarez extended well wishes to women in honor of International Women's Day that occurred on March 8, 2019.

Ms. Mendoza reported that she attended the Orange County Government Leaders Prayer Breakfast on March 8, 2019.

Mr. Hernandez reported he attended the funeral services for former RSCCD Trustee Tom Saenz on March 6, 2019. He also reported that he attended the SAC Sheriff's Basic Academy graduation on March 7, 2019, and SAC KinderCaminata on March 8, 2019.

Mr. Hanna expressed appreciation for Mr. Hernandez, Dr. Rodríguez, and staff for meeting with Mr. Bao Nguyen of the United States Census Bureau since it is critical to have an accurate census count.

Mr. Labrado asked staff to develop a timeline for a potential bond campaign in March 2020 which would include a voter survey, etc.

Mr. Yarbrough extended well wishes from the Board of Trustees, former Assistant to the Board of Trustees Ms. Vicki Sperow, and former RSCCD Trustee Michael Ortell to Mr. Labrado on his upcoming 80th birthday.

RECESS TO CLOSED SESSION

The board convened into closed session at 5:45 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. Educational Administrator Appointments
 - (1) Administrative Dean
 - (2) Vice President
2. Public Employment: Chancellor (pursuant to Government Code Section 54957)
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Tracie Green, Vice Chancellor, Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association (CEFA)
Unrepresented Management Employees
4. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (2 cases)

Ms. Barrios left the meeting near the end of closed session at 8:45 p.m.

RECONVENE

The board reconvened at 8:49 p.m.

Closed Session Report

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

- Approve Revised Job Descriptions
- Approve Appointments
- Approve Appointments/Interim to Permanent
- Approve Adjusted Salary Placements for Interim Assignment/Employment of Retired State Teachers' Retirement System (STRS) Members
- Approve 2019/2020 Tenure Review Recommendations for CSEA 888
- Approve 2019/2020 Tenure Review Recommendations for FARSCCD
- Approve Banked Leaves/Lecture Hour Equivalent (LHE) Withdrawals
- Approve Adjusted Banked Leaves/LHE Withdrawals
- Rescind Banked Leaves/LHE Withdrawals
- Approve Beyond Contract/Overload Stipends
- Approve Part-time/Hourly New Hires/Rehires

6.2 Classified Personnel

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

- Approve New Classifications
- Approve Revised Job Descriptions
- Approve New Appointments
- Approve Hourly Ongoing to Contract Assignments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Leaves of Absence
- Approve Voluntary Furloughs
- Approve Temporary to Hourly Ongoing Assignments
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Changes in Temporary Assignment
- Approve Additional Hours for Ongoing Assignment
- Approve Substitute Assignments
- Approve Miscellaneous Positions

6.2 Classified Personnel (cont.)

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

6.3 Approval of Employee Calendar 2019-2020

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

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

It was moved by Ms. Alvarez and seconded by Mr. Hernandez to approve scheduling a public hearing for March 25, 2019. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.5 Approval of a Professional Services Agreement with Solomon Law APC for Investigative Services

It was moved by Ms. Alvarez and seconded by Mr. Hernandez to approve the professional services agreement with Solomon Law APC for investigative services as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.6 Adoption of Resolution No. 19-02 authorizing payment to Trustee Absent from Board Meetings

It was moved by Ms. Alvarez and seconded by Ms. Mendoza to authorize payment to Lawrence “Larry” R. Labrado for his absence from the February 25, 2019, board meeting due to illness. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Ms. Mendoza, and Mr. Yarbrough; and a vote of abstention by Mr. Labrado.

6.7 Adoption of Resolution No. 19-03 authorizing payment to Trustee Absent from Board Meetings

It was moved by Mr. Hernandez and seconded by Ms. Alvarez to authorize payment to Nelida Mendoza for her absence from the February 25, 2019, board meeting due to illness. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough; and a vote of abstention by Ms. Mendoza.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, March 25, 2019.

There being no further business, Mr. Yarbrough declared the meeting adjourned at 8:51 p.m., in memory of former SCC department chair and faculty member, Linda Cucovatz, who passed away on February 28, 2019; and Mr. Joe Geissler, SCC Department Chair of the Library, who passed away on March 9, 2019.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

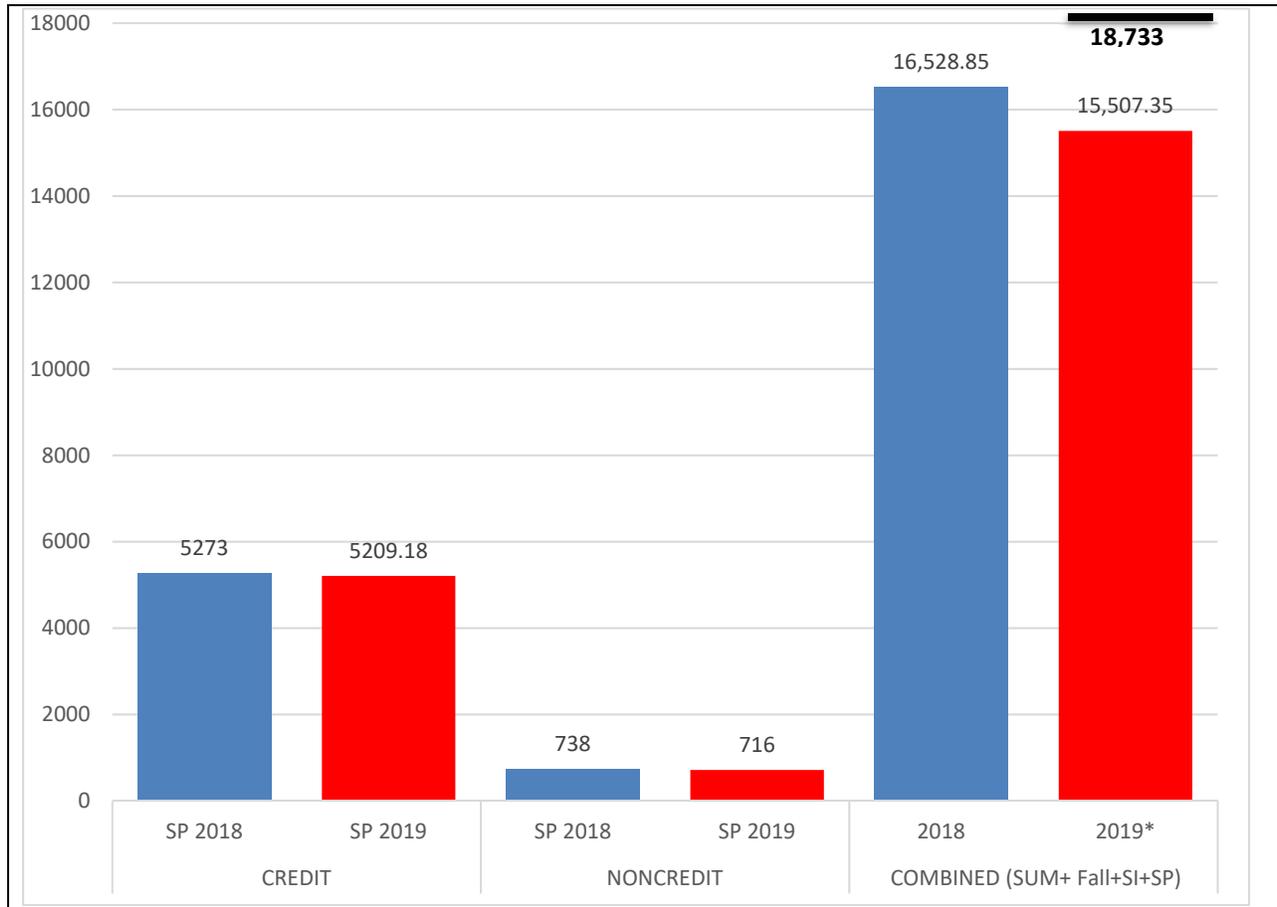
Approved: _____
Clerk of the Board

Minutes approved: March 25, 2019



SAC 2018/2019 Spring Enrollment Report

Date: 03/08/19



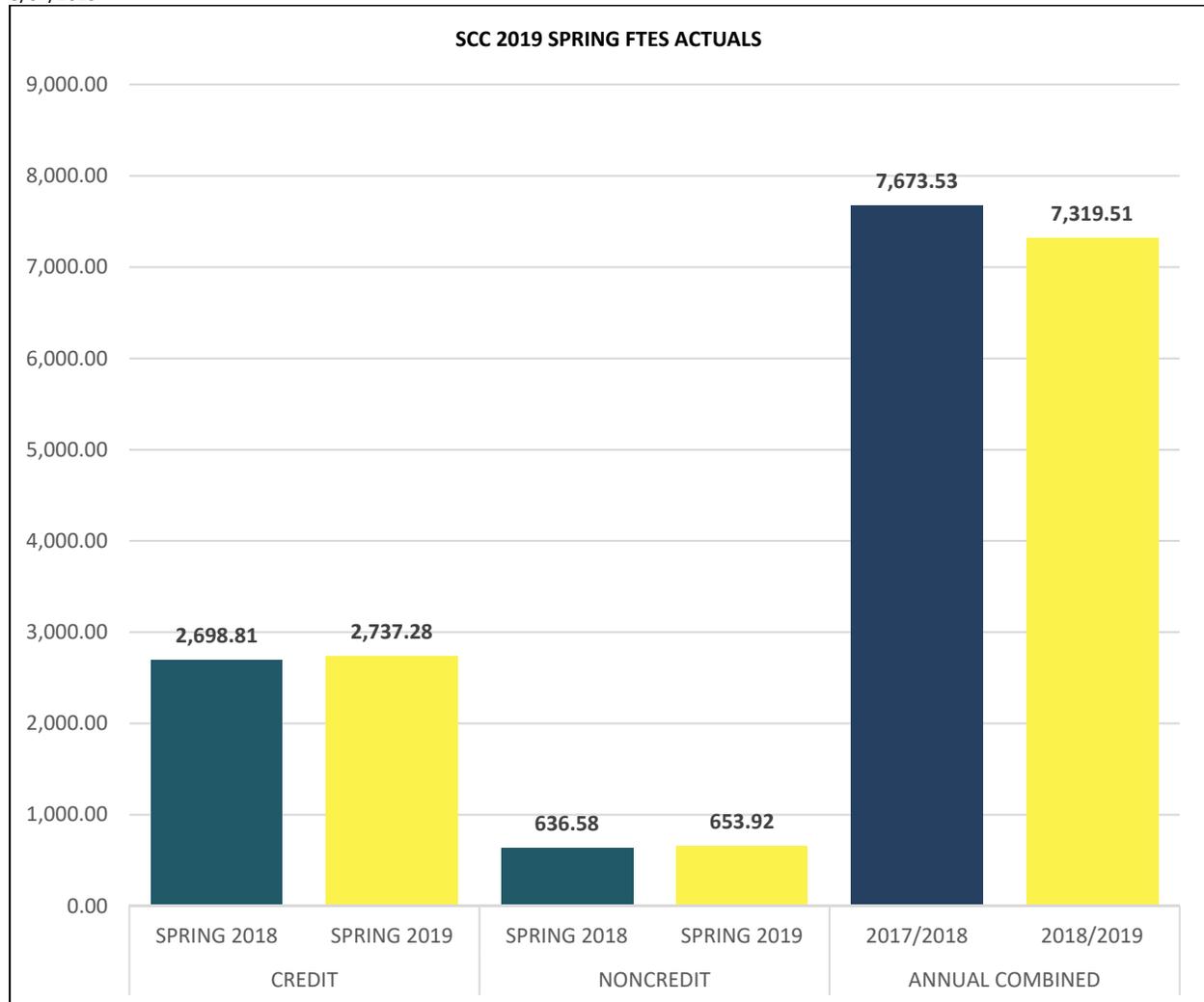
FTES Target

Credit SP Target	6721.00		
Credit SP Projection	6721.00	0.00	0%
Noncredit SP Target	2221.00		
Noncredit SP Projection	2221.00	0.00	0%
Annual Target*	18733.00		
Annual Projection*	18733.00	0.00	0%

* 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
3/07/2019



FTES TARGETS

TERMS	2018/2019	DIFF	PCT
Credit Spring Target	2795		
Credit Spring Projection	2810	15	1%
Credit Spring Intersession Target	269.81		
Credit Spring Intersession Projection	297	27.19	10%
Noncredit Spring Target	1152		
Noncredit Spring Projection	1152	0	0%
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.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Fine and Performing Arts Division

To: Board of Trustees	Date: March 25, 2019
Re: Approval of Affiliation Agreement with SOC Open Air Theatre Inc., dba Shakespeare Orange County, a private non-profit organization	
Action: Request for Approval	

BACKGROUND

The Santa Ana College Theatre Arts Department (SACTA) and SOC Open Air Theatre Inc., dba Shakespeare Orange County, a private non-profit organization (SOC) enjoy a long history, including a previous partnership in the 1980s. We would like to rekindle that partnership by entering into an Affiliation Agreement for the summer of 2019, whereby we present productions as a collaboration. Actors and technical crews for the productions will be enrolled in Santa Ana College Theatre production courses which will be scheduled during the summer months to align with the SOC and SACTA theatrical production schedule. Instructors for these courses will be Santa Ana College Theatre Department full-time and adjunct faculty, who will also serve as producers and directors of the productions. SOC will provide equity actors who will perform in designated roles and work alongside our students for an enriching educational opportunity. This proposed collaboration is an exciting opportunity to enrich the educational experience of our students, enhance the cultural climate of our community and bring positive attention to our college by partnering with an active arts organization in our region.

ANALYSIS

This collaborative production series will require no additional financial burden for Santa Ana College beyond what is currently allocated for theatrical productions. SOC will advertise the productions as part of its regular subscription series. The proceeds from ticket sales will be split between SACTA and SOC. Estimated ticket sale revenue (after expenses based on past production seasons SOC at the Garden Grove Amphitheater) show that the SACTA expects to generate revenue of approximately \$17,000. This Affiliation Agreement with SOC Open Air Theatre Inc., dba Shakespeare Orange County, a private non-profit organization has been reviewed by District and College personnel. The term of this Affiliation Agreement with SOC Open Air Theatre Inc., dba Shakespeare Orange County, a private non-profit organization will terminate on September 30, 2019.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Affiliation Agreement with SOC Open Air Theatre Inc., dba Shakespeare Orange County, a private non-profit organization, located in Garden Grove, California, as presented.

Fiscal Impact:	Revenue - \$17,000	Board Date: March 25, 2019
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs Brian Kehlenbach, DMA, Interim Dean of Fine and Performing Arts	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

AFFILIATION AGREEMENT

This agreement is made by and between the Rancho Santiago Community College District, on behalf of Santa Ana College, a public education agency (hereinafter referred to as College) and SOC Open Air Theatre Inc., dba Shakespeare Orange County, a private non-profit organization (hereinafter referred to as SOC).

Recitals

- a) WHEREAS, the College provides Theater Arts degree and certificate programs for the advancement of our students;
- b) And WHEREAS, the College produces theatrical events open to the public to enhance the cultural aspects of our community;
- c) And WHEREAS, SOC has a long history of providing cultural entertainment to our surrounding community through its theatrical performances;
- d) And WHEREAS, the College desires to provide its students and enhanced learning experience and our community with additional opportunities to watch live entertainment;

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants set forth below, the parties agree as follows:

1. General Responsibilities

1.1. The College and SOC will jointly produce the productions listed below:

PRODUCTION	2019 PERFORMANCE DATES AND VENUES
DEATH OF A SALEMAN (KOREAN VERSION)	June 28, 29, 30 On the Phillips Hall Main Stage
MUCH ADO ABOUT NOTHING	July 8, 9, 10, 11, 12, 13, 14, 18, 19, 20, 21 In the Santa Ana College Amphitheater
ANTHONY AND CLEOPATRA	July 25, 26, 27, 28 August 1, 2, 3, 4 In The Phillips Hall Black Box Theater
ZOOT SUIT	August 8, 9, 10, 11, 15, 16, 17, 18 On the Phillips Hall Main Stage

1.1. All digital and printed publicity materials will be mutually approved prior to release by either agency. Social media posts may be posted by either agency, following guidelines approved by both parties.

1.2. The title for each production will begin with "Shakespeare Orange County in Partnership

with Santa Ana College Department of Theatre Arts Production of...".

1.3. All rights to the name "Shakespeare Orange County" shall belong to and remain with SOC.

1.4. Tickets for the abovementioned productions will be sold by SOC in accordance with the guidelines set forth in Ticket Sale/Price Guidelines (see attachment #1).

2. Revenue Sharing

2.1. Ticket sale revenues for the 2019 Shakespeare Orange County Summer Season will be divided as follows: SOC: 60%, College: 40%

2.2. Upon completion of the final performance of the season, SOC shall prepare financial statements detailing ticket sale revenues and expenditures. SOC shall distribute final Box Office Net Receipts to College no later than August 23, 2019. College and SOC representatives shall meet no later than September 18, 2019 to reconcile the financial statements, and to divide the agreed upon percentage of ticket sale revenues as articulated hereinabove of this agreement.

2.3. SOC agrees to pay the funds due to College no later than September 23, 2019.

2.4. Any published material or recording or extended performances of "DEATH OF SALESMAN", "MUCH ADO ABOUT NOTHING", "ANTHONY AND CLEOPATRA", and "ZOOT SUIT" are the joint property of SOC and the College. Commercial or revenue producing materials must be mutually agreed to by both the College and SOC and that the division of revenues derived therefrom must be negotiated prior to said usage.

3. SOC Responsibilities

3.1. SOC agrees that all actors (other than those signed to Actor's Equity Association contracts) and technical crews for the above-mentioned productions will join one of two state-approved courses (THEA 150A Rehearsal and Performance in Production or THEA 150B Technical Theatre in Production) as offered by the College and based on respective assignments.

3.2. SOC agrees that all artistic, technical, and managerial staff assigned to the abovementioned productions will be comprised of College classified staff, full-time faculty, part-time faculty, and/or volunteers. This includes all officers and employees of SOC involved in the productions.

3.3. SOC agrees to operate under the guidelines set forth by the state-approved production courses hereinabove and under the direction of College faculty.

3.4. SOC will hire professional actors according to Actors' Equity Association stipulations to perform designated roles in the above-mentioned productions under the direction of the College and at no monetary obligation to the College. These actors do not need to be enrolled in the College courses listed above.

3.5. The Equity actors will be employees of SOC. SOC will be responsible to meet the standard professional and legal responsibilities of an employer including, payroll, union obligations, state and federal taxing obligations, and the provisions of worker's compensation coverage.

3.6. Equity actors, as employees of SOC, will rehearse and perform services in the tradition of the professional theatre and will not be asked or expected to exceed those services.

3.7. SOC will be responsible to provide volunteers to be used as box office personnel for all performances. These volunteers will fall under the volunteer guidelines established by the Rancho Santiago Community College District and will need to adhere to the requirements of District Administrative Regulation AR 7500 "Volunteers" (see attachment #2). They will not receive compensation of any kind from SOC or the College.

3.8. SOC will be responsible for emailing brochures and for promoting ticket sales via social

media as required.

3.9. SOC will issue all publicity releases to local papers.

4. College Responsibilities

4.1. College will make available PHILLIPS HALL, PHILLIPS HALL BLACK BOX THEATRE, and the SANTA ANA COLLEGE AMPHITHEATRE for rehearsal/construction and related activities for the performances listed above between the dates of June 17, 2019 and August 23, 2019 at mutually acceptable days and times and at no cost to the SOC. Facilities fees will be paid by the College's share of ticket sale revenues. The dates and times needed for rehearsal and performance in the amphitheater will be:

Rehearsals

Saturday, June 15, 2019 – 1:00PM – 10:00PM
Sunday, June 16, 2019 – 1:00PM – 10:00PM
Monday, June 17, 2019 – 1:00PM – 10:00PM
Tuesday, June 18, 2019 – 1:00PM – 10:00PM
Wednesday, June 19, 2019 – 1:00PM – 10:00PM
Thursday, June 20, 2019 – 1:00PM – 10:00PM
Friday, June 21, 2019 – 1:00PM – 10:00PM
Saturday, June 22, 2019 – 1:00PM – 10:00PM
Sunday, June 23, 2019 – 1:00PM – 10:00PM
Monday, June 24, 2019 – 1:00PM – 10:00PM
Tuesday, June 25, 2019 – 1:00PM – 10:00PM
Wednesday, June 26, 2019 – 1:00PM – 10:00PM
Thursday, June 27, 2019 – 1:00PM – 10:00PM
Friday, June 28, 2019 – 1:00PM – 10:00PM
Saturday, June 29, 2019 – 7:00PM – 10:30PM
Sunday, June 30, 2019 – 7:00PM – 10:30PM
Monday, July 1, 2019 – 10:00AM – 11:00PM
Tuesday, July 2, 2019 – 10:00AM – 11:00PM
Wednesday, July 3, 2019 – 10:00AM – 11:00PM
Thursday, July 4, 2019 – 10:00AM – 11:00PM
Friday, July 5, 2019 – 10:00AM – 11:00PM
Saturday, July 6, 2019 – 12:00PM – 11:00PM
Sunday, July 7, 2019 – 12:00PM – 11:00PM

Performances

Monday, July 8, 2019 – 12:00PM – 11:00PM
Tuesday, July 9, 2019 – 12:00PM – 11:00PM
Wednesday, July 10, 2019 – 12:00PM – 11:00PM
Thursday, July 11, 2019 – 12:00PM – 11:00PM
Friday, July 12, 2019 – 5:00PM – 11:00PM
Saturday, July 13, 2019 – 5:00PM – 11:00PM
Sunday, July 14, 2019 – 5:00PM – 11:00PM
Thursday, July 18, 2019 – 5:00PM – 11:00PM
Friday, July 19, 2019 – 5:00PM – 11:00PM
Saturday, July 20, 2019 – 5:00PM – 11:00PM
Sunday, July 21, 2019 – 5:00PM – 11:00PM

- 4.2. College will provide an on-campus venue for ticket sales before each performance that will be staffed by SOC volunteers.
- 4.3. College will provide student ushers and stage crew assigned to THEA 150B Technical Theatre in Production for all performances of productions.
5. Parking. All personnel involved in the productions will be responsible for purchasing parking permits. Patrons attending all productions will pay for parking. All parking proceeds would go to College.
6. Payroll. Each party shall prepare and process the payroll for and shall pay its employees directly. In addition, each party represents and warrants that it shall withhold and/or pay, as appropriate, all applicable Federal and State Employment taxes and payroll insurance with respect to its employees, especially including any income, social security, and employment taxes and worker's compensation payments. Each party shall indemnify and hold the other harmless from and against any liability and expense related to or arising out of any such Federal or State employment or other taxes, costs, penalties, or interest associated with the employment of the indemnifying party's employees, specifically, including social security, unemployment taxes and worker's compensation payments.
7. Facilities Maintenance. In the event that additional custodial or other services for maintaining facilities are required beyond those normally provided by the College, the cost of those services will be split equally between SOC and the College and paid with production revenues. The cost of repairing any damage to facilities that results from the activities of the productions will be split equally between SOC and the College and paid with production revenues.
8. Insurance. Each Party to this Agreement shall insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain during the term hereof insurance or self-insurance insuring against the peril of bodily injury, personal injury, property damage and including a contractual liability endorsement with a limit of liability at least one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate; California Workers' Compensation Insurance on their employees performing any services under this Agreement; and, such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the parties against other insurable risks relating to performance. Certificates of insurance, or other satisfactory documentation, evidencing that the insurance coverage specified herein is in full force and effect throughout the term of this Agreement shall be furnished to the other party within 10 days of execution of this agreement.
9. Indemnification. All parties to this agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense, including reasonable attorney fees, arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers, but only in proportion to and to the extent such liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the non-indemnifying party.
10. Term. This agreement shall be binding and deemed effective on the date which this Agreement first becomes fully executed by all Parties hereto and shall remain in effect until September 30, 2019 unless sooner terminated by either party in accordance with this section.

11. Termination. Either party may terminate this Agreement without cause by giving sixty (60) days prior written notice to the other party of its intention to terminate.
 - 10.1 In the event of a material breach of this Agreement, the aggrieved party may terminate this Agreement by giving thirty (30) days' prior written notice of termination to the breaching party. If the breach is not cured, the Agreement shall terminate at the end of the thirty day period.
 - 10.2 Notwithstanding the foregoing, in the event the Program is discontinued by College during its Term, this Agreement shall immediately terminate without further action by the parties hereto.
 - 10.3 In the event that the enrollment in THEA 150A and 150B classes that are aligned with the production schedule of this Agreement do not meet the minimum enrollment of twenty (20) students through the census date, this Agreement shall immediately terminate.
12. Non-Discrimination. College and SOC agree not to discriminate in the selection or acceptance of any student pursuant to this Agreement because of race, color, national origin, religion, sex, sexual orientation, mental or physical disability, age, veteran's status, medical condition (cancer-related) as defined in section 12926 of the California Government Code, ancestry, marital status, or citizenship, within the limits imposed by law or District policy.
13. Assignability. Neither party shall assign their rights, duties, or obligations under this Agreement, either in whole or in part, without the prior written consent of the other party.
14. Severability. If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws effective during the term hereof, such provision shall be fully severable. This Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never been a part of the Agreement, and the remaining provisions shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this Agreement.
15. Amendments. This Agreement may be amended or modified at any time by mutual written consent of the authorized representatives of both parties. College and SOC agree to amend this Agreement to the extent amendment is required by an applicable regulatory authority and the amendment does not materially affect the provisions of this Agreement.
16. Independent Contractors. It is understood that this is an Agreement by and between the College and SOC as an independent contractor and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, or any other relationship whatsoever other than that of independent contractor. Except as College may specify in writing, SOC shall have no authority, expressed or implied, to act on behalf of College in any capacity whatsoever.
17. Force Majeure. Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not be limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.

18. Governing Law. This Agreement shall be governed in all respects by the laws of the State of California.

19. Notices. All notices required under this Agreement shall be deemed to have been fully given when made in writing and delivered by: (i) personal delivery; (ii) deposit in the United States mail, postage prepaid, certified mail, return receipt requested; or (iii) overnight courier service, and addressed as follows:

College:

Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services

With a copy to:

Santa Ana College
Dean of Fine and Performing Arts
1530 W. 17th Street
Santa Ana, Ca
92706

Shakespeare of Orange County
9095 Central Avenue, Suite 11C
Garden Grove, CA 92844

20. Entire Agreement. This Agreement and the Exhibits contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersedes any prior agreements, oral or written, and all other communications between the parties relating to such subject matter.

21. Waiver. Any failure of the District to enforce any of the terms or conditions of this Agreement shall not constitute a waiver and shall not affect or impair such terms or conditions in any way, nor shall it impair the right of District to avail itself of such remedies it may have available for any breach of this Agreement.

22. Execution. By their signatures below, each of the following represents that they have authority to execute this Agreement and to bind the party on whose behalf their execution is made.

**SOC OPEN AIR THEATRE, INC.,
dba SHAKESPEARE ORANGE COUNTY**

By: _____

Name: _____

Title: _____

Date: _____

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT,
on behalf of SANTA ANA COLLEGE**

By: _____

Name: Peter J. Hardash

Title: Vice Chancellor of Business Operations and Fiscal Services

Date: _____

TICKET SALE/PRICE GUIDELINES

SOC agrees to sell tickets for the Shakespeare Orange County in partnership with the Santa Ana College Department of Theatre Arts Production of "MUCH ADO ABOUT NOTHING", "ANTHONY AND CLEOPATRA", "ZOOT SUIT", and "DEATH OF A SALESMAN", as set forth below:

1. PHILLIPS HALL PRICING, Reserved Seating:
 - a. Gold Section \$40 – Center Section, Rows A, C, E, G (seats 8-20), Rows B, D, F (seats 8-21).
 - b. All other tickets \$25.
2. PHILLIPS HALL PRICING, General Admission Seating (applies to DEATH OF A SALESMAN ONLY):
 - a. Gold Section \$40 – Limited number of center seats, number to be determined
 - b. All other tickets \$25.
3. SANTA ANA AMPHITHEATRE PRICING
 - a. Gold Section \$40 – Limited number of Front Centermost seats.
 - b. All other tickets \$25.
4. PHILLIPS HALL BLACK BOX PRICING, General Admission
 - a. All tickets \$25
5. A discount of \$10.00 per ticket shall be offered to groups of ten (10) or more.
6. Thursday night performances will be Pay What You Want, with a minimum suggested donation of \$1.00.
7. A FlexPass Membership for series ticket sales for all four productions shall be offered. The FlexPass membership includes 8 tickets for any production in the 2019 Season to be used in any combination.
 - a. Holiday FlexPass, \$180: available December 1, 2018 through February 28, 2019.
 - b. Early Bird FlexPass, \$200: available March 1, 2019 through April 30, 2019.
 - c. FlexPass, \$220: available May 1, 2019.
 - d. A mini-FlexPass may be offered after January 1, which will entitle members to 4 tickets to any production in the 2019 season, at a price to be determined.
8. SOC FlexPass subscribers will have first opportunity to reserve season tickets prior to public sale.
9. "MUCH ADO ABOUT NOTHING" will be performed in Santa Ana Amphitheatre and ticket prices shall be \$40.00 and \$25.00, as noted for Santa Ana Amphitheatre Pricing above.
10. "ANTHONY AND CLEOPATRA" will be performed in Phillips Hall Black Box Theatre and ticket prices shall be \$25.00, as noted for Phillips Hall Black Box Pricing above.
11. "ZOOT SUIT" shall be performed in Phillips Hall and ticket prices shall be \$40.00 and \$25.00, as noted for Phillips Hall Theatre Reserved Seat Pricing above.
12. "DEATH OF A SALESMAN" will be performed in Phillips Hall and ticket prices shall be \$40.00 and \$25.00, as noted for Phillips Hall General Admission Pricing above.

Any exceptions to the abovementioned policies will require the mutual approval of both SOC and the DEPARTMENT.

**Rancho Santiago Community College District
ADMINISTRATIVE REGULATION**

Chapter 7

Human Resources

AR 7500 Volunteers

Voluntary service is authorized as a potentially valuable addition to an operating unit or advisory board within the district. The purpose of volunteers is to provide additional assistance to enrich programs. The procedures for the appointment of volunteers are as follows:

A volunteer is not, under any circumstances, to be used to displace regularly authorized personnel. A volunteer is not to be used to substitute for an absent employee.

When an operating unit wishes to use a volunteer, the administrator must submit a completed Volunteer Agreement to the Office of Human Resources prior to the volunteer providing any assistance to the district.

The office of Human Resources will review the agreement for completeness and compliance with district policy. The name of the volunteer and the assignment location will be forwarded to the Board of Trustees as an agenda item for approval and to authorize Workers' Compensation.

A volunteer shall be properly trained, instructed, equipped, and supervised to be certain that he/she can perform the desired functions without injury to themselves or others.

A volunteer shall not be permitted to work prior to Board approval without express authorization from the Office of Human Resources.

A volunteer shall not receive any compensation or consideration for the work performed for the Rancho Santiago Community College District.

The district reserves the right to require or waive fingerprinting, tuberculin clearance, or hepatitis B vaccination of a person accepting a volunteer assignment. The Office of Human Resources shall determine which proposed volunteer assignment shall necessitate or be exempted from such requirements.

Responsible Manager: Vice Chancellor of Human Resources

Adopted: January 1, 1997

Revised: September 19, 2016

Revised: June 5, 2017 (Previously AR 7007)



To: Management
From: Judyanne Chitlik, Assistant Vice Chancellor/Human Resources
Cc: Support Staff
Date: 04/03/2014
Re: Processing of Non-Paid Interns and Volunteers

Live Scan Fingerprinting and Tuberculosis Testing and Costs:

Non-paid interns and volunteers are required to be fingerprinted and tuberculosis tested and to receive blood borne pathogens information (Hepatitis B), if applicable. The cost for the fingerprinting and TB testing is borne by the volunteer or non-paid intern. These costs, however, may be reimbursed to the individual from your department budget. In order to accomplish this, you should have the volunteer or non-paid intern submit their receipts for the Live Scan fingerprinting and TB test to you directly. You would then submit this documentation to Accounts Payable with a Request for Check for the costs incurred.

On a quarterly basis, Human Resources will bill departments for the \$32.00 processing fee the Department of Justice charges the District for each non-paid intern or volunteer.

To begin the process:

To process a non-paid intern or volunteer for Board approval, please have the applicant bring the following to Human Resources:

1. **A completed and signed** Non-Paid Intern Service Form or Volunteer Service Form **and** a Non-Paid Intern or Volunteer Waiver Agreement
2. *{If applicable}*-If the non-paid intern or volunteer will be driving a District vehicle (including electric carts), please contact Risk Management at (714) 480-7570, to obtain an application for the DMV Pull Program. Risk Management will then contact you indicating whether or not the non-paid intern or volunteer has been approved to drive a District vehicle.

What happens next?

Human Resources will then provide the following to the applicant:

1. Request for Live Scan Service Form (fingerprinting)
2. TB Test Information
3. Blood borne Pathogens Information (Hepatitis B) *(if applicable)*

The applicant will have (5) five business days to complete the above referenced requirements. Upon completion, he/she will be placed on the next Board docket for approval.

When can the Non-Paid Intern or Volunteer begin service?

The applicant must complete all required documents and be Board approved prior to commencing his/her service. Non-Paid Interns/Volunteers cannot perform service for any dates for which they are not Board approved.

What cost will my department be billed for?

On a quarterly basis, Human Resources will bill departments for the \$32.00 processing fee the Department of Justice charges the District for each non-paid intern or volunteer.

Notify Human Resources if...

The assignment for a non-paid intern or volunteer changes, continues beyond board approval dates, or is extended for another fiscal year, a new service form and waiver agreement must be submitted and approved once again by the Board of Trustees.

Questions regarding the Live Scan Service Form or process (if fingerprinting):

Please contact Elvia Garcia at (714) 480-7488 or at Garcia.Elvia@rsc cd.edu

For all other questions please contact the following HR Analysts:

For Non-paid Interns - Contact Penny Wilkerson at (714) 480-7491 or at Wilkerson.Pen.nv@rsc cd.edu

For Volunteers - Contact Carol Perez at (714) 480-7492 or at Perez.Carol@rsc cd.edu

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santa Ana College –Student Services

To:	Board of Trustees	Date: March 25, 2019
Re:	Approval of Memorandum of Understanding with The United States Veterans Initiative (U.S. VETS) and Rancho Santiago Community College District, on Behalf of Santa Ana College	
Action:	Request for Approval	

BACKGROUND

Santa Ana College proposes to enter into an agreement with the United States Veterans Initiative (U.S.VETS) to provide mental health support to veteran students who are experiencing social and emotional difficulties as a result of veteran combat exposure. The U.S.VETS mission is the successful transition of military veterans and their families through the provision of housing, counseling, career development, and comprehensive support. Santa Ana College would like to help make this vision possible for our veteran students by offering free on-site therapeutic and psycho-educational outreach and early intervention services to military veterans and their families. Additionally, education classes will be made available to staff and faculty in regards to active duty veteran experiences while in combat and transitional issues and difficulties that the veteran and their family experience after separation from the military.

ANALYSIS

Santa Ana College will work collaboratively with U.S. VETS to develop comprehensive mental health services that include but are not limited to, workshops, individual therapy and group therapy, in a safe and supportive environment. Services will be provided at the Veterans Resource Center on the Santa Ana College Campus and performed by interns that have specialized training in working with veterans and are sensitive to military culture and the needs of active duty soldiers, veterans, and their families.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Memorandum of Understanding with The United States Veterans Initiative (U.S. VETS) and Rancho Santiago Community College District, on Behalf of Santa Ana College as presented.

Fiscal Impact:	NONE	Board Date: March 25, 2019
Prepared by:	Vaniethia Hubbard, Ed.D., Vice President, Student Services Alicia Kruizenga, Dean, Student Affairs	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



“SERVING THOSE WHO SERVED”

Memorandum of Understanding

U.S. VETS and Rancho Santiago Community College District, on Behalf of Santa Ana College

This letter serves as a Memorandum of Understanding from The United States Veterans Initiative (U.S. VETS) to work collaboratively with Santa Ana College to offer free mental health services to veterans and their families who are experiencing social and emotional difficulties as a result of veteran combat-exposure. These services include individual and group psychotherapy, as well as psycho-education for veterans and their families enrolled in classes at SANTA ANA COLLEGE. Additionally, education classes will be made available to staff and faculty in regards to active duty veteran experiences while in combat and transitional issues and difficulties that the veteran and their family experience after separation from the military.

Special Population to be served: Our goal is to provide free therapeutic and psycho-educational outreach and early-intervention services to military veterans, as well as their spouses and children in a safe and supportive environment. Services will be provided by interns that have specialized training in working with veterans and are sensitive to military culture and the needs of active duty soldiers, veterans, and their families.

Extent and services to be provided by the U.S. VETS: Outreach and early-intervention services may include weekly individual and group therapy. Individual therapy will be based on psychodynamic and cognitive-behavioral therapy utilizing evidence-based practices. Group therapy will be based in cognitive behavioral therapy and will provide didactic material, as well as supportive processing. In addition, psycho-education information sessions and workshops can be offered to faculty and staff with the intention of increasing awareness of military life and experiences. These sessions and workshops will also provide a fundamental understanding of mental health issues that veterans and their families face as they transition from military life to civilian life within the community. These services will be administered and managed by students enrolled in graduate level courses and working towards their doctorate in clinical psychology at the Chicago School of Professional Psychology, Los Angeles campus.

Additional services include case management, clinical intervention, advocacy/support/outreach, overseeing mentor program, referral tracking, needs assessment, and managing a student satisfaction survey. Services will be provided at Santa Ana College

Consent & Confidentiality: U.S. VETS will provide and maintain consent for services, authorization for release of information, and notification of supervisee status to all participants in individual and group therapy. In addition, upon intake U.S. VETS will provide a thorough clinical intake assessment, administer assessment tools when necessary, and maintain individual and group progress notes. All forms will be maintained in a locked filing cabinet on site at U.S. VETS-Patriotic Hall, 1816 S. Figueroa Ave., 4th Fl, Los Angeles, 90015. Consent shall have language releasing SANTA ANA COLLEGE from any and all liability in connection with services being offered.

Process and outcome measures: All participants will have an intake consisting of a clinical interview and symptom assessment such as the Beck Anxiety and Depression Inventory, Clinician Administered PTSD Scale (CAPS), and PTSD Checklist-Civilian (PCL-C). This data will be gathered by members of the U.S. VETS outreach team and include pre and post treatment measures. Only clients who have signed consent for treatment and participation in the data collection will participate in the program evaluation study. Clients not wishing to participate may do so with no risk or adverse effects to continuing to receive outreach services provided by U.S. VETS. It is projected that individual and group sessions will reduce distress and increase efficacy for coping with trauma related symptoms and daily stressors.



“SERVING THOSE WHO SERVED”

Contact Procedure and Clinical Emergencies: In case of clinical emergencies, Clinical Director Matthew Rohr, LMFT is available during the week Monday to Friday from 8:00am until 5pm for crisis assessment and intervention. However, therapists are often not immediately available by telephone. In the case of a true psychological emergency, clients are advised to call 911 or the local emergency response team when the therapist cannot be immediately reached. While the U.S VETS office may be open, therapists are often with a client and will not answer the phone. When unavailable, telephone calls are answered by voice mail that is checked as promptly as possible during non-client hours. Every effort to return client calls on the same day they are made with the exception of weekends and holidays, during which only emergency calls are returned, will be made. All non-emergency calls received during a weekend or on a holiday will be returned on the first following business day. If a therapist is difficult to reach, client may leave some times when they will be available. In the event that the therapist is unavailable for an extended time (vacations), the client will be provided with the name of a trusted colleague whom can be contacted if necessary.

If the client cannot reach his/her therapist directly or immediately, and the client feels that they cannot wait for a return phone call, the client should call 911. Additionally, if a family member is threatening violence or suicide, the client is advised to call 911. The police are well trained to handle situations ranging from suicidal individuals to out-of-control individuals. Additional numbers that may be helpful include: Los Angeles County Crisis Line (800) 854-7771, Child Abuse Hotline (800) 540-4000, Domestic Violence Hotline (322) 681-2626, Elder Abuse Hotline (800) 992-1660 and Suicide Prevention Center (310) 391-1253.

U.S. VETS shall procure and maintain during the term of this agreement Professional liability insurance (Errors and Omissions) of or equal to \$1,000,000 each claim, and \$3,000,000 annual aggregate with a maximum permissible deductible or self insured retention of \$5,000 per claim. U.S. VETS to provide evidence of such coverage upon request to the District.

U.S. VETS shall hold harmless Rancho Santiago Community College District and its officers, agents and employees of and from any and all liabilities, claims, debts, damages, demands, suits, actions and causes of actions of whatsoever kind, nature or sort which may be incurred by reason of U.S. VETS' performance under this agreement

Rancho Santiago Community College District (District) and its officers, agents and employees shall hold harmless U.S. VETS and its officers, agents and employees of and from any and all liabilities, claims, debts, damages, demands, suits, actions and causes of actions of whatsoever kind, nature or sort which may be incurred by reason of District's performance under this agreement, but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the District, its officers, agents or employees.

Either party may terminate this agreement without cause by providing the other party thirty (30) days written notice.

Services will begin once all parties involved have read, signed, and agreed to terms listed in the MOU.

Peter J. Hardash, Vice Chancellor
Business/Fiscal Operations
Rancho Santiago Community College District

Robert Stohr, Executive Director
U.S. VETS – Patriotic Hall

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

To:	Board of Trustees	Date:	March 25, 2019
Re:	Approval of Amendment Number Eight to Contract MA-060-11010909 between the County of Orange and Rancho Santiago Community College District		
Action:	Request for Approval		

BACKGROUND

Presently, the Criminal Justice Academy has contracts with the County of Orange to support contract training for the Orange County Sheriff's Department, the Coroner's Office and the Orange County Probation Department. The Criminal Justice Academy has had this partnership for over forty-seven (47) years. The original period of the County of Orange Contract MA-060-11010909 extended from January 1, 2011 to December 31, 2015 and identifies the services and responsibilities for the DISTRICT and COUNTY, including facility use, course scheduling, use of instructors and procurement of equipment and supplies. The contract also identified the means for the DISTRICT to reimburse the COUNTY for the Sheriff's Department personnel costs of one (1) Information Processing Technician and one (1) Sheriff Facilities Maintenance Specialist I. The cost of the reimbursement was increased from \$110,000 to \$144,400, as addressed in Amendment Number One to Contract MA-060-11010909 between the County of Orange and Rancho Santiago Community College District, effective July 1, 2014.

ANALYSIS

The Amendment Number Eight to Contract MA-060-11010909 between the County of Orange and Rancho Santiago Community College District shall remain in effect through March 31, 2020 or until terminated by either party. The Amendment Number Eight to Contract MA-060-11010909 between the County of Orange and Rancho Santiago Community College District has been reviewed by Dr. Simon B. Hoffman and college staff. The Amendment Number Eight to Contract MA-060-11010909 between the County of Orange and Rancho Santiago Community College District carries an annual cost of \$144,400.00, as stated in the Amendment Number One to Contract MA-060-11010909 between the County of Orange and Rancho Santiago Community College District approved on July 21, 2014.

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment Number Eight to Contract MA-060-11010909 between the County of Orange and Rancho Santiago Community College District as presented.

Fiscal Impact:	\$144,400	Board Date:	March 25, 2019
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President of Academic Affairs Carolyn K. Breeden, Ed.D., Interim Dean of Human Services & Technology		
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD		

AMENDMENT NUMBER EIGHT
TO
CONTRACT MA-060-11010909
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER EIGHT to CONTRACT number MA-060-11010909 (hereinafter "AMENDMENT NUMBER EIGHT") between the County of Orange, a political subdivision of the State of California (hereinafter "COUNTY") and Rancho Santiago Community College District (hereinafter "DISTRICT") with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.

RECITALS

WHEREAS, COUNTY and DISTRICT executed a CONTRACT for Space and Services for Training Programs, as Contract number MA-060-11010909 (hereinafter "ORIGINAL CONTRACT"), for a five (5) year term of January 1, 2011 through and including December 31, 2015; and

WHEREAS, COUNTY and DISTRICT amended the ORIGINAL CONTRACT, MA-060-11010909, to increase salary and benefits to be paid by DISTRICT to COUNTY for one Sheriff Information Processing Technician effective July 1, 2014 through the end of the Contract term, December 31, 2015 (hereinafter "AMENDMENT NUMBER ONE");

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT, MA-060-11010909 on December 15, 2015, to continue providing services for an additional two (2) month term of January 1, 2016 through and including February 29, 2016 (hereinafter "AMENDMENT NUMBER TWO");

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT, MA-060-11010909 on February 23, 2016, to continue providing services for an additional one (1) month term of March 1, 2016 through and including March 31, 2016 (hereinafter "AMENDMENT NUMBER THREE");

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT, MA-060-11010909 on March 22, 2016, to continue providing services for an additional six (6) month term of April 1, 2016 through and including September 30, 2016 (hereinafter "AMENDMENT NUMBER FOUR");

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT, MA-060-11010909 on September 27, 2016, to continue providing services for an additional six (6)

month term of October 1, 2016 through and including March 31, 2017 (hereinafter “AMENDMENT NUMBER FIVE”);

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT, MA-060-11010909 on March 16, 2017, to continue providing services for a one (1) year term of April 1, 2017 through and including March 31, 2018 (hereinafter “AMENDMENT NUMBER SIX”);

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT, MA-060-11010909 on March 27, 2018, to continue to provide services for a one (1) year term of April 1, 2018 through and including March 31, 2019 (hereinafter ‘AMENDMENT NUMBER SEVEN”);

WHEREAS, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT, MA-060-11010909, to continue to provide services for a one (1) year term of April 1, 2019 through and including March 31, 2020 and both COUNTY and DISTRICT agree to continue to provide those services at the rates set forth in AMENDMENT ONE;

NOW THEREFORE, in consideration of the mutual obligations set forth the ORIGINAL CONTRACT as amended, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

- a. Additional Terms and Conditions, Section A, Term of Contract, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

2. **Term of Contract:**

This Contract shall commence upon execution of all necessary signatures, and continue in effect from 1/1/11 through and including 3/31/20, unless otherwise terminated by COUNTY or DISTRICT. The period of 1/1/11 through and including 3/31/20 shall be known as Contract number MA-060-11010909.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract MA-060-11010909) is attached hereto as Exhibit A and incorporated by this reference.
3. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11010909) is attached hereto as Exhibit B and incorporated by this reference.
4. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060- 11010909) is attached hereto as Exhibit C and incorporated by this reference.
5. A true and correct copy of AMENDMENT NUMBER THREE (Contract MA-060-11010909) is attached hereto as Exhibit D and incorporated by this reference.
6. A true and correct copy of AMENDMENT NUMBER FOUR (Contract MA-060-11010909) is attached hereto as Exhibit E and incorporated by this reference.

7. A true and correct copy of AMENDMENT NUMBER FIVE (Contract MA-060-11010909) is attached hereto as Exhibit F and incorporated by this reference.
8. A true and correct copy of AMENDMENT NUMBER SIX (Contract MA-060-11010909) is attached hereto as Exhibit G and incorporated by this reference.
9. A true and correct copy of AMENDMENT NUMBER SEVEN (Contract MA-060-11010909) is attached hereto as Exhibit H and incorporated by this reference.
10. All other provisions of the ORIGINAL CONTRACT and AMENDMENT NUMBERS ONE through SEVEN, to the extent they are not inconsistent with this AMENDMENT NUMBER EIGHT, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on March 31, 2019 are hereby extended to March 31, 2020.

(Signature page follows)

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER EIGHT to ORIGINAL CONTRACT MA-060-11010909.

***Contractor: Rancho Santiago Community College District**

Vice Chancellor

By: _____ Title: Business Operations/Fiscal Services

Print Name: Peter J. Hardash Date: _____

**If the contracting party is a corporation, (2) two signatures are required: (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision.*

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

County Of Orange

A political subdivision of the State of California



Sheriff-Coroner Department

By: _____ Title: _____

Print Name: _____ Date: _____

Approved by the Board of Supervisors: _____

Approved as to Form
Office of the County Counsel
Orange County, California

by: _____

Deputy

Exhibit A

ORIGINAL CONTRACT (Contract number MA-060-11010909)

Exhibit B

AMENDMENT NUMBER ONE (Contract number MA-060-11010909)

Exhibit C

AMENDMENT NUMBER TWO (Contract number MA-060-11010909)

Exhibit D

AMENDMENT NUMBER THREE (Contract number MA-060-11010909)

Exhibit E

AMENDMENT NUMBER FOUR (Contract number MA-060-11010909)

Exhibit F

AMENDMENT NUMBER FIVE (Contract number MA-060-11010909)

Exhibit G

AMENDMENT NUMBER SIX (Contract number MA-060-11010909)

Exhibit H

AMENDMENT NUMBER SEVEN (Contract number MA-060-11010909)

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

To:	Board of Trustees	Date: March 25, 2019
Re:	Approval of Amendment Number Three to Contract MA-060-13010027 between the County of Orange and Rancho Santiago Community College District	
Action:	Request for Approval	

BACKGROUND

Presently, the Criminal Justice Academy has contracts with the County of Orange to support contract training for the Orange County Sheriff's Department, the Coroner's Office and the Orange County Probation Department. The Criminal Justice Academy has had this partnership for over forty-seven (47) years. The original period of this contract extended from September 18, 2012 to September 17, 2017. The Amendment Number Three to Contract MA-060-13010027 between the County of Orange and Rancho Santiago Community College District extends the terms of the agreement through March 31, 2020. This contract identifies the scope of work (academy and continuing professional development classes) provided by the DISTRICT, as well as the registration fees paid by COUNTY.

ANALYSIS

The Amendment Number Three to Contract MA-060-13010027 between the County of Orange and Rancho Santiago Community College District shall remain in effect through March 31, 2020 or until terminated by either party. The Amendment Number Three to Contract MA-060-13010027 between the County of Orange and Rancho Santiago Community College District has been reviewed by Dr. Simon B. Hoffman and college staff. This Amendment Number Three to Contract MA-060-13010027 between the County of Orange and Rancho Santiago Community College District carries no cost or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment Number Three to Contract MA-060-13010027 between the County of Orange and Rancho Santiago Community College District as presented.

Fiscal Impact:	None	Board Date: March 25, 2019
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President of Academic Affairs Carolyn K. Breeden, Ed.D, Interim Dean of Human Services & Technology	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Dr. Raúl Rodríguez, Chancellor, RSCCD	

AMENDMENT NUMBER THREE
TO
CONTRACT MA-060-13010027
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER THREE to CONTRACT number MA-060-13010027 (hereinafter "AMENDMENT NUMBER THREE") between the County of Orange, a political subdivision of the State of California (hereinafter "COUNTY") and Rancho Santiago Community College District (hereinafter "DISTRICT") with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.

RECITALS

WHEREAS, COUNTY and DISTRICT executed CONTRACT on September 11, 2012 for Registration and Tuition Fees for Criminal Justice Academy Classes, as Contract MA-060-13010027 (hereinafter "ORIGINAL CONTRACT"), for a five (5) year term of September 18, 2012 through and including September 17, 2017; and

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT on March 14, 2017, to continue providing services for an additional term of September 18, 2017 through and including March 31, 2018 (hereinafter "AMENDMENT NUMBER ONE");

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT on March 27, 2018, to continue providing services for an additional one (1) year term of April 1, 2018 through and including March 31, 2019 (hereinafter "AMENDMENT NUMBER TWO");

WHEREAS, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT for an additional one (1) year term of April 1, 2019 through and including March 31, 2020 and the DISTRICT has agreed to continue to provide those services at the rates set forth in the ORIGINAL CONTRACT;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

a. Additional Terms and Conditions, Section A, Term of Contract, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

A. Term of Contract:

This Contract shall commence upon execution of all necessary signatures, and continue in effect from 9/18/2012 through and including 3/31/20, unless otherwise terminated by COUNTY or DISTRICT. The period of 9/18/12 through and including 3/31/20 shall be known as Contract MA-060-13010027.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract MA-060-13010027) is attached hereto as Exhibit A and incorporated by this reference.
3. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-13010027) is attached hereto as Exhibit B and incorporated by this reference.
4. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-13010027) is attached hereto as Exhibit C and incorporated by this reference.
5. All other provisions of the ORIGINAL CONTRACT, AMENDMENT ONE and AMENDMENT TWO, to the extent they are not inconsistent with this AMENDMENT NUMBER THREE, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on March 31, 2019 are hereby extended to March 31, 2020.

(Signature page follows)

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER THREE to ORIGINAL CONTRACT MA-060-13010027.

*Contractor: Rancho Santiago Community College District

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

**If the contracting party is a corporation, (2) two signatures are required: (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision.*

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

County Of Orange

A political subdivision of the State of California



Sheriff-Coroner Department

By: _____ Title: _____
Print Name: _____ Date: _____

Approved by the Board of Supervisors: _____

Approved as to Form
Office of the County Counsel
Orange County, California

by: _____
Deputy

Exhibit A

ORIGINAL CONTRACT (Contract number MA-060-13010027)

Exhibit B

AMENDMENT NUMBER ONE (Contract number MA-060-13010027)

Exhibit C

AMENDMENT NUMBER TWO (Contract number MA-060-13010027)

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

To:	Board of Trustees	Date: March 25, 2019
Re:	Approval of Amendment Number Thirteen to Contract Z1000000068 between the County of Orange and Rancho Santiago Community College District	
Action:	Request for Approval	

BACKGROUND

Presently, the Criminal Justice Academy has contracts with the County of Orange to support contract training for the Orange County Sheriff's Department, the Coroner's Office and the Orange County Probation Department. The original period of the County of Orange Contract Z1000000068 extended from August 22, 2009 to August 21, 2010, with four (4) renewable one-year terms. This Amendment Number Thirteen to Contract Z1000000068 between the County of Orange and Rancho Santiago Community College District extends the terms of the Contract through March 31, 2020. This Contract identifies the consultant services provided to the Criminal Justice Academies Program by the Orange County Sheriff's Department Training Division Captain and provides the means for the COUNTY to receive \$30,000 annually for the services.

ANALYSIS

This Amendment Number Thirteen to Contract Z1000000068 between the County of Orange and Rancho Santiago Community College District shall remain in effect through March 31, 2020 or until terminated by either party. This Amendment Number Thirteen to Contract Z1000000068 between the County of Orange and Rancho Santiago Community College District has been reviewed by Dr. Simon B. Hoffman and college staff. This Amendment Number Thirteen to Contract Z1000000068 between the County of Orange and Rancho Santiago Community College District carries an annual cost of \$30,000 for Captain Consultant Fees as stated in the original County of Orange Contract Z1000000068 approved on June 22, 2009.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Amendment Number Thirteen to Contract Z1000000068 between the County of Orange and Rancho Santiago Community College District as presented.

Fiscal Impact:	\$30,000	Board Date: March 25, 2019
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President of Academic Affairs Carolyn K. Breeden, Ed.D, Interim Dean of Human Services & Technology	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

AMENDMENT NUMBER THIRTEEN
TO
CONTRACT Z1000000068
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER THIRTEEN to CONTRACT number Z1000000068 (hereinafter "AMENDMENT NUMBER THIRTEEN") between the County of Orange, a political subdivision of the State of California (hereinafter "COUNTY") and Rancho Santiago Community College District (hereinafter "DISTRICT") with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.

RECITALS

WHEREAS, COUNTY and DISTRICT executed CONTRACT on August 4, 2009 for Consultant Services, Law Enforcement Training, as Contract Z1000000068 (hereinafter "ORIGINAL CONTRACT"), for a one (1) year term of August 22, 2009 through and including August 21, 2010, renewable for four (4) additional one (1) year terms; and

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on December 23, 2010, as Contract number MA-060-11010253 (hereinafter "AMENDMENT NUMBER ONE"), for a one (1) year term of August 22, 2010 through and including August 21, 2011;

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on August 1, 2011, as Contract number MA-060-11012581 (hereinafter "AMENDMENT NUMBER TWO"), for a one (1) year term of August 22, 2011 through and including August 21, 2012;

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on August 22, 2012, as Contract number MA-060-13010020 (hereinafter "AMENDMENT NUMBER THREE"), for a one (1) year term of August 22, 2012 through and including August 21, 2013;

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on August 21, 2013, as Contract number MA-060-14010056 (hereinafter "AMENDMENT NUMBER FOUR"), for a one (1) year term of August 22, 2013 through and including August 21, 2014;

WHEREAS, COUNTY and DISTRICT extended Contract number MA-060-14010056 on September 9, 2014 to continue providing services to DISTRICT for a four (4) month term of

August 22, 2014 through and including December 31, 2014 (hereinafter “AMENDMENT NUMBER FIVE”);

WHEREAS, COUNTY and DISTRICT extended Contract number MA-060-14010056 on December 9, 2014 to continue providing services to DISTRICT for one (1) year term of January 1, 2015 through and including December 31, 2015 (hereinafter “AMENDMENT NUMBER SIX”);

WHEREAS, COUNTY and DISTRICT extended Contract number MA-060-14010056 on December 15, 2015 to continue providing services to DISTRICT for an additional two (2) months term of January 1, 2016 through and including February 29, 2016 (hereinafter “AMENDMENT NUMBER SEVEN”);

WHEREAS, COUNTY and DISTRICT extended Contract number MA-060-14010056 on February 23, 2016 to continue providing services to DISTRICT for an additional one (1) month term of March 1, 2016 through and including March 31, 2016 (hereinafter “AMENDMENT NUMBER EIGHT”);

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT on March 22, 2016 to continue providing services to DISTRICT for an additional six (6) month term of April 1, 2016 through and including September 30, 2016 (hereinafter “AMENDMENT NUMBER NINE”);

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT on September 27, 2016 to continue providing services to DISTRICT for an additional six (6) month term of October 1, 2016 through and including March 31, 2017 (hereinafter “AMENDMENT NUMBER TEN”);

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT on March 16, 2017, to continue providing services to DISTRICT for an additional one (1) year term of April 1, 2017 through and including March 31, 2018 (hereinafter AMENDMENT NUMBER ELEVEN);

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT on March 27, 2018, to continue providing services to DISTRICT for an additional one (1) year term of April 1, 2018 through and including March 31, 2019 (hereinafter “AMENDMENT NUMBER TWELVE”);

WHEREAS, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT to continue providing services to DISTRICT for an additional one (1) year term of April 1, 2019 through and including March 31, 2020 and the DISTRICT has agreed to continue to provide those services at the rates set forth in the ORIGINAL CONTRACT;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

- a. Additional Terms and Conditions, Section A -Term of Contract, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

A. Term of Contract:

This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 3/31/20, unless otherwise terminated by COUNTY or DISTRICT. The period of 8/22/09 through and including 8/21/10 shall be known as Contract Z1000000068. The period of 8/22/10 through and including 8/21/11 shall be known as Contract MA-060-11010253. The period of 8/22/11 through and including 8/21/12 shall be known as Contract MA-060-11012581. The period of 8/22/12 through and including 8/21/13 shall be known as Contract number MA-060-13010020. The period of 8/22/13 through and including 3/31/20 shall be known as Contract number MA-060-14010056.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract Z1000000068) is attached hereto as Exhibit A and incorporated by this reference.
3. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11010253) is attached hereto as Exhibit B and incorporated by this reference.
4. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-11012581) is attached hereto as Exhibit C and incorporated by this reference.
5. A true and correct copy of AMENDMENT NUMBER THREE (Contract MA-060-13010020) is attached hereto as Exhibit D and incorporated by this reference.
6. A true and correct copy of AMENDMENT NUMBER FOUR (Contract Number MA-060-14010056) is attached hereto as Exhibit E and incorporated by this reference.
7. A true and correct copy of AMENDMENT NUMBER FIVE (Contract Number MA-060-14010056) is attached hereto as Exhibit F and incorporated by this reference.
8. A true and correct copy of AMENDMENT NUMBER SIX (Contract Number MA-060-14010056) is attached hereto as Exhibit G and incorporated by this reference.
9. A true and correct copy of AMENDMENT NUMBER SEVEN (Contract Number MA-060-14010056) is attached hereto as Exhibit H and incorporated by this reference.
10. A true and correct copy of AMENDMENT NUMBER EIGHT (Contract Number MA-060-14010056) is attached hereto as Exhibit I and incorporated by this reference.
11. A true and correct copy of AMENDMENT NUMBER NINE (Contract Number MA-060-14010056) is attached hereto as Exhibit J and incorporated by this reference.

12. A true and correct copy of AMENDMENT NUMBER TEN (Contract Number MA-060-14010056) is attached hereto as Exhibit K and incorporated by this reference.
13. A true and correct copy of AMENDMENT NUMBER ELEVEN (Contract Number MA-060-14010056) is attached hereto as exhibit L and incorporated by this reference.
14. A true and correct copy of AMENDMENT NUMBER TWELVE (Contract Number MA-060-14010056) is attached hereto as exhibit M and incorporated by this reference.
15. All other provisions of the ORIGINAL CONTRACT and AMENDMENT NUMBERS ONE through TWELVE, to the extent they are not inconsistent with this AMENDMENT NUMBER THIRTEEN, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on March 31, 2019 are hereby extended to March 31, 2020.

(Signature page follows)

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER THIRTEEN to ORIGINAL CONTRACT Z1000000068.

*Contractor: Rancho Santiago Community College District

Vice Chancellor

By: _____ Title: Business Operations/Fiscal Services

Print Name: Peter J. Hardash Date: _____

**If the contracting party is a corporation, (2) two signatures are required: (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision.*

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

County Of Orange

A political subdivision of the State of California



Sheriff-Coroner Department

By: _____ Title: _____

Print Name: _____ Date: _____

Approved by the Board of Supervisors: _____

Approved as to Form
Office of the County Counsel
Orange County, California

by: _____

Deputy

Exhibit A

ORIGINAL CONTRACT (Contract number Z1000000068)

Exhibit B

AMENDMENT NUMBER ONE (Contract number MA-060-11010253)

Exhibit C

AMENDMENT NUMBER TWO (Contract number MA-060-11012581)

Exhibit D

AMENDMENT NUMBER THREE (Contract number MA-060-13010020)

Exhibit E

AMENDMENT NUMBER FOUR (Contract number MA-060-14010056)

Exhibit F

AMENDMENT NUMBER FIVE (Contract number MA-060-14010056)

Exhibit G

AMENDMENT NUMBER SIX (Contract number MA-060-14010056)

Exhibit H

AMENDMENT NUMBER SEVEN (Contract number MA-060-14010056)

Exhibit I

AMENDMENT NUMBER EIGHT (Contract number MA-060-14010056)

Exhibit J

AMENDMENT NUMBER NINE (Contract number MA-060-14010056)

Exhibit K

AMENDMENT NUMBER TEN (Contract number MA-060-14010056)

Exhibit L

AMENDMENT NUMBER ELEVEN (Contract number MA-060-14010056)

Exhibit M

AMENDMENT NUMBER TWELVE (Contract number MA-060-14010056)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santiago Canyon College – Business and Career Education Division**

To: Board of Trustees	Date: March 25, 2019
Re: Approval of the Professional Services Agreement with Gregg D. Ander, LLC	
Action: Request for Approval	

BACKGROUND

This is a Professional Services Agreement for Mr. Gregg D. Ander, LLC. Mr. Ander will assist and coordinate the statewide automation and control systems activity with regard to program development, curriculum development, and professional development. Additionally, he serves as the liaison and organizer for the 27 member Statewide Automation and Control Systems Technical Advisory Council. His expertise and networking abilities at the state and national level bring a global perspective to the work that is being developed by our local and regional projects, offering SCC the best conduit for developing meaningful Automation and Control Systems programming.

ANALYSIS

This Professional Services Agreement with Gregg D. Ander, LLC is administered in compliance with the guidelines issued by the State of California Community College Chancellor's Office. This Professional Services Agreement shall be effective as of the date signed by both parties until December 31, 2019 or until termination by written notice of either party. The Professional Services Agreement has been reviewed by Dean Von Lawson and college staff. This agreement will carry a cost for Santiago Canyon College of \$51,000 to be paid from the Strong Workforce Regional Automation Pathway Program.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Professional Services Agreement with Gregg D. Ander, LLC, located in Sacramento, California, as presented.

Fiscal Impact: \$51,000	Board Date: March 26, 2019
Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs Von Lawson, Dean, Business & Career Education	
Submitted by: John Hernandez, Ph.D., President, Santiago Canyon College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (this “Agreement”), is made and entered into one day after board approval, and signature of both parties, by and between **Gregg D. Ander, LLC**, (the “Contractor”) and **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT** (the “District”) on behalf of Santiago Canyon College. The Contractor and the District are herein referred to, individually, as a “Party”, and, collectively, as the “Parties”.

WHEREAS, District is authorized by Section 53060 (see Appendix 14) of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experience and competent to perform the special services required; and

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Contractor is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis:

Contractor and District agree as follows:

1.0 Services. Contractor, as an independent contractor, agrees to perform during the term of this Agreement, each and every service described in the “Scope of Services” set forth on Exhibit A to this Agreement (the “Scope of Services”). The initiation of service by the Contractor should not commence until all of the following conditions have been satisfied:

- (a) Contractor has furnished all of the insurance documents required by Section 10.0 below; and
- (b) The Contractor agrees to include all reports, investigations, studies, and analysis required by their Scope of Services. The Scope of Services shall not be modified without an amendment executed by the authorized representatives of each Party.

1.1 Extra Services

Unless District and Contractor have agreed in writing before the performance of extra services that are beyond the Scope of Services, District shall have no liability for such extra services and Contractor shall have no right to claim compensation for such extra services or expenses.

2.0 Term of Agreement; Termination.

2.1 Term. The term of this Agreement is as of the date signed by both parties until December 31, 2019; provided, however, this Agreement may be earlier terminated as provided in Section 2.2 below.

2.2 Termination. The District may terminate any or all of the services agreed to be performed under this Agreement without cause, at any time during the Term by giving the Contractor thirty (30) days' notice in writing. Either party may terminate this Agreement with cause, immediately upon giving the other party written notice of such default or breach of this Agreement that is the basis for the termination.

2.3 Effect of Termination. In the event of termination, Contractor shall have the right and obligation to immediately assemble work in progress for the purpose of closing out the job. All compensation for actual work performed and charges outstanding at the time of termination shall be payable by District to Contractor within thirty (30) days following submission and approval of a final invoice by Contractor unless termination is for cause. In the event that such termination was for cause, Contractor shall be compensated only to the extent required by law.

3.0 Compensation and Schedule of Compensation. The total compensation (including, but not limited to all fees, expenses, reimbursements or other costs) payable by the District to the Contractor under this Agreement shall not exceed the sum of \$51,000 (the "Cost of Services"). The Cost of Services shall not be increased without a written amendment executed by the authorized representatives of each Party. Contractor shall earn the compensation set forth in the Cost of Services in accordance with the "Schedule of Compensation" as attached to this Agreement as Exhibit B. No payment for expenses, labor or any other cost shall be paid to Contractor unless it is within the Scope of Services (Exhibit A).

4.0 Personnel.

4.1 The staff person designated by Contractor to be the primary point of contact (the "Representative") for day-to-day performance of this Agreement shall be:

Gregg D. Ander, LLC
855 Cobble Cove Lane
Sacramento, CA 95831
(626) 688-0045
gregg@greggander.com

Representative shall be a key member of Contractor's firm, and shall be directly involved in performing, supervising or assisting in the performance of the Scope of Services under this Agreement. The Representative shall be the key person to communicate with, and periodically report to, District on the progress of the work.

5.0 Invoicing and Payment. Contractor shall provide District with written verification of the actual compensation earned by describing in reasonable detail the work performed together with any receipts, invoices or other documentable expenses that are reimbursable under the Schedule of Compensation. All payments shall be made within thirty (30) days after District's approval of such invoice. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District and Contractor has submitted a

completed W-9 to District's Purchasing Department.

6.0 Standard of Skill. Contractor, and Contractor's officers, employees and agents, if any, are skilled in the professional calling necessary to perform the work agreed to be done pursuant to this Agreement. The work performed by Contractor shall be with the degree of skill and diligence normally practiced in the industry for which Contractor is being retained by the District. To the extent that Contractor's industry is subject to guidelines, rules or other standards, Contractor shall ensure that it complies with such guidelines, rules or other standards. The acceptance of Contractor's work by the District shall not operate as a release of the Contractor from such standard of care and workmanship.

7.0 Independent Contractor. Contractor is retained and engaged by the District only to the extent set forth in this Agreement, and the Contractor's relationship to the District is that of an independent contractor. Contractor shall be free to dispose of all portions of Contractor's time and activities which Contractor is not obligated to devote to the District in such a manner and to such persons, firms, or corporations as the Contractor sees fit except as expressly provided in this Agreement. Contractor shall not be considered to have the status of an employee under this Agreement or be entitled to participate in any insurance, medical care, vacation, sick leave, or other benefits provided for District's officers or employees. Contractor shall be solely responsible for any workers compensation insurance, withholding taxes, unemployment insurance, and any other employer obligations associated with the performance by the Contractor (including any of its officers, employees or other agents) of its obligations under this Agreement. Contractor has no authority to bind District in any manner or to incur any obligation, debt or liability of any kind on behalf of or against District, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by the District.

8.0 Hold Harmless and Indemnity. Contractor shall fully and promptly undertake its obligations as set forth below:

8.1 Hold Harmless. Contractor shall hold District, its elected officials, officers, agents, and employees, harmless from all of Contractor's claims, demands, lawsuits, judgments, damages, losses, injuries or liability to Contractor, to Contractor's employees, to Contractor's contractors or subcontractors, or to the owners of Contractor's firm, which damages, losses, injuries or liability occur during the work required under this Agreement, or occur while Contractor is on District property, or which are connected, directly or indirectly, with Contractor's performance of any activity or work required under this Agreement. The foregoing however shall apply only to the extent of errors, negligence, recklessness, omissions, or willful misconduct of Contractor, its officers, agents, employees, or representatives in performing services described in the work required under this Agreement.

8.2 Defense and Indemnity. Contractor shall investigate, defend, and indemnify District, its elected officials, officers, agents, and employees, from any claims, lawsuits, demands, judgments, and all liability including, but not limited to, monetary or property damage, lost profit, personal injury, wrongful

death, general liability, automobile, infringement of any intellectual property rights (including, copyright, patent and trademark), or professional errors and omissions arising out of, directly or indirectly, any error, negligence, recklessness, or omission of Contractor or any of Contractor's officers, agents, employees, representatives, or the willful misconduct of Contractor or any of Contractor's officers, agents, employees, representatives, in performing the services described in, or normally associated with, the work required under this Agreement, or breach by Contractor of this Agreement. The duty to defend shall include any suits or actions concerning any activity, product or work required under this Agreement, and also include the payment of all court costs, attorney fees, expert witness costs, investigation costs, claims adjusting costs and any other costs required for and related thereto.

- 8.3** No Waiver. District does not waive, nor shall be deemed to have waived, any indemnity, defense or hold harmless rights under this section because of the acceptance by District, or the deposit with District, of any insurance certificates or policies described in Section 10.0 below.
- 8.4** Independent Contractor affirms that no Rancho Santiago Community College District employee shall be hired as a subcontractor while working for the District.

9.0 Correction or Re-Performance of Work. If District believes that any of the work performed under this Agreement does not comply with the terms of this Agreement, District may deliver notice to Contractor. Such District's notice shall describe how the work performed, including any deliverables resulting from such work, does not meet the requirements of this Agreement, including failure to meet the applicable standard of care set forth in Section 6.0 and, upon District's sole discretion, may also make a request for Contractor to re-perform the services. If District requests Contractor to re-perform services, Contractor shall promptly re-perform the services at no additional cost to District in a reasonably timely manner. Should Contractor fail to make such correction or re-performance, the cost thereof shall be withheld from any funds due to Contractor hereunder or charged to Contractor with such amounts to be paid by Contractor within thirty (30) days of receipt of such invoice.

10.0 Insurance.

- 10.1 Insurance Coverage.** Contractor shall maintain, throughout the Term, the insurance coverage set forth in the "Insurance Requirements" as attached to this Agreement as Exhibit C.
- 10.2 Delivery of Certificates of Insurance and Endorsements.** Prior to the commencement of any work by Contractor under this Agreement, Contractor shall provide the District with copies of certificates (on an Accord form as modified per District direction) for all policies together with the appropriate endorsements required in Exhibit C. At the request of the District, Contractor shall deliver a copy of its insurance policies.

10.3 Failure to Maintain Insurance. If Contractor receives a cancellation notice of any insurance required by this Agreement, Contractor shall, within one day of receipt, forward said notice to the District. If Contractor at any time during the Term of this Agreement, should fail to secure or maintain any insurance required under this Agreement, the District shall be permitted to obtain such insurance in the Contractor's name or as an agent of the Contractor and shall be compensated by the Contractor for the cost of the insurance premiums at the maximum rate permitted by law computed from the date written notice is received that the premiums have been paid. Such costs can be assessed by deducting such costs from any amounts due and payable to the Contractor as compensation under the terms of this Agreement.

11.0 Work Product.

11.1 Deliverables. Contractor shall deliver to the District the studies, plans, specifications, drawings, photographs, maps, videos, records, designs, data, reports, documents or other work products as are identified in the Scope of Services (“Work Product”). The District may also request, and Contractor shall provide to District, copies of all other information developed in the course of the Contractor’s performance of this Agreement. Contractor shall, in such time and in such form as the District may require, furnish reports concerning the status of services required under this Agreement. Contractor shall, upon request by District and upon completion or termination of this Agreement, deliver to the District all Work Product produced by the Contractor. Contractor represents and warrants that upon delivery of the Work Product, such Work Product shall be free of all liens, security interests or any other encumbrances.

11.2 Ownership. Each and every item that constitutes Work Product produced, prepared, or caused to be prepared by the Contractor pursuant to or in connection with this Agreement shall be the exclusive property of the District.

12.0 Confidentiality.

12.1 Non-Disclosure Exemptions. Contractor may be granted access to information that is exempt from disclosure to the public and may contain “trade secrets” when it is necessary for Contractor to perform its obligations pursuant to this Agreement. If Contractor is granted such access to confidential information, Contractor shall not be considered to be a member of the public as that term is used in the California Public Records Act.

12.2 Confidentiality Obligation. Contractor shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to Contractor by the District or other information to which the Contractor has had access during the Term of this Agreement without the prior written consent of the Designated Official during the Term of this Agreement and this obligation shall survive for a period of two (2) years after the termination of this Agreement.

Notwithstanding the foregoing, the confidentiality obligations imposed by this Agreement shall survive as to any of the following information (a) a trade secret under applicable law for so long as such information constitutes a trade secret thereunder, (b) each utility customer's "data" under applicable law unless Contractor has secured such customer's express, written consent to release of such customer's information, (c) any information classified by District as "critical infrastructure information" or "protected critical infrastructure information" or "protected system," or (d) any other documentation that has been identified as confidential by District until District has advised Contractor in writing that such information may be released.

13.0 Acceptance of Final Payment by Contractor. The acceptance by Contractor of the final payment made under this Agreement shall release District from all claims and liabilities for compensation to or for the benefit of Contractor for anything done, furnished, or relating to Contractor's work or services. Acceptance of payment shall be any negotiation of District's check or the failure to make a written extra compensation claim within 10 calendar days of the receipt of that check; provided, however, approval or payment by District shall not constitute, nor be deemed, a release of the responsibility and liability of Contractor, its employees, agents, subcontractors and subcontractors for the satisfactory performance, accuracy and/or competency of the information provided and/or work performed by Contractor; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by District for any defect or error in the work prepared by Contractor, its employees, agents, subcontractors and subcontractors.

14.0 Records. Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the District, the Designated Official or the District Project Manager. Contractor shall maintain adequate records on services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide access to the Designated Official or designees at all proper times to such books and records, and gives the Designated Official or designees the right to examine and audit such books and records and to make transcripts as necessary, and to allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Contractor shall maintain such records for at least four years after the termination or final payment under this Agreement, whichever is later.

15.0 Conflict of Interest. Contractor agrees to be familiar with and comply with all applicable federal, state and local conflict of interest laws (including 2 CFR 200.318, if federal money is funding any part of this Agreement). Contractor represents and warrants that it is unaware of any District employee or official that has a financial interest in Contractor's business. During the Term of this Agreement and/or as a result of being awarded this Agreement, Contractor shall not offer or accept any financial interest in Contractor's business by any District employee or official.

16.0 Non-Appropriation of Funds. Payments due and payable to Contractor for current services are within the current annual budget and within an available, unexhausted and unencumbered appropriation of District funds. This Agreement shall cover only those costs

incurred up to the conclusion of the current fiscal year.

17.0 Compliance with Laws. Contractor agrees to perform all of its obligations under this Agreement in accordance with all applicable federal, state and local laws, rules and regulations. This obligation shall include, but is not limited to, the following requirements set forth below:

17.1 Permits and Licenses. Contractor, at its sole expense, shall obtain and maintain during the Term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

17.2 Anti-Terrorism Laws; Sanctions. The Contractor represents and warrants that:

- (1) it is not a person described or designated in the Specially Designated Nationals and Blocked Persons List of the Office of Foreign Assets Control, United States Department of the Treasury or in Section 1 of Executive Order No. 13,224, 66 Fed. Reg. 49,079 (2001), issued by the President of the United States of America (Executive Order Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism);
- (2) it does not engage in any dealings or transactions with any such persons described above; and
- (3) is not otherwise blocked, subject to sanctions under or engaged in any activity in violation of other United States economic sanctions, including but not limited to, Trading with the Enemy Act, the International Emergency Economic Powers Act, Accountability and Divestment Act or any other similar law or regulation with respect to any country, the Sudan Accountability and Divestment Act, any OFAC Sanctions Program, or any economic sanctions regulations administered and enforced by the United States or any enabling legislation or executive order relating to any of the foregoing.

18.0 Meet and Confer. The Parties agree to meet and confer concerning all claims, disputes or other matters in question between the Parties arising out of or relating to this Agreement or breach thereof prior to the institution of any litigation.

19.0 Waiver; Remedies Cumulative. Failure by a Party to insist upon the strict performance of any of the provisions of this Agreement by the other Party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such Party's right to demand strict performance by such other Party in the future. No waiver by a Party of a default or breach of the other Party shall be effective or binding upon such Party unless made in writing by such Party, and no such waiver shall be implied from any omissions by a Party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the

remedies permitted or available to a Party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right or remedy.

20.0 Integrated Agreement; Construction. This Agreement, including any exhibit, schedule or addendum attached hereto, supersedes any other agreements, either oral or in writing, between the parties hereto with respect to the rendering of services hereunder, and contains all of the covenants and agreements between the Parties with respect to said services. The provisions of this Agreement shall be construed as a whole according to its common meaning of purposes of providing a public benefit and not strictly for or against any Party. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. In the event an inconsistency arises between any attachments (including any exhibit, schedule or addendum) and any term of this Agreement, the terms of this Agreement shall prevail. This Agreement shall bind and inure to the benefit of the Parties to this Agreement and any subsequent permitted successors and assigns.

21.0 Amendment; Modification. This Agreement may only be amended or otherwise modified upon written mutual agreement of each of the authorized representatives of the Parties.

22.0 Assignment. This Agreement is personal to the Contractor and may not be assigned without the prior written approval of the Designated Official. Notwithstanding the foregoing, any assignment in violation of this Section by the Contractor is voidable in the District's sole discretion.

23.0 Use of the Term "District." Reference to "District" in this Agreement includes District Manager or any authorized representative acting on behalf of District.

24.0 Severability. If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local governmental entity having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

25.0 Execution Counterparts. This Agreement may be executed in any number of counterparts and each such duplicate counterpart shall constitute an original, any one of which may be introduced in evidence or used for any other purpose without the production of its duplicate counterpart. Moreover, notwithstanding that any of the Parties did not execute the same counterpart, each counterpart shall be deemed for all purposes to be an original, and all such counterparts shall constitute one and the same instrument, binding on all of the Parties hereto. Facsimile transmission and/or validated electronic transmission to one Party of a true copy of a counterpart duly executed by the other Party shall constitute valid delivery of such counterpart.

26.0 Governing Law. The terms of this Agreement shall be interpreted according to the laws of the State of California. The Parties agree and consent to the jurisdiction of the state and federal courts of competent jurisdiction exclusively in the County of Orange, California.

27.0 Survival. The provisions of Sections 8, 9, 10 and 12.0, shall survive for a period of four years following the termination or expiration of this Agreement, whichever is later.

28.0 Notices. Any written notice required by this Agreement shall be given by depositing such notice in the United States mail, postage prepaid or by personal delivery, and addressed as follows:

TO DISTRICT:

Rancho Santiago Community College District
Attention: Vice Chancellor, Business
Operations/Fiscal Services
2323 North Broadway
Santa Ana, CA 92706-1640

With a copy to:
Santiago Canyon College
Business and Career Education
8045 E. Chapman Ave
Orange, CA 92869

TO CONTRACTOR:

Gregg D. Ander, LLC
855 Cobble Cove Lane
Sacramento, CA 95831
gregg@greggander.com

All notices shall be effective upon deposit in the mail, as specified above, or personal delivery.

Either Party may change the specified person or address at which it is to receive notices by so advising the other Party in writing.

29.0 Safety Requirement. To the extent that Contractor performs any work on premises owned or leased by the District, the Contractor agrees that it shall comply with this Section. All work under this Agreement shall be performed in such a manner as to provide safety to the public and to meet or exceed the safety standards outlined by CAL-OSHA. The District reserves the right to issue restraint or cease and desist orders to the Contractor when unsafe or harmful acts are observed or reported relative to the performance of the work under this Agreement. The Contractor shall maintain the work sites free of hazards to persons and property resulting from its operations. Any hazardous condition noted by the Contractor, which is not the result of his operations, should immediately be reported to the District.

30.0 Copyright. In the event Contractor creates an original work product as part of the Scope of Services (“work product”), Contractor agrees that work product is a work made for hire. Contractor acknowledges that he/she received consideration for this work product and has no copyright interest in any of the work product, or in any copyright related to the work

product. For example work product may involve: illustrations and graphic design services, digital and print branding services, photographs, Meta Tags, text, photographs whether edited or not, and other graphic images, appearing on the web sites or other applicable medium, domain names, log-in credentials for social media and other on-line electronic platforms. Further, if this Agreement is found by any court or other jurisdiction to not be a work-for-hire as defined in 17 U.S.C. 101, then Contractor hereby transfers any and all interest of the copyright(s) in the work product to District. This transfer and assignment are irrevocable and in perpetuity.

Further, Contractor represents and warrants: 1) that all work product shall be original and not subject to any other ownership claims by third parties, and 2) if applicable, that consent by individuals depicted in any work product have been obtained and written releases will be delivered to District prior to the completion of the Scope of Services. Contractor indemnifies and defends District as to any damages arising out of or relating to a breach of this warranty and representation.

If applicable, Contractor agrees to provide all log-in credentials for social media and other on-line electronic platforms to District within ten (10) days of establishing same, which shall allow District at any time with the ability to access, utilize and maintain the social media account or electronic on-line platform, should District choose to do so. In any event, upon the conclusion of Contractor's services, Contractor shall no longer utilize any log-in credentials or electronic on-line platforms.

31.0 Prevailing Wages. To the extent that the Contractor performs any work described in California Labor Code Section 1720(a)(1), including, but not limited to, inspection and land surveying work Contractor agrees that it shall comply with this Section. The Contractor, and any subcontractor or subcontractor working on behalf of the Contractor with respect to this Agreement, is required to pay not less than the established prevailing rates of wages to all workers employed in the execution of this Agreement, and Contractor shall comply with all other requirements applicable to Public Works Construction as specified in the California Labor Code and/or Davis Bacon Act, if federal money is funding any part of this Agreement. Furthermore, Contractor must register as a public works contractor with the California Department of Industrial Relations, if the compensation under this Agreement is greater than \$25,000.

In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above.

"DISTRICT"

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

"CONTRACTOR"

Gregg D. Ander, LLC
855 Cobble Cove Lane
Sacramento, CA 95831

Signature

Peter J. Hardash

Name (Please Print)

Vice Chancellor

Business Operations/Fiscal Services

Title

Signature

Gregg D. Ander, LLC

Name (Please Print)

Title

EXHIBIT A
SCOPE OF SERVICES

Automation Pathways Project (Gregg D. Ander, LLC)

The following activities have been identified through conversations with Dean Von Lawson, Sector Navigator James Morante, Visiting Dean Jim Caldwell, DSN Larry McLaughlin and stakeholders knowledgeable on issues and opportunities supporting career technical education. These activities are foundational to the “Energy, Construction and Utilities” mission and other synergetic initiatives. The services involve both strategic and tactical support and would be executed in close cooperation with the Santiago Community College leadership, Sector Navigator, staff, faculty and other Deputy Sector Navigators.

1. Actively engage with individuals and organizations on the Advisory Council for Advanced Automation and Controls. Continue to identify and solicit participation of organizations/individuals from; industry (control company’s/system integrators), large contractors, academia, and CCCS faculty. In addition to managing current members and future candidates, continue to work w/ this council during planning meetings and other engagements necessary in support of the Advisory Council and ascertain current market needs and forward looking opportunities. This would include a statewide and regional Orange County group of professionals Deliverable: Support the convening’s of (A.) the statewide Council and (B.) the Orange County regional council to occur during 2019 in collaboration with Dean Lawson and the ECU team. Deliverable: Close coordination and hand off responsibility for (A.) the statewide Council to CCCS representatives and (B.) the regional Council to OC region representatives.
2. In support of SCC leadership, the Sector Navigator (SN) and staff; provide thought leadership to prepare for the launch of the automation program, coordinate work of advisory council members and consultants relating to curriculum, lab equipment and training as required. Deliverable: Curriculum material/enhancements and supporting documentation to meet approval timelines. Deliverable: Equipment delivered by 2019-2020 academic year. Deliverable: At least one professional development event by 12/31/19.
3. Participate and advocate for work force issues and opportunities in Industry Alliance meetings.
4. Other strategic, tactical and policy support as needed; outreach to CA industry for market intelligence, staffing needs, development of strategic partnerships, support integration into automation courses. The time commitment will vary from month to month and an activity log will be populated and submitted monthly with each invoice for approval.

EXHIBIT B

SCHEDULE OF COMPENSATION

The total compensation (including, any reasonable costs, expenses or reimbursements) payable by the District to the Contractor shall not exceed the Cost of Services as set forth in Section 3.0.

To the extent that the Schedule of Compensation includes any travel, hotel or other reimbursable expenses, such expenses shall be for actual and reasonable expenses incurred in the performance of the Scope of Services.

The Contractor and the District agree that the Contractor shall earn its compensation according to the following method:

- **Installment payments:** The District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this agreement; District shall pay for the services after each scope of work is completed. Contractor shall invoice the RSCCD/SCC after each scope of work has been completed; given that all of the services set forth in Exhibit A have been fully performed and all deliverables have been accepted by the RSCCD/SCC.

Labor Rate: \$200

Total Labor Hours: 255

TOTAL AMOUNT NOT TO EXCEED \$51,000

EXHIBIT C
INSURANCE REQUIREMENTS

Contractor shall procure and maintain, for the Term of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1. **Commercial General Liability:** Insurance Services Office Form CG 00 01 covering commercial general liability insurance (“CGL”) on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be at least **\$2,000,000**.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non- owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with statutory limits, and employer’s liability insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

If Contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by Contractor.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The District, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or

equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this Agreement, the Contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, agents, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide an endorsement that they are not subject to cancellation without thirty (30) days' prior written notice to the District or ten (10) days' prior written notice for non-payment of premium. An exception may be made for coverage provided through a program of self-insurance, or coverage through a Joint Power Authority risk pool, subject to District approval.

Waiver of Subrogation - Worker's Compensation

Contractor hereby grants to District a waiver of any right to subrogation which any workers' compensation insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such workers' compensation insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer. (Note: This is the only line of coverage where waiver of subrogation is honored by ASCIP).

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District. Such insurers shall be licensed to provide insurance under California state law. Waiver of this requirement for coverage provided by a program of self-insurance, or Contractor participation in a Joint Power Authority risk pool, shall be subject to District approval.

Verification of Coverage

Contractor shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. Updated Certificates of Insurance to be provided at time of renewal.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College – Business and Career Education Division

To: Board of Trustees	Date: March 25, 2019
Re: Approval of the Professional Services Agreement with Terry A. Schmidt	
Action: Request for Approval	

BACKGROUND

This is a Professional Services Agreement with Mr. Terry A. Schmidt. Mr. Schmidt will serve as the coordinator of day-to-day activities associated with program development, curriculum development, and professional development for the local SCC Automation and Control Systems program and for the LAOCRC Regional Automation Pathway Program. Mr. Schmidt’s expertise in automation, robotics and engineering will represent the faculty as an adjunct to the curriculum development and approval process and represent the region as the liaison to the six college partners in this regional effort, to include: Santiago Canyon College, Orange Coast College, Irvine Valley College, Fullerton College, Cypress College and Saddleback College.

ANALYSIS

This Professional Services Agreement with Terry A. Schmidt is administered in compliance with the guidelines issued by the State of California Community College Chancellor’s Office. This Professional Services Agreement shall be effective as of the date signed by both parties until December 31, 2019 or until termination by written notice of either party. The Professional Services Agreement has been reviewed by Dean, Von Lawson and college staff. This agreement will carry a cost for Santiago Canyon College of \$72,898 to be paid from the Strong Workforce Regional Automation Pathway Program funding.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Professional Services Agreement with Terry A. Schmidt, located in Aliso Viejo, California, as presented.

Fiscal Impact: \$72,898	Board Date: March 26, 2019
Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs Von Lawson, Dean, Business & Career Education	
Submitted by: John Hernandez, Ph.D., President, Santiago Canyon College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (this “Agreement”), is made and entered into one day after board approval, and signature of both parties, by and between **Terry A. Schmidt**, (the “Contractor”) and **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT** (the “District”) on behalf of Santiago Canyon College. The Contractor and the District are herein referred to, individually, as a “Party”, and, collectively, as the “Parties”.

WHEREAS, District is authorized by Section 53060 (see Appendix 14) of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experience and competent to perform the special services required; and

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Contractor is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis:

Contractor and District agree as follows:

1.0 Services. Contractor, as an independent contractor, agrees to perform during the term of this Agreement, each and every service described in the “Scope of Services” set forth on Exhibit A to this Agreement (the “Scope of Services”). The initiation of service by the Contractor should not commence until all of the following conditions have been satisfied:

- (a) Contractor has furnished all of the insurance documents required by Section 10.0 below; and
- (b) The Contractor agrees to include all reports, investigations, studies, and analysis required by their Scope of Services. The Scope of Services shall not be modified without an amendment executed by the authorized representatives of each Party.

1.1 Extra Services

Unless District and Contractor have agreed in writing before the performance of extra services that are beyond the Scope of Services, District shall have no liability for such extra services and Contractor shall have no right to claim compensation for such extra services or expenses.

2.0 Term of Agreement: Termination.

2.1 Term. The term of this Agreement is as of the date signed by both parties until December 31, 2019; provided, however, this Agreement may be earlier terminated as provided in Section 2.2 below.

2.2 Termination. The District may terminate any or all of the services agreed to be

performed under this Agreement without cause, at any time during the Term by giving the Contractor thirty (30) days' notice in writing. Either party may terminate this Agreement with cause, immediately upon giving the other party written notice of such default or breach of this Agreement that is the basis for the termination.

2.3 Effect of Termination. In the event of termination, Contractor shall have the right and obligation to immediately assemble work in progress for the purpose of closing out the job. All compensation for actual work performed and charges outstanding at the time of termination shall be payable by District to Contractor within thirty (30) days following submission and approval of a final invoice by Contractor unless termination is for cause. In the event that such termination was for cause, Contractor shall be compensated only to the extent required by law.

3.0 Compensation and Schedule of Compensation. The total compensation (including, but not limited to all fees, expenses, reimbursements or other costs) payable by the District to the Contractor under this Agreement shall not exceed the sum of \$72,898 (the "Cost of Services"). The Cost of Services shall not be increased without a written amendment executed by the authorized representatives of each Party. Contractor shall earn the compensation set forth in the Cost of Services in accordance with the "Schedule of Compensation" as attached to this Agreement as Exhibit B. No payment for expenses, labor or any other cost shall be paid to Contractor unless it is within the Scope of Services (Exhibit A).

4.0 Personnel.

4.1 The staff person designated by Contractor to be the primary point of contact (the "Representative") for day-to-day performance of this Agreement shall be:

Terry A. Schmidt
7 Golden Eagle Ct.
Aliso Viejo, CA 92658
(949) 887-5178
ts.engineering@outlook.com

Representative shall be a key member of Contractor's firm, and shall be directly involved in performing, supervising or assisting in the performance of the Scope of Services under this Agreement. The Representative shall be the key person to communicate with, and periodically report to, District on the progress of the work.

5.0 Invoicing and Payment. Contractor shall provide District with written verification of the actual compensation earned by describing in reasonable detail the work performed together with any receipts, invoices or other documentable expenses that are reimbursable under the Schedule of Compensation. All payments shall be made within thirty (30) days after District's approval of such invoice. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District and Contractor has submitted a completed W-9 to District's Purchasing Department.

6.0 Standard of Skill. Contractor, and Contractor's officers, employees and agents, if any, are skilled in the professional calling necessary to perform the work agreed to be done pursuant to this Agreement. The work performed by Contractor shall be with the degree of skill and diligence normally practiced in the industry for which Contractor is being retained by the District. To the extent that Contractor's industry is subject to guidelines, rules or other standards, Contractor shall ensure that it complies with such guidelines, rules or other standards. The acceptance of Contractor's work by the District shall not operate as a release of the Contractor from such standard of care and workmanship.

7.0 Independent Contractor. Contractor is retained and engaged by the District only to the extent set forth in this Agreement, and the Contractor's relationship to the District is that of an independent contractor. Contractor shall be free to dispose of all portions of Contractor's time and activities which Contractor is not obligated to devote to the District in such a manner and to such persons, firms, or corporations as the Contractor sees fit except as expressly provided in this Agreement. Contractor shall not be considered to have the status of an employee under this Agreement or be entitled to participate in any insurance, medical care, vacation, sick leave, or other benefits provided for District's officers or employees. Contractor shall be solely responsible for any workers compensation insurance, withholding taxes, unemployment insurance, and any other employer obligations associated with the performance by the Contractor (including any of its officers, employees or other agents) of its obligations under this Agreement. Contractor has no authority to bind District in any manner or to incur any obligation, debt or liability of any kind on behalf of or against District, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by the District.

8.0 Hold Harmless and Indemnity. Contractor shall fully and promptly undertake its obligations as set forth below:

8.1 Hold Harmless. Contractor shall hold District, its elected officials, officers, agents, and employees, harmless from all of Contractor's claims, demands, lawsuits, judgments, damages, losses, injuries or liability to Contractor, to Contractor's employees, to Contractor's contractors or subcontractors, or to the owners of Contractor's firm, which damages, losses, injuries or liability occur during the work required under this Agreement, or occur while Contractor is on District property, or which are connected, directly or indirectly, with Contractor's performance of any activity or work required under this Agreement. The foregoing however shall apply only to the extent of errors, negligence, recklessness, omissions, or willful misconduct of Contractor, its officers, agents, employees, or representatives in performing services described in the work required under this Agreement.

8.2 Defense and Indemnity. Contractor shall investigate, defend, and indemnify District, its elected officials, officers, agents, and employees, from any claims, lawsuits, demands, judgments, and all liability including, but not limited to, monetary or property damage, lost profit, personal injury, wrongful death, general liability, automobile, infringement of any intellectual property

rights (including, copyright, patent and trademark), or professional errors and omissions arising out of, directly or indirectly, any error, negligence, recklessness, or omission of Contractor or any of Contractor's officers, agents, employees, representatives, or the willful misconduct of Contractor or any of Contractor's officers, agents, employees, representatives, in performing the services described in, or normally associated with, the work required under this Agreement, or breach by Contractor of this Agreement. The duty to defend shall include any suits or actions concerning any activity, product or work required under this Agreement, and also include the payment of all court costs, attorney fees, expert witness costs, investigation costs, claims adjusting costs and any other costs required for and related thereto.

- 8.3 No Waiver. District does not waive, nor shall be deemed to have waived, any indemnity, defense or hold harmless rights under this section because of the acceptance by District, or the deposit with District, of any insurance certificates or policies described in Section 10.0 below.
- 8.4 Independent Contractor affirms that no Rancho Santiago Community College District employee shall be hired as a subcontractor while working for the District.

9.0 Correction or Re-Performance of Work. If District believes that any of the work performed under this Agreement does not comply with the terms of this Agreement, District may deliver notice to Contractor. Such District's notice shall describe how the work performed, including any deliverables resulting from such work, does not meet the requirements of this Agreement, including failure to meet the applicable standard of care set forth in Section 6.0 and, upon District's sole discretion, may also make a request for Contractor to re-perform the services. If District requests Contractor to re-perform services, Contractor shall promptly re-perform the services at no additional cost to District in a reasonably timely manner. Should Contractor fail to make such correction or re-performance, the cost thereof shall be withheld from any funds due to Contractor hereunder or charged to Contractor with such amounts to be paid by Contractor within thirty (30) days of receipt of such invoice.

10.0 Insurance.

- 10.1 Insurance Coverage. Contractor shall maintain, throughout the Term, the insurance coverage set forth in the "Insurance Requirements" as attached to this Agreement as Exhibit C.
- 10.2 Delivery of Certificates of Insurance and Endorsements. Prior to the commencement of any work by Contractor under this Agreement, Contractor shall provide the District with copies of certificates (on an Accord form as modified per District direction) for all policies together with the appropriate endorsements required in Exhibit C. At the request of the District, Contractor shall deliver a copy of its insurance policies.
- 10.3 Failure to Maintain Insurance. If Contractor receives a cancellation notice of any

insurance required by this Agreement, Contractor shall, within one day of receipt, forward said notice to the District. If Contractor at any time during the Term of this Agreement, should fail to secure or maintain any insurance required under this Agreement, the District shall be permitted to obtain such insurance in the Contractor's name or as an agent of the Contractor and shall be compensated by the Contractor for the cost of the insurance premiums at the maximum rate permitted by law computed from the date written notice is received that the premiums have been paid. Such costs can be assessed by deducting such costs from any amounts due and payable to the Contractor as compensation under the terms of this Agreement.

11.0 Work Product.

11.1 Deliverables. Contractor shall deliver to the District the studies, plans, specifications, drawings, photographs, maps, videos, records, designs, data, reports, documents or other work products as are identified in the Scope of Services ("Work Product"). The District may also request, and Contractor shall provide to District, copies of all other information developed in the course of the Contractor's performance of this Agreement. Contractor shall, in such time and in such form as the District may require, furnish reports concerning the status of services required under this Agreement. Contractor shall, upon request by District and upon completion or termination of this Agreement, deliver to the District all Work Product produced by the Contractor. Contractor represents and warrants that upon delivery of the Work Product, such Work Product shall be free of all liens, security interests or any other encumbrances.

11.2 Ownership. Each and every item that constitutes Work Product produced, prepared, or caused to be prepared by the Contractor pursuant to or in connection with this Agreement shall be the exclusive property of the District.

12.0 Confidentiality.

12.1 Non-Disclosure Exemptions. Contractor may be granted access to information that is exempt from disclosure to the public and may contain "trade secrets" when it is necessary for Contractor to perform its obligations pursuant to this Agreement. If Contractor is granted such access to confidential information, Contractor shall not be considered to be a member of the public as that term is used in the California Public Records Act.

12.2 Confidentiality Obligation. Contractor shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to Contractor by the District or other information to which the Contractor has had access during the Term of this Agreement without the prior written consent of the Designated Official during the Term of this Agreement and this obligation shall survive for a period of two (2) years after the termination of this Agreement. Notwithstanding the foregoing, the confidentiality obligations imposed by this Agreement shall survive as to any of the following information (a) a trade

secret under applicable law for so long as such information constitutes a trade secret thereunder, (b) each utility customer's "data" under applicable law unless Contractor has secured such customer's express, written consent to release of such customer's information, (c) any information classified by District as "critical infrastructure information" or "protected critical infrastructure information" or "protected system," or (d) any other documentation that has been identified as confidential by District until District has advised Contractor in writing that such information may be released.

13.0 Acceptance of Final Payment by Contractor. The acceptance by Contractor of the final payment made under this Agreement shall release District from all claims and liabilities for compensation to or for the benefit of Contractor for anything done, furnished, or relating to Contractor's work or services. Acceptance of payment shall be any negotiation of District's check or the failure to make a written extra compensation claim within 10 calendar days of the receipt of that check; provided, however, approval or payment by District shall not constitute, nor be deemed, a release of the responsibility and liability of Contractor, its employees, agents, subcontractors and subcontractors for the satisfactory performance, accuracy and/or competency of the information provided and/or work performed by Contractor; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by District for any defect or error in the work prepared by Contractor, its employees, agents, subcontractors and subcontractors.

14.0 Records. Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the District, the Designated Official or the District Project Manager. Contractor shall maintain adequate records on services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide access to the Designated Official or designees at all proper times to such books and records, and gives the Designated Official or designees the right to examine and audit such books and records and to make transcripts as necessary, and to allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Contractor shall maintain such records for at least four years after the termination or final payment under this Agreement, whichever is later.

15.0 Conflict of Interest. Contractor agrees to be familiar with and comply with all applicable federal, state and local conflict of interest laws (including 2 CFR 200.318, if federal money is funding any part of this Agreement). Contractor represents and warrants that it is unaware of any District employee or official that has a financial interest in Contractor's business. During the Term of this Agreement and/or as a result of being awarded this Agreement, Contractor shall not offer or accept any financial interest in Contractor's business by any District employee or official.

16.0 Non-Appropriation of Funds. Payments due and payable to Contractor for current services are within the current annual budget and within an available, unexhausted and unencumbered appropriation of District funds. This Agreement shall cover only those costs incurred up to the conclusion of the current fiscal year.

17.0 Compliance with Laws. Contractor agrees to perform all of its obligations under this Agreement in accordance with all applicable federal, state and local laws, rules and regulations. This obligation shall include, but is not limited to, the following requirements set forth below:

17.1 Permits and Licenses. Contractor, at its sole expense, shall obtain and maintain during the Term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

17.2 Anti-Terrorism Laws; Sanctions. The Contractor represents and warrants that:

- (1) it is not a person described or designated in the Specially Designated Nationals and Blocked Persons List of the Office of Foreign Assets Control, United States Department of the Treasury or in Section 1 of Executive Order No. 13,224, 66 Fed. Reg. 49,079 (2001), issued by the President of the United States of America (Executive Order Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism);
- (2) it does not engage in any dealings or transactions with any such persons described above; and
- (3) is not otherwise blocked, subject to sanctions under or engaged in any activity in violation of other United States economic sanctions, including but not limited to, Trading with the Enemy Act, the International Emergency Economic Powers Act, Accountability and Divestment Act or any other similar law or regulation with respect to any country, the Sudan Accountability and Divestment Act, any OFAC Sanctions Program, or any economic sanctions regulations administered and enforced by the United States or any enabling legislation or executive order relating to any of the foregoing.

18.0 Meet and Confer. The Parties agree to meet and confer concerning all claims, disputes or other matters in question between the Parties arising out of or relating to this Agreement or breach thereof prior to the institution of any litigation.

19.0 Waiver: Remedies Cumulative. Failure by a Party to insist upon the strict performance of any of the provisions of this Agreement by the other Party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such Party's right to demand strict performance by such other Party in the future. No waiver by a Party of a default or breach of the other Party shall be effective or binding upon such Party unless made in writing by such Party, and no such waiver shall be implied from any omissions by a Party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the remedies permitted or available to a Party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not

constitute a waiver or election of remedies with respect to any other permitted or available right or remedy.

20.0 Integrated Agreement: Construction. This Agreement, including any exhibit, schedule or addendum attached hereto, supersedes any other agreements, either oral or in writing, between the parties hereto with respect to the rendering of services hereunder, and contains all of the covenants and agreements between the Parties with respect to said services. The provisions of this Agreement shall be construed as a whole according to its common meaning of purposes of providing a public benefit and not strictly for or against any Party. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. In the event an inconsistency arises between any attachments (including any exhibit, schedule or addendum) and any term of this Agreement, the terms of this Agreement shall prevail. This Agreement shall bind and inure to the benefit of the Parties to this Agreement and any subsequent permitted successors and assigns.

21.0 Amendment: Modification. This Agreement may only be amended or otherwise modified upon written mutual agreement of each of the authorized representatives of the Parties.

22.0 Assignment. This Agreement is personal to the Contractor and may not be assigned without the prior written approval of the Designated Official. Notwithstanding the foregoing, any assignment in violation of this Section by the Contractor is voidable in the District's sole discretion.

23.0 Use of the Term "District." Reference to "District" in this Agreement includes District Manager or any authorized representative acting on behalf of District.

24.0 Severability. If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local governmental entity having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

25.0 Execution Counterparts. This Agreement may be executed in any number of counterparts and each such duplicate counterpart shall constitute an original, any one of which may be introduced in evidence or used for any other purpose without the production of its duplicate counterpart. Moreover, notwithstanding that any of the Parties did not execute the same counterpart, each counterpart shall be deemed for all purposes to be an original, and all such counterparts shall constitute one and the same instrument, binding on all of the Parties hereto. Facsimile transmission and/or validated electronic transmission to one Party of a true copy of a counterpart duly executed by the other Party shall constitute valid delivery of such counterpart.

26.0 Governing Law. The terms of this Agreement shall be interpreted according to the laws of the State of California. The Parties agree and consent to the jurisdiction of the state and federal courts of competent jurisdiction exclusively in the County of Orange, California.

27.0 Survival. The provisions of Sections 8, 9, 10 and 12.0, shall survive for a period of four years following the termination or expiration of this Agreement, whichever is later.

28.0 Notices. Any written notice required by this Agreement shall be given by depositing such notice in the United States mail, postage prepaid or by personal delivery, and addressed as follows:

TO DISTRICT:

Rancho Santiago Community College District
Attention: Vice Chancellor, Business
Operations/Fiscal Services
2323 North Broadway
Santa Ana, CA 92706-1640

With a copy to:
Santiago Canyon College
Business and Career Education
8045 E. Chapman Ave
Orange, CA 92869

TO CONTRACTOR:

Terry A. Schmidt
7 Golden Eagle Ct.
Aliso Viejo, CA 92658
ts.engineering@outlook.com

All notices shall be effective upon deposit in the mail, as specified above, or personal delivery.

Either Party may change the specified person or address at which it is to receive notices by so advising the other Party in writing.

29.0 Safety Requirement. To the extent that Contractor performs any work on premises owned or leased by the District, the Contractor agrees that it shall comply with this Section. All work under this Agreement shall be performed in such a manner as to provide safety to the public and to meet or exceed the safety standards outlined by CAL-OSHA. The District reserves the right to issue restraint or cease and desist orders to the Contractor when unsafe or harmful acts are observed or reported relative to the performance of the work under this Agreement. The Contractor shall maintain the work sites free of hazards to persons and property resulting from its operations. Any hazardous condition noted by the Contractor, which is not the result of his operations, should immediately be reported to the District.

30.0 Copyright. In the event Contractor creates an original work product as part of the Scope of Services (“work product”), Contractor agrees that work product is a work made for hire. Contractor acknowledges that he/she received consideration for this work product and has no copyright interest in any of the work product, or in any copyright related to the work product. For example work product may involve: illustrations and graphic design services, digital and print branding services, photographs, Meta Tags, text, photographs whether edited or not, and other graphic images, appearing on the web sites or other applicable medium, domain names, log-in credentials for social media and other on-line electronic

platforms. Further, if this Agreement is found by any court or other jurisdiction to not be a work-for-hire as defined in 17 U.S.C. 101, then Contractor hereby transfers any and all interest of the copyright(s) in the work product to District. This transfer and assignment are irrevocable and in perpetuity.

Further, Contractor represents and warrants: 1) that all work product shall be original and not subject to any other ownership claims by third parties, and 2) if applicable, that consent by individuals depicted in any work product have been obtained and written releases will be delivered to District prior to the completion of the Scope of Services. Contractor indemnifies and defends District as to any damages arising out of or relating to a breach of this warranty and representation.

If applicable, Contractor agrees to provide all log-in credentials for social media and other on-line electronic platforms to District within ten (10) days of establishing same, which shall allow District at any time with the ability to access, utilize and maintain the social media account or electronic on-line platform, should District choose to do so. In any event, upon the conclusion of Contractor's services, Contractor shall no longer utilize any log-in credentials or electronic on-line platforms.

31.0 Prevailing Wages. To the extent that the Contractor performs any work described in California Labor Code Section 1720(a)(1), including, but not limited to, inspection and land surveying work Contractor agrees that it shall comply with this Section. The Contractor, and any subcontractor or subcontractor working on behalf of the Contractor with respect to this Agreement, is required to pay not less than the established prevailing rates of wages to all workers employed in the execution of this Agreement, and Contractor shall comply with all other requirements applicable to Public Works Construction as specified in the California Labor Code and/or Davis Bacon Act, if federal money is funding any part of this Agreement. Furthermore, Contractor must register as a public works contractor with the California Department of Industrial Relations, if the compensation under this Agreement is greater than \$25,000.

In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above.

"DISTRICT"

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

"CONTRACTOR"

Terry A. Schmidt
7 Golden Eagle Ct.
Aliso Viejo, CA 92658

Signature

Peter J. Hardash

Name (Please Print)

Vice Chancellor
Business Operations/Fiscal Services

Title

Signature

Terry A. Schmidt

Name (Please Print)

Title

EXHIBIT A

SCOPE OF SERVICES

Automation Pathway Project (Terry A. Schmidt)

TASKS
Meetings with Faculty and Deans of the 6 participating colleges to help them develop local 12 unit certificates in Automation Fundamentals based on common core content to meet industry needs. These certificates are intended to be transferable between the 6 colleges, and stackable with other certificates within select disciplines
Work with LAOCRC and the 6 colleges to develop a Regional Certificate in Automation Fundamentals to encompass the 6 local Automation Fundamentals certificates.
Work with the 6 colleges to create pathways into Automation related programs by identifying and creating dual-enrollment and concurrent enrollment opportunities for High School and Jr High School students.
Work with local and regional industry and businesses to identify internship and coop training opportunities and pathways to employment.
Engage with industry partners and advisors to discuss their employment needs, identify skill sets for entry-level employees and for incumbent workers who need to upgrade their skills, and re-training for new jobs. Work to create Contract Education courses.
Work with EWD directors at participating colleges to create contract education courses that could be incorporated into Automation pathways to certificates and degrees in any of the nine disciplines offered at the 6 colleges; Industrial Automation, Building Automation, HVACR, Water Management, Process Control, Robotics, Industrial Electronics, Electrical Technology, and Mechatronics.
Work with the 6 colleges Faculty and Deans to develop articulation agreements that lead to pathways to 4-year degrees in related Automation fields.
Work with Faculty and Industry leaders such as Schneider Electric, Seimens, SMC, Lutron, Acuity and others to incorporate their training programs into contract education or discipline program courses on an as needed/desired basis.
Participate in State and Regional workshops, seminars, expos and ECU meetings and events to further expand the Automation Project to other community colleges across the state.
Determine what resources are needed at each college to meet their participation goals. Identify additional funding sources if needed to augment the buildout of the Automation Programs at the respective schools.

Help Faculty to incorporate Lighting Controls and LCA on-line training where appropriate. Incorporate Virtual Reality training in HVAC and Electrical trades (Interplay) as appropriate for various program.

Work to identify qualified adjunct faculty to support contract education opportunities or to supplement program needs to handle additional sections of courses due to increased enrollments or timeline schedules.

Work with UCI faculty and Dept. Chair on funding resources and technical expertise on IoT and IIoT as it relates to Automation and UCI's Smart Manufacturing Grant. Work with faculty to incorporate IIoT into their curriculum and next level of stackable Automation certificates.

Work with ECU DSN to help colleges develop Building Automation Programs and Facilities Management Programs at their respective schools. (Cypress, Fullerton, Orange Coast)

Work with ECU DSN to expand Expert Network Advisors and Industry Partners to include at least two representatives from each of the eight disciplines related to Automation.

Work with ECU DSN to identify and create pathways to 4-year program in Automation related fields. Participate and attend workshops and conferences such as the California Community College Association for Occupational Education.

EXHIBIT B

SCHEDULE OF COMPENSATION

The total compensation (including, any reasonable costs, expenses or reimbursements) payable by the District to the Contractor shall not exceed the Cost of Services as set forth in Section 3.0.

To the extent that the Schedule of Compensation includes any travel, hotel or other reimbursable expenses, such expenses shall be for actual and reasonable expenses incurred in the performance of the Scope of Services.

The Contractor and the District agree that the Contractor shall earn its compensation according to the following method:

- **Installment payments:** The District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this agreement; District shall pay for the services after each scope of work is completed. Contractor shall invoice the RSCCD/SCC after each scope of work has been completed; given that all of the services set forth in Exhibit A have been fully performed and all deliverables have been accepted by the RSCCD/SCC.

Labor Rate \$120/hr.

Total Labor Hours: 607

TOTAL AMOUNT NOT TO EXCEED \$72,898

EXHIBIT C
INSURANCE REQUIREMENTS

Contractor shall procure and maintain, for the Term of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1. **Commercial General Liability:** Insurance Services Office Form CG 00 01 covering commercial general liability insurance (“CGL”) on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be at least **\$2,000,000**.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non- owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with statutory limits, and employer’s liability insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

If Contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by Contractor.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The District, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or

equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this Agreement, the Contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, agents, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide an endorsement that they are not subject to cancellation without thirty (30) days' prior written notice to the District or ten (10) days' prior written notice for non-payment of premium. An exception may be made for coverage provided through a program of self-insurance, or coverage through a Joint Power Authority risk pool, subject to District approval.

Waiver of Subrogation - Worker's Compensation

Contractor hereby grants to District a waiver of any right to subrogation which any workers' compensation insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such workers' compensation insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer. (Note: This is the only line of coverage where waiver of subrogation is honored by ASCIP).

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District. Such insurers shall be licensed to provide insurance under California state law. Waiver of this requirement for coverage provided by a program of self-insurance, or Contractor participation in a Joint Power Authority risk pool, shall be subject to District approval.

Verification of Coverage

Contractor shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. Updated Certificates of Insurance to be provided at time of renewal.

Rancho Santiago Comm Coll District

Board Meeting of 03/25/19

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 02/27/19 Thru 03/12/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67156	General Fund Unrestricted	16,500.88	0.00	16,500.88	92*0516640	92*0516644
67157	General Fund Unrestricted	1,095.00	0.00	1,095.00	92*0516646	92*0516646
67158	General Fund Unrestricted	2,004.25	0.00	2,004.25	92*0516650	92*0516661
67160	General Fund Unrestricted	8,274.18	0.00	8,274.18	92*0516682	92*0516683
67161	General Fund Unrestricted	4,394.72	0.00	4,394.72	92*0516686	92*0516706
67162	General Fund Unrestricted	58,320.76	0.00	58,320.76	92*0516710	92*0516735
67166	General Fund Unrestricted	17,211.12	0.00	17,211.12	92*0516751	92*0516771
67169	General Fund Unrestricted	15,492.48	0.00	15,492.48	92*0516798	92*0516807
67170	General Fund Unrestricted	2,794,108.42	0.00	2,794,108.42	92*0516813	92*0516862
67174	General Fund Unrestricted	6,982.23	0.00	6,982.23	92*0516871	92*0516897
67175	General Fund Unrestricted	362,076.29	0.00	362,076.29	92*0516898	92*0516924
67177	General Fund Unrestricted	14,066.65	0.00	14,066.65	92*0516933	92*0517003
67180	General Fund Unrestricted	39,776.59	0.00	39,776.59	92*0517008	92*0517039
67184	General Fund Unrestricted	22,525.22	0.00	22,525.22	92*0517051	92*0517080
67185	General Fund Unrestricted	18,948.27	0.00	18,948.27	92*0517082	92*0517098
67186	General Fund Unrestricted	900.00	0.00	900.00	92*0517100	92*0517101
67189	General Fund Unrestricted	27,247.47	0.00	27,247.47	92*0517105	92*0517123
67190	General Fund Unrestricted	269.08	0.00	269.08	92*0517124	92*0517135
Total Fund 11 General Fund Unrestricted		\$3,410,193.61	\$0.00	\$3,410,193.61		

4.1 (1)

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66852	General Fund Restricted	0.00	175.00	-175.00	92*0511842	92*0511842
67085	General Fund Restricted	0.00	79.00	-79.00	92*0515483	92*0515483
67135	General Fund Restricted	0.00	708.79	-708.79	92*0516275	92*0516275
67155	General Fund Restricted	1,725.00	0.00	1,725.00	92*0516636	92*0516636
67156	General Fund Restricted	29,372.93	0.00	29,372.93	92*0516637	92*0516645
67158	General Fund Restricted	28,911.81	0.00	28,911.81	92*0516647	92*0516668
67161	General Fund Restricted	5,910.80	0.00	5,910.80	92*0516684	92*0516709
67162	General Fund Restricted	1,858.07	0.00	1,858.07	92*0516712	92*0516734
67166	General Fund Restricted	14,391.03	0.00	14,391.03	92*0516754	92*0516772
67167	General Fund Restricted	280,151.30	0.00	280,151.30	92*0516773	92*0516774
67169	General Fund Restricted	380,812.65	0.00	380,812.65	92*0516796	92*0516811
67170	General Fund Restricted	1,054,241.27	0.00	1,054,241.27	92*0516812	92*0516861
67174	General Fund Restricted	43,017.19	0.00	43,017.19	92*0516869	92*0516895
67175	General Fund Restricted	27,267.64	0.00	27,267.64	92*0516901	92*0516930
67176	General Fund Restricted	15,953.05	0.00	15,953.05	92*0516931	92*0516932
67180	General Fund Restricted	5,895.35	0.00	5,895.35	92*0517009	92*0517034
67183	General Fund Restricted	117.43	0.00	117.43	92*0517048	92*0517049
67184	General Fund Restricted	16,205.77	0.00	16,205.77	92*0517050	92*0517081
67185	General Fund Restricted	124,668.24	0.00	124,668.24	92*0517084	92*0517099
67189	General Fund Restricted	355.91	0.00	355.91	92*0517107	92*0517119
Total Fund 12 General Fund Restricted		\$2,030,855.44	\$962.79	\$2,029,892.65		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67162	General Fund Unrestricted	682.95	0.00	682.95	92*0516719	92*0516719
67169	GF Unrestricted One-Time Func	6,550.00	0.00	6,550.00	92*0516795	92*0516808
67170	GF Unrestricted One-Time Func	72.00	0.00	72.00	92*0516855	92*0516855
67175	GF Unrestricted One-Time Func	14,362.90	0.00	14,362.90	92*0516906	92*0516927
67184	GF Unrestricted One-Time Func	44,299.57	0.00	44,299.57	92*0517055	92*0517078
67189	GF Unrestricted One-Time Func	135,711.27	0.00	135,711.27	92*0517114	92*0517121
Total Fund 13 GF Unrestricted One-Time		\$201,678.69	\$0.00	\$201,678.69		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67154	Child Development Fund	9,149.80	0.00	9,149.80	92*0516620	92*0516635
67159	Child Development Fund	1,510.70	0.00	1,510.70	92*0516669	92*0516681
67163	Child Development Fund	28.36	0.00	28.36	92*0516736	92*0516736
67168	Child Development Fund	6,946.02	0.00	6,946.02	92*0516775	92*0516794
67171	Child Development Fund	9,466.68	0.00	9,466.68	92*0516863	92*0516863
67179	Child Development Fund	75.00	0.00	75.00	92*0517005	92*0517007
67181	Child Development Fund	1,521.57	0.00	1,521.57	92*0517040	92*0517042
67187	Child Development Fund	565.38	0.00	565.38	92*0517102	92*0517103
Total Fund 33 Child Development Fund		<u>\$29,263.51</u>	<u>\$0.00</u>	<u>\$29,263.51</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67153	Capital Outlay Projects Fund	297,066.00	0.00	297,066.00	92*0516617	92*0516619
67165	Capital Outlay Projects Fund	153,453.48	0.00	153,453.48	92*0516740	92*0516750
Total Fund 41 Capital Outlay Projects Fun		<u>\$450,519.48</u>	<u>\$0.00</u>	<u>\$450,519.48</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67152	Bond Fund, Measure Q	2,822,073.22	0.00	2,822,073.22	92*0516616	92*0516616
67164	Bond Fund, Measure Q	81,416.50	0.00	81,416.50	92*0516737	92*0516739
67188	Bond Fund, Measure Q	2,459,612.04	0.00	2,459,612.04	92*0517104	92*0517104
Total Fund 43 Bond Fund, Measure Q		<u><u>\$5,363,101.76</u></u>	<u><u>\$0.00</u></u>	<u><u>\$5,363,101.76</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67151	Property and Liability Fund	242.40	0.00	242.40	92*0516615	92*0516615
67173	Property and Liability Fund	31,663.68	0.00	31,663.68	92*0516865	92*0516868
Total Fund 61 Property and Liability Fund		<u>\$31,906.08</u>	<u>\$0.00</u>	<u>\$31,906.08</u>		

Checks Written for Period 02/27/19 Thru 03/12/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67172	Workers' Compensation Fund	20,800.90	0.00	20,800.90	92*0516864	92*0516864
67178	Workers' Compensation Fund	853.38	0.00	853.38	92*0517004	92*0517004
Total Fund 62 Workers' Compensation Fu		<u><u>\$21,654.28</u></u>	<u><u>\$0.00</u></u>	<u><u>\$21,654.28</u></u>		

Checks Written for Period 02/27/19 Thru 03/12/19

67182	Student Financial Aid Fund	49,840.50	0.00	49,840.50	92*0517043	92*0517047
Total Fund 74 Student Financial Aid Fund		<u><u>\$49,840.50</u></u>	<u><u>\$0.00</u></u>	<u><u>\$49,840.50</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	3,410,193.61
Total Fund 12 General Fund Restricted	2,029,892.65
Total Fund 13 GF Unrestricted One-Time Fund	201,678.69
Total Fund 33 Child Development Fund	29,263.51
Total Fund 41 Capital Outlay Projects Fund	450,519.48
Total Fund 43 Bond Fund, Measure Q	5,363,101.76
Total Fund 61 Property and Liability Fund	31,906.08
Total Fund 62 Workers' Compensation Fund	21,654.28
Total Fund 74 Student Financial Aid Fund	49,840.50
Grand Total:	<u><u>\$11,588,050.56</u></u>

Checks Written for Period 02/27/19 Thru 03/12/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1A1902528	SAC Diversified Agency Fund	195.02	0.00	195.02	1A*0001601	1A*0001602
1A1903102	SAC Diversified Agency Fund	839.13	0.00	839.13	1A*0001603	1A*0001603
1A1903209	SAC Diversified Agency Fund	4,236.89	0.00	4,236.89	1A*0001604	1A*0001614
1A1903312	SAC Diversified Agency Fund	107.21	0.00	107.21	1A*0001615	1A*0001615
Total 1A SAC Diversified Agency Fund		<u>\$5,378.25</u>	<u>\$0.00</u>	<u>\$5,378.25</u>		

Checks Written for Period 02/27/19 Thru 03/12/19

<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>
1B1902528	SAC Bookstore Fund	167,557.19	30,546.00	137,011.19	1B*0001611	1B*0001637
1B1903209	SAC Bookstore Fund	60,581.41	0.00	60,581.41	1B*0001638	1B*0001658
Total 1B SAC Bookstore Fund		<u>\$228,138.60</u>	<u>\$30,546.00</u>	<u>\$197,592.60</u>		

Checks Written for Period 02/27/19 Thru 03/12/19

<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>
1C1902528	SAC Community Education Fund	16,154.00	0.00	16,154.00	1C*0001120	1C*0001123
Total 1C SAC Community Education Fund		<u>16,154.00</u>	<u>0.00</u>	<u>16,154.00</u>		

Checks Written for Period 02/27/19 Thru 03/12/19

<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>
1R1902528	SAC Representation Fee Fund	25,982.14	0.00	25,982.14	1R*0001014	1R*0001016
Total 1R SAC Representation Fee Fund		<u><u>\$25,982.14</u></u>	<u><u>\$0.00</u></u>	<u><u>\$25,982.14</u></u>		

Checks Written for Period 02/27/19 Thru 03/12/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1S1903209	SAC Associated Students Fund	5,976.25	0.00	5,976.25	1S*0001302	1S*0001310
1S1903312	SAC Associated Students Fund	3,905.13	0.00	3,905.13	1S*0001311	1S*0001315
Total 1S SAC Associated Students Fund		<u>\$9,881.38</u>	<u>\$0.00</u>	<u>\$9,881.38</u>		

Checks Written for Period 02/27/19 Thru 03/12/19

<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>
1T1903102	SAC Diversified Trust Fund	7,870.86	0.00	7,870.86	1T*0001385	1T*0001392
1T1903209	SAC Diversified Trust Fund	1,715.22	0.00	1,715.22	1T*0001393	1T*0001397
Total 1T SAC Diversified Trust Fund		<u><u>\$9,586.08</u></u>	<u><u>\$0.00</u></u>	<u><u>\$9,586.08</u></u>		

SUMMARY

Total Fund 1A SAC Diversified Agency Fund	5,378.25
Total Fund 1B SAC Bookstore Fund	197,592.60
Total Fund 1C SAC Community Education Fu	16,154.00
Total Fund 1R SAC Representation Fee Func	25,982.14
Total Fund 1S SAC Associated Students Fun	9,881.38
Total Fund 1T SAC Diversified Trust Fund	9,586.08
Grand Total:	<u><u>\$264,574.45</u></u>

Checks Written for Period 02/27/19 Thru 03/12/19

<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>
2A1903209	SCC Diversified Agency Fund	12,053.61	0.00	12,053.61	2A*0001277	2A*0001288
2A1903312	SCC Diversified Agency Fund	2,287.42	40.00	2,247.42	2A*0001289	2A*0001293
Total 2A SCC Diversified Agency Fund		<u><u>\$14,341.03</u></u>	<u><u>\$40.00</u></u>	<u><u>\$14,301.03</u></u>		

Checks Written for Period 02/27/19 Thru 03/12/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2B1902528	SCC Bookstore Fund	36,982.32	17,781.95	19,200.37	2B*0001440	2B*0001455
2B1903209	SCC Bookstore Fund	19,601.54	0.00	19,601.54	2B*0001456	2B*0001457
2B1903312	SCC Bookstore Fund	47,330.68	0.00	47,330.68	2B*0001458	2B*0001479
Total 2B SCC Bookstore Fund		<u>\$103,914.54</u>	<u>\$17,781.95</u>	<u>\$86,132.59</u>		

Checks Written for Period 02/27/19 Thru 03/12/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2C1903209	SCC Community Education Fund	483.63	0.00	483.63	2C*0001098	2C*0001099
2C1903312	SCC Community Education Fund	665.40	0.00	665.40	2C*0001100	2C*0001101
Total 2C SCC Community Education Fund		<u>\$1,149.03</u>	<u>\$0.00</u>	<u>\$1,149.03</u>		

Checks Written for Period 02/27/19 Thru 03/12/19

<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>
2S1903209	SCC Associated Students Fund	5,217.88	0.00	5,217.88	2S*0001204	2S*0001210
2S1903312	SCC Associated Students Fund	1,627.98	0.00	1,627.98	2S*0001211	2S*0001214
Total 2S SCC Associated Students Fund		<u><u>\$6,845.86</u></u>	<u><u>\$0.00</u></u>	<u><u>\$6,845.86</u></u>		

Checks Written for Period 02/27/19 Thru 03/12/19

<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>
2T1903209	SCC Diversified Trust Fund	12,987.87	0.00	12,987.87	2T*0001184	2T*0001190
2T1903312	SCC Diversified Trust Fund	341.40	0.00	341.40	2T*0001191	2T*0001192
Total 2T SCC Diversified Trust Fund		<u>\$13,329.27</u>	<u>\$0.00</u>	<u>\$13,329.27</u>		

SUMMARY

Total Fund 2A SCC Diversified Agency Fund	14,301.03
Total Fund 2B SCC Bookstore Fund	86,132.59
Total Fund 2C SCC Community Education Fu	1,149.03
Total Fund 2S SCC Associated Students Fun	6,845.86
Total Fund 2T SCC Diversified Trust Fund	13,329.27
Grand Total:	<u><u>\$121,757.78</u></u>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/27/2019 To 03/12/2019
Board Meeting on 03/25/2019

BACKGROUND

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

ANALYSIS

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

BUDGET TRANSFERS	From	To
<u>Fund 11: General Fund Unrestricted</u>		
2000 CLASSIFIED SALARIES	37,622	
3000 EMPLOYEE BENEFITS	17,660	
4000 SUPPLIES & MATERIALS		95,345
5000 OTHER OPERATING EXP & SERVICES		59,937
6000 CAPITAL OUTLAY	100,000	
Total Transfer Fund 11	\$155,282	\$155,282
<u>Fund 12: General Fund Restricted</u>		
1000 ACADEMIC SALARIES		16,586
2000 CLASSIFIED SALARIES	52,164	
3000 EMPLOYEE BENEFITS	13,066	
4000 SUPPLIES & MATERIALS		63,108
5000 OTHER OPERATING EXP & SERVICES	57,688	
6000 CAPITAL OUTLAY		56,530
7000 OTHER OUTGO	13,306	
Total Transfer Fund 12	\$136,224	\$136,224
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
1000 ACADEMIC SALARIES		10,452
2000 CLASSIFIED SALARIES		1,946
3000 EMPLOYEE BENEFITS		3,073
4000 SUPPLIES & MATERIALS		31,417
5000 OTHER OPERATING EXP & SERVICES	9,117	
6000 CAPITAL OUTLAY		4,926
7000 OTHER OUTGO		2,910
7900 RESERVE FOR CONTINGENCIES	45,607	
Total Transfer Fund 13	\$54,724	\$54,724
<u>Fund 33: Child Development Fund</u>		
1000 ACADEMIC SALARIES		49,270
3000 EMPLOYEE BENEFITS		11,658
7900 RESERVE FOR CONTINGENCIES	60,928	
Total Transfer Fund 33	\$60,928	\$60,928
<u>Fund 41: Capital Outlay Projects Fund</u>		
6000 CAPITAL OUTLAY		50,090
7900 RESERVE FOR CONTINGENCIES	50,090	
Total Transfer Fund 41	\$50,090	\$50,090
<u>Fund 61: Property and Liability Fund</u>		
5000 OTHER OPERATING EXP & SERVICES		2,800
7900 RESERVE FOR CONTINGENCIES	2,800	
Total Transfer Fund 61	\$2,800	\$2,800

BUDGET INCREASES AND DECREASES

Revenue Appropriation

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/27/2019 To 03/12/2019
Board Meeting on 03/25/2019**

BACKGROUND

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

ANALYSIS

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

BUDGET INCREASES AND DECREASES

Fund 12: General Fund Restricted

		Revenue		Appropriation
8100	FEDERAL REVENUES	10,093		
8600	STATE REVENUES	920,033		
1000	ACADEMIC SALARIES			2,702
2000	CLASSIFIED SALARIES			37,658
3000	EMPLOYEE BENEFITS			14,805
4000	SUPPLIES & MATERIALS			14,000
5000	OTHER OPERATING EXP & SERVICES			878,461
7000	OTHER OUTGO			(17,500)
Total Transfer Fund 12		\$930,126		\$930,126

Fund 74: Student Financial Aid Fund

8600	STATE REVENUES	19,500		
7000	OTHER OUTGO			19,500
Total Transfer Fund 74		\$19,500		\$19,500

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 02/27/2019 To 03/12/2019

Board Meeting on 03/25/2019

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

BUDGET TRANSFERS		From	To
<u>Fund 11: General Fund Unrestricted</u>			
B025352	02/28/19		
2000	CLASSIFIED SALARIES	37,622	
3000	EMPLOYEE BENEFITS	17,660	
5000	OTHER OPERATING EXP & SERVICES		55,282
		\$55,282	\$55,282
Total Reference B025352			
Reason: Adjustment			
Description: Fds:cntrctd svcs-BrdRtrt,grant consulting,data/rsch std			
B025412	03/07/19		
4000	SUPPLIES & MATERIALS		100,000
6000	CAPITAL OUTLAY	100,000	
		\$100,000	\$100,000
Total Reference B025412			
Reason: Adjustment			
Description: Aruba eqpt:Dstctwde rplcmt pj			
<u>Fund 12: General Fund Restricted</u>			
B025378	03/05/19		
2000	CLASSIFIED SALARIES	29,038	
3000	EMPLOYEE BENEFITS	4,518	
6000	CAPITAL OUTLAY		33,556
		\$33,556	\$33,556
Total Reference B025378			
Reason: Special Project Adjustment			
Description: TV Video dpt cmplt TOE/negtvs in CareerED			
B025381	03/05/19		
1000	ACADEMIC SALARIES	5,000	
3000	EMPLOYEE BENEFITS	1,091	
4000	SUPPLIES & MATERIALS		24,584
5000	OTHER OPERATING EXP & SERVICES	26,000	
6000	CAPITAL OUTLAY		7,507
		\$32,091	\$32,091
Total Reference B025381			
Reason: Special Project Adjustment			
Description: TV VideoDpt/TOE clr fds/neg bals:Bio prjct			
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
B025343	02/28/19		
4000	SUPPLIES & MATERIALS		4,177
5000	OTHER OPERATING EXP & SERVICES		17,249
7900	RESERVE FOR CONTINGENCIES	21,426	
		\$21,426	\$21,426
Total Reference B025343			
Reason: Adjustment			
Description: Awards:CAMP,SSS,UBMS,PTTP			
B025361	03/01/19		
4000	SUPPLIES & MATERIALS		27,240
5000	OTHER OPERATING EXP & SERVICES	32,166	
6000	CAPITAL OUTLAY		4,926
		\$32,166	\$32,166
Total Reference B025361			
Reason: Adjustment			
Description: Fnd AssmtCtr cnfgrtn PRs61156, 61159, 61163, &61237			

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

From 02/27/2019 To 03/12/2019

Board Meeting on 03/25/2019

BUDGET TRANSFERS		From	To
B025367	03/04/19		
5000	OTHER OPERATING EXP & SERVICES		5,000
7900	RESERVE FOR CONTINGENCIES	5,000	
Total Reference B025367		\$5,000	\$5,000
Reason:	Adjustment		
Description:	Cvr incr Maint. contract reprs		
B025386	03/06/19		
1000	ACADEMIC SALARIES		10,452
2000	CLASSIFIED SALARIES		1,946
3000	EMPLOYEE BENEFITS		3,073
7900	RESERVE FOR CONTINGENCIES	15,471	
Total Reference B025386		\$15,471	\$15,471
Reason:	Adjustment		
Description:	Cover retro pay on closed project 2501		
B025401	03/06/19		
5000	OTHER OPERATING EXP & SERVICES		800
7000	OTHER OUTGO		2,910
7900	RESERVE FOR CONTINGENCIES	3,710	
Total Reference B025401		\$3,710	\$3,710
Reason:	Adjustment		
Description:	UBMS and Trio 1-time awards		
<u>Fund 33: Child Development Fund</u>			
B025351	02/28/19		
1000	ACADEMIC SALARIES		49,270
3000	EMPLOYEE BENEFITS		11,658
7900	RESERVE FOR CONTINGENCIES	60,928	
Total Reference B025351		\$60,928	\$60,928
Reason:	Adjustment		
Description:	Fnd psnv vcnt32394504 SharmaM		
<u>Fund 41: Capital Outlay Projects Fund</u>			
B025356	03/01/19		
6000	CAPITAL OUTLAY		29,500
7900	RESERVE FOR CONTINGENCIES	29,500	
Total Reference B025356		\$29,500	\$29,500
Reason:	Special Project Adjustment		
Description:	FMR18-336 OCSRTA install		
B025357	03/01/19		
6000	CAPITAL OUTLAY		20,000
7900	RESERVE FOR CONTINGENCIES	20,000	
Total Reference B025357		\$20,000	\$20,000
Reason:	Special Project Adjustment		
Description:	FMR19-423 CentEdCtr Inch shltr		
B025366	03/04/19		
6000	CAPITAL OUTLAY		590
7900	RESERVE FOR CONTINGENCIES	590	
Total Reference B025366		\$590	\$590
Reason:	Special Project Adjustment		
Description:	FMR18-408 OffSpcReconfig S201.		

Fund 61: Property and Liability Fund

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

From 02/27/2019 To 03/12/2019

Board Meeting on 03/25/2019

BUDGET TRANSFERS		From	To
B025424	03/12/19		
5000	OTHER OPERATING EXP & SERVICES		2,800
7900	RESERVE FOR CONTINGENCIES	2,800	
Total Reference B025424		\$2,800	\$2,800
Reason:	Adjustment		
Description:	Funds needed to pay final ADP invoice for December 2018		

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
B025338	02/27/19		
8600	STATE REVENUES	165,686	
2000	CLASSIFIED SALARIES		31,200
3000	EMPLOYEE BENEFITS		9,872
4000	SUPPLIES & MATERIALS		14,000
5000	OTHER OPERATING EXP & SERVICES		108,614
7000	OTHER OUTGO		2,000
Total Reference B025338		\$165,686	\$165,686
Reason:	New Budget		
Description:	Hunger Free Campus PJ2389		
B025399	03/06/19		
8600	STATE REVENUES	240,533	
5000	OTHER OPERATING EXP & SERVICES		240,533
Total Reference B025399		\$240,533	\$240,533
Reason:	New Budget		
Description:	BscSkillsInitiv 18/19 SCC		
B025400	03/06/19		
8600	STATE REVENUES	529,314	
5000	OTHER OPERATING EXP & SERVICES		529,314
Total Reference B025400		\$529,314	\$529,314
Reason:	New Budget		
Description:	BscSkillsIntv:18/19 SAC		

RECOMMENDATION

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

4.2 (5)

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

To:	Board of Trustees	Date: March 25, 2019
Re:	Approval of the 2019-20 Tentative Budget Assumptions	
Action:	Request for Approval	

BACKGROUND

Each year, the Board of Trustees approves Budget Assumptions that serve as the foundation used in the development of the district's annual budget.

ANALYSIS

On January 10th, Governor Newsom released his first budget as California's governor. The budget proposal would implement a number of commitments he made during the campaign including addressing affordability to give more Californians the opportunity to attend community college to gain skills and credentials needed to succeed in today's economy. The budget continues implementation of the Student Centered Funding Formula (SCFF) while making adjustments to use the 2018-19 funding rates again in 2019-20. The budget funds a 3.46% Cost of Living Adjustment (COLA) and 0.55% system-wide student growth.

At this stage of the 2019-20 budget preparation cycle, impacts related to the implementation of the SCFF are being worked out. Based on the information known at this time, the district is including \$7.5 million in ongoing funding related to this new formula from the 2018-19 budget. The budget also includes \$6 million related to the COLA allocation. The attached budget assumptions presume the district will maintain the same funding level in 2019-20 as anticipated for 2018-19, though revenue assumptions may change once more information is known.

The expense assumptions total approximately \$12.2 million in additional ongoing costs including cost of COLA, step and column movement, a projected 3.5% increase in health and welfare benefits for the second half of the year, continuing PERS and STRS rate increases, and other increased costs. Based on these assumptions, the 2019-20 ongoing budget produces a net \$2.2 million unallocated, less \$2 million in one-time expenses for the continued SCC ADA lawsuit settlement costs.

These assumptions, which are the starting point to be used for building the 2019-20 Tentative Budget, were unanimously recommended by both the Fiscal Resources Committee and District Council.

On March 6th, the Chancellor's Office posted a "first draft" of the P1 apportionment report for 2018-19. This was their first attempt at reporting under the SCFF model and they have already indicated they will be making corrections and updates. As of this report, they are showing a deficit factor of over 4.5% systemwide. Under this deficit, with no backfill, this would amount to a reduction in funding for our district of \$8.9 million. The Chancellor's Office has indicated that they anticipate at

least a portion, if not all of this deficit will be backfilled for 2018-19. We are therefore not including any budget reduction in these 2019-20 Tentative Budget Assumptions.

When additional information becomes available, such as the May Revise, these assumptions will be updated for the Tentative Budget presented to the Board of Trustees for approval on June 17, 2019. Once a state budget is enacted by the Legislature by the end of June, any necessary changes to our state funding can be made in the district's proposed Adopted Budget for approval by the Board of Trustees on September 9, 2019.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2019-20 Tentative Budget Assumptions as presented.

Fiscal Impact:	Projected \$199,000 net unallocated budget	Board Date: March 25, 2019
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
UNRESTRICTED GENERAL FUND
2019-20 Tentative Budget Assumptions
March 12, 2019**

I. State Revenue

A. Budgeting will begin using the new Student Centered Funding Formula (SCFF) and continue to utilize the District's Budget Allocation Model (BAM) based on the SB 361 for Tentative Budget as there are still many unknowns with the new state performance based funding formula.

B. FTES Workload Measure Assumptions:

Year	Base	Actual	Funded	Actual Growth
2013/14	28,185.04	28,688.93	28,688.93	1.79%
2014/15	28,688.93	28,908.08	28,908.08	0.76%
2015/16	28,908.08	28,901.64	28,901.64	-0.02%
2016/17	28,901.64	27,517.31 a	28,901.64 a	-4.79%
2017/18	P3 28,901.64	29,378.53 b	29,378.53 b	1.65%
2018/19	P1 29,378.53	26,348.51	Unknown	-10.31%

a - based on submitted P3, District went into Stabilization in FY 2016-17

b - based on submitted P3, the district shifted 1,392.91 FTES from summer 2018

The district went into stabilization in 2016/17 and was in restoration in 2017/18.

To maintain the 2015/16 funding level and produce growth FTES, the district borrowed from summer 2018 which reduces FTES in 2018/19.

The governor's proposed budget includes .55% systemwide growth funding, 3.46% COLA, and no base allocation increase. The effects of the SCFF on our budget is not fully known at this time. The governor proposes maintaining the split at 70/20/10 for this year plus COLA. Any changes to our funding related to the new formula will be incorporated in the Adopted Budget.

Projected COLA of 3.46%	\$6,070,000
Projected Growth/Access	\$0
Projected Base Allocation Increase	\$0
Continued Projected Deficit	\$0
Apportionment Base Incr (Decr) for 2019/20	\$6,070,000

2019/20 Potential Growth at 0.5% based on .55% system 29,525

C. Education Protection Account (EPA) funding estimated at \$26,163,294 based on 2018/19 @ Advance. These are not additional funds. The EPA is only a portion of general purpose funds that offsets what would otherwise be state aid in the apportionments. We intend to charge a portion of faculty salaries to this funding source in compliance with EPA requirements.

D. Unrestricted lottery is projected at \$151 per FTES (\$4,082,069). Restricted lottery at \$53 per FTES (\$1,432,779). (2018/19 P1 of resident & nonresident factored FTES, 27,033.57 x 151 = \$4,082,069 unrestricted lottery; 27,033.57 x 53 = \$1,432,779.) Decrease of about 10%.

E. Estimated reimbursement for part-time faculty compensation is estimated at \$694,051 (2018/19 @ Advance). Unchanged.

F. Categorical programs will continue to be budgeted separately; self-supporting, matching revenues and expenditures. COLA is being proposed on certain categorical programs. Without COLA, other categorical reductions would be required to remain in balance if settlements were reached with bargaining groups. The colleges will need to budget for any program match requirements using unrestricted funds.

G. BOG fee waivers 2% administration funding estimated at 2018/19 @ Advance of \$293,254. Unchanged.

H. Mandates Block Grant estimated at a total budget of \$792,827 (30.09 x 26,348.51). Slight decrease. No additional one-time allocation proposed.

II. Other Revenue

I. Non-Resident Tuition budgeted at \$3,200,000. (SAC \$2,400,000, SCC \$800,000) - Unchanged

J. Interest earnings estimated at \$1,000,000. Increase of \$175,000.

K. Other miscellaneous income (includes fines, fees, rents, etc.) is estimated at approximately \$407,680. Unchanged.

L. Apprenticeship revenue estimated at \$2,757,300. Unchanged.
(Corresponding expenses related to this allocation must be budgeted for additional apprenticeship course offerings)

M. Scheduled Maintenance/Instructional Equipment allocation. - no allocation in proposed state budget

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2019-20 Tentative Budget Assumptions
March 12, 2019**

III. Appropriations and Expenditures

- A. As the District's budget model is a revenue allocation model, revenues flow through the model to the colleges as earned. The colleges have the responsibility, within their earned revenue, to budget for ALL necessary expenditures including but not limited to all full time and part time employees, utilities, instructional services agreements, multi-year maintenance and other contracts, supplies, equipment and other operating costs.
- B. The state is estimating a Cost of Living Allowance (COLA) of 3.46%. Any collectively bargained increased costs will be added to the budget. The estimated cost of a 1% salary increase is \$1.66 million for all funds. The estimated cost of a 1% salary increase is \$1.32 million for unrestricted general fund.
- C. Step and column movement is budgeted at an additional cost of approximately \$2.06 million including benefits for FD 11 & 13 (FARSCCD approximate cost \$577,291 CSEA approximate cost \$664,861, Management/Other approximate cost \$815,172) For all funds, it is estimated to = \$2.57 million (FARSCCD = \$657,895, CSEA = \$859,802, Management = \$1,052,246)
- D. Health and Welfare benefit premium cost increase as of 1/1/20 is estimated at 3.5% for an additional cost of approximately \$520,088 for active employees and an additional cost of \$224,056 for retirees, for a combined increase of \$744,144 for unrestricted general fund. The additional cost increase for all funds is estimated to = \$896,549.
State Unemployment Insurance local experience charges are estimated at \$250,000 (2018/19 budgeted amount). Unchanged. The District will decrease the Worker's Compensation Insurance (WCI) rate from 2.25% to 1.5% of total salaries. CalSTRS employer contribution rate will increase in 2019/20 from 16.28% to 17.13% for an increase of \$630,304. The reduction from 18.13% originally estimated to 17.13% reduced the required CalSTRS contribution by \$741,533.
(Note: The cost of each 1% increase in the STRS rate is approximately \$740,000.)
CalPERS employer contribution rate will increase in 2019/20 from 18.062% to 20.70% for an increase of \$1,028,913
(Note: The cost of each 1% increase in the PERS rate is approximately \$390,000.)
- E. The full-time faculty obligation (FON) for Fall 2019 is estimated at 381. The District will recruit to replace 15 faculty vacancies and recruit 15 new faculty. SAC is recruiting for 21 positions (11 replacement, 10 new). SCC is recruiting for 9 positions (4 replacement, 5 new). Assuming all are successful recruitments, the District expects to meet its obligation. The current cost for a new position is budgeted at Class VI, Step 12 at approximately \$144,808. Penalties for not meeting the obligation amount to approximately \$77,063 per FTE not filled.
- F. The current rate per Lecture Hour Equivalent (LHE) effective 7/1/18 for hourly faculty is \$1,345. Increase of \$70 per LHE.
- G. Retiree Health Benefit Fund (OPEB/GASB 45 Obligation) - The District will increase the employer payroll contribution rate of 3.63% to 4.25% of total salaries to fund the total actuarially determined Annual Required Contribution (ARC). The calculated ARC is currently \$14,394,639.
- H. Capital Outlay Fund - Although there is no state allocation for Scheduled Maintenance/Instructional Equipment in the proposed state budget, the District will continue to budget \$1.5 million for capital outlay needs.
- I. Utilities cost increases of 2.5%, estimated at \$100,000.
- J. Information Technology licensing contract escalation cost of 7%, estimated at \$125,000.
- K. Property and Liability Insurance transfer estimated at \$1,970,000. Unchanged.
- L. Other additional DS/Institutional Cost expenses: No requests have been submitted to date.
- M. Child Development Fund - The District will continue to budget \$250,000 as an interfund transfer from the unrestricted general fund as a contingency plan. (\$140,000 each year was transferred since 2014/15 and expected again in 2018/19)
- N. Estimated annual cost of Santiago Canyon College ADA Settlement expenses of \$2 million from one-time funds.

Rancho Santiago Community College District
Unrestricted General Fund Summary
2019-20 Tentative Budget Assumptions Analysis
March 12, 2019

*	<u>New Revenues</u>	Ongoing Only	One-Time
A	Student Centered Funding Formula (see note below)	?	?
B	COLA 3.46%	\$6,070,000	
B	Growth	\$0	
B	Deficit Factor est	\$0	
D	Unrestricted Lottery	(\$454,717)	
H	Mandates Block Grant	(\$59,357)	
I	Non-Resident Tuition	\$0	
J	Interest Earnings	\$175,000	
L	Apprenticeship - SCC	\$0	
EGHK	Misc Income	\$0	
	Total	\$5,730,926	\$0
	<u>New Expenditures</u>		
B	COLA 3.46%	\$6,070,000	
C	Step/Column	\$2,057,324	
D	Health and Welfare/Benefits Increase (3.5% for 1/2 yr)	\$744,144	
D	CalSTRS Increase	\$630,304	
D	CalPERS Increase	\$1,028,913	
D	Decreased Cost of WCI	(\$822,293)	
E	Full Time Faculty Obligation Hires	\$2,172,120	
E/F	Hourly Faculty Budgets (Convert to Full Time)	(\$605,250)	
G	Increased Cost of Retiree Health Benefit ARC	\$679,762	
H	Capital Outlay/Scheduled Maintenance Contribution	\$0	
I	Utilities Increase	\$100,000	
J	ITS Licensing/Contract Escalation Cost	\$125,000	
K	Property, Liability and All Risks Insurance	\$0	
L	Other Additional DS/Institutional Costs	\$0	
N	SCC ADA Settlement Costs	\$0	\$2,000,000
	Total	\$12,180,024	\$2,000,000
	2019-20 Budget Year Unallocated (Deficit)	(\$6,449,098)	
	2018/19 Structural Unallocated (Deficit)	\$3,009,134	
	2018/19 Additional cost of remaining CB settlements	(\$3,125,656)	
	2018/19 Additional SCFF revenue	\$7,456,980	
	2018/19 Additional full-time faculty revenue	\$1,307,884	
	Total Net Unallocated (Deficit)	\$2,199,244	(\$2,000,000)

Note: Budget Stabilization Fund Balance at 6/30/2019 is estimated at \$1 million due to the shift in Board Policy Contingency from 5% to 12.5%.

On March 6th, the Chancellor's Office posted a "first draft" of the P1 apportionment report for 2018-19. This was their first attempt at reporting under the SCFF model and they have already indicated they will be making corrections and updates. As of this report, they are showing a deficit factor of over 4.5% systemwide. Under this deficit, with no backfill, this would amount to a reduction in funding for our district of \$8.9 million. The Chancellor's Office has indicated that they anticipate at least a portion, if not all of this deficit will be backfilled for 2018-19. We are therefore not including any budget reduction in these 2019-20 Tentative Budget Assumptions.

* Reference to budget assumption number

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

To:	Board of Trustees	Date: March 25, 2019
Re:	Approval of Two Year Extension to the Original License Agreement between the City of Santa Ana and the Rancho Santiago Community College District to Operate Centennial Education Center	
Action:	Request for Approval	

BACKGROUND

The Santa Ana College School of Continuing Education has operated an adult education center called the Centennial Education Center at Centennial Park since November 5, 1979, pursuant to a thirty (30) year license agreement by and between the City of Santa Ana and the Rancho Santiago Community College District. This license agreement has been conditioned upon the District abiding to deed restrictions required by the Federal Government on Centennial Park. Subsequently, two additional five (5) year renewals were agreed upon and executed respectively in 2009 and 2014 with the current agreement to expire November 2019. In accordance with the recitals of the license agreement, an extension was requested of the City in February 2019. The City of Santa Ana was notified by the National Park Service that a two (2) year extension was approved. The term of this third extension will expire November 5, 2021. The Santa Ana City Council approved the extension of the license agreement at their March 5, 2019 meeting. All conditions of the current license agreement will be continued in the proposed new agreement. A copy of the original agreement is [here](#) for your additional information and review.

ANALYSIS

This extension of the license agreement between the City of Santa Ana and the Rancho Santiago Community College District allows for continuous operation of Santa Ana College's Centennial Education Center for another two (2) year period while the long-term plans for the College and the City can be negotiated. The Board of Trustees' General Counsel, Ruben Smith, has reviewed and approved the two (2) year extension agreement.

RECOMMENDATION

It is recommended that the Board of Trustees approve this two (2) year extension to the original license agreement between the City of Santa Ana and the Rancho Santiago Community College District to operate Santa Ana College's Centennial Education Center as presented.

Fiscal Impact:	Approx. \$40,000 annually	Board Date: March 25, 2019
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

**THIRD EXTENSION OF LICENSE AGREEMENT
BETWEEN THE CITY OF SANTA ANA AND RANCHO
SANTIAGO COMMUNITY COLLEGE DISTRICT**

THIS THIRD EXTENSION OF LICENSE AGREEMENT ("Extension") is entered into this 5th day of March, 2019, by and between the City of Santa Ana, a charter city and municipal corporation, herein referred to as "City", and Rancho Santiago Community College District, herein referred to as "RSCCD".

RECITALS:

- A. On November 5, 1979, the City Council approved a thirty (30) year License Agreement with RSCCD to construct and operate an Adult Career Education Center at Centennial Park, conditioned upon RSCCD abiding to deed restrictions required by the Federal Government on Centennial Park.
- B. The original License Agreement expired in November 2009, and a five (5) year renewal was agreed upon by the Parties, under the same conditions. Such renewal term expired on November 5, 2014.
- C. On February 4, 2014, RSCCD and the City entered into an "Extension of License Agreement" (A-2014-028) Between the City of Santa Ana and Rancho Santiago Community District," which extended the License Agreement through November 5, 2019, subject to all of the same terms and conditions of the original License Agreement.
- D. On February 7, 2011, RSCCD entered into a "Reimbursement Agreement for Centennial Education Center Improvements" (A-2011-026) with the City for up to \$300,000 for the preparation of evaluation and documentation to the National Parks Service ("NPS") for a potential land conversion which would move the deed restrictions from the land upon which the Education Center sits to another property designated by the City. The Reimbursement Agreement also covered the cost to grade the proposed replacement site. Required documentation for the site at McFadden/Orange (1.4 acres) was submitted to NPS however, NPS indicated that the proposed property was not of equal value/size. In order to complete the land conversion process, the Parties need to identify additional property of equal value. NPS agreed to allow the City to extend the License to RSCCD for five (5) years in order to complete the process. This Reimbursement Agreement expired on November 5, 2014.
- E. On August 18, 2015, RSCCD and the City entered into a "Reimbursement Agreement for Completion of Land Conversion Approval for Centennial Education Center" (A-2015-182) whereby RSCCD would reimburse the City in an amount not to exceed Three Hundred Thirty-Four Thousand Dollars (\$334,000) for its costs in fulfilling the land conversion requirements for the replacement properties.
- F. In order to renew or extend the License Agreement, the option must be exercised by providing written notice not less than 180 days prior to the expiration date of the option period.
- G. In February 2019, RSCCD has requested an extension of the current License Agreement between the parties to allow RSCCD to schedule classes for Fall 2019 and for the parties to complete submission of necessary documentation for the contemplated land conversion to the NPS.

H. On February 19, 2019, the NPS orally informed the City's Executive Director of the Parks, Recreation and Community Services Agency that an extension of the license agreement for up to two (2) years was approved by the NPS.

I. The Parties desire to extend the License Agreement for two (2) years under the same terms and conditions of the original Agreement.

WHEREFORE, in consideration of the mutual and respective covenants and promises hereinafter contained and made, and subject to all of the terms and conditions of said Agreement as hereby extended, the Parties hereto do hereby agree as follows:

1. The term of the License shall be extended for two (2) years through November 5, 2021, subject to all of the same terms and conditions of the original License Agreement dated November 5, 1979.

WHEREFORE, the parties have executed this Extension of License Agreement as of the date and year first written above.

ATTEST:

CITY OF SANTA ANA

NORMA MITRE
Acting Clerk of the Council

STEVEN MENDOZA
Acting City Manager

APPROVED AS TO FORM:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SONIA R. CARVALHO
CITY ATTORNEY

By: Laura A. Rossini
Laura A. Rossini
Senior Assistant City Attorney

By: _____
PETER HARDASH
Vice Chancellor Business/Fiscal Services

RECOMMENDED FOR APPROVAL:

LISA RUDLOFF
Executive Director of Parks, Recreation and
Community Services Agency

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

To:	Board of Trustees	Date: March 25, 2019
Re:	Update to the District's Americans with Disabilities Act (ADA) and Section 504 Self-Evaluation and Transition Plan Report	
Action:	Information	

BACKGROUND:

In January of 1994, the Rancho Santiago Community College District (District) completed a "Transition Plan" report to comply with the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. §12101 et seq. (hereafter referred to ADA). Public entities with 50 or more employees were required to develop a "Transition Plan" in response to the self-evaluation conducted under Title 1 and Title II of the ADA along with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 (hereafter referred to Section 504 Self-Evaluation).

A Transition Plan is required to 1) identify physical obstacles in facilities that limit the accessibility of its programs and activities such as class offerings to individuals with disabilities; 2) describe the methods that will be used to make the facilities accessible; and 3) specify the schedule for taking the steps necessary to achieve compliance. To the extent that structural changes in facilities are needed in order to provide programmatic access, the public entity is required to develop a Transition Plan describing the facility modifications that are needed. Facility modifications and improvements to correct accessibility deficiencies in buildings are undertaken as the District modernizes and replaces buildings and when new capital projects are planned and constructed.

Additionally, as part of the Section 504 Self-Evaluation, the District as an institution is required to examine each program area (i.e. academic departments, operations at each site/location where services are provided and offered for students) in its entirety, to ensure these programs are made accessible to persons with disabilities. Policies, practices, communication methods, training of staff and other procedures are among some of the areas and items reviewed in the self-evaluation study.

In an effort to update the 1994 Transition Plan, the District established an ADA Transition Plan and Self-Evaluation Working Group Committee in 2016. The members comprised of staff and representatives from both colleges and districtwide operational areas. The committee has been working on a comprehensive update to the Transition Plan and undertaking a self-evaluation study for the last several years.

Several surveys were undertaken to all college academic departments and students. Two public forums were also held on November 1, 2017 (Santa Ana College) and November 8, 2017

(Santiago Canyon College) to retain public feedback and comments regarding any concerns individuals may have in regards to accessibility. Building condition assessors and inspectors visited all District owned facilities to undertake access compliance reviews to identify and determine physical barriers.

On May 16, 2016, the Board of Trustees approved an agreement with Creative Design Associates, Inc. for ADA consulting services to assist the District in updating the District's ADA Transition Plan Report ("Transition Plan") from 1994, including assisting in undertaking a Section 504 Self-Evaluation ("Self-Evaluation") study districtwide. The consultant will be present at tonight's board meeting to assist with the presentation of the Self-Evaluation study and Transition Plan report.

These collective efforts have resulted in a final "Report" which was completed in December of 2018 and sets forth the results of the Self-Evaluation study with recommendations for policy, operational and programmatic changes. The Transition Plan section of the report identifies the physical barrier deficiencies and need for modifications to facilities. The correction of deficiencies across facilities is projected to take longer than ten years depending on the availability of funding.

The Report is meant to be a living document to be a guideline for the District to ensure continued compliance and progress towards making any necessary improvements.

To see the December 2018 report in its entirety [click here](#).

Working Group Committee Members:

Santa Ana College

- Linda Rose, President
- Jim Kennedy, Vice President Continuing Education
- Jeffrey Lamb, Vice President Academic Affairs
- Bart Hoffman, Vice President Administrative Services
- Vaniethia Hubbard, Vice President Student Services
- Veronica Oforlea, Associate Dean DSPS
- Jarek Janio, Faculty Coordinator Centennial Center

Santiago Canyon College

- John Hernandez, President
- Jose Vargas, Vice President Continuing Education
- Marilyn Flores, Vice President Academic Affairs
- Arleen Satele, Vice President Administrative Services
- Syed Rizvi, Vice President Student Services
- Starr Avedesian, Associate Dean, DSPS

District Office

- Carri Matsumoto, Assistant Vice Chancellor Facility Planning, District Construction & Support Services
- Jesse Gonzalez, Assistant Vice Chancellor Information Technology Services
- Alistair Winter, Assistant Vice Chancellor Human Resources
- Toni Bland, Chief District Safety and Security (former)
- Janneth Linnell, Executive Director Child Development Services

- Darryl Taylor, Director Facility Planning, District Construction & Support Services
- MyLe Pham, Director Quality Assurance Child Development Services
- Dean Hopkins, Manager Public Affairs and Publications
- Don Maus, Risk Manager Risk Management
- Allison Coburn, Project Manager Facility Planning, District Construction & Support Services

Consultants

- Glenn Dea, Vice President - Creative Design Associates
- Jan Galvin, President - Galvin Group Consultancy
- Skip Bingham, Senior Consultant - Galvin Group Consultancy
- Ralph Black, Senior Consultant - Galvin Group Consultancy
- Catherine Campisi, Senior Consultant - Galvin Group Consultancy

RECOMMENDATION:

The Board of Trustees shall receive and be provided an update on the District’s Americans with Disabilities Act (ADA) and Section 504 Self-Evaluation and Transition Plan Report completed in December 2018 by the Working Group Committee. There is no action necessary as the District shall continue to work on implementing the recommendations in the report and provide updates to the Board of Trustees in the future as needed.

Fiscal Impact:	N/A	Board Date: March 25, 2019
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services on behalf of the Working Group Committee Members	
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: March 25, 2019
Re:	Approval of Vendor Name Change	
Action:	Request for Approval	

BACKGROUND

The Rancho Santiago Community College District Board of Trustees has approved several agreements with Lentz Morrissey Architecture for various projects including architectural services for the emergency blue phones; ADA path of travel upgrades and on-call architectural design services district-wide.

On February 27, 2019 RSCCD was informed that Lentz Morrissey Architecture has changed their name and moved to a new location within the city of Santa Ana. The name change was filed with the State of California to do business under the new name of Morrissey Associates, Inc.

ANALYSIS

In order to avoid interruption of existing services and to make payments for services rendered timely it is necessary to seek acceptance by the Board of Trustees to change the vendor name from Lentz Morrissey Architecture to Morrissey Associates, Inc. The name change does not change the current services provided or cost. Morrissey Associates, Inc. is committed to providing the same level of service that Lentz Morrissey Architecture contractually committed to in fulfilling previously Board approved services.

RECOMMENDATION

It is recommended that the Board of Trustees approve the name change request from Lentz Morrissey Architecture to Morrissey Associates, Inc. as presented.

Fiscal Impact:	N/A	Board Date: March 25, 2019
Prepared by:	Linda Melendez, Director, Purchasing 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: March 25, 2019
Re:	Approval of Vendor Name Change	
Action:	Request for Approval	

BACKGROUND

On September 10, 2018, the Rancho Santiago Community College District Board of Trustees approved a five year renewal of an inter-agency instructional services agreement with the City of Rancho Cucamonga for Fire Technology instruction at Santa Ana College.

ANALYSIS

In order to avoid interruption of existing services and to make payments for services rendered timely it is necessary to seek acceptance by the Board of Trustees to change the vendor name from City of Rancho Cucamonga to Rancho Cucamonga Fire Protection District at the request of the City of Rancho Cucamonga. The name change does not change the current services provided or cost. The Rancho Cucamonga Fire Protection District is committed to providing the same level of service that The City of Rancho Cucamonga committed to in fulfilling previously Board approved services.

RECOMMENDATION

It is recommended that the Board of Trustees approve the name change request from The City of Rancho Cucamonga to Rancho Cucamonga Fire Protection District as presented.

Fiscal Impact:	N/A	Board Date: March 25, 2019
Prepared by:	Linda Melendez, Director, Purchasing 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: March 25, 2019
Re:	Approval of Agreement with True North Research, Inc.	
Action:	Request for Approval	

BACKGROUND

The Rancho Santiago Community College District Board of Trustees have requested that staff evaluate and explore a possible General Obligation bond measure for the March 3, 2020 primary election to fund continuing capital projects at the campuses. The colleges are in need of additional resources in order to update and address campus facilities needs, to address their Educational Master Plans and their Facilities Master Plans.

ANALYSIS

At the March 11, 2019 Board of Trustees meeting, a Trustee requested that staff research the necessary planning steps and timeline necessary for a possible General Obligation bond measure for the March 3, 2020 primary election ballot. The first necessary step is to evaluate potential voter support by engaging the services of a research survey consultant to design and conduct a survey of likely voters. The consultant will design and conduct a statistically reliable survey of voters within the entire Rancho Santiago Community College District.

True North Research, Inc. was utilized for surveying voters for the successful passage of Measure Q in 2012. True North Research, Inc. has a successful bond passage rate since 2008 of 96% and 100% success rate over the past three years (73 Measures/73 wins). Dr. Tim McLarney proposes to design the survey instrument with the District and True North Research, Inc. will conduct the survey by preparing a questionnaire in English, Spanish and Vietnamese and conduct a minimum of 600 surveys by email, online and telephone. True North will process the survey data and prepare a thorough report on findings and recommendations. The proposed timeline for this study is to begin in early April 2019 and conclude by the end of May 2019.

The attached proposal for services for a bond feasibility study is for a fixed fee of \$28,500.

RECOMMENDATION

It is recommended the Board of Trustees approve an agreement for a bond measure feasibility study with True North Research, Inc. and grant authorization to the Chancellor or his designee to execute the agreement as presented.

Fiscal Impact:	\$28,500	Board Date: March 25, 2019
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

BOND MEASURE FEASIBILITY STUDY
PROPOSAL FOR RESEARCH & CONSULTING

PREPARED FOR THE
RANCHO SANTIAGO CCD



MARCH 15, 2019



1592 N. COAST HIGHWAY 101
ENCINITAS CA 92024
760.632.9900 WWW.TN-RESEARCH.COM

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RESEARCH PROPOSAL

True North Research, Inc. (True North) is pleased to present the Rancho Santiago Community College District (District) with this proposal to design and conduct a statistically reliable survey of voters in the District. Our recent conversation with the District's Vice Chancellor, Peter Har-dash, and experience working with the District in 2012 were helpful to our understanding of the District's objectives and needs with respect to the proposed research. We have crafted this summary of the proposed work scope and associated costs accordingly. However, if we missed an important detail, or if other issues have arisen that should be factored into the study, please feel free to contact us (760.632.9900) and we'll be happy to revise this estimate.

SCOPE OF WORK Creating revenue measures that are ultimately approved by the necessary percentage of voters is difficult, especially in the State of California. Successful measures require insightful research and sound, strategic advice. The overriding objective of the survey is thus to produce an unbiased, *statistically reliable* evaluation of voters' interest in supporting a local bond measure to fund the repair and improvement of school facilities, as well as identify how to align the measure with community priorities and best prepare it for voter approval.

The scope of services that we propose to perform for the District includes all tasks associated with designing, conducting and analyzing the survey, as well as presenting the results. Briefly, the scope of services includes:

- Meet with the District to thoroughly discuss the research objectives and methodology for the study, as well as discuss potential challenges, concerns, and issues that may surround the study.
- Develop a stratified and clustered sample of voters who—based on their voting history and registration status—are likely to participate in the elections of interest on the natural or through targeted outreach efforts.
- Produce a draft questionnaire for the District's review and make revisions as needed until all parties approve of the instrument.
- Pre-test the survey instrument to ensure its integrity.
- Professionally translate the final questionnaire into Spanish and Vietnamese to allow for interviewing in English, Spanish, and Vietnamese according to the respondent's preference.
- CATI (Computer Assisted Telephone Interviewing) program the finalized survey instrument to ensure accurate and reliable data collection using professional, high quality interviewers.
- Web program the same survey instrument to allow for email-based recruiting and secure, password-protected online data collection to compliment the telephone recruitment and data collection.
- Complete a minimum of 600 quality surveys according to the sampling plan and strict recruiting and interviewing protocol. It is expected that the average interview will last up to 17 minutes.
- Process the data, which includes conducting validity checks, cleaning, recoding, coding open-end responses, and adjusting for strategic oversampling (if used) through a statistical procedure known as 'weighting'.
- Prepare an initial topline report which presents the overall findings of the survey.
- Prepare a thorough report on the findings, including a detailed question-by-question analysis, description of the methodology, an executive summary of the key findings and conclu-

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sions/recommendations, as well as a comprehensive set of crosstabulations showing how the answers varied by subgroups of voters. The report will include extensive full-color graphics displaying the findings, as well as insightful narrative discussion of the results and their implications.

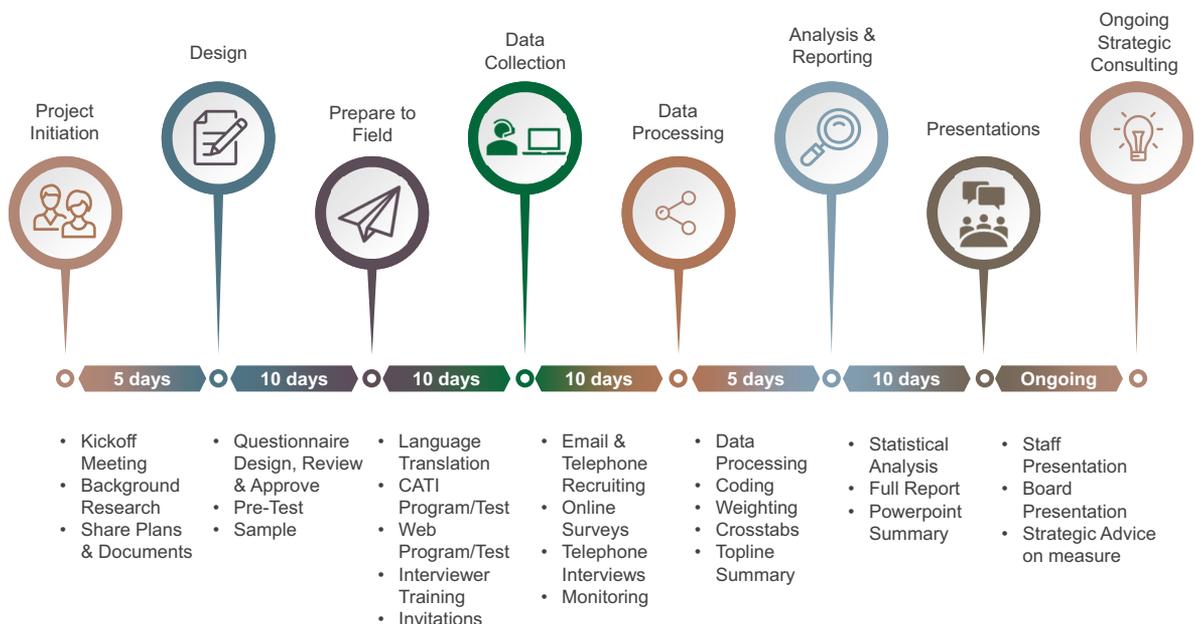
- Prepare an electronic copy of the final report to allow the District to reproduce the report as needed.
- Prepare a PowerPoint presentation of the results and present the results to the District.
- Be available to assist and provide advice to the District after the survey is complete.

COSTS True North’s fixed-fee cost estimate to design and conduct the survey as described in this proposal is \$28,500. This cost is inclusive—there will be no additional charges associated with the study.

TIME LINE & WORK PLAN True North will work with the District to establish a project schedule that meets the District’s needs. Below is a proposed time line for the study that shows the typical stages of a bond survey project, the number of days that we recommend devoting to each stage, as well as the key research tasks that are completed in each stage. We have the flexibility and resources to adjust this time line if the District desires.

Because the filing deadline for a March 2020 ballot measure is in early December 2019, we recommend beginning the research process in early April if possible. The sooner the District has statistically reliable information on voters’ priorities and opinions as they pertain to a potential bond measure, the more time the District has to use the information in planning and preparing a measure, stakeholder outreach, as well as conducting non-advocacy communications. With an early-April kickoff, the time line shown below would allow us to provide initial results by mid-May and deliver a full report and presentation by the end of May.

FIGURE 1 PROJECT TIME LINE & TASKS



REVENUE MEASURE EXPERIENCE True North Research, Inc. is a full-service survey research firm that is dedicated to providing California school districts, community colleges, cities and other public agencies with a clear understanding of the opinions, priorities and concerns of their residents and voters. To date, the Principals at True North have designed and conducted over 1,000 research studies for public agencies, including more than 350 bond and tax measure feasibility surveys to gauge voter support for capital and service initiatives, identify the factors that shape voters' opinions regarding a proposal, develop effective public education and outreach strategies, and help agencies position a measure for voter approval.

One testimony to the accuracy of our research and the reliability of our strategic advice is that we have the highest *verifiable* success rate in the State of California for revenue measures since 2008 (96%), and a **100% success rate** over the past three years (73 wins/73 measures on the ballot since 2015). To date, we have helped raise over \$32 billion in voter-approved bonds and taxes, including more than \$8 billion in successful bond and tax measures in the past three years alone. The tables on the following pages list all of the education bonds that True North has recommended go to ballot since 2008, as well as the outcome of each measure. Included in this list, of course, is the District's successful 2012 bond.

PROJECT MANAGER BIO Dr. McLarney will lead the proposed study and be the District's day-to-day contact. As President of True North, Dr. McLarney is responsible for the design, management and analysis of True North's qualitative and quantitative research projects, including those that address revenue measure feasibility, community needs assessments, public policy and strategic planning issues. During his career, Dr. McLarney has occupied a key role in over 1,000 research studies, more than 350 of which had research objectives similar to those of the District.

Dr. McLarney is a nationally recognized expert in survey research methodology, sampling theory, weighting and the use of statistical methods to generalize survey results. His research has been recognized at numerous national and state conferences, has been published in academic journals, and has earned him honors including the title of Visiting Scholar at the Institute of Governmental Studies at UC Berkeley. He has also served as an independent expert witness in survey research methodology for California legal cases. Dr. McLarney holds a Ph.D. and M.A. in Government from Cornell University with an emphasis in survey methodology, sampling theory and public opinion, as well as a Bachelor's degree in Politics from the University of California, Santa Cruz.

TABLE 1 EDUCATION BOND MEASURES NOVEMBER 2016 TO NOVEMBER 2018 AND OUTCOMES

District	Measure	Election Date	Amount (in millions for bonds)	% Voted Yes	Outcome
Sweetwater UHSD	Bond	November 2018	\$403	68%	Pass
Carlsbad USD	Bond	November 2018	\$265	62%	Pass
Vista USD	Bond	November 2018	\$247	63%	Pass
Mountain Empire USD	Bond	November 2019	\$15	55%	Pass
Los Alamitos USD	Bond	November 2018	\$97	59%	Pass
Lowell Joint SD	Bond	November 2018	\$48	63%	Pass
Santa Ana USD	Bond	November 2018	\$232	70%	Pass
Perris UHSD	Bond	November 2018	\$148	55%	Pass
San Bernardino CCD	Bond	November 2018	\$470	62%	Pass
ABC USD	Bond	November 2018	\$258	58%	Pass
El Segundo USD	Bond	November 2018	\$92	63%	Pass
Baldwin Park USD	Bond	November 2018	\$69	79%	Pass
Panama Buena Vista USD	Bond	November 2018	\$90	62%	Pass
Gavilan CCD	Bond	November 2018	\$248	59%	Pass
Santa Clara USD	Bond	November 2018	\$720	67%	Pass
San Bruno Park SD	Bond	November 2018	\$79	67%	Pass
Los Banos USD	Bond	June 2018	\$65	68%	Pass
La Canada USD	Bond	November 2017	\$149	71%	Pass
Grossmont UHSD	Bond	November 2016	\$128	58%	Pass
Solana Beach SD	Bond	November 2016	\$105	66%	Pass
Fallbrook UHSD	Bond	November 2016	\$45	62%	Pass
MiraCosta CCD	Bond	November 2016	\$455	62%	Pass
Orange USD	Bond	November 2016	\$288	61%	Pass
Ocean View SD	Bond	November 2016	\$169	58%	Pass
Garden Grove USD	Bond	November 2016	\$311	75%	Pass
Fountain Valley SD	Bond	November 2016	\$63	63%	Pass
Centralia ESD	Bond	November 2016	\$49	72%	Pass
Anaheim SD	Bond	November 2016	\$318	74%	Pass
Menifee USD	Bond	November 2016	\$135	60%	Pass
San Jacinto USD	Bond	November 2016	\$45	70%	Pass
Lake Elsinore USD	Bond	November 2016	\$105	65%	Pass
Riverside USD	Bond	November 2016	\$392	69%	Pass
Desert CCD	Bond	November 2016	\$578	71%	Pass
Walnut Valley USD	Bond	November 2016	\$153	64%	Pass
East Whittier City SD - R	Bond	November 2016	\$70	73%	Pass
East Whittier City SD - Z	Bond	November 2016	\$24	72%	Pass
S. Pasadena USD	Bond	November 2016	\$98	75%	Pass
Manhattan Beach USD-C	Bond	November 2016	\$114	70%	Pass
Manhattan Beach USD-EE	Bond	November 2016	\$39	67%	Pass
West Covina USD	Bond	November 2016	\$143	74%	Pass
Oak Park USD	Bond	November 2016	\$60	62%	Pass
Lucia Mar USD	Bond	November 2016	\$170	64%	Pass
Standard SD	Bond	November 2016	\$33	66%	Pass
Greenfield USD	Bond	November 2016	\$19	79%	Pass
Fruitvale SD	Bond	November 2016	\$23	64%	Pass
Kerman USD	Bond	November 2016	\$27	76%	Pass
Fowler USD	Bond	November 2016	\$42	78%	Pass
Elk Grove USD	Bond	November 2016	\$476	68%	Pass
Santa Cruz City HSD	Bond	November 2016	\$140	75%	Pass
Santa Cruz City ESD Bond	Bond	November 2016	\$68	78%	Pass
Piedmont USD	Bond	November 2016	\$66	74%	Pass
San Leandro USD	Bond	November 2016	\$104	74%	Pass
Alta Loma SD	Bond	November 2016	\$58	55%	Pass
Liberty Union HSD	Bond	November 2016	\$122	59%	Pass

TABLE 2 EDUCATION BOND MEASURES JUNE 2008 TO JUNE 2016 AND OUTCOMES

District	Measure	Election Date	Amount (in millions for bonds)	% Voted Yes	Outcome
Lafayette SD	Bond	June 2016	\$70 mil	74%	Pass
Irvine USD	Bond	June 2016	\$319 mil	60%	Pass
Beardsley SD	Bond	June 2016	\$12 mil	61%	Pass
Fairfax SD	Bond	June 2016	\$19 mil	66%	Pass
Mother Lode SD	Bond	June 2016	\$7.5 mil	58%	Pass
Arvin SD	Bond	November 2014	\$15 mil	79%	Pass
Orange USD	Bond	November 2014	\$296 mil	54%	Fail
Torrance USD	Bond	November 2014	\$144 mil	67%	Pass
Torrance USD	Bond	November 2014	\$50 mil	62%	Pass
Escondido SD	Bond	November 2014	\$182 mil	57%	Pass
Fullerton JUHSD	Bond	November 2014	\$175 mil	59%	Pass
Desert Sands USD	Bond	November 2014	\$225 mil	70%	Pass
Corona-Norco USD	Bond	November 2014	\$396 mil	57%	Pass
Murrieta Valley USD	Bond	November 2014	\$98 mil	58%	Pass
Moreno Valley USD	Bond	November 2014	\$398 mil	64%	Pass
Santa Maria-Bonita SD	Bond	November 2014	\$45 mil	62%	Pass
Santa Clara USD	Bond	November 2014	\$419 mil	69%	Pass
Salinas UHSD	Bond	November 2014	\$128 mil	60%	Pass
Saugus SD	Bond	November 2014	\$148 mil	58%	Pass
Buena Park USD	Bond	June 2014	\$71 mil	69%	Pass
Coronada USD	Bond	June 2014	\$29 mil	41%	Fail
Perris SD	Bond	June 2014	\$40 mil	65%	Pass
Burbank USD	Bond	March 2013	\$110 mil	61%	Pass
Panama Buena Vista USD	Bond	November 2012	\$147 mil	64%	Pass
Sacramento City USD	Bond	November 2012	\$346 mil	69%	Pass
Sacramento City USD	Bond	November 2012	\$68 mil	67%	Pass
Covina Valley USD	Bond	November 2012	\$129 mil	72%	Pass
Oakland USD	Bond	November 2012	\$475 mil	84%	Pass
Temecula Valley USD	Bond	November 2012	\$165 mil	63%	Pass
Tustin USD	Bond	November 2012	\$135 mil	59%	Pass
Washington SD	Bond	November 2012	\$22 mil	73%	Pass
Lancaster SD	Bond	November 2012	\$63 mil	69%	Pass
Little Lake City SD	Bond	November 2012	\$18 mil	74%	Pass
Del Mar SD	Bond	November 2012	\$77 mil	54%	Fail
San Dieguito HSD	Bond	November 2012	\$449 mil	56%	Pass
Grossmont-Cuyamaca CCD	Bond	November 2012	\$398 mil	58%	Pass
Rancho Santiago CCD	Bond	November 2012	\$198 mil	69%	Pass
Charter Oak SD	Bond	June 2012	\$47 mil	63%	Pass
Savanna ESD	Bond	June 2012	\$29 mil	59%	Pass
Val Verde USD	Bond	June 2012	\$178 mil	62%	Pass
Newhall SD	Bond	November 2011	\$60 mil	67%	Pass
Glendale USD	Bond	April 2011	\$270 mil	70%	Pass
Claremont USD	Bond	November 2010	\$95 mil	40%	Fail
Fairfax USD	Bond	November 2010	\$25 mil	73%	Pass
Santa Clara USD	Bond	November 2010	\$81 mil	64%	Pass
Grossmont HSD	Bond	November 2008	\$417 mil	56%	Pass
Lakeside SD	Bond	November 2008	\$23 mil	78%	Pass
Poway USD	Bond	November 2008	\$179 mil	64%	Pass
Torrance USD (Measure Y)	Bond	November 2008	\$95 mil	74%	Pass
Torrance USD (Measure Z)	Bond	November 2008	\$265 mil	71%	Pass
Tustin USD	Bond	November 2008	\$95 mil	58%	Pass
Val Verde USD	Bond	June 2008	\$43 mil	69%	Pass

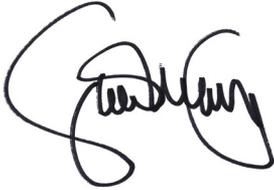
NOTE ON LETTER OF AGREEMENT True North is prepared to sign the District’s standard Professional Services Agreement, if desired. Alternatively, if the District prefers, we have included a simple Letter of Agreement on the next page of this proposal to cover the identified scope of work.

LETTER OF AGREEMENT

This proposal and the standard business terms (see below) will serve as a letter of agreement between True North Research and the Rancho Santiago Community College District for the services described previously. In fulfillment of this agreement, True North will perform the services described in the *Scope of Work* on page 1. True North will invoice the full amount of the contract upon delivery of the report, with full payment due within 30 days of receiving the invoice.

Sincerely,

Agreed to and accepted by:



Timothy McLarney, Ph.D.
President
True North Research, Inc.
1592 N Coast Highway 101
Encinitas, CA 92024

Raúl Rodríguez, Ph.D.
Chancellor
Rancho Santiago Community College District
2323 N Broadway
Santa Ana, CA 92706

BUSINESS TERMS Contracts and agreements between True North Research and its clients include the following general terms and conditions unless otherwise specified in a contract or agreement.

Flat Fees Unless otherwise specified, True North Research charges a flat fee for all or a portion of its services to a client in lieu of hourly charges.

Notices Any and all notices, demands, or other communications required or desired to be given hereunder by any party shall be documented in writing.

Confidentiality True North Research acknowledges that during the engagement it will have access to and possibly become acquainted with trade secrets, inventions, innovations, processes, information, records, and specifications owned or licensed by the Client in connection with the operation of its business including, business and product processes, methods, customer lists, accounts, and procedures. True North Research agrees that it will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of this engagement with the client, or without written consent from the client.

Acting as Agent In compliance with California sales tax regulation, True North Research is designated as an Agent for the acquisition of tangible personal property and services as they apply to its clients' marketing activities.

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<i>Merger</i>	The merger or consolidation of the client into or with any other entity shall not terminate or otherwise modify this Agreement.
<i>Ownership of Materials</i>	In producing finished products, it is expressly understood that ownership of all materials purchased by True North Research to complete the materials to be produced passes to its clients at the time of purchase and prior to any use by True North Research.
<i>Independent Contractor</i>	This Agreement shall not render True North Research an employee, partner, agent of, or joint venturer for the client for federal, state or local tax purposes, or for any other purpose.
<i>Amendment Provision</i>	This contract contains the entire agreement between the parties, and is subject to and will be construed under the laws of the State of California, and may be amended only in writing signed by both parties.
<i>Successors</i>	Any agreement between the agency and a client shall be binding upon, the heirs, successors and assignors of the parties.
<i>Termination</i>	The contract may be terminated by mutual consent of both parties, or by 10 days notice by either party. If the agreement is terminated, True North Research will bill the client for all work completed to date (including subcontractors' work).
<i>Attorneys' Fees</i>	Should any action be brought by one party against the other party to enforce any agreement, the prevailing party shall be entitled to recover from the other party its reasonable attorneys' fees, costs and expenses.
<i>Governing Law</i>	Any agreement between True North and a client shall be governed by California law and any action arising out of it shall be instituted and prosecuted in the Municipal or Superior Court of the County of San Diego.

Purchase Order List

01/20/2019 thru 02/23/2019

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-B0001567	1/22/2019	31	Bookstore - SCC	Other Operating Exp & Services	NEWBUILD CONSTRUCTION AND RESTORATION INC	11,500.00
19-B0001568	1/24/2019	71	Student Activities	Other Operating Exp & Services	SIGNATURE PARTY RENTALS	2,108.89
19-B0001569	1/24/2019	71	Student Activities	Other Operating Exp & Services	SIGNATURE PARTY RENTALS	2,108.89
19-B0001570	1/22/2019	31	Bookstore - SCC	Unrestricted Contingency	SHI INTERNATIONAL CORP	3,044.58
19-B0001572	1/28/2019	79	A&R Office - Credit	Reproduction/Printing Expenses	SAFEGUARD BUSINESS SYSTEMS	1,420.81
19-B0001573	1/31/2019	71	Student Life & Leadership	Other Operating Exp & Services	ALBERTSON'S/SAFEWAY	1,000.00
19-B0001574	1/31/2019	79	Auxiliary Services Office	Other Operating Exp & Services	WELLSPRING SOFTWARE INC	92.75
19-B0001575	1/31/2019	71	Student Life & Leadership	Other Operating Exp & Services	ALBERTSON'S/SAFEWAY	500.00
19-B0001577	2/5/2019 1	79	Auxiliary Services Office	Non-Instructional Supplies	HERFF JONES INC.	3,432.50
19-B0001578	2/5/2019 1	72	Student Development Office	Conference Expenses	ASACC	6,800.00
19-B0001579	2/5/2019 1	72	Student Development Office	Conference Expenses	WELLS FARGO BANK	9,204.48
19-B0001580	2/5/2019 1	79	Admissions & Records	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-B0001582	2/5/2019 1	79	Auxiliary Services Office	Non-Instructional Supplies	CHAMPION TROPHY	165.94
19-B0001583	2/7/2019 1	79	Auxiliary Services Office	Other Operating Exp & Services	CARD INTEGRATORS INC	171.16
19-B0001584	2/8/2019 1	79	Admissions & Records	Conference Expenses	COLLEGESOURCE INC	895.00
19-B0001585	2/11/2019	79	Auxiliary Services Office	Other Operating Exp & Services	OFFICE DEPOT BUSINESS SVCS	2,000.00
19-B0001586	2/19/2019	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	ALLDATA LLC	1,050.56
19-B0001588	2/21/2019	71	Student Activities	Other Operating Exp & Services	OC EVENT RENTAL SERVICES INC	800.00
19-B0001589	2/22/2019	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	MCKESSON GENERAL MEDICAL CORP	8,257.25
19-B0001591	1/25/2019	79	Auxiliary Services Office	Other Operating Exp & Services	VARIDESK LLC	425.62
19-P0055278	1/22/2019	12	Orientation/Coord/Training	Food and Food Service Supplies	CLAUDBASE VENTURES INC	1,016.39
19-P0055279	1/22/2019	12	Safety & Parking - DO	Contracted Services	PYRO-COMM SYSTEMS INC	135.00
19-P0055280	1/22/2019	41	Facility Planning Office	Non-Instructional Supplies	CHIPMAN CORPORATION	301.70
19-P0055281	1/22/2019	11	Human Resources Office	Fingerprinting	STATE OF CALIFORNIA	7,700.00
19-P0055282	1/22/2019	11	Board of Trustees	Conference Expenses	PHILLIP E. YARBROUGH	1,500.00
19-P0055283	1/22/2019	12	Reprographics	Instructional Supplies	CANON SOLUTIONS AMERICA, INC	2,121.13
19-P0055284	1/22/2019	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	ASH ENTERPRISES INT'L INC	2,000.00
19-P0055285	1/22/2019	12	LA/OC Regional Consortia	Contracted Services	ACADEMIC INNOVATIONS LLC	3,619.00
19-P0055286	1/22/2019	12	Financial Aid Office	Non-Instructional Supplies	XEROX CORP	797.33
19-P0055287	1/22/2019	12	Financial Aid Office	Mileage/Parking Expenses	DON BOOKSTORE	30.00
19-P0055288	1/22/2019	12	Financial Aid Office	Maint Contract - Office Equip	FORMAX	2,195.00
19-P0055289	1/22/2019	12	LA/OC Regional Consortia	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	1,791.65
19-P0055290	1/22/2019	12	Corporate Training Institute	Contracted Services	EDUCATIONAL TESTING SVC	4,700.00
19-P0055291	1/22/2019	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	695.37
19-P0055292	1/23/2019	13	Maintenance	Contracted Services	HANNEMAN TIM	1,230.19
19-P0055293	1/23/2019	12	Exercise Science	Instructional Supplies	LYTLE SCREEN PRINTING INC	637.89
19-P0055294	1/23/2019	12	Exercise Science	Instructional Supplies	LOCOCO SPORTS INC	3,291.77

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0055295	1/23/2019	12	Student Placement	Food and Food Service Supplies	JAY'S CATERING	438.50
19-P0055296	1/23/2019	13	Maintenance	Contracted Repair Services	DON F. HOLLY AND SON, INC.	4,446.76
19-P0055297	1/23/2019	12	Veterans Service Office	Non-Instructional Supplies	HOME DEPOT	445.59
19-P0055298	1/23/2019	12	Student Development	Transportation - Student	GOLD COAST TOURS	3,890.00
19-P0055299	1/23/2019	11	Apprenticeship	Conference Expenses	CCHH BURLINGAME LLC	739.59
19-P0055300	1/23/2019	11	Apprenticeship	Conference Expenses	ACCJC ACCREDITING COMMISSION	555.00
19-P0055301	1/23/2019	12	Student Equity	Conference Expenses	AFRICAN AMERICAN MALE EDUC. NETWORK & DEV.	500.00
19-P0055302	1/23/2019	12	Talent Search	Conference Expenses	WESTOP	700.00
19-P0055303	1/23/2019	12	EOPS	Other Exp Paid for Students	EAGLE GRAPHICS INC	1,164.05
19-P0055304	1/23/2019	12	Exercise Science	Instructional Supplies	LYTLE SCREEN PRINTING INC	2,445.97
19-P0055305	1/23/2019	12	Student Development	Other Participant Travel Exp	DEISY COVARRUBIAS	2,100.00
19-P0055306	1/23/2019	12	Resource Development	Conference Expenses	WELLS FARGO BANK	413.60
19-P0055307	1/23/2019	13	Human Resources Office	Contracted Services	PPL, INC.	35,000.00
19-P0055308	1/23/2019	12	Counseling	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	745.31
19-P0055309	1/23/2019	11	Maintenance	Maint/Oper Service Agreements	HEID JARED STEPHEN	300.00
19-P0055310	1/23/2019	12	ULINK	Transportation - Student	CERTIFIED TRANSPORTATIONS	1,767.64
19-P0055311	1/23/2019	12	Purchasing	Non-Instructional Supplies	VERITIV OPERATING COMPANY	30,453.54
19-P0055312	1/23/2019	12	Fire Academy	Instructional Supplies	DEPT OF FORESTRY & FIRE PROTECTION	3,376.00
19-P0055313	1/23/2019	11	Fine & Performing Arts Office	Contracted Repair Services	WILLIAMS ROBERT	1,870.00
19-P0055314	1/23/2019	12	LA/OC Regional Consortia	Contracted Services	CONSTANT CONTACT	378.00
19-P0055315	1/23/2019	11	Board of Trustees	Conference Expenses	ELIZABETH M. WEBER	1,500.00
19-P0055316	1/23/2019	11	Board of Trustees	Conference Expenses	ACCT ASSOC OF COMMUNITY	470.00
19-P0055317	1/23/2019	12	Upward Bound	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	200.00
19-P0055318	1/23/2019	12	Talent Search	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	875.00
19-P0055319	1/24/2019	12	Financial Aid Office	Non-Instructional Supplies	KELLY PAPER	1,368.43
19-P0055320	1/24/2019	12	Music	Instructional Supplies	JW PEPPER & SON INC.	1,000.00
19-P0055321	1/24/2019	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	5,077.61
19-P0055322	1/24/2019	12	Nursing	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	14,274.03
19-P0055323	1/24/2019	12	Library Services	Library Books	ROWMAN & LITTLEFIELD PUBLISHING GROUP	218.23
19-P0055324	1/24/2019	13	President's Office	Advertising	25TH HOUR COMMUNICATIONS	35,640.00
19-P0055325	1/24/2019	12	Biology	Instructional Supplies	MICROTECH SCIENTIFIC	244.98
19-P0055326	1/24/2019	11	Library Services	Software Support Service	EX LIBRIS USA INC	943.20
19-P0055327	1/24/2019	11	Warehouse	Gasoline	SC FUELS	3,983.00
19-P0055328	1/24/2019	12	Student Equity	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
19-P0055329	1/24/2019	12	Purchasing	Non-Instructional Supplies	CLEARSTREAM RECYCLING, INC.	19,321.80
19-P0055330	1/24/2019	11	Publications	Non-Instructional Supplies	COPLAN & COPLAN, INC	1,194.66
19-P0055331	1/24/2019	41	Facility Planning Office	Site Improv - Contractor Svcs	QUEZADA PRO LANDSCAPE INC	15,300.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount	
19-P0055332	1/24/2019	11	Information Tech Svcs Office	Conference Expenses	STUART L. DAVIS	379.00	
19-P0055333	1/24/2019	41	Facility Planning Office	Bldg Impr - Haz Mat	CONVERSE CONSULTANTS	5,704.45	
19-P0055334	1/24/2019	43	Facility Planning Office	Buildings - Commissioning	SINDONI CONSULTING &	163,760.00	
19-P0055335	1/24/2019	43	Facility Planning Office	Bldg Impr - Commissioning	ARCHITECTURAL TESTING, INC.	63,850.00	
19-P0055336	1/24/2019	43	Facility Planning Office	Bldg Impr - Commissioning	SINDONI CONSULTING &	108,010.00	
19-P0055337	1/24/2019	41	Facility Planning Office	Buildings - Commissioning	SINDONI CONSULTING &	168,270.00	
19-P0055338	1/24/2019	11	Facility Planning Office	Reproduction/Printing Expenses	SAFEGUARD BUSINESS SYSTEMS	1,067.84	
19-P0055339	1/24/2019	11	Maintenance & Operations	Contracted Services	HILLS BROS LOCK & SAFE	966.63	
19-P0055340	1/24/2019	11	Maintenance & Operations	Contracted Repair Services	QUEZADA PRO LANDSCAPE INC	738.38	
19-P0055341	1/24/2019	13	Maintenance	Equip-All Other > \$5,000	UNITED RENTALS	13,899.75	
19-P0055342	1/24/2019	12	Kinesiology - Intercoll Athlet	Instructional Supplies	PLAY ANYWHERE SPORTS, INC.	2,583.51	
19-P0055343	1/24/2019	12	Resource Development	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	1,413.33	
19-P0055344	1/25/2019	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	1,631.96	
19-P0055346	1/25/2019	13	Maintenance	Contracted Services	COAST ELECTRIC	986.90	
19-P0055347	1/25/2019	13	Maintenance	Contracted Services	SO CAL LAND MAINTENANCE INC	800.00	
19-P0055348	1/25/2019	13	Maintenance	Contracted Services	PRICE DAVID MATTHEW	245.00	
19-P0055349	1/25/2019	12	Library Services	Library Books	YANKEE BOOK PEDDLER INC	950.54	
19-P0055350	1/25/2019	11	District Wide Technology	Non-Instructional Supplies	CDW GOVERNMENT INC.	3,519.32	
19-P0055351	1/25/2019	12	Library Services	Library Books - Databases	CCLC COMMUNITY COLLEGE LEAGUE	13,874.25	
19-P0055352	1/25/2019	12	Outreach	Non-Instructional Supplies	DON BOOKSTORE	977.70	
19-P0055353	1/25/2019	12	Student Equity	Reproduction/Printing Expenses	HAGGARTY PRINTING INC	243.91	
19-P0055354	1/25/2019	11	District Wide Technology	Contracted Services	CAMBRIDGE WEST PARTNERSHIP LLC	63,000.00	
19-P0055355	1/25/2019	11	Maintenance	Non-Instructional Supplies	WOODWARD'S ACE HARDWARE	5,000.00	
19-P0055356	1/25/2019	12	Counseling & Student Sup Ofc	Mileage/Parking Expenses	DON BOOKSTORE	150.00	
19-P0055357	1/25/2019	13	Maintenance	Repair & Replacement Parts	KNORR SYSTEMS INC	2,467.53	
19-P0055358	1/25/2019	12	Paralegal	Non-Instructional Supplies	CDW GOVERNMENT INC.	1,460.28	
* 19-P0055359	1/25/2019	11	Public Affairs/Gov Rel Office	Contracted Services	25TH HOUR COMMUNICATIONS	5,000.00	
* 19-P0055359	1/25/2019	13	Occupational Therapy	Contracted Services	25TH HOUR COMMUNICATIONS	20,000.00	
PO Amt Total for *19-P0055359 :						25,000.00	
4.9 (3)	19-P0055360	1/25/2019	13	Maintenance	Contracted Services	DON F. HOLLY AND SON, INC.	425.00
	19-P0055361	1/25/2019	13	Distance Education	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	1,478.49
	19-P0055362	1/25/2019	13	Maintenance	Equip-All Other > \$5,000	UNITED RENTALS	30,170.00
	19-P0055363	1/25/2019	12	Nursing	Non-Instructional Supplies	ATI ASSESSMENT TECHNOLOGIES	3,412.24
	19-P0055364	1/28/2019	12	Resource Development	Conference Expenses	ACCCA	175.00
	19-P0055365	1/28/2019	33	CDC Santa Ana College	Instructional Supplies	SMART & FINAL	200.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0055366	1/28/2019	11	Mailroom	Non-Instructional Supplies	PITNEY BOWES	1,300.00
19-P0055367	1/28/2019	33	EHS Administration	Conference Expenses	FATHERS AND FAMILIES COALITION OF	658.00
19-P0055368	1/28/2019	33	CDC Santiago Canyon College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	3,000.00
19-P0055369	1/28/2019	33	CDC Santa Ana College - East	Non-Instructional Supplies	SMART & FINAL	500.00
19-P0055370	1/28/2019	12	Resource Development	Conference Expenses	WELLS FARGO BANK	380.28
19-P0055371	1/28/2019	33	CDC Santa Ana College - East	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,000.00
19-P0055372	1/28/2019	12	Upward Bound	Food and Food Service Supplies	LAKYSHIA M. PEREZ	1,700.00
19-P0055373	1/28/2019	11	Information Tech Svcs Office	Conference Expenses	STUART L. DAVIS	1,225.40
19-P0055374	1/28/2019	11	Information Tech Svcs Office	Conference Expenses	ELLUCIAN COMPANY L.P.	828.98
19-P0055375	1/28/2019	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	2,068.67
19-P0055376	1/28/2019	41	Facility Planning Office	Bldg Impr - AE Fee	ARCHITECTURE 9 PLLLP	53,200.00
19-P0055377	1/28/2019	11	Maintenance & Operations	Contracted Repair Services	PROFESSIONAL PLUMBING &	360.00
19-P0055378	1/28/2019	33	EHS Administration	Contracted Services	GORAN KAREN BERNICE	5,500.00
19-P0055379	1/28/2019	11	Transportation	Contracted Repair Services	ARIZONA MACHINERY	3,000.00
19-P0055380	1/28/2019	12	Music	Equip-All Other > \$5,000	KIM'S PIANO	7,973.50
19-P0055381	1/29/2019	33	CDC Santa Ana College	Instructional Supplies	HOME DEPOT	600.00
19-P0055382	1/29/2019	33	CDC Santa Ana College - East	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,500.00
19-P0055383	1/29/2019	33	EHS Administration	Food and Food Service Supplies	SMART & FINAL	1,000.00
19-P0055384	1/29/2019	12	EOPS	Other Exp Paid for Students	SVM LP	6,336.40
19-P0055385	1/29/2019	33	EHS Administration	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,000.00
19-P0055386	1/29/2019	12	Sci, Math, Health Sci Office	Instructional Supplies	FISHER SCIENTIFIC	1,279.42
19-P0055387	1/29/2019	12	Student Equity	Food and Food Service Supplies	JAY'S CATERING	283.00
19-P0055388	1/29/2019	12	Reprographics	Instructional Supplies	KELLY PAPER	2,327.40
19-P0055389	1/29/2019	12	MESA	Conference Expenses	SUZANNE L. LOHMANN	749.80
19-P0055390	1/29/2019	12	Music	Equip-w/Contr Svc > \$5,000	KEYBOARD CONCEPTS INC	36,575.75
19-P0055391	1/29/2019	12	Student Equity	Non-Instructional Supplies	HOME DEPOT	229.29
19-P0055392	1/29/2019	12	Counseling	Conference Expenses	MARIA DELA CRUZ	525.00
19-P0055393	1/29/2019	12	Financial Aid Office	Conference Expenses	BH PARTNERSHIP	846.72
19-P0055394	1/29/2019	12	Financial Aid Office	Conference Expenses	CCCSFAAA	1,350.00
19-P0055395	1/29/2019	12	Academic Affairs Office	Contracted Services	SEHI COMPUTER PRODUCTS	7,020.00
19-P0055396	1/29/2019	12	Financial Aid Office	Conference Expenses	CASFAA	375.00
19-P0055397	1/29/2019	12	Financial Aid Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	299.36
19-P0055398	1/29/2019	12	Career Education Office	Food and Food Service Supplies	SMART & FINAL	500.00
19-P0055399	1/29/2019	33	CDC Administration	Non-Instructional Supplies	NEW MANAGEMENT, INC.	622.26
19-P0055400	1/29/2019	12	Academic Affairs Office	Conference Expenses	WESTED	1,500.00
19-P0055401	1/29/2019	11	Board of Trustees	Conference Expenses	WELLS FARGO BANK	381.61
19-P0055402	1/29/2019	41	Facility Planning Office	Site Improv - Contractor Svcs	SOL SOURCE, INC.	6,323.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0055403	1/29/2019	11	Maintenance & Operations	Contracted Repair Services	HIGH RISE GLASS & DOORS INC	3,018.00
19-P0055404	1/30/2019	11	District Wide Technology	Software License and Fees	INTERNET2	5,000.00
19-P0055405	1/30/2019	33	CDC Administration	Conference Expenses	REGION 9 HEAD START ASSOC.	3,600.00
19-P0055406	1/30/2019	33	EHS Administration	Conference Expenses	ALICIA RAMIREZ	550.00
19-P0055407	1/30/2019	33	EHS Administration	Conference Expenses	JENNIFER L. PRUZNICK	550.00
19-P0055408	1/30/2019	11	District Wide Technology	Non-Instructional Supplies	AMAZON COM	213.88
19-P0055409	1/30/2019	33	CDC Administration	Food and Food Service Supplies	SMART & FINAL	1,000.00
19-P0055410	1/31/2019	11	Fiscal Services Office	Reproduction/Printing Expenses	SYSTEMS PRINTING INC	743.48
19-P0055411	1/31/2019	33	EHS Administration	Conference Expenses	CATHERINE CANDELA	560.00
19-P0055412	1/31/2019	33	EHS Administration	Conference Expenses	CONNIE VAN	385.56
19-P0055413	1/31/2019	33	EHS Administration	Conference Expenses	JULIETA B. ABRAMOVITZ	260.00
19-P0055414	1/31/2019	12	Professional Development	Conference Expenses	UNIVERSITY OF SOUTHERN CALIF	9,500.00
19-P0055415	1/31/2019	12	Career Education Office	Conference Expenses	PALOMAR COLLEGE/ CCC TECHCONNE	610.00
19-P0055416	1/31/2019	12	Counseling & Student Sup Ofc	Conference Expenses	SYED A. RIZVI	875.00
19-P0055417	1/31/2019	12	Student Equity	Conference Expenses	AFRICAN AMERICAN MALE EDUC. NETWORK & DEV.	500.00
19-P0055418	1/31/2019	12	DSPS	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
19-P0055419	1/31/2019	11	Exercise Science	Contracted Repair Services	MKH ELECTRONICS	245.00
19-P0055420	1/31/2019	12	Student Equity	Other Exp Paid for Students	SVM LP	1,512.95
19-P0055421	1/31/2019	11	Custodial	Non-Instructional Supplies	GORM INC	9,490.00
19-P0055422	1/31/2019	11	Custodial	Non-Instructional Supplies	MAINTEX INC	10,000.00
19-P0055423	1/31/2019	11	Fire Academy	Instructional Agrmt - Salary	ORANGE COUNTY FIRE AUTHORITY	271,923.75
19-P0055424	1/31/2019	11	Fire Academy	Instructional Agrmt - Salary	CITY OF FULLERTON	5,836.75
19-P0055425	1/31/2019	12	Career Education Office	Contracted Services	VITAL LINK OF ORANGE COUNTY	114,514.52
19-P0055426	1/31/2019	11	President's Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,200.00
19-P0055427	1/31/2019	11	Maintenance	Repair & Replacement Parts	WATERLINE TECHNOLOGIES	1,000.00
19-P0055428	1/31/2019	11	Maintenance	Non-Instructional Supplies	WATERLINE TECHNOLOGIES	2,500.00
19-P0055429	1/31/2019	13	CJ/Academies	Non-Instructional Supplies	SITEONE LANDSCAPE SUPPLY HOLDING LLC	3,000.00
19-P0055430	1/31/2019	11	Maintenance	Contracted Repair Services	AAA ELECTRIC MOTOR SALES	2,000.00
19-P0055431	1/31/2019	11	Fire Academy	Instructional Agrmt - Salary	CITY OF GARDEN GROVE	9,863.00
19-P0055432	1/31/2019	11	Fire Academy	Instructional Agrmt - Salary	CITY OF LAGUNA BEACH	10,794.75
19-P0055433	1/31/2019	11	Fire Academy	Instructional Agrmt - Salary	CITY OF LA VERNE	11,774.75
19-P0055434	2/1/2019	1	Fire Academy	Instructional Agrmt - Salary	CITY OF ANAHEIM	19,476.25
19-P0055435	2/1/2019	1	Fire Academy	Instructional Agrmt - Salary	CITY OF SEAL BEACH	6,138.13
19-P0055436	2/1/2019	1	Fire Academy	Instructional Agrmt - Salary	CITY OF HUNTINGTON BEACH	32,060.50
19-P0055437	2/1/2019	1	Fire Academy	Instructional Agrmt - Salary	CITY OF ORANGE	19,685.00
19-P0055438	2/1/2019	1	Fire Academy	Instructional Agrmt - Salary	CHINO VALLEY INDEPENDENT	17,387.50
19-P0055439	2/1/2019	1	Fire Academy	Instructional Agrmt - Salary	CITY OF MONTEBELLO	17,002.50

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0055440	2/1/2019	11	Fire Academy	Instructional Agrmt - Salary	DOWNEY FIRE DEPT	17,934.00
19-P0055441	2/1/2019	11	Fire Academy	Instructional Agrmt - Salary	CITY OF RIALTO	15,308.50
19-P0055442	2/1/2019	11	Fire Academy	Instructional Agrmt - Salary	CITY OF LAGUNA BEACH	15,890.50
19-P0055443	2/1/2019	11	Fire Academy	Instructional Agrmt - Salary	CITY OF VERNON	18,250.00
19-P0055444	2/1/2019	11	Admin Services Office	Conference Expenses	CCLC COMMUNITY COLLEGE LEAGUE	1,050.00
19-P0055445	2/1/2019	12	EOPS	Fees Paid for Students	ALPHA GAMMA SIGMA HONOR SCHOLARSHIP SOCIETY	120.00
19-P0055446	2/1/2019	12	Computer Science	Equip-All Other > \$5,000	ROBOT LAB INC	10,711.11
19-P0055447	2/1/2019	12	Pathways to Teaching	Other Licenses & Fees	PROJECT TOMORROW	8,970.00
19-P0055448	2/1/2019	12	Library Services	Library Books	ACRL PUB	84.27
19-P0055449	2/1/2019	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	367.05
19-P0055450	2/1/2019	11	Maintenance	Contracted Repair Services	THYSSENKRUPP ELEVATOR CORP	1,225.00
19-P0055451	2/1/2019	12	Counseling	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	497.88
19-P0055452	2/1/2019	12	Orientation/Coord/Training	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	142.32
19-P0055453	2/1/2019	12	Counseling	Food and Food Service Supplies	JAY'S CATERING	646.51
19-P0055454	2/4/2019	12	Counseling	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	3,100.40
19-P0055455	2/4/2019	12	Foster Youth	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	404.25
19-P0055456	2/4/2019	12	Student Services Office	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	355.98
19-P0055457	2/4/2019	12	Professional Development	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	231.47
19-P0055458	2/4/2019	12	DSPS Office	Inst Dues & Memberships	AHEAD	665.00
19-P0055459	2/4/2019	11	Public Affairs/Gov Rel Office	Reproduction/Printing Expenses	SAFEGUARD BUSINESS SYSTEMS	536.04
19-P0055460	2/4/2019	11	Public Affairs/Gov Rel Office	Reproduction/Printing Expenses	HAGGARTY PRINTING INC	100.57
19-P0055461	2/4/2019	12	Public Affairs/Gov Rel Office	Advertising	RDC, INC.	350.00
19-P0055462	2/4/2019	12	Purchasing	Non-Instructional Supplies	THE PRESTWICK GROUP, INC.	5,243.57
19-P0055463	2/4/2019	11	Information Tech Svcs Office	Conference Expenses	YEZID H. GONZALEZ	373.90
19-P0055464	2/4/2019	11	Publications	Non-Instructional Supplies	KELLY PAPER	5,000.00
19-P0055465	2/4/2019	11	Publications	Non-Instructional Supplies	KELLY PAPER	5,000.00
19-P0055466	2/4/2019	11	Risk Management	Non-Instructional Supplies	SCHOOL HEALTH SUPPLY CO INC	462.79
19-P0055467	2/4/2019	12	LA/OC Regional Consortia	Non-Instructional Supplies	BJ BINDERY	178.00
19-P0055468	2/4/2019	61	Risk Management	Hazardous Materials Removal	AGRITEC INTERNATIONAL LTD	500.00
19-P0055469	2/4/2019	12	Student Equity	Conference Expenses	RUDY I. TJIPTAHADI	1,335.00
19-P0055470	2/4/2019	12	Student Equity	Conference Expenses	HAYDEH KAVEH	1,407.00
19-P0055471	2/4/2019	12	Student Equity	Conference Expenses	NASPA NAT'L ASSOC OF STUDENT	805.00
19-P0055472	2/4/2019	12	Kinesiology - Intercoll Athlet	Instructional Supplies	CALIFORNIA ULTIMATE DESIGNS	942.79
19-P0055473	2/4/2019	11	CJ/Academies	Contracted Repair Services	AMERICAN ALARM SYSTEMS, INC	750.00
19-P0055474	2/5/2019	11	Fire Academy	Instructional Agrmt - Salary	STATE OF CALIFORNIA, DEPT OF PARKS	51,387.42
19-P0055475	2/5/2019	11	Maintenance	Other Licenses & Fees	STATE OF CALIF	1,400.00
19-P0055476	2/5/2019	11	Fire Academy	Instructional Agrmt - Salary	CITY OF NEWPORT BEACH FIRE AND MARI	19,194.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0055477	2/5/2019	12	Resource Development	Contracted Services	WONG WALLACE KEAU	867.09
19-P0055478	2/5/2019	41	Facility Planning Office	Buildings - Commissioning	ARCHITECTURAL TESTING, INC.	64,260.00
19-P0055479	2/5/2019	12	LA/OC Regional Consortia	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	784.64
19-P0055480	2/5/2019	12	LA/OC Regional Consortia	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	680.33
19-P0055481	2/5/2019	12	SAC Continuing Ed-Instruction	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	11,419.22
19-P0055482	2/5/2019	12	Student Development	Non-Instructional Supplies	VERSARE SOLUTIONS, LLC	1,692.77
19-P0055483	2/5/2019	41	Facility Planning Office	Bldg Impr - Contractor Svcs	SOL SOURCE, INC.	70,000.00
19-P0055484	2/5/2019	12	Student Development	Equip-Fed Prgm >\$1,000< \$5,000	SHI INTERNATIONAL CORP	6,625.63
19-P0055485	2/5/2019	11	Fire Academy	Instructional Agrmt - Salary	CITY OF NEWPORT BEACH FIRE AND MARI	27,305.25
19-P0055486	2/5/2019	11	Fire Academy	Instructional Agrmt - Salary	CITY OF HUNTINGTON BEACH	8,687.42
19-P0055487	2/5/2019	11	Fire Academy	Instructional Agrmt - Salary	SAN BERNARDINO COUNTY	30,229.50
19-P0055488	2/5/2019	12	LA/OC Regional Consortia	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	432.21
19-P0055489	2/5/2019	11	Maintenance & Operations	Non-Instructional Supplies	MORSCO SUPPLY, LLC	1,427.95
19-P0055490	2/5/2019	33	EHS Administration	Contracted Services	PUBLIC HEALTH FOUNDATION ENTERPRISES INC	14,000.00
19-P0055491	2/5/2019	12	Biology	Instructional Supplies	SIGMA ALDRICH INC	542.53
19-P0055492	2/5/2019	11	Library Services	Maint Contract - Office Equip	BIBLIOTHECA LLC	5,367.44
19-P0055493	2/5/2019	12	Orange Educ Ctr-Instruction	Instructional Supplies	CANON SOLUTIONS AMERICA, INC	601.86
19-P0055494	2/5/2019	12	LA/OC Regional Consortia	Non-Instructional Supplies	KULI IMAGE INCÝKUSTOM IMPRINTS	2,632.65
19-P0055495	2/5/2019	13	Santiago Canyon College	Contracted Services	DE LA TORRE COMMERCIAL	1,895.00
19-P0055496	2/5/2019	11	Fire Academy	Instructional Agrmt - Salary	CITY OF WEST COVINA	17,515.75
19-P0055497	2/5/2019	12	Safety & Parking - DO	Contracted Services	OC SPECIAL EVENTS SECURITY, INC.	195.00
19-P0055498	2/5/2019	11	Fire Academy	Instructional Agrmt - Salary	CITY OF SAN CLEMENTE	3,748.96
19-P0055499	2/5/2019	12	SAC Continuing Ed-Instruction	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	8,450.10
19-P0055500	2/5/2019	11	Fire Academy	Instructional Agrmt - Salary	CITY OF RIVERSIDE	58,812.50
19-P0055502	2/5/2019	11	Fire Academy	Instructional Agrmt - Salary	CITY OF FOUNTAIN VALLEY	7,299.25
19-P0055503	2/6/2019	33	CDC Centennial Education Ctr	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0055504	2/6/2019	12	SAC Continuing Ed-Instruction	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	124.44
19-P0055505	2/6/2019	12	Geography	Instructional Supplies	AMAZON COM	1,322.94
19-P0055506	2/6/2019	12	Student Equity	Non-Instructional Supplies	MARCO PROMOTIONAL PRODUCTS	5,352.95
19-P0055507	2/6/2019	61	Risk Management	All Risk/Athletic Insurance	STUDENT INSURANCE	566.28
19-P0055508	2/6/2019	11	Admin Services Office	Conference Expenses	JOHN C. HERNANDEZ	525.00
19-P0055509	2/6/2019	12	Career Education Office	Conference Expenses	ELIZABETH ARTEAGA	736.20
19-P0055510	2/6/2019	12	Career Education Office	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	695.00
19-P0055511	2/6/2019	11	Publications	Non-Instructional Supplies	CANON SOLUTIONS AMERICA, INC	860.45
19-P0055512	2/6/2019	12	Career Ed & Work Dev Office	Conference Expenses	RUBY N. FLORES	491.00
19-P0055513	2/6/2019	12	Career Ed & Work Dev Office	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	495.00
19-P0055514	2/6/2019	12	Financial Aid Office	Non-Instructional Supplies	SAFEGUARD BUSINESS SYSTEMS	2,096.44

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0055515	2/6/2019	12	Academic Affairs Office	Conference Expenses	CHABOT-LAS POSITAS COMMUNITY COLLEG	300.00
19-P0055516	2/6/2019	11	CJ/Academies	Contracted Services	AMERICAN CITY PEST CONTROL INC	795.00
19-P0055517	2/6/2019	12	Academic Affairs Office	Conference Expenses	CHABOT-LAS POSITAS COMMUNITY COLLEG	750.00
19-P0055518	2/6/2019	11	Maintenance	Contracted Repair Services	COSCO FIRE PROTECTION INC	8,541.06
19-P0055519	2/6/2019	12	Academic Affairs Office	Conference Expenses	ON COURSE INC.	4,395.00
19-P0055520	2/6/2019	12	Student Equity	Conference Expenses	AARON J. VOELCKER	1,167.75
19-P0055521	2/6/2019	12	Resource Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	199.07
19-P0055522	2/6/2019	12	Pharmacy Technology	Instructional Supplies	THOMAS SCIENTIFIC	428.93
19-P0055523	2/6/2019	11	Maintenance	Non-Instructional Supplies	DUNN EDWARDS CORP	1,500.00
19-P0055524	2/6/2019	12	Distance Education	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
19-P0055525	2/7/2019	12	Pharmacy Technology	Instructional Supplies	WELLS FARGO BANK	333.89
19-P0055526	2/7/2019	12	Pharmacy Technology	Instructional Supplies	WELLS FARGO BANK	64.39
19-P0055527	2/7/2019	12	Student Equity	Food and Food Service Supplies	JAY'S CATERING	612.25
19-P0055528	2/7/2019	12	Academic Computing	Instructional Supplies	KRUEGER INTERNATIONAL INC.	1,511.74
19-P0055529	2/7/2019	12	Counseling	Food and Food Service Supplies	ALBERTSON'S/SAFEWAY	275.00
19-P0055530	2/7/2019	11	Safety & Security Office	Maint/Oper Service Agreements	COSCO FIRE PROTECTION INC	3,212.00
19-P0055531	2/7/2019	13	Art	Contracted Services	KRUEGER INTERNATIONAL INC.	4,649.42
19-P0055532	2/7/2019	12	Career Education Office	Non-Instructional Supplies	SUSAN BLACKWOOD LEEDY	28.02
19-P0055533	2/7/2019	12	Distance Education	Software License and Fees	BIG NERD SOFTWARE, LLC	480.00
19-P0055534	2/7/2019	12	Puente	Non-Instructional Supplies	DON BOOKSTORE	250.00
19-P0055535	2/7/2019	11	Library Services	Non-Instructional Supplies	RJE MOORE INC	187.91
19-P0055536	2/7/2019	12	Student Equity	Books, Mags & Subscrip-Non-Lib	NASPA NAT'L ASSOC OF STUDENT	101.09
19-P0055537	2/7/2019	12	EOPS	Food and Food Service Supplies	LASCARIS RESTAURANT GROUP INC	327.17
19-P0055538	2/7/2019	11	Safety & Security Office	Maint/Oper Service Agreements	COSCO FIRE PROTECTION INC	3,480.00
19-P0055539	2/7/2019	12	Safety & Parking - DO	Conference Expenses	MICHAEL TOLEDO	1,445.00
19-P0055540	2/7/2019	12	Career Education Office	Advertising	GRASSROOTS LAB LLC	285.00
19-P0055541	2/7/2019	11	Fire Academy	Contracted Services	MOORE ROBERT K	752.02
19-P0055542	2/7/2019	12	Orientation/Coord/Training	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	539.61
19-P0055543	2/7/2019	12	Student Equity	Non-Instructional Supplies	AMAZON COM	494.76
19-P0055544	2/7/2019	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	N1 CRITICAL TECHNOLOGIES, INC.	12,998.22
19-P0055545	2/7/2019	33	EHS Administration	Contracted Services	MC LEAN GAYLE M.	5,500.00
19-P0055546	2/7/2019	33	EHS Administration	Software License and Fees	MANAGEMENT INFORMATION TECH	3,045.12
19-P0055547	2/7/2019	11	District Wide Technology	Software Support Service-Fixed	COMPUTERLAND OF SILICON VALLEY	1,040.09
19-P0055548	2/7/2019	33	EHS Administration	Contracted Services	QUALITY OFFICE FURNISHINGS INC	320.00
19-P0055549	2/7/2019	12	Upward Bound	Contracted Services	BUSINESS MACHINES SECURITY	1,083.81
19-P0055550	2/7/2019	33	CDC Administration	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	1,857.62
19-P0055551	2/7/2019	12	Pharmacy Technology	Instructional Supplies	HEALTH CARE LOGISTICS INC	3,108.99

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19-P0055552	2/7/2019	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	985.35
19-P0055553	2/7/2019	43	Facility Planning Office	Bldg Impr - DSA Fees	DEPT OF GENERAL SERVICES	94,150.69
19-P0055554	2/7/2019	12	Student Equity	Food and Food Service Supplies	JAY'S CATERING	471.50
19-P0055555	2/7/2019	12	Resource Development	Conference Expenses	WELLS FARGO BANK	538.98
19-P0055556	2/8/2019	11	Maintenance & Operations	Contracted Services	HANNEMAN TIM	185.46
19-P0055557	2/8/2019	11	Facility Planning Office	Reproduction/Printing Expenses	AMERICAN REPROGRAPHICS CO LLC	240.35
19-P0055558	2/8/2019	41	Facility Planning Office	Bldg Impr - Contractor Svcs	HANNEMAN TIM	393.56
19-P0055559	2/8/2019	41	Facility Planning Office	Site Improv - Contractor Svcs	A GOOD SIGN & GRAPHICS CO	2,200.00
19-P0055560	2/8/2019	13	Distance Education	Contracted Services	ENTHUSIAST INC	8,800.00
* 19-P0055561	2/8/2019	11	Distance Education	Non-Instructional Supplies	TEAMWORK PROMOTIONAL	1,875.28
* 19-P0055561	2/8/2019	12	Distance Education	Non-Instructional Supplies	TEAMWORK PROMOTIONAL	116.64
PO Amt Total for *19-P0055561 :						1,991.92
19-P0055562	2/8/2019	12	Business Division Office	Instructional Supplies	SEHI COMPUTER PRODUCTS	1,524.97
19-P0055563	2/8/2019	11	Public Affairs/Gov Rel Office	Other Licenses & Fees	CCLC COMMUNITY COLLEGE LEAGUE	200.00
19-P0055564	2/8/2019	12	Counseling & Student Sup Ofc	Conference Expenses	AARON J. VOELCKER	515.00
19-P0055565	2/8/2019	12	Career Education Office	Conference Expenses	JETZAMINA J. TORRES	900.00
19-P0055566	2/8/2019	12	Student Equity	Conference Expenses	TALIAH L. CHATTERFIELD	1,198.50
19-P0055567	2/8/2019	13	Santiago Canyon College	Other Participant Travel Exp	NATIONAL MODEL UNITED NATIONS	17,372.00
19-P0055568	2/8/2019	12	Career Education Office	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	495.00
19-P0055569	2/8/2019	11	Business Division Office	Non-Instructional Supplies	B & H PHOTO VIDEO INC	263.94
19-P0055570	2/8/2019	12	Counseling	Non-Instructional Supplies	TEAMWORK PROMOTIONAL	280.07
19-P0055571	2/8/2019	11	Operations	Trash Disposal	CERTIFIED ENTERPRISES, INC.	540.00
19-P0055572	2/8/2019	12	MESA	Food and Food Service Supplies	SUZANNE L. LOHMANN	321.75
19-P0055573	2/8/2019	12	MESA	Other Participant Travel Exp	SUZANNE L. LOHMANN	197.96
19-P0055574	2/8/2019	33	EHS Santa Ana College	Non-Instructional Supplies	SMART & FINAL	200.00
19-P0055575	2/8/2019	33	EHS Santa Ana College	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	200.00
19-P0055576	2/8/2019	41	Facility Planning Office	Site Improv - Contractor Svcs	DE LA TORRE COMMERCIAL	11,995.00
19-P0055578	2/8/2019	11	Safety & Security Office	Contracted Repair Services	FIRSTLINE SECURITY SYSTEMS INC	3,467.76
19-P0055579	2/8/2019	11	District Wide Technology	Equip-Tablet/Laptop>\$200<\$1000	CDW GOVERNMENT INC.	809.50
19-P0055580	2/8/2019	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	2,029.77
19-P0055581	2/8/2019	11	Grounds	Contracted Services	ORKIN PEST CONTROL	425.00
19-P0055582	2/11/2019	12	Professional Development	Food and Food Service Supplies	CMA RESTAURANTS INC	70.00
19-P0055583	2/11/2019	11	Maintenance & Operations	Contracted Services	ACADEMY ELECTRIC INC	313.14
19-P0055584	2/11/2019	41	Facility Planning Office	Bldg Impr - AE Fee	RIDGE LANDSCAPE ARCHITECTS	50,000.00
19-P0055585	2/11/2019	33	EHS Santa Ana College	Non-Instructional Supplies	HOME DEPOT	200.00

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19-P0055586	2/11/2019	33	CDC Santa Ana College	Food and Food Service Supplies	SYSCO FOOD SVC	8,000.00
19-P0055587	2/11/2019	33	CDC Santa Ana College	Food and Food Service Supplies	SYSCO FOOD SVC	6,500.00
19-P0055588	2/11/2019	33	CDC Santa Ana College	Food and Food Service Supplies	B & D DISTRIBUTING INC	5,000.00
19-P0055589	2/11/2019	12	Safety & Parking - DO	Contracted Services	ORANGE COUNTY SHERIFF'S	3,988.00
19-P0055590	2/11/2019	12	Veterans Resource Center	Non-Instructional Supplies	SABER'S INC.	5,421.39
* 19-P0055591	2/11/2019	12	Kinesiology - Intercol Athlet	Instructional Supplies	ON TRACK	5,483.30
* 19-P0055591	2/11/2019	13	Kinesiology - Intercol Athlet	Instructional Supplies	ON TRACK	24,680.61
PO Amt Total for *19-P0055591 :						30,163.91
19-P0055592	2/11/2019	13	Maintenance	Contracted Services	COAST ELECTRIC	4,061.25
19-P0055593	2/11/2019	12	Media Systems	Instructional Supplies	MAR VAC ELECTRONICS	2,000.00
19-P0055594	2/11/2019	12	Media Systems	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	5,000.00
19-P0055595	2/11/2019	12	Media Systems	Instructional Supplies	TROXELL COMM INC	5,000.00
19-P0055596	2/11/2019	33	EHS Santa Ana College	Non-Instructional Supplies	WELLS FARGO BANK	1,063.73
19-P0055597	2/11/2019	12	Biology	Equip-All Other >\$1,000<\$5,000	SHI INTERNATIONAL CORP	1,620.85
19-P0055598	2/11/2019	13	Student Information Support	Conference Expenses	CISOA	464.00
* 19-P0055599	2/11/2019	11	Public Affairs/Gov Rel Office	Contracted Services	ONE ZERO DIGITAL MEDIA LLC	3,820.00
* 19-P0055599	2/11/2019	12	Career Ed & Work Dev Office	Contracted Services	ONE ZERO DIGITAL MEDIA LLC	10,430.00
PO Amt Total for *19-P0055599 :						14,250.00
19-P0055600	2/11/2019	11	Safety & Security Office	Maint/Oper Service Agreements	COSCO FIRE PROTECTION INC	4,090.00
19-P0055601	2/11/2019	12	Student Support Services	Non-Instructional Supplies	MICHAEL J MACKENZIE	193.95
19-P0055602	2/11/2019	12	Student Development	Books Paid for Students	DON BOOKSTORE	13,975.00
19-P0055603	2/11/2019	12	Counseling	Food and Food Service Supplies	MY TY INC	559.60
19-P0055604	2/12/2019	12	Kinesiology - Intercol Athlet	Instructional Supplies	SPORTS PAGE SOCCER WAREHOUSE	837.89
19-P0055605	2/12/2019	12	Kinesiology - Intercol Athlet	Instructional Supplies	SMUSH BALLS INC	144.30
19-P0055606	2/12/2019	12	High Tech Center DSPS	Instructional Supplies	SEHI COMPUTER PRODUCTS	191.86
19-P0055607	2/12/2019	11	Fire Academy	Instructional Agrmt - Salary	US OCEAN SAFETY	19,146.38
19-P0055608	2/12/2019	12	Welding	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	652.00
19-P0055609	2/12/2019	12	Business Division Office	Software License and Fees	DASSAULT SYSTEMES AMERICAS CORP.	1,800.50
19-P0055610	2/12/2019	12	Career Ed & Work Dev Office	Food and Food Service Supplies	KIMBERLY M. MATHEWS	421.10
19-P0055611	2/12/2019	12	Biology	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	47,373.63
19-P0055612	2/12/2019	12	EOPS	Supplies Paid for Students	DON BOOKSTORE	25,000.00
19-P0055613	2/12/2019	12	Student Equity	Non-Instructional Supplies	AMAZON COM	7.00
19-P0055614	2/12/2019	12	Continuing Education Division	Books Paid for Students	DON BOOKSTORE	2,155.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0055615	2/12/2019	12	Biology	Instructional Supplies	BIO RAD LABORATORIES	351.40
19-P0055616	2/12/2019	12	SAC Continuing Ed-Instruction	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	88.89
19-P0055617	2/12/2019	12	Educational Services Office	Conference Expenses	WELLS FARGO BANK	259.96
19-P0055618	2/12/2019	12	Art	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	863.79
19-P0055619	2/12/2019	12	Resource Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
19-P0055620	2/12/2019	12	Theatre Arts	Instructional Supplies	GUITAR CENTER STORES, INC.	883.92
19-P0055621	2/12/2019	12	Continuing Education Division	Non-Instructional Supplies	VERITIV OPERATING COMPANY	1,302.35
19-P0055622	2/12/2019	12	Financial Aid Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	645.46
19-P0055623	2/12/2019	11	Broadcast Journalism	Software License and Fees	APPLE COMPUTER INC	1,248.00
19-P0055624	2/12/2019	12	Biology	Instructional Supplies	VWR FUNDING INC	370.71
19-P0055625	2/12/2019	12	Continuing Education Division	Non-Instructional Supplies	KELLY PAPER	1,630.47
19-P0055626	2/12/2019	12	Student Development	Food and Food Service Supplies	LITTLE CAESARS PIZZA	300.00
19-P0055627	2/12/2019	11	CJ/Academies	Other Licenses & Fees	TUSTIN POLICE DEPT	25.00
19-P0055628	2/12/2019	12	EOPS	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
19-P0055629	2/12/2019	11	Purchasing	Contracted Services	QUALITY OFFICE FURNISHINGS INC	750.00
19-P0055630	2/12/2019	12	Orientation/Coord/Training	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	600.00
19-P0055631	2/12/2019	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	5,360.57
19-P0055632	2/12/2019	12	Financial Aid Office	Non-Instructional Supplies	SCHICK RECORDS MGMT	56.57
19-P0055633	2/12/2019	12	Veterans Resource Center	Non-Instructional Supplies	SABERS RENA	1,354.25
19-P0055634	2/12/2019	12	Counseling	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	326.82
19-P0055635	2/13/2019	11	Reprographics	Lease Agreement - Equipment	XEROX CORP	12,918.58
19-P0055636	2/13/2019	12	Educational Services Office	Conference Expenses	HYATT CORPORATION LLC	1,170.90
19-P0055637	2/13/2019	12	Educational Services Office	Conference Expenses	ACCT ASSOC OF COMMUNITY	895.00
19-P0055638	2/13/2019	12	Educational Services Office	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	895.00
19-P0055639	2/13/2019	11	Mailroom	Postage	POSTMASTER	235.00
19-P0055640	2/13/2019	12	LA/OC Regional Consortia	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,299.65
19-P0055641	2/13/2019	13	Santiago Canyon College	Contracted Services	QUALITY OFFICE FURNISHINGS INC	426.31
19-P0055642	2/13/2019	13	CJ/Academies	Non-Instructional Supplies	ANGELUS QUARRIES BLDG	3,275.00
19-P0055643	2/13/2019	12	Student Equity	Books Paid for Students	DON BOOKSTORE	5,000.00
19-P0055644	2/13/2019	13	Deaf & Hard of Hearing	Instructional Supplies	CDW GOVERNMENT INC.	298.36
19-P0055645	2/13/2019	12	Counseling	Food and Food Service Supplies	KIMBERLY D. SMITH	398.15
19-P0055646	2/13/2019	12	Academic Affairs Office	Online Training Courses	WESTED	2,125.00
19-P0055647	2/13/2019	11	Academic Affairs Office	Inst Dues & Memberships	CCCCIO	300.00
19-P0055648	2/13/2019	12	Safety & Parking - DO	Lease Agreement - Facility	ORANGE COUNTY SHERIFF'S	1,060.86
19-P0055649	2/13/2019	12	Financial Aid Office	Supplies Paid for Students	DON BOOKSTORE	40,000.00
19-P0055650	2/13/2019	11	District Wide Technology	Equip-All Other > \$5,000	NTH GENERATION COMPUTING INC	94,486.84
19-P0055651	2/13/2019	12	Student Equity	Food and Food Service Supplies	JAY'S CATERING	293.00

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19-P0055652	2/13/2019	12	Student Support Services	Food and Food Service Supplies	TK BURGERS CATERING INC	1,410.72
19-P0055653	2/13/2019	12	Research	Conference Expenses	JESSICA J. CRETE	650.00
19-P0055654	2/13/2019	12	Student Equity	Non-Instructional Supplies	ULINE	337.09
19-P0055655	2/13/2019	11	CJ/Academies	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	316.91
19-P0055656	2/13/2019	11	Fire Academy	Instructional Agrmt - Salary	CITY OF BREA	12,851.75
19-P0055657	2/13/2019	11	Transportation	Repair & Replacement Parts	YALE CHASE	2,000.00
19-P0055658	2/13/2019	11	Transportation	Gasoline	SC FUELS	8,000.00
19-P0055659	2/13/2019	12	DSPS Office	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	412.34
19-P0055660	2/14/2019	12	LA/OC Regional Consortia	Contracted Services	ORANGE COUNTY DEPT OF ED	4,650.00
19-P0055661	2/14/2019	12	Student Equity	Conference Expenses	AFRICAN AMERICAN MALE EDUC. NETWORK & DEV.	600.00
19-P0055662	2/14/2019	12	Career Education Office	Conference Expenses	SHIRLEY AU	753.96
19-P0055663	2/14/2019	13	Santiago Canyon College	Other Participant Travel Exp	JARED A. KUBICKA-MILLER	783.40
19-P0055664	2/14/2019	12	Orientation/Coord/Training	Conference Expenses	NASPA NAT'L ASSOC OF STUDENT	715.00
19-P0055665	2/14/2019	12	Kinesiology - Intercol Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	3,809.88
19-P0055666	2/14/2019	12	Kinesiology - Intercol Athlet	Instructional Supplies	HENRY SCHEIN INC	2,469.69
19-P0055667	2/14/2019	11	CJ/Academies	Contracted Repair Services	VORTEX INDUSTRIES	1,590.00
19-P0055668	2/14/2019	12	Math	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	380.01
19-P0055669	2/14/2019	11	Public Affairs/Gov Rel Office	Conference Expenses	ACCCA	445.00
19-P0055670	2/14/2019	12	Talent Search	Awards & Incentives	RSCCD	201.00
19-P0055671	2/14/2019	12	Business Division Office	Software License and Fees	BENTLEY SYSTEMS INC	3,125.00
19-P0055672	2/14/2019	12	Learning Disabled	Mileage/Parking Expenses	RSCCD	300.00
19-P0055673	2/14/2019	12	LA/OC Regional Consortia	Conference Expenses	GUADALUPE ARAMBURO	200.00
19-P0055674	2/14/2019	12	Educational Services Office	Conference Expenses	WELLS FARGO BANK	259.96
19-P0055675	2/14/2019	33	CDC Centennial Education Ctr	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0055676	2/14/2019	33	CDC Centennial Education Ctr	Instructional Supplies	LAKESHORE LEARNING MATERIALS	3,400.00
19-P0055677	2/19/2019	12	Assessment	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
19-P0055678	2/19/2019	12	Family & Consumer Studies	Instructional Supplies	INGARDIA BROS PRODUCE INC	1,000.00
19-P0055679	2/19/2019	12	Family & Consumer Studies	Instructional Supplies	SMART & FINAL	1,000.00
19-P0055680	2/19/2019	12	Family & Consumer Studies	Instructional Supplies	STATER BROS	500.00
19-P0055681	2/19/2019	12	Student Equity	Conference Expenses	ALEXANDRIA A. VEGA	500.00
19-P0055682	2/19/2019	12	Student Equity	Conference Expenses	JEANELL O. ALLENEGUI	1,099.00
19-P0055683	2/19/2019	12	Student Equity	Conference Expenses	FOUNDATION FOR CALIFORNIA	295.00
19-P0055684	2/19/2019	12	Financial Aid Office	Conference Expenses	SUSAN C. DENIM	294.00
19-P0055685	2/19/2019	12	Financial Aid Office	Conference Expenses	CCCSFAAA	525.00
19-P0055686	2/19/2019	12	Financial Aid Office	Conference Expenses	LINDA A. GUNDERSON	294.00
19-P0055687	2/19/2019	12	Financial Aid Office	Conference Expenses	CCCSFAAA	400.00
19-P0055688	2/19/2019	13	Maintenance	Contracted Repair Services	SO CAL LAND MAINTENANCE INC	1,500.00

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Purchase Order List

01/20/2019 thru 02/23/2019

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0055689	2/19/2019	12	Counseling	Non-Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	975.68
19-P0055690	2/19/2019	12	Orange Educ Ctr-Instruction	Instructional Supplies	APPLE COMPUTER INC	43,312.59
19-P0055691	2/19/2019	12	Student Equity	Non-Instructional Supplies	AMAZON COM	209.25
19-P0055692	2/19/2019	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	235.38
19-P0055693	2/19/2019	12	Continuing Education Division	Non-Instructional Supplies	DENNIS JAMES CLEEK	6,000.00
19-P0055694	2/19/2019	12	Resource Development	Conference Expenses	WELLS FARGO BANK	249.96
19-P0055695	2/20/2019	12	Educational Services Office	Conference Expenses	MARIA N. GIL	520.00
19-P0055696	2/20/2019	12	EOPS	Other Exp Paid for Students	MOONWOOD COFFEE COMPANY	500.00
19-P0055697	2/20/2019	12	Resource Development	Conference Expenses	HYATT CORPORATION LLC	802.48
19-P0055698	2/20/2019	12	Resource Development	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	895.00
19-P0055699	2/20/2019	12	Educational Services Office	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	895.00
19-P0055700	2/20/2019	11	Digital Media Center	Landscaping	ROGERS AND COMPANY LANDSCAPES, INC.	5,250.00
19-P0055701	2/20/2019	12	Student Equity	Non-Instructional Supplies	AMAZON COM	349.14
19-P0055702	2/20/2019	12	Television (TV/Film/Video)	Equip-All Other > \$5,000	B & H PHOTO VIDEO INC	17,495.26
19-P0055703	2/20/2019	12	Television (TV/Film/Video)	Equip-All Other >\$1,000<\$5,000	ADORAMA INC	10,104.14
19-P0055704	2/20/2019	12	Resource Development	Conference Expenses	WELLS FARGO BANK	187.96
19-P0055705	2/20/2019	12	Short-Term Vocational	Equip-Fed Prgm >\$1,000< \$5,000	GOLDEN STAR TECHNOLOGY, INC.	60,723.41
19-P0055706	2/20/2019	12	Resource Development	Contracted Services	FULL CAPACITY MARKETING INC	13,465.00
19-P0055707	2/20/2019	13	Maintenance	Contracted Services	VIEJO SWEEPING SERVICES	6,700.00
19-P0055708	2/20/2019	13	Maintenance	Contracted Services	PRICE DAVID MATTHEW	453.12
19-P0055709	2/21/2019	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	PEARSON ED	4,686.46
19-P0055710	2/21/2019	12	Exercise Science	Instructional Supplies	CHANNING L BETE CO INC	2,841.55
19-P0055711	2/21/2019	11	Maintenance & Operations	Contracted Services	TEAM ONE MANAGEMENT	100.00
19-P0055712	2/21/2019	12	Resource Development	District Business/Sponsorships	CALIFORNIA RESTAURANT ASSOCIATION FOUNDATION	7,000.00
19-P0055713	2/21/2019	12	Career Ed & Work Dev Office	Contracted Services	PACIFIC LIFT & EQUIPMENT CO., INC.	1,128.15
19-P0055714	2/21/2019	12	LA/OC Regional Consortia	Contracted Services	ROMERO AMANDA A	16,600.00
19-P0055715	2/21/2019	12	LA/OC Regional Consortia	Contracted Services	TON-QUINLIVAN VAN	46.80
19-P0055716	2/21/2019	12	Family & Consumer Studies	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	1,993.98
19-P0055717	2/21/2019	12	Family & Consumer Studies	Instructional Supplies	ORANGE COUNTY INDUSTRIAL SEWING MACHINE CO	66.56
19-P0055718	2/21/2019	12	Welding	Instructional Supplies	SIMS ORANGE WELDING SUPPLY	5,445.48
19-P0055719	2/21/2019	61	Risk Management	Prop, Liab, Boiler & Machine	HUNTINGTON T BLOCK	850.00
19-P0055720	2/21/2019	12	Library Services	Instructional Supplies	AMAZON COM	30.15
19-P0055721	2/21/2019	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	15,534.32
19-P0055722	2/21/2019	12	Modern Languages	Instructional Supplies	AMAZON COM	228.75
19-P0055723	2/21/2019	11	Maintenance & Operations	Contracted Repair Services	BERNEL INC.	705.00
19-P0055724	2/22/2019	12	Educational Services Office	Contracted Services	SHAWN MONSEN	10,000.00
19-P0055725	2/22/2019	11	Educational Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	189.71

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0055726	2/22/2019	12	Student Equity	Conference Expenses	JOSEPH A. ALONZO	969.75
19-P0055727	2/22/2019	12	Career Education Office	Food and Food Service Supplies	PARADISE BAKERY & CAFE	961.65
19-P0055728	2/22/2019	11	Chancellor's Office	Inst Dues & Memberships	CALIFORNIA ASSOC OF LATINO	300.00
19-P0055729	2/22/2019	12	Math	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	4,417.21
19-P0055730	2/22/2019	12	Orange Educ Ctr-Instruction	Instructional Supplies	SCANTRON CORP	171.78
19-P0055731	2/22/2019	12	Theatre Arts	Instructional Supplies	GUITAR CENTER STORES, INC.	386.55
19-P0055732	2/22/2019	11	Fire Academy	Instructional Agrmt - Salary	CITY OF COSTA MESA	8,783.25
19-P0055733	2/22/2019	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	15,000.00
19-P0055734	2/22/2019	12	Health Sciences Education	Instructional Supplies	POCKET NURSE	983.76
19-P0055735	2/22/2019	11	Broadcast Journalism	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	70.04
19-P0055736	2/22/2019	11	Networking	Online Training Courses	ELLUCIAN COMPANY L.P.	15,360.00
19-P0055737	2/22/2019	12	Educational Services Office	Conference Expenses	ACCCA	445.00
19-P0055738	2/22/2019	12	Kinesiology - Intercol Athlet	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	675.73
19-P0055739	2/22/2019	12	Library Services	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	629.72
19-P0055740	2/22/2019	11	Fire Academy	Repair & Replacement Parts	SAM CARBIS SOLUTIONS GROUP INC	782.27
19-P0055741	2/22/2019	41	Facility Planning Office	Bldg Impr - Contractor Svcs	J. KIM ELECTRIC, INC	109,740.00
19-P0055742	2/22/2019	12	LA/OC Regional Consortia	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	495.00
19-P0055743	2/22/2019	12	LA/OC Regional Consortia	Conference Expenses	MARIA V. MADRIGAL	603.00
19-P0055744	2/22/2019	12	Counseling	Non-Instructional Supplies	VARIDESK LLC	2,559.06
19-P0055745	2/22/2019	11	Maintenance & Operations	Contracted Services	PROFESSIONAL PLUMBING &	2,025.00
19-P0199442	1/22/2019	12	Resource Development	Contracted Services	PRODUCTOPS INC	287,000.00
19-P0199443	1/23/2019	12	LA/OC Regional Consortia	Contracted Services	ORANGE COUNTY DEPT OF ED	50,000.00
19-P0199444	1/24/2019	41	Continuing Education Division	Buildings - Facility Lease	2000 CHAPMAN INC.	127,850.00
19-P0199445	1/25/2019	12	Resource Development	Contracted Services	PRODUCTOPS INC	767,000.00
19-P0199446	1/25/2019	12	Resource Development	Contracted Services	SANTA BARBARA COMMUNITY COLLEGE DIS	220,000.00
19-P0199447	1/25/2019	12	Educational Services Office	Contracted Services	BUTTE GLENN COMMUNITY COLLEGE	200,000.00
19-P0199448	1/25/2019	12	Resource Development	Contracted Services	RIO HONDO COMMUNITY COLLEGE DISTRICT	2,379,424.00
19-P0199449	1/25/2019	12	Educational Services Office	Contracted Services	CALIFORNIA WORKFORCE ASSOCIATION	400,000.00
19-P0199450	1/29/2019	12	Continuing Education Division	Contracted Services	FRIENDLY CENTER INC	5,647.00
19-P0199451	2/14/2019	12	Resource Development	Contracted Services	SO ORANGE COUNTY COMMUNITY COLLEGE DIST	1,699,968.00
19-P0199452	2/4/2019	12	Library Services	Library Books - Databases	OCLC ONLINE COMPUTER LIBRARY	30,854.47
19-P0199453	2/5/2019	12	Academic Affairs Office	Contracted Services	CPP INC	34,995.00
19-P0199454	2/8/2019	33	EHS Administration	Excess/Copies Useage	XEROX CORP	1,972.06
19-P0199455	2/11/2019	12	Financial Aid Office	Contracted Services	SANTIAGO CANYON COLLEGE FOUNDATION	31,235.00
19-P0199456	2/11/2019	11	District Wide Technology	Software Support Service-Fixed	COMEVO, INC	71,400.00
19-P0199457	2/14/2019	12	Student Equity	Contracted Services	SAN DIEGO STATE UNIVERSITY	15,962.00
19-P0199458	2/14/2019	13	Continuing Education Division	Lease Agreement - Facility	SANTA ANA UNIFIED SCHOOL DIST	22,750.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0199459	2/14/2019	12	Educational Services Office	Contracted Services	MERCED COMMUNITY COLLEGE DISTRICT	200,000.00
19-P0199460	2/14/2019	12	Educational Services Office	Contracted Services	LOS RIOS COMM COLLEGE DIST	200,000.00
19-P0199461	2/19/2019	12	Educational Services Office	Contracted Services	BUTTE COMMUNITY COLLEGE DISTRICT	200,000.00
19-P0199462	2/19/2019	12	Educational Services Office	Contracted Services	LONG BEACH COMMUNITY COLLEGE DIST	200,000.00
19-P0199463	2/19/2019	12	Educational Services Office	Contracted Services	SANTA CLARITA COMMUNITY COLLEGE DISTRICT	200,000.00
19-P0199464	2/22/2019	12	Educational Services Office	Contracted Services	MOUNT SAN ANTONIO COLLEGE	125,000.00
19-P0199465	2/22/2019	12	Educational Services Office	Contracted Services	LOS RIOS COMM COLLEGE DIST	150,000.00
19-P0199466	2/22/2019	12	Educational Services Office	Contracted Services	CERRITOS COMMUNITY COLLEGE DISTRICT	200,000.00
19-P0199467	2/22/2019	12	Educational Services Office	Contracted Services	CERRITOS COMMUNITY COLLEGE DISTRICT	200,000.00
Grand Total :						11,418,081.07

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-CAF000931	1/23/2019	31	SAC Café	General Merchandise	A&E DISTRIBUTION	\$483.20
GM-CAF000932	1/22/2019	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$80.04
GM-CAF000933	1/22/2019	31	SAC Café	General Merchandise	PEPSI COLA CO	\$769.13
GM-CAF000934	1/24/2019	31	SAC Café	General Merchandise	A&E DISTRIBUTION	\$483.20
GM-CAF000935	1/24/2019	31	SAC Café	General Merchandise	A&E DISTRIBUTION	\$1,571.29
GM-CAF000936	1/26/2019	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$609.90
GM-CAF000937	1/28/2019	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$77.10
GM-CAF000938	1/25/2019	31	SAC Café	General Merchandise	LA DISTRIBUTING COMPANY	\$403.04
GM-CAF000939	1/29/2019	31	SAC Café	General Merchandise	PEPSI COLA CO	\$656.41
GM-CAF000940	1/29/2019	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$456.40
GM-CAF000941	2/1/2019	31	SAC Café	General Merchandise	PENS ETC.	\$242.18
GM-CAF000943	2/11/2019	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$142.56
GM-CAF000944	2/19/2019	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$140.40
GM-CAF000945	2/5/2019	31	SAC Café	General Merchandise	PEPSI COLA CO	\$636.91
GM-CAF000946	2/11/2019	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,193.40
GM-CAF000947	2/19/2019	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,336.27
GM-CAF000948	2/8/2019	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$775.00
GM-CAF000949	2/11/2019	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,364.70
GM-CAF000950	2/14/2019	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,472.00
GM-CAF000951	2/20/2019	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,727.43
GM-CAF000953	2/22/2019	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$927.70
GM-CAF000955	2/22/2019	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,758.44
GM-CAF000965	2/11/2019	31	SAC Café	General Merchandise	EVERY TABLE, PBC	\$368.90
GM-CAF000966	2/18/2019	31	SAC Café	General Merchandise	EVERY TABLE, PBC	\$368.90
GM-CAF000967	2/8/2019	31	SAC Café	General Merchandise	PEPSI COLA CO	\$269.71
GM-DON002905	2/1/2019	31	SAC Bookstore	General Merchandise	PENS ETC.	\$197.94
GM-EXPR001625	1/23/2019	31	Don Express	General Merchandise	A&E DISTRIBUTION	\$1,448.80
GM-EXPR001626	1/23/2019	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$111.84
GM-EXPR001627	1/22/2019	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,081.66
GM-EXPR001628	1/26/2019	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$579.60
GM-EXPR001629	1/28/2019	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$115.74
GM-EXPR001630	1/29/2019	31	Don Express	General Merchandise	PEPSI COLA CO	\$706.06
GM-EXPR001631	1/29/2019	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$579.00
GM-EXPR001632	2/1/2019	31	Don Express	General Merchandise	PENS ETC.	\$202.32
GM-EXPR001635	2/11/2019	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$163.80
GM-EXPR001636	2/19/2019	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$251.58
GM-EXPR001637	2/5/2019	31	Don Express	General Merchandise	PEPSI COLA CO	\$707.03

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-EXPR001638	2/11/2019	31	Don Express	General Merchandise	PEPSI COLA CO	\$466.47
GM-EXPR001639	2/14/2019	31	Don Express	General Merchandise	PEPSI COLA CO	\$781.41
GM-EXPR001640	2/19/2019	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,223.57
GM-EXPR001641	2/8/2019	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$689.35
GM-EXPR001642	2/11/2019	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,416.70
GM-EXPR001643	2/14/2019	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,253.29
GM-EXPR001644	2/20/2019	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,453.44
GM-EXPR001645	2/22/2019	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,214.80
GM-EXPR001649	2/22/2019	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,040.99
GM-HAWK002835	1/22/2019	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,081.61
GM-HAWK002836	1/23/2019	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$305.46
GM-HAWK002837	1/24/2019	31	SCC Bookstore	General Merchandise	C2F	\$639.92
GM-HAWK002838	1/24/2019	31	SCC Bookstore	General Merchandise	EL DORADO TRADING GROUP	\$155.40
GM-HAWK002839	1/29/2019	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$277.36
GM-HAWK002840	1/30/2019	31	SCC Bookstore	General Merchandise	PENS ETC.	\$958.50
GM-HAWK002845	2/7/2019	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$891.09
GM-HAWK002846	2/13/2019	31	SCC Bookstore	General Merchandise	HAMILTON BELL CO	\$283.20
GM-HAWK002847	2/15/2019	31	SCC Bookstore	General Merchandise	OAK HALL CAP & GOWNS	\$8,088.20
GM-HAWK002848	2/15/2019	31	SCC Bookstore	General Merchandise	OAK HALL CAP & GOWNS	\$1,993.00
GM-HAWK002849	2/19/2019	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$110.76
GM-HAWK002850	2/19/2019	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$339.80
GM-HAWK002851	2/19/2019	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$469.11
GM-HAWK002852	2/19/2019	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$816.21
GM-HAWK002853	2/19/2019	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$286.51
GM-HAWK002854	2/19/2019	31	SCC Bookstore	General Merchandise	A&E DISTRIBUTION	\$2,746.01
GM-HAWK002855	2/19/2019	31	SCC Bookstore	General Merchandise	A&E DISTRIBUTION	\$28.80
GM-HAWK002856	2/19/2019	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,052.29
GM-HAWK002857	2/20/2019	31	SCC Bookstore	General Merchandise	A&E DISTRIBUTION	\$324.68
GM-HAWK002858	2/20/2019	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$152.64
GM-HAWK002859	2/20/2019	31	SCC Bookstore	General Merchandise	A&E DISTRIBUTION	\$3,270.14
GM-HAWK002860	2/20/2019	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$436.80
GM-HAWK002861	2/20/2019	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$76.32
GM-HAWK002862	2/21/2019	31	SCC Bookstore	General Merchandise	THE DRIP	\$2,389.50
GM-HAWK002863	2/21/2019	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$611.51
GM-HAWK002864	2/21/2019	31	SCC Bookstore	General Merchandise	DA LUAU HAWAIIAN GRILL	\$432.00
PO-000046TX	2/21/2019	31	CEC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$2,846.00
TX-CEC000547-A	2/6/2019	31	CEC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$705.00

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-CEC000550	1/30/2019	31	CEC Bookstore	Textbook	CENGAGE LEARNING	\$300.00
TX-CEC000551	1/31/2019	31	CEC Bookstore	Textbook	PEARSON EDUCATION	\$279.90
TX-CEC000553	2/7/2019	31	CEC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$371.00
TX-CEC000554	2/21/2019	31	CEC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$2,846.00
TX-DON005547	1/23/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$17,869.85
TX-DON005548	1/23/2019	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$16,426.10
TX-DON005550	1/23/2019	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$11,945.28
TX-DON005551	1/23/2019	31	SAC Bookstore	Textbook	HACKETT PUBLISHING CO., I	\$481.60
TX-DON005553	1/23/2019	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$323.05
TX-DON005554	1/23/2019	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$17,171.95
TX-DON005555	1/23/2019	31	SAC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$3,562.88
TX-DON005557	1/23/2019	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$3,469.26
TX-DON005559	1/23/2019	31	SAC Bookstore	Textbook	KENDALL PUBLISHING	\$2,064.56
TX-DON005560	1/23/2019	31	SAC Bookstore	Textbook	TEACHERS COLLEGE PRESS	\$279.44
TX-DON005561	1/23/2019	31	SAC Bookstore	Textbook	MOSBY ELSEVIER	\$3,207.00
TX-DON005562	1/23/2019	31	SAC Bookstore	Textbook	MPS FORMERLY VHPS	\$1,749.20
TX-DON005563	1/23/2019	31	SAC Bookstore	Textbook	NORTON, INC.	\$12,550.10
TX-DON005564	1/23/2019	31	SAC Bookstore	Textbook	JOHN WILEY & SONS, INC	\$1,128.00
TX-DON005566	1/23/2019	31	SAC Bookstore	Textbook	NYSTROM	\$415.80
TX-DON005567	1/24/2019	31	SAC Bookstore	Textbook	MCGRAW-HILL CREATE (PRIMIS)	\$1,823.16
TX-DON005568	1/24/2019	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$17,150.00
TX-DON005569	1/25/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$790.52
TX-DON005570	1/25/2019	31	SAC Bookstore	Textbook	AMAZON	\$1,274.07
TX-DON005571	1/25/2019	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$667.03
TX-DON005572	1/25/2019	31	SAC Bookstore	Textbook	INDICO	\$1,507.74
TX-DON005573	1/28/2019	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$4,578.75
TX-DON005575	1/28/2019	31	SAC Bookstore	Textbook	AMAZON	\$54.00
TX-DON005576	1/30/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$1,959.19
TX-DON005577	1/30/2019	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$2,350.68
TX-DON005578	1/30/2019	31	SAC Bookstore	Textbook	AMAZON	\$2,481.88
TX-DON005584	1/30/2019	31	SAC Bookstore	Textbook	AMAZON	\$318.95
TX-DON005588	1/30/2019	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$2,922.50
TX-DON005590	1/31/2019	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$4,500.00
TX-DON005596	1/31/2019	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$6,523.30
TX-DON005597	2/1/2019	31	SAC Bookstore	Textbook	MCGRAW-HILL CREATE (PRIMIS)	\$396.24
TX-DON005598	2/1/2019	31	SAC Bookstore	Textbook	AMAZON	\$366.00
TX-DON005599	2/5/2019	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$360.80

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON005600	2/5/2019	31	SAC Bookstore	Textbook	PARADIGM PUBLISHING CO.	\$2,695.50
TX-DON005601	2/6/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$995.62
TX-DON005602	2/6/2019	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$1,288.00
TX-DON005603	2/7/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$2,889.20
TX-DON005604	2/7/2019	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$1,880.00
TX-DON005605	2/7/2019	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$1,998.03
TX-DON005607	2/7/2019	31	SAC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$2,985.88
TX-DON005608	2/7/2019	31	SAC Bookstore	Textbook	AMAZON	\$7,740.75
TX-DON005609	2/7/2019	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$1,825.00
TX-DON005610	2/7/2019	31	SAC Bookstore	Textbook	KENDALL PUBLISHING	\$766.08
TX-DON005611	2/7/2019	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$3,572.30
TX-DON005615	2/7/2019	31	SAC Bookstore	Textbook	MPS FORMERLY VHPS	\$4,230.90
TX-DON005616	2/7/2019	31	SAC Bookstore	Textbook	NATL ASSN ED OF YG CHILD	\$215.25
TX-DON005617	2/7/2019	31	SAC Bookstore	Textbook	MOSBY ELSEVIER	\$1,026.24
TX-DON005619	2/7/2019	31	SAC Bookstore	Textbook	NORTON, INC.	\$1,067.00
TX-DON005621	2/7/2019	31	SAC Bookstore	Textbook	BARRON'S EDUC. SERIES,INC	\$121.66
TX-DON005622	2/7/2019	31	SAC Bookstore	Textbook	COLUMBIA UNIV PRESS	\$119.68
TX-DON005623	2/7/2019	31	SAC Bookstore	Textbook	HARPER COLLINS TRADE DIV.	\$11.52
TX-DON005624	2/7/2019	31	SAC Bookstore	Textbook	BROADVIEW PRESS	\$489.30
TX-DON005625	2/7/2019	31	SAC Bookstore	Textbook	SIMON & SCHUSTER, INC.	\$76.00
TX-DON005626	2/8/2019	31	SAC Bookstore	Textbook	LIPPINCOTT, WILLIAMS	\$949.90
TX-DON005628	2/8/2019	31	SAC Bookstore	Textbook	DAWN SIGN PRESS	\$1,119.20
TX-DON005629	2/8/2019	31	SAC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$225.61
TX-DON005630	2/8/2019	31	SAC Bookstore	Textbook	ASPEN PUBLISHERS INC.	\$240.88
TX-DON005631	2/8/2019	31	SAC Bookstore	Textbook	ALFRED PUBLISHING CO. INC	\$161.85
TX-DON005633	2/8/2019	31	SAC Bookstore	Textbook	LIPPINCOTT, WILLIAMS	\$251.60
TX-DON005635	2/8/2019	31	SAC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$1,356.60
TX-DON005637	2/11/2019	31	SAC Bookstore	Textbook	MCGRAW-HILL CREATE (PRIMIS)	\$3,560.50
TX-DON005638	2/11/2019	31	SAC Bookstore	Textbook	MCGRAW-HILL CREATE (PRIMIS)	\$6,408.90
TX-DON005639	2/11/2019	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$255.00
TX-DON005640	2/11/2019	31	SAC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$863.28
TX-DON005641	2/11/2019	31	SAC Bookstore	Textbook	KENDALL PUBLISHING	\$20.00
TX-DON005642	2/12/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$370.00
TX-DON005643	2/12/2019	31	SAC Bookstore	Textbook	MPS FORMERLY VHPS	\$2,645.70
TX-DON005644	2/12/2019	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$2,009.92
TX-DON005645	2/12/2019	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$1,440.00
TX-DON005646	2/13/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$1,116.00

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON005647	2/14/2019	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$1,899.95
TX-DON005648	2/14/2019	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$331.15
TX-DON005649	2/14/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$1,048.70
TX-DON005650	2/14/2019	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$1,442.88
TX-DON005651	2/14/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$1,396.50
TX-DON005653	2/19/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$189.00
TX-DON005654	2/19/2019	31	SAC Bookstore	Textbook	KJOS MUSIC CO	\$153.12
TX-DON005655	2/20/2019	31	SAC Bookstore	Textbook	NATIONAL ACADEMY OF SPORTS MEDICINE	\$1,000.00
TX-DON005656	2/20/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$1,520.94
TX-DON005657	2/20/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$917.64
TX-DON005658	2/20/2019	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$595.50
TX-DON005659	2/20/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$1,714.36
TX-DON005660	2/20/2019	31	SAC Bookstore	Textbook	PARADIGM PUBLISHING CO.	\$1,198.00
TX-DON005661	2/21/2019	31	SAC Bookstore	Textbook	INDICO	\$579.90
TX-DON005662	2/21/2019	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$1,957.58
TX-DON005663	2/21/2019	31	SAC Bookstore	Textbook	ESCIENCE LABS	\$720.00
TX-DON005664	2/21/2019	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$551.25
TX-DON005665	2/22/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$41.50
TX-DON005666	2/22/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$573.24
TX-DON005667	2/22/2019	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$562.61
TX-DON005668	2/22/2019	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$764.64
TX-DON005669	2/22/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$374.20
TX-HAWK004122	1/22/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$3,783.60
TX-HAWK004123	1/22/2019	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$2,491.44
TX-HAWK004124	1/22/2019	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$202.45
TX-HAWK004125	1/22/2019	31	SCC Bookstore	Textbook	TEXAS BOOK COMPANY	\$629.92
TX-HAWK004126	1/22/2019	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$9,972.50
TX-HAWK004132	1/22/2019	31	SCC Bookstore	Textbook	EDUCATIONAL TEXTBOOK COMP	\$1,562.00
TX-HAWK004133	1/22/2019	31	SCC Bookstore	Textbook	REAL ESTATE CENTRE	\$1,400.00
TX-HAWK004134	1/24/2019	31	SCC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$337.89
TX-HAWK004136	1/24/2019	31	SCC Bookstore	Textbook	MPS FORMERLY VHPS	\$1,218.56
TX-HAWK004138	1/24/2019	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$5,176.15
TX-HAWK004139	1/24/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$347.38
TX-HAWK004140	1/25/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$591.00
TX-HAWK004141	1/25/2019	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$1,430.91
TX-HAWK004142	1/28/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$1,775.67
TX-HAWK004143	1/28/2019	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$749.00

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-HAWK004144	1/28/2019	31	SCC Bookstore	Textbook	CAMEX	\$6,153.75
TX-HAWK004145	1/29/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$95.00
TX-HAWK004146	1/29/2019	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$6.00
TX-HAWK004149	1/30/2019	31	SCC Bookstore	Textbook	JOHN WILEY & SONS, INC	\$29,435.00
TX-HAWK004150	1/30/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$244.25
TX-HAWK004151	1/30/2019	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$85.25
TX-HAWK004152	1/30/2019	31	SCC Bookstore	Textbook	MCGRAW-HILL CREATE (PRIMIS)	\$4,827.00
TX-HAWK004154	1/30/2019	31	SCC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$683.00
TX-HAWK004155	1/31/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$259.25
TX-HAWK004156	1/31/2019	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$193.00
TX-HAWK004158	1/31/2019	31	SCC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$735.95
TX-HAWK004159	1/31/2019	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$8,111.10
TX-HAWK004160	1/31/2019	31	SCC Bookstore	Textbook	NORTON, INC.	\$144.00
TX-HAWK004161	1/31/2019	31	SCC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$426.00
TX-HAWK004163	1/31/2019	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$4,402.50
TX-HAWK004167	1/31/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$482.30
TX-HAWK004168	1/31/2019	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$131.25
TX-HAWK004169	1/31/2019	31	SCC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$466.10
TX-HAWK004171	2/1/2019	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$14,160.00
TX-HAWK004172	2/1/2019	31	SCC Bookstore	Textbook	MCGRAW-HILL CREATE (PRIMIS)	\$8,000.00
TX-HAWK004173	2/1/2019	31	SCC Bookstore	Textbook	KENDALL PUBLISHING	\$1,811.80
TX-HAWK004174	2/4/2019	31	SCC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$39.20
TX-HAWK004175	2/4/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$232.84
TX-HAWK004176	2/4/2019	31	SCC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$1,410.00
TX-HAWK004177	2/4/2019	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$768.00
TX-HAWK004178	2/4/2019	31	SCC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$705.00
TX-HAWK004179	2/4/2019	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$39.66
TX-HAWK004180	2/4/2019	31	SCC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$11,385.00
TX-HAWK004182	2/4/2019	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$437.50
TX-HAWK004183	2/4/2019	31	SCC Bookstore	Textbook	MPS FORMERLY VHPS	\$4,202.10
TX-HAWK004184	2/4/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$185.75
TX-HAWK004188	2/5/2019	31	SCC Bookstore	Textbook	XYZ TEXTBOOKS	\$1,125.00
TX-HAWK004194	2/5/2019	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$644.50
TX-HAWK004197	2/5/2019	31	SCC Bookstore	Textbook	LOVING GUIDANCE	\$435.00
TX-HAWK004198	2/5/2019	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$14.50
TX-HAWK004199	2/6/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$105.75
TX-HAWK004200	2/6/2019	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$827.75

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-HAWK004202	2/6/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$211.00
TX-HAWK004203	2/6/2019	31	SCC Bookstore	Textbook	NORTON, INC.	\$420.00
TX-HAWK004204	2/6/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$396.00
TX-HAWK004205	2/6/2019	31	SCC Bookstore	Textbook	TEXAS BOOK COMPANY	\$53.10
TX-HAWK004206	2/6/2019	31	SCC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$179.25
TX-HAWK004207	2/6/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$734.34
TX-HAWK004208	2/6/2019	31	SCC Bookstore	Textbook	MPS FORMERLY VHPS	\$2,152.64
TX-HAWK004209	2/7/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$38.76
TX-HAWK004210	2/7/2019	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$51.68
TX-HAWK004211	2/7/2019	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$2,399.60
TX-HAWK004212	2/7/2019	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$678.01
TX-HAWK004213	2/8/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$264.95
TX-HAWK004214	2/8/2019	31	SCC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$955.76
TX-HAWK004222	2/8/2019	31	SCC Bookstore	Textbook	INGRAM BOOK CO	\$2,952.24

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

4.9 (23)

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

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**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 20, 2019 THROUGH FEBRUARY 23, 2019
BOARD MEETING OF MARCH 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0055307	\$35,000.00	Recruitment and selection services for the Chancellor position	DO- Human Resources	Board Approved: November 26, 2018
19-P0055311	\$30,453.54	Recycling stations for District-wide deployment through the CalRecycle grant	DO- Purchasing	Board Approved: July 18, 2016
19-P0055324	\$35,640.00	Advertising services for Spring and Summer 2019	SCC- Marketing	Board Approved: January 14, 2019
19-P0055329	\$19,321.80	Portable recycling single stream bins for District-wide deployment through the CalRecycle grant	DO- Purchasing	Board Approved: July 18, 2016
19-P0055331	\$15,300.00	Barrier removal phase 1, landscape parking lots 1 and 5 at Santiago Canyon College	DO- Facility Planning	Received Quotations: *1. Quezada Pro Landscape 2. Mariposa Landscapes *Successful Bidder
19-P0055334	\$163,760.00	Commissioning consulting services for the Science Center at Santa Ana College	DO- Facility Planning	Board Approved: January 14, 2019
19-P0055335	\$63,850.00	Building enclosure commissioning for the Johnson Student Center at Santa Ana College	DO- Facility Planning	Board Approved: January 14, 2019
19-P0055336	\$108,010.00	Commissioning consulting services for the Johnson Student Center at Santa Ana College	DO- Facility Planning	Board Approved: January 14, 2019

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 20, 2019 THROUGH FEBRUARY 23, 2019
BOARD MEETING OF MARCH 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0055337	\$168,270.00	Commissioning Services for the Russell Hall Replacement Project at Santa Ana College	DO- Facility Planning	Board Approved: January 14, 2019
19-P0055354	\$63,000.00	Consulting services to provide assessment and evaluation services of existing ITS processes	DO- ITS	Board Approved: January 14, 2019
19-P0055359	\$25,000.00	Marketing and advertising services for Occupational Studies Bachelor's Degree Program	SAC- Public Affairs	Board Approved: December 11, 2018
19-P0055362	\$30,170.00	Electric Boom Lift	SAC- Maintenance and Operations	Received Quotations: *1. United Rentals 2. Hoskins Equipment *Successful Bidder
19-P0055376	\$53,200.00	Architectural design services for the ITS Copper Wire Project at Santa Ana College	DO- Facility Planning	Board Approved: January 14, 2019
19-P0055390	\$36,575.75	Pianos, expansion boards and music lab system	SCC- Music	Received Quotations: *1. Keyboard Concepts Inc 2. Yamaha Corp of America 3. Fresno Piano Gallery *Successful Bidder
19-P0055423	\$271,923.75	Instructional training for Fire Fighters - Orange County Fire Authority	SAC- Fire Academy	Board Approved: February 26, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 20, 2019 THROUGH FEBRUARY 23, 2019
BOARD MEETING OF MARCH 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0055425	\$114,514.52	Three phase project to update, recruit for and manage the Career Technical Education Academy	SCC- Career Education	Board Approved: January 14, 2019
19-P0055434	\$19,476.25	Instructional training for Fire Fighters - City of Anaheim	SAC- Fire Academy	Board Approved: February 26, 2018
19-P0055436	\$32,060.50	Instructional training for Fire Fighters - City of Huntington Beach	SAC- Fire Academy	Board Approved: June 25, 2018
19-P0055437	\$19,685.00	Instructional training for Fire Fighters - City of Orange	SAC- Fire Academy	Board Approved: February 26, 2018
19-P0055438	\$17,387.50	Instructional training for Fire Fighters - Chino Valley Independent Fire District	SAC- Fire Academy	Board Approved: September 10, 2018
19-P0055439	\$17,002.50	Instructional training for Fire Fighters - City of Montebello	SAC- Fire Academy	Board Approved: June 11, 2018
19-P0055440	\$17,934.00	Instructional training for Fire Fighters - Downey Fire Department	SAC- Fire Academy	Board Approved: June 11, 2018
19-P0055441	\$15,308.50	Instructional training for Fire Fighters - City of Rialto	SAC- Fire Academy	Board Approved: September 14, 2015
19-P0055442	\$15,890.50	Instructional training for Lifeguards - City of Laguna Beach	SAC- Fire Academy	Board Approved: September 10, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 20, 2019 THROUGH FEBRUARY 23, 2019
BOARD MEETING OF MARCH 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0055443	\$18,250.00	Instructional training for Fire Fighters - City of Vernon	SAC- Fire Academy	Board Approved: June 11, 2018
19-P0055474	\$51,387.42	Instructional training for Lifeguards - State of CA, Department of Parks and Recreation	SAC- Fire Academy	Board Approved: February 27, 2017
19-P0055476	\$19,194.00	Instructional training for Lifeguards - City of Newport Beach	SAC- Fire Academy	Board Approved: June 25, 2018
19-P0055478	\$64,260.00	Building enclosure commissioning for the Russell Hall Replacement project at Santa Ana College	DO- Facility Planning	Board Approved: January 14, 2019
19-P0055483	\$70,000.00	Russell Hall ceiling tile replacement and repairs at Santa Ana College	DO- Facility Planning	Received Quotations: *1. DC Management 2. Newbuild Construction & Restoration *Successful Bidder
19-P0055485	\$27,305.25	Instructional training for Fire Fighters - City of Newport Beach	SAC- Fire Academy	Board Approved: June 25, 2018
19-P0055487	\$30,229.50	Instructional training for Fire Fighters - San Bernardino County	SAC- Fire Academy	Board Approved: September 10, 2018
19-P0055496	\$17,515.75	Instructional training for Fire Fighters - City of West Covina	SAC- Fire Academy	Board Approved: February 26, 2018
19-P0055500	\$58,812.50	Instructional training for Fire Fighters - City of Riverside	SAC- Fire Academy	Board Approved: July 20, 2015

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 20, 2019 THROUGH FEBRUARY 23, 2019
BOARD MEETING OF MARCH 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0055553	\$94,150.69	DSA fee for plan review of access of compliance, fire/life safety, and structural safety for the Johnson Student Center at Santa Ana College	DO- Facility Planning	Requisition approved by Carri Matsumoto on January 30, 2019 and Peter J. Hardash on February 1, 2019.
19-P0055567	\$17,372.00	Registration fees and lodging for staff and students to attend the National Model United Nation Conference	SCC- Political Science	Requisition approved by Arleen Satele on February 7, 2019
19-P0055584	\$50,000.00	Consultant to provide landscape architectural services for various facility improvement projects District-wide	DO- Facility Planning	Board Approved: February 4, 2019
19-P0055591	\$30,163.91	Track and field equipment	SAC- Athletics	Received Quotations: *1. On Track 2. UCS *Successful Bidder
19-P0055607	\$19,146.38	Instructional training for Lifeguards - US Ocean Safety	SAC- Fire Academy	Board Approved: June 25, 2018
19-P0055611	\$47,373.63	Laptop computers, power adapters and extended warranties	SCC- Math and Science	Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015
19-P0055612	\$25,000.00	Supply vouchers for EOPS students	SAC- EOPS	Requisition approved by Christine Leon on January 17, 2019

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 20, 2019 THROUGH FEBRUARY 23, 2019
BOARD MEETING OF MARCH 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0055649	\$40,000.00	Supply vouchers for Promise Scholarship Program students	SCC- Financial Aid	Requisition approved by Sheena Tran on February 5, 2019
19-P0055650	\$94,486.84	Servers, server racks and additional components	DO- ITS	Purchased from the NASPO Valuepoint Master Price Agreement #MNNVP-134 Board Approved: November 9, 2015
19-P0055690	\$43,312.59	Tablets, keyboards, adapters, Apple TV, and extended warranties	SCC- Continuing Education	Sole Source Board approved: July 25, 2005
19-P0055702	\$17,495.26	Camera kit, tripod, and lighting accessories	SAC- Television	Received Quotations: *1. B & H Photo Video Inc 2. Adorama *Successful Bidder
19-P0055705	\$60,723.41	Desktop computers and extended warranties	SCC- OEC	Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015
19-P0055714	\$16,600.00	Creation of OC Career Education Community College Networks and planning, coordination, and facilitation of meetings for the OC Counselor Symposium	DO- LAOCRC	Board Approved: January 14, 2019
19-P0055721	\$15,534.32	Graduation sashes, caps and gowns for EOPS students	SAC- EOPS	Requisition approved by Christine Leon on January 17, 2019

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 20, 2019 THROUGH FEBRUARY 23, 2019
BOARD MEETING OF MARCH 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0055733	\$15,000.00	Blanket Purchase Order for custodial supplies	SAC- Custodial	Purchased from the California Multiple Award Schedule (CMAS) Contract # 4-13-73-0024A Board Approved: April 13, 2015
19-P0055736	\$15,360.00	Online Colleague training courses	DO- ITS	Requisition approved by Stuart Davis on February 19, 2019
19-P0055741	\$109,740.00	Prop 39 year 5 lighting occupancy sensor retrofit at Santa Ana College	DO- Facility Planning	Bid # 1362 Board Approved: February 25, 2019
19-P0199442	\$287,000.00	Agreement with ProductOps to implement the Career Technical Education Data Unlocked Program	DO- Resource Development	Board Approved: October 15, 2018
19-P0199443	\$50,000.00	Sub-agreement with the Orange County Superintendent of Schools for the Strong Workforce Program	DO- LAOCRC	Board Approved: September 10, 2018
19-P0199444	\$127,850.00	Lease of property at 1937 W. Chapman Avenue, Suite 200, Orange, CA 92868	SCC-OEC	Board Approved: January 14, 2019
19-P0199445	\$767,000.00	Sub-agreement with ProductOps to expand and undergo modifications to accommodate more programs and the needs of users for the NOVA system	DO- Resource Development	Board Approved: December 10, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 20, 2019 THROUGH FEBRUARY 23, 2019
BOARD MEETING OF MARCH 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0199446	\$220,000.00	Sub-agreement with Santa Barbara CCD to host and supervise the South Central Coast Regional Consortium	DO- Resource Development	Board Approved: June 25, 2018
19-P0199447	\$200,000.00	Sub-agreement with Butte Glenn CCD on behalf of Butte College to host the North/Far North Region Deputy Sector Navigator for Health	DO- Resource Development	Board Approved: October 29, 2018
19-P0199448	\$2,379,424.00	Sub-agreement with Rio Hondo CCD on behalf of Rio Hondo College to implement Round 3 of the Strong Workforce Program	DO- Resource Development	Board Approved: February 27, 2017
19-P0199449	\$400,000.00	Sub-agreement with California Workforce Association to participate in the California Apprenticeship Initiative New and Innovative Programs	DO- Resource Development	Board Approved: November 26, 2018
19-P0199451	\$1,699,968.00	Sub-agreement with South Orange County CCD on behalf of Saddleback College to implement Round 2 of the Strong Workforce Program	DO- Resource Development	Board Approved: February 27, 2017
19-P0199452	\$30,854.47	Annual renewal of library database, WMS Circulation and Acquisitions	SAC- Library	Board Approved: June 25, 2018
19-P0199453	\$34,995.00	Annual renewal of subscription for Myers-Briggs, VitaNavis and SuperStrong Assessment platform	SAC- Counseling	Board Approved: February 26, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 20, 2019 THROUGH FEBRUARY 23, 2019
BOARD MEETING OF MARCH 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0199455	\$31,235.00	Sub-agreement with the Santiago Canyon College Foundation to implement the Santiago Canyon College STEM Scholars Academy project	SCC- Financial Aid	Board Approved: November 26, 2018
19-P0199456	\$71,400.00	Online orientation software	DO- ITS	Board Approved: February 4, 2019
19-P0199457	\$15,962.00	Third installment of fixed price agreement for Institutional Assessment Package	SCC- Student Equity	Board Approved: December 12, 2016
19-P0199458	\$22,750.00	Reimbursement for architectural and engineering services for Advanced Learning Academy expansion and Santa Ana Adult Education Program	SAC- Continuing Education	Board Approved: April 12, 2017
19-P0199459	\$200,000.00	Sub-agreement with Merced CCD on behalf of Merced College to host the Central Valley/Mother Lode Region Deputy Sector Navigator for Retail/Hospitality/Tourism	DO- Resource Development	Board Approved: October 29, 2018
19-P0199460	\$200,000.00	Sub-agreement with Los Rios CCD on behalf of American River College to host the North/Far North Region Deputy Sector Navigator for Advanced Transportation and Logistics	DO- Resource Development	Board Approved: October 29, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 20, 2019 THROUGH FEBRUARY 23, 2019
BOARD MEETING OF MARCH 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0199461	\$200,000.00	Sub-agreement with Butte Glenn CCD on behalf of Butte College to host the North/Far North Region Deputy Sector Navigator for Information Communications Technology	DO- Resource Development	Board Approved: October 29, 2018
19-P0199462	\$200,000.00	Sub-agreement with Long Beach CCD on behalf of Long Beach City College to host the Los Angeles and Orange County Region Deputy Sector Navigator for Global Trade	DO- Resource Development	Board Approved: December 10, 2018
19-P0199463	\$200,000.00	Sub-agreement with Santa Clarita CCD to host the South Central Coast Region Deputy Sector Navigator for Advanced Manufacturing	DO- Resource Development	Board Approved: January 14, 2018
19-P0199464	\$125,000.00	Sub-agreement with Mount San Antonio CCD on behalf of Mount San Antonio College to host and supervise the Center of Excellence Fiscal Agent Key Talent Administration and Sector Strategy Grant	DO- Resource Development	Board Approved: December 10, 2018
19-P0199465	\$150,000.00	Sub-agreement with Los Rios CCD to host and supervise the Center of Excellence for Labor-Market Research - Statewide Director	DO- Resource Development	Board Approved: December 10, 2018
19-P0199466	\$200,000.00	Sub-agreement with Cerritos CCD on behalf of Cerritos College to host the Los Angeles and Orange County Region Deputy Sector Navigator for Business and Entrepreneurship	DO- Resource Development	Board Approved: October 29, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 20, 2019 THROUGH FEBRUARY 23, 2019
BOARD MEETING OF MARCH 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0199467	\$200,000.00	Sub-agreement with Cerritos CCD on behalf of Cerritos College to host the Los Angeles and Orange County Region Deputy Sector Navigator for Advanced Transportation and Logistics	DO- Resource Development	Board Approved: October 29, 2018
TX-DON005547	\$17,869.85	Textbooks purchased for resale	SAC Bookstore	Purchased from Nebraska Book Co. Manager review and approval : Jennie Adams - 1/23/19
TX-DON005548	\$16,426.10	Textbooks purchased for resale	SAC Bookstore	Purchased from MBS Textbook Exchange. Manager review and approval : Jennie Adams - 1/23/19
TX-DON005554	\$17,171.95	Textbooks purchased for resale	SAC Bookstore	Purchased from Cengage Learning. Manager review and approval : Jennie Adams - 1/23/19
TX-DON005568	\$17,150.00	Textbooks purchased for resale	SAC Bookstore	Purchased from McGraw-Hill Publishing Co. Manager review and approval : Jennie Adams - 1/24/19
TX-HAWK004149	\$29,435.00	Textbooks purchased for resale	SCC Bookstore	Purchased from John Wiley & Sons Inc. Manager review and approval : Bill Jeffery - 1/30/19

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: March 25, 2019
Re: Approval of Resource Development Items	
Action: Request for Approval	

ANALYSIS

Items for the following categorically funded programs were developed. To access these items, please [click here](#).

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
1. Certified Nursing Assistant Expansion Grant (SAC) One time funding from the California Community Colleges Chancellor's Office to increase the number of certified nursing assistants that enroll or complete a Certified Nursing Assistant Training Program. (18/19). <i>No match required.</i>	01/01/2019	\$57,500
2. Education Futures Initiative - Teacher Preparation Pipeline Program Mini-Grant (SAC & SCC) - <i>Augmentation</i> Grant award from the California Community Colleges Chancellor's Office to expand education pathways to address teacher shortages; build sustainable Teacher Preparation Pipeline (TPP) pathways within Career Technical Education programs and transfer pathways; facilitating access to teaching careers, and diversify the teaching workforce; and work with K-12 and CSU education partners to prepare high quality teachers. (18/19). <i>The match required is 50% of the grant award at \$60,000 that consists of state-funded support staff.</i> <ul style="list-style-type: none"> • SAC \$120,000 • SCC \$120,000 	01/01/2019	\$240,000
3. K12 Strong Workforce Program Pathway Improvement Funds (DO) RSCCD is the fiscal agent for the K12 Strong Workforce Program (SWP) Pathway Improvement funds a categorical apportionment from the California Community Colleges Chancellor's Office. Funding was allocated to the Los Angeles/Orange County Regional Consortium to sub-contract with Local Educational Agencies (LEAs) to support and strengthen students' pathways from secondary to post-secondary education and career. K12 SWP funded projects shall create, support, and/or expand high-quality K12 career technical education pathways and increase the levels of college and career readiness among students. Pathway Improvement should align with both regional priorities and the ongoing workforce development efforts underway through the SWP. (18/19). <i>No match required.</i>	11/01/2018	\$39,276,907

Fiscal Impact: \$43,075,769	Board Date: March 25, 2019
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	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
<p>4. Strong Workforce Program - Local Share (SAC & SCC)</p> <p>Funds from the California Community Colleges Chancellor's Office to improve the quality and increase the quantity of career technical education programs, workforce development courses, pathways, credentials, certificates, and degrees provided at each college to achieve successful workforce outcomes leading to high-demand, high wage jobs. (18/19). <i>No match required.</i></p> <ul style="list-style-type: none"> • SAC \$2,018,622 • SCC \$1,179,421 	07/01/2018	\$3,198,043
<p>5. Student Success Completion Grant (SSCG) (SCC) - <i>Augmentation</i></p> <p>Funding from the California Community Colleges Chancellor's Office to increase grant aid for community college Cal Grant B and C recipients who have enrolled in at least 12 units per term and to support student persistence, retention, and completion. (18/19). <i>No match required.</i></p>	02/26/2019	\$150,000
<p>6. Workforce Innovation and Opportunity Act, Title II – Adult Education and Family Literacy Act (SAC & SCC) - <i>Augmentation</i></p> <p>Federal grant award from the California Department of Education for the Workforce Innovation and Opportunity Act (WIOA) Title II, Adult Education and Family Literacy Act Sections 225, 231, and 243 to provide supplemental funds supporting noncredit adult education and literacy instruction for adult learners. The Act expands and promotes the development of integrated services that incorporate Adult Basic Education (ABE), Adult Secondary Education (ASE), English as a Second Language (ESL), Vocational Literacy, ESL-Citizenship, El Civics and correctional institutionalized education. (18/19). <i>The non-federal match for the augmentation funds is \$38,330 (25% of the grant award) that consists of general apportionment state-funded certificated noncredit faculty.</i></p> <ul style="list-style-type: none"> • SAC noncredit \$115,304 • SCC noncredit \$38,015 	02/07/2019	\$153,319

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: \$43,075,769	Board Date: March 25, 2019
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	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: March 25, 2019
Re: Approval of Sub-Agreement between RSCCD and WestEd for the Sector Navigator Information Communications Technology (ICT)/Digital Media Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District has applied for the fiscal year 2018/19 Sector Navigator – Information Communications Technology/Digital Media grant, RFA #18-158, by the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division. The grant requires RSCCD to implement a statewide project that will strengthen and develop the California Community Colleges’ information communications technology and digital media programs. This project will provide up-to-date and expert information on industry trends and workforce needs, serving to improve the connections between employers and colleges, and provide professional development and faculty lead projects to increase program capacity and alignment with industry workforce needs.

ANALYSIS

For the Sector Navigator project, WestEd will support the ICT/DM Sector in assessing the opportunity gaps for their four sub-sectors in terms of demand and supply, WestEd will refresh the data in a prior gap assessment with the latest available data at the statewide and at the macroregional level. The performance period of the service contract is March 01, 2019 – June 30, 2019. The total cost will not exceed \$20,000.

The Project Administrator is Enrique Perez.

RECOMMENDATION

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

Fiscal Impact: \$20,000 (grant-funded)	Board Date: March 25, 2019
Prepared by: Sarah Santoyo, Executive Director of Resources Development	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

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

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 25th day of March, 2019, 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 awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” RFA #18-158, (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the sector; 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 March 01, 2019 through June 30, 2019.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$20,000 USD.

4. Budget

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

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

5. Payment

SUBCONTRACTOR will submit upon RSCCD's receipt invoice for that disbursement. RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

6. Invoices

SUBCONTRACTOR will submit invoices to receive payment for work performed for this Agreement. Invoices should include the Agreement number (refer to footer) and be submitted no more frequently than monthly, and, preferably, at least on a quarterly basis. Invoices should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Executive Director, Resource Development
2323 North Broadway, Suite 201
Santa Ana, CA 92706

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. Time Extensions

RSCCD will not be requesting a time extension for program activities from the PRIME SPONSOR. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **June 30, 2019**.

9. Independent Contractor

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

10. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with state SUBCONTRACTOR guidelines.

SUBCONTRACTOR shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by SUBCONTRACTOR. By entering into this Agreement SUBCONTRACTOR agrees that it is the direct provider of intended services. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

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 in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD: Rancho Santiago Community College District
Enrique Perez, Program Administrator ICT Sector Navigator
2323 N. Broadway, Suite 350
Santa Ana, CA 92706
(714) 480-7460; Perez.Enrique@rsccd.edu
(805) 231-8444; Steve@wrightca.com

SUBCONTRACTOR: WestEd
Karen Beltramo, Senior Research Manager
300 Lakeside Drive, 25th Floor
Oakland, CA 94612
Phone: (831) 332-1253
Email: Kbeltra@wested.org

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. 01/2018 and Article II, Rev. 05/2014), as set forth and incorporated into this Agreement by reference. As the Grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

[NOTE: Articles I and II (Exhibit C) serve as a reference for the general Grant terms and conditions. The payment and reporting terms in the Articles pertain only to RSCCD. The payment terms and reporting requirements for the SUBCONTRACTOR are in this Agreement under Articles I.5. "Payment" and I.7. "Reporting".]

2. Assurances

By signing this Agreement, the Parties certify that they comply with the Legal Terms and Conditions as described in Article II (Rev. 05/2014) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Non-discrimination Clause, Accessibility for Person with Disabilities and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: WestEd

By: _____

By: _____

Name: Peter J. Hardash

Name: _____

Vice Chancellor

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

94-3233542

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: March 25, 2019



excellence in research, development, and service

March 1, 2019

**Proposal For: Rancho Santiago Community College District
Attention: Steve Wright**

Proposed Project: Statewide Opportunity Assessment Data Refresh and Associated Metrics for Information Communication Technology/Digital Media (ICT/DM) Sector

To support the ICT/DM Sector in assessing the opportunity gaps for their four sub-sectors in terms of demand and supply, WestEd will refresh the data in a prior gap assessment with the latest available data at the statewide and at the macroregional level. The summary will include annual job openings for a cluster of jobs and approximate enrollments and/or headcount mapped at the TOP code or course level for each ICT/DM sub-sector. Top colleges within each sub-sector will be identified. Deputy Sector Navigators will be provided with the data at the regional level to validate and to provide input. In collaboration with the ICT/DM sector team, a set of metrics will be determined to attempt to measure student success in the sub-sectors. When possible, the metrics will be pulled from the Cal-PASS Plus LaunchBoard suite of dashboards. The intent is to discover Best of Best practices for successful student pathways to be shared within the ICT/DM sector along with other sectors in the state.

Contract Dates

March 1, 2019 – June 30, 2019

Budget

Approximations by Deliverable:

Refresh Data at Statewide and Macroregional Level	\$12,000
Determination of Metrics	\$2,000
Refinement of the Regional College Course Offerings or Other Data with DSN input	\$6,000
	\$20,000

Contact Information

Karen E. Beltramo
WestEd
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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: March 25, 2019
Re:	Approval of Sub-Agreements between RSCCD and Cabrillo, Mt. San Antonio, San Jose-Evergreen and San Mateo County 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

A second round of competitive applications were released by the Chancellor’s Office in October 2018 for the 2018/2019 Deputy Sector Navigators (DSNs). 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 and recommendations. The fiscal agent, RSCCD, was provided a list of host colleges and DSNs selected/recommended by the committees, and 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 for second round recipients is January 1, 2019, through December 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.

2018/2019 List of Selected Deputy Sector Navigators & Host Colleges (round two)

Sector	Host College	CCD	Agreement #	Amount
Bay Region				
Global Trade	Cañada	San Mateo County	DO-18-2565-103	\$200,000
Health	Cañada	San Mateo County	DO-18-2565-104	\$200,000
ICT/Digital Media	Evergreen Valley	San Jose-Evergreen	DO-18-2565-105	\$200,000
ICT/Digital Media	Cabrillo	Cabrillo	DO-18-2565-106	\$200,000
Los Angeles and Orange County				
Health	Mt. San Antonio	Mt. San Antonio	DO-18-2565-107	\$200,000
Total				\$1,000,000

Project Director: Sarah Santoyo

Project Administrator: Enrique Perez

RECOMMENDATION

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

Fiscal Impact: \$1,000,000 (grant-funded)	Board Date: March 25, 2019
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

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

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 25th day of March, 2019, 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 January 1, 2019, through December 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 to the SUBCONTRACTOR shall be based on an advanced payment of 40% after the Agreement is fully executed, a progress payment of 50%, and a final payment of 10%. Payments will occur through submission of invoices.

SUBCONTRACTOR must submit invoices for payment to RS@cccoco.edu. Invoices will be reviewed and approved by the Project Monitor and then paid by RSCCD. Refer to the Invoice Form and Instructions (*exhibit D*) for guidance on how to complete and submit invoices. (NOTE: an electronic version of the invoice form will be provided to the SUBCONTRACTOR).

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: _____
Title: _____
Address: _____

Phone: _____
Email: _____

Supervisor of Record for the DSN (if different from Primary Contact):
Name: _____
Title: _____
Address: _____

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: March 25, 2019

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.)

Exhibit D: Invoice Form and Instructions

APPENDIX B

THIS FORM MAY NOT BE REPLICATED



The following information are linked throughout the forms package:

DISTRICT (Grantee):	<input type="text"/>	Please Select District	
COLLEGE:	<input type="text"/>		
PROJECT:	<input type="text"/>	Please Type Project	
FISCAL YEAR:	<input type="text" value="2018/19"/>		-
RFA NUMBER:	<input type="text" value="18-207-001"/>		-
FUNDING SOURCE:	<input type="text" value="EWD"/>		-
PROJECT BUDGET:	<input type="text" value="\$ 200,000"/>		-

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: 0.0

DISTRICT: 0.0

COLLEGE: 00-000

RFA NUMBER: 18-207-001

CONTACT PAGE

District:	_____		
Address:	_____		
City:	_____	State: _____	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: 0.0

DISTRICT: 0.0

COLLEGE: 00-000

RFA NUMBER: 18-207-001

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

PROJECT: 0.0

DISTRICT: 0.0

COLLEGE: 0.0

RFA NUMBER: 18-207-001

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

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: 0.0

DISTRICT: 0.0

COLLEGE: 0.0

RFA NUMBER: 18-207-001

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

PROJECT: 0.0
DISTRICT: 0.0
COLLEGE: 0.0
RFA NUMBER: 18-207-001

SECTOR:
REGION:
FISCAL YEAR:
SUBAGREEMENT NUMBER:



Statement of Work (Annual Workplan)

Project Name			
		Description:	
Description of Opportunity	<i>Drop-down Menu</i>		
	<i>Drop-down Menu</i>		
	<i>Drop-down Menu</i>		
		Description:	
Supporting Evidence	<i>Drop-down Menu</i>		
	<i>Drop-down Menu</i>		
	<i>Drop-down Menu</i>		
		Description:	
Alignment with Sector Strategy and Regional Priorities	<i>Drop-down Menu</i>		
	<i>Drop-down Menu</i>		
	<i>Drop-down Menu</i>		
		Description:	
Projected Outcome	<i>Drop-down Menu</i>		
		Description:	
Strong Workforce Metric	<i>Drop-down menu</i>		

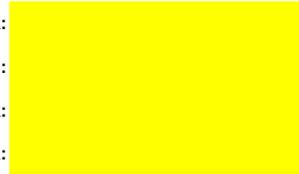
Project Plan

Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
1					
2					
3					

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: 0.0
 DISTRICT: 0.0
 COLLEGE: 0.0
 RFA NUMBER: 18-207-001

SECTOR:
 REGION:
 FISCAL YEAR:
 SUBAGREEMENT NUMBER:



Project Plan					
Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
4					
5					
6					
7					
8					

Project Plan Outcome

Drop-down Menu

Current Year: Actual vs. Projected Outcome

Impact on Multi-Year Project:

Barriers Overcome:

Barriers NOT Overcome:

Lessons Learned:

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)**

INVOICE

Date:

Invoice No.:

Name

Address:

City:

State:

Zip:

Attn:

Bill To: Rancho Santiago CCD (RSCCD)
 Attn: Sarah Santoyo
 2323 North Broadway, Ste. 201
 Santa Ana, CA 92706

Grant Number:

Fiscal Agent Sub-Agreement Number:

Chancellor's Office Project Monitor:

Payment Type: Advance Payment Progress Payment Final Payment

Other Payment (describe):

Description of Work and Dates Services Rendered:

Total Amount Due: \$

District/College Accounting Office Contact:

District/College Program Contact:

Name:

Name:

Title:

Title:

Email:

Email:

Phone number:

Phone number:

Instructions for Invoice Template

All invoices must be submitted electronically to the CCC Chancellor's Office Accounting Office inbox (RS@cccco.edu). The e-mail subject line must state "Invoice Enclosed – District Acronym/Key Talent Role or Program/Grant Number".

Example: RSCCD/Santa Ana/DSN/#18-459-008

If you are submitting a corrected invoice, please state it in the subject line "REVISED Invoice Enclosed – District Acronym/Key Talent Role or Program/Grant Number".

Below are additional details about each field. If you have any questions about this Invoice Template, please contact your CCCC Program Contact/Monitor or the Fiscal Agent at Gil_Maria@rsccd.edu.

Letterhead/logo - Insert letterhead or logo image.

Date – Enter the date the invoice was created.

Invoice No. – Enter an invoice number to be used for internal purposes by the community college district/college.

Name – Using the drop down list to select the District name or enter information manually. The name must match the name listed on the sub-agreement with the Fiscal Agent.

Address – Enter the District address which should match with the address listed on the sub-agreement with the Fiscal Agent.

Grant Number – Enter the grant number provided by the Project Monitor.

Fiscal Agent Sub-Agreement Number – Enter the sub-agreement number listed on the page footer of the sub-agreement with the Fiscal Agent.

Chancellor's Office Project Monitor – Enter the name of the Chancellor's Office Project Monitor. If unknown, enter the Program Name.

Payment Type – Identify the payment type (advance, progress, final or other payment). If other payment is clicked, provide a brief description of the payment type.

Description of Work and Dates Services Rendered – Provide a description of the work performed and the dates of services rendered.

Total Amount Due – Enter the amount invoiced to CCCC.

District/College Accounting Office Contact Information – Identify an accounting office contact.

District/College Program Contact Information – Identify a program contact who can address questions about the work performed.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: March 25, 2019
Re:	Approval of Sub-Agreements between RSCCD and Coast, Desert, Sequoias, West Hills, Yosemite and Yuba Community College Districts to award Industry Sector Projects in Common (ISPIC) funded by the Key Talent Administration and Sector Strategy Fiscal Agent Grant	
Action:	Request for Approval	

BACKGROUND

Through a competitive grant competition, RSCCD was selected by the California Community Colleges Chancellor’s Office (Chancellor’s Office or CO), Workforce & Economic Development Division to serve as the Key Talent Administration and Sector Strategy Fiscal Agent. As fiscal agent, RSCCD will oversee disbursement, monitoring and guidance for the Key Talents engaged in the *Doing What Matters* Framework, as well as for other special projects and partners.

ANALYSIS

Industry Sector Projects in Common (ISPIC) are designed to engage colleges in implementing projects that are prioritized and informed by industry. The combined efforts of the project partners serve to take strategic work to scale, and strengthen the alignment between the colleges and industry to collaboratively inform the development and implementation of career education.

The Chancellor’s Office has allocated funds for ISPIC projects for each of the ten industry sectors. The statewide Sector Navigators will use these funds or allocate funds to college and other partners to implement ISPIC projects approved by the Chancellor’s Office. ISPIC projects have been created for the following sectors:

List of Colleges/Districts implementing ISPIC projects

Sector	College/District	Agreement#	Amount
Advanced Manufacturing	College of the Sequoias/Sequoias	DO-18-2565-96	\$131,000
Retail/Hospitality/Tourism	College of the Sequoias/Sequoias	DO-18-2565-97	\$15,000
	Columbia College/Yosemite	DO-18-2565-98	\$18,000
	West Hills College/West Hills	DO-18-2565-99	\$17,500
	College of the Desert/Desert	DO-18-2565-100	\$10,000
	Woodland Community College/Yuba	DO-18-2565-101	\$10,000
	Orange Coast/Coast	DO-18-2565-102	\$10,000
Sub-agreements for ISPIC awards			\$211,500

Project Director: Sarah Santoyo

Project Administrator: Enrique Perez

RECOMMENDATION

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

Fiscal Impact: \$211,500 (grant-funded)	Board Date: March 25, 2019
Prepared by: Sarah Santoyo, 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 25th day of March, 2019, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **NAME OF COLLEGE DISTRICT**, on behalf of **COLLEGE NAME** (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 “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 for Jobs and the Economy* 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 participate in an **Industry Sector Project in Common (ISPIC) for TITLE OF PROJECT**, which is supported by the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

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

2. **Period of Performance**

The period of performance for this Agreement shall be from January 1, 2019, through December 31, 2019. 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’s goals for data management and capacity development until June 30, 2020.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$**X** USD.

4. Budget

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

5. Matching Contribution

The funds allocated through this Agreement are considered matching funds to encourage investment of Strong Workforce Program or other funds in Industry Sector Projects in Common (ISPIC) (*see Exhibit B, ISPICS memo 10/21/17*). Consequently, SUBCONTRACTOR is required to monitor and confirm that the college partners participating in the project provide matching funds from Strong Workforce Program Local and/or Regional Share or other funds to support the work of the Project. SUBCONTRACTOR shall submit documentation that this grant requirement was met by the end of the Project.

6. Payment

A one-time payment of the total cost will be issued to SUBCONTRACTOR upon RSCCD's receipt of the fully executed Agreement and an invoice for payment. Payment to the SUBCONTRACTOR will not exceed the amount listed under Article I.3. "Total Cost."

7. Invoices

SUBCONTRACTOR must submit one invoice for payment for the total cost of the Agreement. The invoice will be reviewed and approved by the PRIME SPONSOR and then paid by RSCCD. The invoice must include the Agreement number (refer to footer), and should be submitted via e-mail to RS@cccco.edu, and include the subject line: "Invoice Enclosed – District Acronym/ISPIC-[*SECTOR NAME*]-18-207-001."

8. Reporting

Through this Agreement SUBCONTRACTOR agrees to provide data and submit reports, as requested and required by the PRIME SPONSOR. SUBCONTRACTOR will provide this information to RSCCD in a timely manner.

9. Expenditure of Grant Funds

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

10. Independent Contractor

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

11. Subcontract Assignment

No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

12. Record Keeping

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

13. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

14. Mutual Indemnification

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

15. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event

that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

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:
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: _____

Fiscal Representative:

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

18. Total Agreement

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

19. Amendments

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

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/18 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: **COLLEGE**
DISTRICT NAME

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

Board Approval Date: March 25, 2019

By: _____
Name: _____

Title: _____
Date: _____

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work

Exhibit B: Chancellor's Office Memorandum for ISPIC projects

Exhibit C: Articles I, Rev. 07/18 and Article II, Rev. 05/14

(NOTE: Articles I and II are included as a reference for the appropriate and allowable use of grant funds. The payment and reporting terms in the Articles only pertain to the Fiscal Agent. The payment and reporting terms for the SUBCONTRACTOR are in the body of the actual Agreement, under clauses #6 and #8.)

THIS FORM MAY NOT BE REPLICATED



APPENDIX B

GRANT TYPE: [GRANT RENEWAL](#)

The following information are linked throughout the forms package:

DISTRICT (Grantee):

[Redacted]

Please select District

COLLEGE:

[Redacted]

Please select College or N/A

PROJECT:

[Redacted]

Please select Project

FISCAL YEAR: 2018/2019

Agreement Number: 18-2565-xx *an agreement number will be assigned by fiscal agent*

FUNDING SOURCE: Key Talent & Sector Strategy/Econ Dev Program

Requested Amount: \$ 131,000

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Please Select Project on 'Do First' Tab

COLLEGE: Please Select College or N/A on 'Do First' Tab

FISCAL YEAR: 2018/2019

RFA Number: 18-2565-xx

CONTACT PAGE

District: _____
Address: _____
City: _____ State _____ 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: _____	

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Please Select Project on 'Do First' Tab

DISTRICT: Please Select District on 'Do First' Tab

COLLEGE: ERROR-College is not within District selected

FISCAL YEAR: 2018/2019

RFA NUMBER: 18-2565-xx

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED	Match
			\$ 131,000	\$ 131,000
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 Cost): 4%		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: _____

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

Please Note:
To avoid rounding issues, please key only whole numbers and not cents.

PROJECT: Please Select Project on 'Do First' Tab
 DISTRICT: Please Select District on 'Do First' Tab
 COLLEGE: ERROR-College is not within District selected
 FISCAL YEAR: 2018/2019
 RFA NUMBER: 18-2565-xx

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	FUNDS REQUESTED
		Key Talent & Sector
		\$ 131,000
1000		
2000		
3000	Employee Benefits	
4000	Supplies and Materials	
5000	Other Operating Expenses and Services	

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

Please Note:
To avoid rounding issues, please key only whole numbers and not cents.

PROJECT: Please Select Project on 'Do First' Tab
 DISTRICT: Please Select District on 'Do First' Tab
 COLLEGE: ERROR-College is not within District selected
 FISCAL YEAR: 2018/2019
 RFA NUMBER: 18-2565-xx

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	FUNDS REQUESTED	
			Key Talent & Sector
		\$	131,000
6000	Capital Outlay		
7000	Other Outgo		
TOTAL DIRECT COSTS:			0
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):			0
TOTAL COSTS:			0

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Please Select Project on 'Do First'
Tab
DISTRICT: Please Select District on 'Do First'
Tab
COLLEGE: ERROR-College is not within
District selected
FISCAL YEAR: 2018/2019
RFA NUMBER: 18-2565-xx

APPLICATION BUDGET DETAIL SHEET (SAMPLE)

Object of Expenditure	Classification	FUNDS REQUESTED	
		\$	131,000
1000	1100 Academic Salaries, Instructional, Contract or Regular Status Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	1200 Academic Salaries, Noninstructional, Contract or Regular Status Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	1300 Instructional Salaries Other, Adjunct or Part-time Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	1400 Non-Instructional Salaries, Other Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
2000	2100 Classified Salaries, Noninstructional (Regular, Full-time) Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	2200 Instructional Aides, Regular Status (Regular, Full-time) Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	2300 Classified Salaries, Noninstructional (Non-Regular) Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	2400 Instructional Aides Salaries (Non-Regular) Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
3000	Employee Benefits Name / Position Title / Percentage Rate for Benefits Name / Position Title / Percentage Rate for Benefits	\$	-
4000	Supplies and Materials List type and costs: Software; Books, Magazines and Periodicals; Instructional Supplies and Materials; Noninstructional Supplies and Materials	\$	-
5000	Other Operating Expenses and Services Travel Travel and Mileage = \$ Conference Expenses = \$ College Dues and Membership Meetings Workshops Training Rents and Leases Postage Equipment repairs and Maintenance Consultant Services Subcontractors Contract Services: Name (daily/hourly rate); Identify specific service to be rendered	\$	-
6000	Capital Outlay List type and costs: 6400 Equipment with a purchase price of at least \$200 and a useful life of more than one year.	\$	-
7000	Other Outgo	\$	-
TOTAL DIRECT COSTS:		\$	0
TOTAL INDIRECT COSTS (Not to exceed % of Direct Costs):		\$	0
TOTAL COSTS:		\$	0

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Please Select Project on 'Do First' Tab

DISTRICT: Please Select District on 'Do First' Tab

COLLEGE: ERROR-College is not within District selected

FISCAL YEAR: 2018/2019

RFA NUMBER: 18-2565-xx

Please Note:
To avoid rounding issues, please key only whole numbers and not cents.
Cents may also be created when using

**APPLICATION BUDGET DETAIL SHEET
MATCH**

Object of Expenditure	Classification	Match Amount
1000		\$ - \$ - \$ -
2000		\$ - \$ - \$ -
3000		\$ - \$ - \$ -
4000		\$ - \$ -
5000		\$ - \$ - \$ -
6000		\$ - \$ -
7000		\$ -
TOTAL DIRECT COSTS:		\$ 0
TOTAL INDIRECT COSTS (Not to Exceed % of Direct Costs):		
TOTAL COSTS:		\$ 0

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Please Select Project on 'Do First' Tab

DISTRICT: Please Select District on 'Do First' Tab

COLLEGE: ERROR-College is not within District selected

FISCAL YEAR: 2018/2019

RFA NUMBER: 18-2565-xx

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 1

Strong Workforce Metrics:
Select:

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1				
1.2				
1.3				

5.4 (17)

STATE OF CALIFORNIA

ELOY ORTIZ OAKLEY, CHANCELLOR

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4400
SACRAMENTO, CA 95811-6549
(916) 322-4005
<http://www.cccco.edu>



October 21, 2017

To: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Career Education (CTE) Deans
Regional Consortia Chairs & Other WED Grantees

From: Van Ton-Quinlivan Vice Chancellor,
CCCCO Workforce & Digital Futures

CC: Javier Romero, Dean, CCCCCO Workforce & Economic Development
CCCCO WED Leadership & Staff
Sector Navigators, Deputy Sector Navigators

**Subject: Match Dollars to Promote Industry Sector Projects-in-Common
Year 2 of the Strong Workforce Program**

INDUSTRY SECTOR PROJECTS IN COMMON (ISPIC)

The CCCCCO Workforce and Economic Development Division is making match funds available to encourage you to invest Strong Workforce dollars* in projects that adopt or adopt/adapt Industry Sector Projects-in-Common (ISPIC). ISPIC projects make it easier for colleges (or regional consortia of colleges) to deliver 'more and better career education' in areas of labor market demand. This suggests the sub-recommendations of the Strong Workforce Task Force, "Develop and broadly publicize industry-informed career pathways that prepare students for jobs needed within the regional labor market".

Our [network of Sector Navigators](#) will administer the rollout of these match funds, with support from their Deputy Sector Navigators. Faculty and colleges are encouraged to contact the pertinent Sector Navigator to learn more.

Each Sector Navigator will have up to \$400,000 in matching funds to deploy and drive workforce outcomes found in LaunchBoard.

**Other funding sources are eligible for the match, such as Adult Education Block Grant funds.*

HOW DO I SEEK OUT THE MATCH?

EXHIBIT B

Begin by reviewing our [ISPIC Index](#) for curated opportunities that you may wish to explore in order to drive student outcomes listed in your LaunchBoard. The ISPIC Index projects have been identified by Sector Navigators (SN) and Deputy Sector Navigators (DSN).

Next, reach out to the pertinent [Sector Navigator](#) to express your interest in adopting or adopting/adapting projects, to better understand how the process will roll out, and to know how commitments of matches can be obtained. Sector Navigators were provided with [guidance on Industry Sector Projects in Common](#) on October 19, 2017.

Concurrently, build support by your college's CIO and Career Education (CTE) Dean to pledge Local Shares of your college's Strong Workforce dollars against the project. Regional Share can also be used.

QUESTIONS can be directed to ispics@cccco.edu

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: March 25, 2019
Re:	Approval of First Amendment to the Income Agreement between Orange County Superintendent of Schools and Rancho Santiago Community College District	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District's Child Development Services is a sub-awardee of California State Preschool Program (CSPP) Quality Rating and Improvement System (QRIS) Block grant from the Orange County Superintendent of Schools/Orange County Department of Education. The funds are intended to support program quality improvement activities (e.g., trainings, meetings, curriculum planning, program assessment, and technical assistance).

ANALYSIS

This is a first amendment to the existing agreement, which adds more services and extends the contract term. The augmented total is not to exceed \$15,900 from the original agreement amount of \$13,000 (increase of \$2,900), and extends the contract period from June 30, 2019 to December 31, 2019.

RECOMMENDATION

It is recommended that the Board of Trustees approve the First Amendment to the Income 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:	\$2,900	Board Date: March 25, 2019
Prepared by:	Janneth Linnell, Executive Director, Child Development Services	
Submitted by:	Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

2 AMENDMENT #1
3 RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
4 INCOME AGREEMENT

5 The AGREEMENT entered into August 17, 2018, by and
6 between the Orange County Superintendent of Schools, 200
7 Kalmus Drive, Costa Mesa, California 92626, hereinafter
8 referred to as SUPERINTENDENT, and the Rancho Santiago
9 Community College District, 2323 North Broadway, Santa Ana,
10 California 92706, hereinafter referred to as DISTRICT, is
11 hereby amended as follows:

12 1.0 Section 1.0 SCOPE OF WORK shall be amended to read as
13 follows: DISTRICT hereby engages SUPERINTENDENT as an
14 independent contractor to perform the described services and
15 SUPERINTENDENT hereby agrees to perform said service upon the
16 terms and conditions hereinafter set forth. Specifically,
17 DISTRICT shall perform the services as described in the
18 "SERVICE PROPOSAL", dated July 13, 2018, which is attached as
19 Exhibit "A", and in the "SERVICE PROPOSAL", dated January 29,
20 2019, which is attached as Exhibit "A-1" and are incorporated
21 by reference herein to this AGREEMENT, for the Instructional
22 Services Programs.

23 2.0 Section 2.0 TERM shall be amended to read as follows:
24 SUPERINTENDENT shall commence providing services under this
25 AGREEMENT on September 5, 2018, and end on December 31, 2019,
subject to termination as set forth in this AGREEMENT.

1 3.0 Section 3.0 PAYMENT shall be amended to read as follows:
2 DISTRICT agrees to pay SUPERINTENDENT for services
3 satisfactorily performed pursuant to Section 1.0 of this
4 AGREEMENT a total sum not to exceed Fifteen thousand nine
5 hundred dollars (\$15,900.00). Payment shall be mailed to:
6 Orange County Superintendent of Schools, Attn: Accounting
7 Manager, 200 Kalmus Drive, P.O. Box 9050, Costa Mesa,
8 California 92628-9050, or at such other place as SUPERINTENDENT
9 may designate in writing.
10

11 4.0 Except as expressly herein amended, said AGREEMENT shall
12 in all respects be and remain in full force and effect.

13 IN WITNESS WHEREOF, the Parties hereto set their hands.

14 DISTRICT: RANCHO SANTIAGO
15 COMMUNITY COLLEGE DISTRICT

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

16 BY: _____
Authorized Signature

16 BY: 
Authorized Signature

17 PRINT NAME: _____

17 PRINT NAME: Patricia McCaughey

18 TITLE: _____

18 TITLE: Administrator

19 DATE: _____

19 DATE: February 13, 2019

23 RSCCD - Income (47100) Amend1
24 ZIP4



Fee for Service
SERVICE PROPOSAL



CONTRACTOR INFORMATION

DISTRICT/AGENCY LEGAL NAME: Rancho Santiago Community College District
 CONTACT NAME/TITLE: Janneth Linnell, Executive Director, Child Development Services
 CONTACT PHONE: 714.480.7546
 CONTACT EMAIL: Linnell_Janneth@rsccd.edu
 ADDRESS FOR CONTRACT: 2323 N. Broadway, Suite 245 Santa Ana, Ca. 92706
 Date: January 29, 2019

PROPOSED SERVICE DESCRIPTION	COST
Amendment Proposal	
Add the following dollar amounts and services to agreement #47100	
\$500.00 for Nutrition Technical Assistance for you Cooks	500.00
\$1,500.00 for Professional Development Training	1500.00
\$900.00 for 12 hours of design Technical Assistance	900.00
Total Proposed Services not to exceed:	2,900.00

JUSTIFICATION: Rancho Santiago Community College District is requesting professional development training and technical assistance.

DATE(S) OF SERVICE: February 1, 2019 – Dec. 31, 2019

TIME OF SERVICE: TBD

SERVICE LOCATION: TBD

TOTAL DOLLAR AMOUNT: \$15,900 (\$13,000 agreement #47100 and amendment amount \$2,900)

Coaching and Technical Assistance (TA) services will be invoiced in full upon execution of contract, and will not be refunded if agency does not avail itself of the full scope of coaching or TA within the contracted time. Assessment services will be invoiced following completion of each assessment.

ORIGINATOR: Susan Shepardson

To be completed by contracting agency

I have reviewed the above service proposal and find it to be correct.

NAME Janneth Linnell

SIGNATURE [Handwritten Signature]

DATE 2/4/19

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
INCOME AGREEMENT

This AGREEMENT is hereby entered into this 17th day of August, 2018, by and between the Orange County Superintendent of Schools, 200 Kalmus Drive, Costa Mesa, California 92626, hereinafter referred to as SUPERINTENDENT, and the Rancho Santiago Community College District, 2323 North Broadway, Santa Ana, California 92706, hereinafter referred to as DISTRICT. SUPERINTENDENT and DISTRICT shall be collectively referred to as the Parties.

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, DISTRICT is in need of such special services and advice; and

WHEREAS, SUPERINTENDENT is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the Parties hereby agree as follows:

1.0 SCOPE OF WORK. DISTRICT hereby engages SUPERINTENDENT as an independent contractor to perform the described services and SUPERINTENDENT hereby agrees to perform said service upon the terms and conditions hereinafter set forth. Specifically, DISTRICT shall perform the services as described in the "SERVICE PROPOSAL", dated

1 July 13, 2018, which is attached as Exhibit "A" and incorporated by
2 reference herein to this AGREEMENT, for the Instructional Services
3 Programs.

4 2.0 TERM. SUPERINTENDENT shall commence providing services under
5 this AGREEMENT on September 5, 2018, and end on June 30, 2019,
6 subject to termination as set forth in this AGREEMENT.

7 3.0 PAYMENT. DISTRICT agrees to pay SUPERINTENDENT for services
8 satisfactorily performed pursuant to Section 1.0 of this AGREEMENT a
9 total sum not to exceed Thirteen thousand dollars (\$13,000.00).
10 Payment shall be mailed to: Orange County Superintendent of Schools,
11 Attn: Accounting Manager, 200 Kalmus Drive, P.O. Box 9050, Costa
12 Mesa, California 92628-9050, or at such other place as SUPERINTENDENT
13 may designate in writing.

14 4.0 INDEPENDENT CONTRACTOR. SUPERINTENDENT, in the performance of
15 this AGREEMENT, shall be and act as an independent contractor.
16 SUPERINTENDENT understands and agrees that he/she and all of his/her
17 employees shall not be considered officers, employees or agents of
18 the DISTRICT, and are not entitled to benefits of any kind or nature
19 normally provided employees of the DISTRICT and/or to which
20 DISTRICT'S employees are normally entitled, including, but not
21 limited to, State Unemployment Compensation or Workers' Compensation.
22 SUPERINTENDENT assumes the full responsibility for the acts and/or
23 omissions of his/her employees or agents as they relate to the
24 services to be provided under this AGREEMENT. SUPERINTENDENT shall
25 assume full responsibility for payment of all federal, state and
local taxes or contributions, including unemployment insurance,

1 social security and income taxes with respect to SUPERINTENDENT'S
2 employees.

3 5.0 HOLD HARMLESS.

4 A. SUPERINTENDENT hereby agrees to indemnify, defend, and hold
5 harmless DISTRICT, its Governing Board, officers, agents, and
6 employees from liability and claims of liability for bodily injury,
7 personal injury, sickness, disease, or death of any person or
8 persons, or damage to any property, real personal, tangible or
9 intangible, arising out of the negligent acts or omissions of
10 employees, agents or officers of SUPERINTENDENT or the Orange County
11 Board of Education during the period of this AGREEMENT.

12 B. DISTRICT hereby agrees to indemnify, defend, and hold
13 harmless SUPERINTENDENT, the Orange County Board of Education, and
14 its officers, agents, and employees from liability and claims of
15 liability for bodily injury, personal injury, sickness, disease, or
16 death of any person or persons, or damage to any property, real,
17 personal, tangible or intangible, arising out of the negligent acts
18 or omissions of employees, agents or officers of DISTRICT during the
19 period of this AGREEMENT.

20 6.0 ASSIGNMENT. The obligations of the SUPERINTENDENT pursuant to
21 this AGREEMENT shall not be assigned by the SUPERINTENDENT without
22 prior written approval of DISTRICT.

23 7.0 COPYRIGHT/TRADEMARK/PATENT. DISTRICT understands and agrees that
24 all matters produced under this AGREEMENT shall become the property
25 of SUPERINTENDENT and cannot be used without SUPERINTENDENT'S express
written permission. SUPERINTENDENT shall have all right, title and

1 interest in said matters, including the right to secure and maintain
2 the copyright, trademark and/or patent of said matter in the name of
3 the SUPERINTENDENT. DISTRICT consents to use of DISTRICT'S name in
4 conjunction with the sale, use, performance and distribution of the
5 matters, for any purpose and in any medium.

6 8.0 TOBACCO USE POLICY. In the interest of public health, the
7 SUPERINTENDENT provides a tobacco-free environment. Smoking or the
8 use of any tobacco products are prohibited in buildings and vehicles,
9 and on any property owned, leased or contracted for by the
10 SUPERINTENDENT pursuant to SUPERINTENDENT Policy 400.15. Failure to
11 abide with conditions of this policy could result in the termination
12 of this AGREEMENT.

13 9.0 NON-DISCRIMINATION. SUPERINTENDENT and DISTRICT agree that they
14 will not engage in unlawful discrimination in employment of persons
15 because of race, color, religious creed, national origin, ancestry,
16 physical handicap, medical condition, marital status, or sex of such
17 persons.

18 10.0 TERMINATION. Either party may terminate this AGREEMENT with or
19 without reason with the giving of thirty (30) days written notice to
20 the other party. DISTRICT shall compensate SUPERINTENDENT only for
21 services satisfactorily rendered to the date of termination. Written
22 notice by DISTRICT shall be sufficient to stop further performance of
23 services by SUPERINTENDENT. Notice shall be deemed given when
24 received by the SUPERINTENDENT or DISTRICT or no later than three (3)
25 days after the day of mailing, whichever is sooner.

1 11.0 NOTICE. All notices or demands to be given under this AGREEMENT
2 by either party to the other, shall be in writing and given either
3 by: (a) personal service or (b) by U.S. Mail, mailed either by
4 registered or certified mail, return receipt requested, with postage
5 prepaid. Service shall be considered given when received if
6 personally served or if mailed on the third day after deposit in any
7 U.S. Post Office. The address to which notices or demands may be
8 given by either party may be changed by written notice given in
9 accordance with the notice provisions of this section. At the date
10 of this AGREEMENT, the addresses of the Parties are as follows:

11 DISTRICT: Rancho Santiago Community College District
 2323 North Broadway
12 Santa Ana, California 92706
 Attn: _____

13 SUPERINTENDENT: Orange County Superintendent of Schools
14 200 Kalmus Drive
 P.O. Box 9050
15 Costa Mesa, California 92628-9050
 Attn: Patricia McCaughey

16 12.0 NON WAIVER. The failure of SUPERINTENDENT or DISTRICT to seek
17 redress for violation of, or to insist upon, the strict performance
18 of any term or condition of this AGREEMENT shall not be deemed a
19 waiver by that party of such term or condition, or prevent a
20 subsequent similar act from again constituting a violation of such
21 term or condition.

22 13.0 SEVERABILITY. If any term, condition or provision of this
23 AGREEMENT is held by a court of competent jurisdiction to be invalid,
24 void, or unenforceable, the remaining provisions will nevertheless
25 continue in full force and effect, and shall not be affected,
impaired or invalidated in any way.

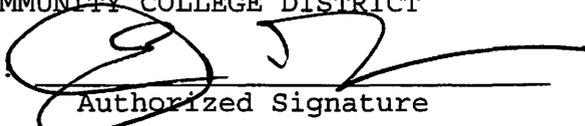
1 14.0 GOVERNING LAW. The terms and conditions of this AGREEMENT shall
2 be governed by the laws of the State of California with venue in
3 Orange County, California.

4 15.0 ENTIRE AGREEMENT/AMENDMENT. This AGREEMENT and any exhibits
5 attached hereto constitute the entire agreement among the Parties to
6 it and supersedes any prior or contemporaneous understanding or
7 agreement with respect to the services contemplated, and may be
8 amended only by a written amendment executed by both Parties to the
9 AGREEMENT.

10 IN WITNESS WHEREOF, the Parties hereto set their hands.

11 DISTRICT: RANCHO SANTIAGO
12 COMMUNITY COLLEGE DISTRICT

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

13 BY: 
Authorized Signature

BY: 
Authorized Signature

14 PRINT NAME: Enrique Perez

PRINT NAME: Patricia McCaughey

15 TITLE: Vice Chancellor

TITLE: Administrator

16 DATE: 8.30.18

DATE: August 17, 2018

17
18
19 RSCCD-Income (47100) 19
20 ZIP4



Fee for Service
SERVICE PROPOSAL



CONTRACTOR INFORMATION

DISTRICT/AGENCY LEGAL NAME: Rancho Santiago Community College District
CONTACT NAME/TITLE: Janneth Linnell, Executive Director, Child Development Services
CONTACT PHONE: 714.480.7546
CONTACT EMAIL: Linnell_Janneth@rscdd.edu
ADDRESS FOR CONTRACT: 2323 N. Broadway, Suite 245 Santa Ana, Ca. 92706
Date: July 13, 2018

PROPOSED SERVICE DESCRIPTION	COST
Child Development Center, Nutrition Technical Assistance for Cooks (10 months @ 2 hours each month 20 hours x \$75.00)	\$1,500.00
Classroom Re-Design Technical Assistance (\$75.00 x 20 hours)	\$1,500.00
Professional Development Training \$7,000 (\$1,000.00 x 7 full day trainings or \$500.00 x 14 half day trainings)	\$7,000.00
ECERS Classroom Technical Assistance (40 hours x \$75 per hour)	\$3,000.00
Total Proposed Services not to exceed:	\$13,000.00

JUSTIFICATION: Rancho Santiago Community College District is requesting professional development training and technical assistance.

DATE(S) OF SERVICE: September 5, 2018 – June 30, 2019

TIME OF SERVICE: TBD

SERVICE LOCATION: TBD

TOTAL DOLLAR AMOUNT: \$13,000.00

Coaching and Technical Assistance (TA) services will be invoiced in full upon execution of contract, and will not be refunded if agency does not avail itself of the full scope of coaching or TA within the contracted time. Assessment services will be invoiced following completion of each assessment.

ORIGINATOR: Susan Shepardson

To be completed by contracting agency

I have reviewed the above service proposal and find it to be correct.

NAME Janneth Linnell

SIGNATURE [Signature]

DATE 7/16/18

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Board of Trustees Office)

To: Board of Trustees	Date: March 25, 2019
Re: Approval of Board Legislative Committee Recommendations	
Action: Request for Action	

BACKGROUND

The Board Legislative Committee met on March 18, 2019, to review legislative bills and recommend positions on each bill to the full board.

ANALYSIS

After review of the following bills, Chairperson Zeke Hernandez and committee member John Hanna, recommend the following action:

Support if amended or receives consideration of legislative counsel letter

Assembly Bill (AB) 48 (O'Donnell)	Kindergarten-Community Colleges Public Education Facilities Bond Acts of 2020 and 2022
-----------------------------------	--

Support with recommendation for inclusion of more students

House of Representatives (H.R.) 656 (Correa)	Development, Relief, and Education for Alien Minors Act (DREAMers), Immigrants, and Refugees Legal Aid Act
--	--

Support with concerns over grouping 429,000 immigrants with DREAMers

H.R. 6 (Roybal-Allard, Velazquez, Clarke)	The American Dream and Promise Act of 2019
---	--

Support

Senate Bill (SB) 291 (Leyva)	Postsecondary education: California Community College Student Financial Aid Program
Senate (S.) 416 (Cardin) and H.R. 1075 (Cummings)	Free Application for Federal Student Aid (FAFSA) Fairness Act of 2019
H.R. 640 (Doggett)	Student Aid Simplification Act
AB 30 (Holden)	Community Colleges: College and Career Access Pathways Partnerships
AB 239 (Salas)	Community Colleges: Registered Nursing Programs
AB 595 (Medina)	Community Colleges: Apprenticeship Programs

RECOMMENDATION

It is recommended that the board review and approve the Board Legislative Committee's recommendations on the abovementioned bills.

Fiscal Impact: None	Board Date: March 25, 2019
Prepared by: Anita Lucarelli, Exec. Assistant to the Board of Trustees	
Submitted by: Board Legislative Committee	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

TOWNSEND

PUBLIC AFFAIRS

EST TPA 1998

MEMO

To: Rancho Santiago Community College District Legislative Affairs Committee

From: Townsend Public Affairs, Inc.
Christopher Townsend, President
Casey Elliott, State Capitol Director
Austin Webster, Senior Associate
Laura Kroeger, Associate

Date: March 11, 2019

Subject: Legislative Affairs Committee Update

2019 State Community College Legislation

AB 48 (O'Donnell D) Kindergarten-Community Colleges Public Education Facilities Bond Acts of 2020 and 2022.

Status: 1/29/2019-Re-referred to Com. on ED.

Summary: Would set forth the Kindergarten-Community Colleges Public Education Facilities Bond Acts of 2020 and 2022 as state general obligation bond acts that would provide unspecified amounts of funds to construct and modernize education facilities, as specified. These respective bond acts would become operative only if approved by the voters at unspecified 2020 and 2022 statewide elections. The bill would also provide for the submission of the bond acts to the voters at those elections.

SB 291 (Leyva D) Postsecondary education: California Community College Student Financial Aid Program.

Status: 2/15/2019-From printer. May be acted upon on or after March 17.

Summary: Would establish the California Community College Student Financial Aid Program, to provide need-based grant awards to eligible community college students who attend an eligible California community college, as specified. Subject to an appropriation by the Legislature, the bill specifies that the program shall be administered by the Board of Governors of the California Community Colleges and implemented by the eligible California community colleges. To the



extent the bill would impose additional duties on community college districts, the bill would impose a state-mandated local program.

AB 30 (Holden D) Community colleges: College and Career Access Pathways partnerships.

Status: 1/17/2019-Referred to Coms. on HIGHER ED. and ED.

Summary: Would delete the requirement on the governing board of each district entering into a CCAP partnership agreement to present the dual enrollment partnership agreement as an informational item at a separate open public meeting of that board before taking public comment and acting to approve or disapprove the proposed agreement. The bill would provide that units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's registration priority for enrollment and course registration at a community college. The bill would require the CCAP partnership agreement to include a plan, instead of a certification, by the participating community college district to ensure specified conditions are met.

AB 239 (Salas D) Community colleges: registered nursing programs.

Status: 2/7/2019-Referred to Com. on HIGHER ED.

Summary: Current law authorizes a community college registered nursing program to use additional multicriteria screening measures, administered in accordance with specified requirements, if it determines that the number of applicants to that registered nursing program exceeds its capacity. Current law authorizes such a community college registered nursing program to admit students in accordance with a random selection process or a blended combination of random selection and a multicriteria screening process, as specified. Current law repeals these provisions relating to admission to community college nursing programs on January 1, 2020. This bill would extend operation of these provisions relating to admission to community college nursing programs until January 1, 2025.

AB 595 (Medina D) Community colleges: apprenticeship programs.

Status: 2/25/2019-Referred to Com. on HIGHER ED.

Summary: Would authorize a student enrolled in a community college class or classes pursuant to an apprenticeship training program or an internship training program, as defined, who does not have a social security number to use an individual tax identification number for purposes of any background check required by the class or program.



H.R.656 (Correa) DREAMers, Immigrants, and Refugees (DRe) Legal Aid Act

Bill Summary: This bill would require the Attorney General to make grants to nonprofit organizations to offer legal assistance to certain aliens lawfully admitted for permanent residence, DACA recipients, and refugees, and for other purposes.

Status: Introduced.

S. 416 (Cardin) and H.R. 1075 (Cummings) FAFSA Fairness Act

Bill Summary: This legislation would simplify the process to apply for and receive federal student financial aid for students who do not have contact with their parents.

The bill's key provision would allow students who do not have contact with their parents, or who meet other criteria established by educational institutions, to complete the Free Application for Federal Student Aid (FAFSA) as "provisionally independent" students. Currently, these students must undergo a "dependency override" at each institution they apply to before they are able to be considered for financial aid. This process can be extremely time consuming and a barrier to college access for students with these difficult personal and financial circumstances.

The bill would not increase the workload of college financial aid administrators or alter their discretion, but it would ease the financial aid application process for students and provide an incentive to complete the entire process and enroll in higher education.

Status: Introduced.

H.R.640 (Doggett) Student Aid Simplification Act

Bill Summary: This bill requires the Internal Revenue Service (IRS) to disclose certain tax return information to the Department of Education (ED) for the purpose of administering financial aid and loan programs under the Higher Education Act of 1965. (Under current law, students must obtain their own tax return information from the IRS and submit it to ED.)

Upon receiving a request from ED, the IRS must disclose specified tax return information to ED for the purposes of:

- establishing, renewing, administering, and conducting analyses and forecasts for estimating costs related to income-contingent or income-based repayment programs;
- the discharge of loans based on a total and permanent disability;
- determining the eligibility for, and the amount of, federal student financial aid; and
- conducting analyses and forecasts for estimating costs related to federal student financial aid programs.



- ED may only use the disclosed information for the purposes above and for mitigating risks related to the programs. Mitigating risks includes activities related to analyzing or estimating costs, conducting oversight, developing statistics, and reducing improper payments. It does not include conducting criminal investigations or prosecutions.

With the consent of the taxpayer, ED may disclose the return information to certain institutions of higher education, state higher education agencies, and scholarship organizations solely for the use in financial aid programs.

Status: Introduced.



Sent: Wednesday, March 13, 2019 11:45:21 AM PDT
Subject: Dream and Promise Act of 2019 Offers a Critical Step Forward



A National Voice for Immigrant Education

Dream and Promise Act of 2019

Dear Friends,

The Dream and Promise Act of 2019 (H.R. 6), **introduced yesterday by House Democrats**, provides a path to legal status and eventual citizenship for Dreamers, and, unlike earlier versions of the the Dream Act, offers permanent legal protections for Temporary Protected Status (TPS) and Deferred Enforced Departure (DED) recipients.

CCCIE thanks and applauds the leadership of Representatives Lucille Roybal–Allard (D–CA), Nydia Velazquez (D–NY) and Yvette D. Clarke (D–NY), the lead sponsors of H.R. 6., and House Speaker Nancy Pelosi, who has indicated her strong support for the bill and intention to make its passage a high priority in this Congress.

The introduction of H.R. 6 represents a critical step forward in achieving permanent protections, equity, and success for millions of undocumented immigrants, many of whom access higher education through community colleges. A **Migration Policy Institute analysis** estimates that the bill would offer legal status to nearly 2.7 million unauthorized immigrants, including two groups: the 2.3 million Dreamers who came to the U.S. as children, and a second group of about 429,000 immigrants, mostly noncitizen TPS and several hundred DED holders who have

escaped difficult conditions, such as war or natural disasters, in their home countries.

Since 2012 the Deferred Action for Childhood Arrival (DACA) program has provided temporary relief from deportation and work authorization for nearly 700,000 Dreamers; and TPS and DED holders are currently protected from deportation. However, the current administration is seeking to end protections for DACA, TPS, and DED holders--despite the fact that many have established roots in this country and contribute in many ways to our college campuses, communities, and economy.

A Larger Group of Dreamers Are Protected

According to MPI, H.R. 6 would grant conditional legal status to a larger group of Dreamers than in previous versions, including “unauthorized immigrants, regardless of age, who entered the United States before age 18 and at least four years before the enactment of the legislation, and who have a high school diploma or are enrolled in a high school, GED program, or an apprenticeship program.”

To be eligible for permanent legal status, also known as a “green card,” Dreamers would have to: earn a degree from a U.S. higher education institution; or complete at least two years in a bachelor’s or higher degree program or in a postsecondary career or technical education program; or complete at least two years of military service; or be employed for at least three years, and at least 75 percent of that time have work authorization. Recipients would have 10 years to meet these criteria, and those with a serious criminal record would be blocked from gaining conditional legal status or a green card.

Educational and Workforce Implications

H.R. 6 includes several provisions with especially important educational and workforce implications, including repealing legislation that penalizes states granting in-state tuition for undocumented students; allowing Dreamers’ to access federal financial aid; ensuring that individuals with conditional legal status can access professional, commercial, and business licenses; and establishing a new grant program to assist nonprofits in screening individuals for eligibility and helping them gain protections under the bill.

Join a Telephone Briefing

To learn more about the bill’s impact, the higher education provisions, and opportunities for advocacy, you are invited to join a **telephone briefing offered by**

the Presidents' Alliance on Immigration and Higher Education, tomorrow, Thursday, March 14, at 1 pm (Pacific) 4pm (Eastern). Policy experts will provide an overview of the bill, talk about next steps, and answer questions. In addition, speakers will include: Maria Praeli, Government Relations Manager for FWD.us, and Yatta Kiazolu, a DED recipient and UCLA PhD student who recently testified in front of Congress. To register, [click here](#). The briefing will be recorded and shared with everyone who RSVPs, even if you cannot attend.

Sincerely,
Jill and Tere
The CCCIE Team

Teresita Wisell

Executive Director, CCCIE
Vice President & Dean, Workforce Development & Community Education
Westchester Community College

Jill Casner-Lotto

Director, CCCIE
Westchester Community College



[JOIN CCCIE'S MAILING LIST TODAY!](#)

Community College Consortium for Immigrant Education
914-606-5644* www.cccie.org

The Community College Consortium for Immigrant Education | 75 Grasslands Road, Valhalla,
NY 10595

[Unsubscribe zekeher@yahoo.com](mailto:Unsubscribe_zekeher@yahoo.com)

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Sent by jill.casnerlotto@cccie.org

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

March 25, 2019

MANAGEMENT

Revised Job Description/Attachment #1

From: Director, Academic Support
To: Director, Academic & End Users Support Services
Classified Supervisory
Grade Level D (No Change)

Employment Agreement/Attachments #2-3

Hoffman, Simon Bart
Vice President, Administrative Services
Santa Ana College

Ortiz, Fernando
Dean, Academic Affairs
Santa Ana College

Appointment

Childers, Karen S.
Director, LAOC/Regional Consortia
Los Angeles
Educational Services
District Office

Effective: March 6, 2019
Salary Placement: C-3 \$144,658.17/Year
(Requisition #CL18-1212)

Change of Interim Assignment for Rehired STRS Retiree

Breeden, Carolyn
Interim Dean, Human Services &
Technology Division
Santa Ana College

Effective: March 6 – June 30, 2019
Daily Rate: B-2 \$616.27/Day
(Limited to 51 days)

Interim Assignment

Miller, Rebecca
Interim Dean, Science/Math &
Health Sciences Division
Santa Ana College

Effective: March 6 – June 30, 2019
Salary Placement: B-5 \$171,219.60/Year

MANAGEMENT (CONT'D)

Interim Assignment (cont'd)

Steckler, Mary
Interim Associate Dean, Health
Science & Nursing
Science/Math & Health Sciences Division
Santa Ana College

Effective: March 7 – June 30, 2019
Salary Placement: D-5 \$147,735.57/Year

Extension of Interim Assignment

Forero, Jorge
Interim Director, Technology Infrastructure
& Support Services
Information Technologies & Services
District

Effective: April 1 – April 30, 2019
Pay Rate: D-5 \$70.75/Hour

Adjusted Salary Placement

Ortiz, Fernando
Dean
Academic Affairs
Santa Ana College

Effective: April 1, 2019
From: B-A \$135,440.91/Year
To: B-4 \$163,066.29/Year

FACULTY

Ratification of Resignation/Retirement

Geissler, Joseph
Professor/Librarian
Institutional Effectiveness, Library &
Learning Support Services Division
Santiago Canyon College

Effective: March 9, 2019
Reason: Deceased

2018/2019 Additional Contract Extension Days

Janio, Jaroslaw
Assistant Professor/Coordinator, ESL
Continuing Education
Centennial Education Center
Santa Ana College

Effective: June 1 - 29, 2019
Additional Contract Extension: 3 Days
Extension Daily Rate: \$582.16
Duties: Coordination

FACULTY (CONT'D)

Additional Faculty Service Area (FSA)

Gilreath, Genice
Professor, Reading
Humanities & Social Sciences Division
Santa Ana College

Effective: March 25, 2019
FSA(s): English

Guevara, Angela
Assistant Professor/Coordinator, Adults
With Disabilities
Continuing Education Division
Santiago Canyon College

Effective: March 25, 2019
FSA(s): Learning Disabilities: Specialist

Lopez Mercedes, Jose
Assistant Professor, ESL
Continuing Education Division
Santa Ana College

Effective: March 25, 2019
FSA(s): Vocational (short-term): Noncredit

Mettler, Mary
Professor/Learning Disabilities Specialist
Disabled Students Programs & Services
Counseling & Student Support Services Division
Santiago Canyon College

Effective: March 25, 2019
FSA(s): Counseling, Psychology,
Speech Language Pathology

Weber, Merari
Assistant Professor/Coordinator, ESL
Continuing Education Division
Santa Ana College

Effective: March 25, 2019
FSA(s): Vocational (short-term): Noncredit

Part-time/Hourly New Hires/Rehires

Albert, Fabiane R
Instructor, Older Adults/Seminars
Continuing Education Division (OEC)
Santiago Canyon College

Effective: March 15, 2019
Hourly Lecture Rate: II-3 \$51.51

Dvorak, Susan L
Instructor, Cinema Studies
Business & Career Technical Education Division
Santiago Canyon College

Effective: March 25, 2019
Hourly Lecture Rate: I-3 \$58.56

Griffiths, Russell S
Instructor, Learning Disabilities Specialist
Disabled Students Programs & Services (DSPS)
Santiago Canyon College

Effective: March 13, 2019
Hourly Rate: 4-3 \$33.90

FACULTY (CONT'D)

Part-time/Hourly New Hires/Rehires (cont'd)

Kim, Jiyoung L
Instructor, Music
Fine & Performing Arts Division
Santa Ana College

Effective: March 15, 2019
Hourly Lecture/Lab Rates: IV-3 \$67.79/\$61.02

Mendoza, Daniel C
Instructor, Diesel Technology
Human Services & Technology Division
Santa Ana College

Effective: March 18, 2019
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Rivera, Monica I
Instructor, Clinical Nurse
Science, Math & Health Sciences Division
Santa Ana College

Effective: March 25, 2019
Hourly Rate: I-3 \$58.56

Shimanek, Thomas L
Instructor, Cinema Studies
Business & Career Technical Education Division
Santiago Canyon College

Effective: March 25, 2019
Hourly Lecture Rate: II-3 \$61.50

Torrence, Kevin L
Instructor, Criminal Justice/CPR/First Aid
Human Services & Technology Division
Santa Ana College

Effective: April 09, 2019
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

DIRECTOR, ACADEMIC AND END USER SUPPORT SERVICES
JOB DESCRIPTION

CLASS SUMMARY

Under general direction, manages and coordinates technology support services for multiplatform college end user computing, academic programs, classrooms, instructional labs and office locations; provides support to staff, faculty and administration; supervises Technical Specialist and other support staff; manages the planning, analysis, design, modification, testing, implementation, and operation of end user and instructional computing technology applications, hardware and systems; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Ensures staff provides thorough and efficient IT support for campus academic and end user computing technologies via phone, email, remotely or in person; assigns, trains, evaluates and supervises staff; schedules and assures the maintenance and support of multiplatform desktop and mobile computers, printers, tablets, software, instructional servers and equipment to maintain proper operation; organizes work schedules to meet project timelines; ensures documentation is regularly updated, including timely and thorough notes in ITS helpdesk tickets; tracks requests, incidents, issue resolution and trends; drives operational excellence and standards; performs first and second level support for district Infrastructure and Enterprise Applications and partners with district ITS teams for delivery of third level support; ensures that proper escalation paths are followed by staff that are in line with documented procedures; maintains accurate hardware inventory to help guide computer replacement plan; coordinates with ITS Helpdesk team to ensure timely incident resolution and appropriate work allocation; collaborates with Media Systems staff to provide IT support to audio visual systems; works with faculty and administration to define projects and establish priorities; analyzes the impact of academic and administrative policy and procedures changes on instructional and end user computing technology; researches application of new technology for academic programs; works in partnership with ITS management to develop and enforce department standard operating procedures; ensures an outstanding level of customer service and high quality technical knowledge; assists in preparing instructional and end user computing technology operating plans; manages projects to meet budget and schedule objectives.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Assistant Vice Chancellor of Information Technology Services.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree in computer technology or equivalent and 5 years of experience in a supervisory capacity in a technology services environment or equivalent leadership experience and 5 years of

**DIRECTOR, ACADEMIC AND END USER SUPPORT SERVICES
JOB DESCRIPTION (CONTINUED)**

DESIRABLE QUALIFICATIONS

Training and Experience (cont'd)

experience providing end user support in an IT Help Desk or Service Desk environment.

Knowledge and Abilities

Knowledge of end user and instructional computing technology planning, analysis, design, modification, testing, implementation, and operation. Understanding of server and desktop technology, automated software distribution and deployment of large-scale desktop image rollouts; information technology security standards and requirements, trends and tools; multimedia, audio visual and data communications concepts, methods, and techniques; systems administrator basic foundational knowledge. Ability to manage a technical team that supports desktop and mobile computers, printers, tablets, software, servers, printers and copiers; use and administer a help desk ticketing system; develop and implement standard operating procedures and resolve large scale technical issues related to hardware and software. Ability to: provide excellent customer service; plan, organize and execute projects; prioritize and distribute a high volume of work assignments, and optimize use and skills of staff; support an environment of 2000+ devices; stay current on cutting edge computer hardware and software as well as identifying, researching, evaluating, and implementing new end user and instructional computing technology; establish and maintain effective working relationships with staff, faculty, administration, peers clients and vendors. Ability to explain technical concepts to non-technical users; determine the root cause of issues and take corrective actions to prevent recurrence; analyze and recommend process improvements. 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.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
CLASSIFIED ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and Simon Bart Hoffman (“Administrator”), on the other hand, hereby enter into this Classified 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 Vice President, Administrative Services (“Position”). Administrator is a “classified employee” as defined in sub-section “b” of Section 87001.5 of the *Education Code*, is a “classified administrator” as defined in sub-section “c” 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 February 14, 2019, 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 \$192,067.50 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.

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.** Administrator has no retreat rights to any faculty or classified position, except as provided by law.

16. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, 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.

17. **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.

18. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Section 16 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.

19. **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.

20. **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.

21. **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.

22. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

23. **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".

24. **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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and Fernando Ortiz (“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 Dean, Academic Affairs (“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 April 1, 2019, 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 \$163,066.29 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: March 25, 2019

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
MARCH 25, 2019**

CLASSIFIEDNew Appointment

Schooler, Clinton	Effective: March 18, 2018
Transfer Center Specialist (CL18-1227)	Grade 11, Step 1 \$47,528.40
Counseling/ SCC	

Professional Growth Increments

Garbis, Tiffany	Effective: April 1, 2019
Graduation Specialist/ Admissions & Records/ SCC	Grade 15, Step 5 + 2.5%L + 13PG (5000) \$78,039.83

Lewis, Cammie	Effective: April 1, 2019
Sports Information Coordinator/ Kinesiology/ SAC	Grade 13, Step 2 + 1PG (500) \$55,764.92

Ly, Anh	Effective: April 1, 2019
High School & Comm. Outreach Spec./ Continuing Ed./ CEC	Grade 13, Step 6 + 12.5%L + 2.5%Bil + 13 PG (6500) \$83,833.25

Longevity Increments

Arredondo, Abel	Effective: June 1, 2019
Student Program Specialist/ Student Affairs/ SAC	Grade 10, Step 6 + 7.5%L \$62,442.12

Bailey, Debra	Effective: May 1, 2019
Intermediate Clerk/ Health Center/ SAC	Grade 5, Step 6 + 2.5%L \$48,786.78

Banderas, Justin	Effective: April 1, 2019
Library Tech./ Library / SCC	Grade 9, Step 6 + 5%L + 3PG (1500) \$59,930.76

Casares, Diana	Effective: May 1, 2019
Student Services Coord./ Student Services/ SCC	Grade 15, Step 6 + 7.5%L + 5PG (2500) \$82,915.19

Longevity Increments cont'd

DeMaria, Steven District Safety Officer/ District Safety/ SCC	Effective: June 1, 2019 Grade 9, Step 6 + 7.5%L + 5%SW \$62,604.39
Diaz, Cludia Administrative Clerk/ Continuing Ed./CEC	Effective: May 1, 2019 Grade 10, Step 6 + 5%L \$60,989.98
Garbis, Tiffany Graduation Specialist/ Admissions/ SCC	Effective: May 1, 2019 Grade 15, Step 5 + 5%L + 13 PG (5000) \$79,821.29
Grijalva, Teresa Administrative Secretary/ Health Science/ SAC	Effective: April 1, 2019 Grade 12, Step 6 + 12.5%L \$71,893.38
Lohman, Suzanne Student Services Coord./ Counseling/ SAC	Effective: April 1, 2019 Grade 15, Step 6 + 7.5%L + 6PG (2000) \$82,415.19
Lozada, Claudia Administrative Clerk/ Child Dev./ SAC	Effective: April 1, 2019 Grade 10, Step 6 + 7.5%L + 2.5%Bil \$63,894.26
Martin, Sheryl Executive Secretary/ Continuing Ed./ OEC	Effective: June 1, 2019 Grade 14, Step 6 + 7.5%L \$76,205.28
Martinez, Michael Financial Aid Analyst/ Financial Aid/ SAC	Effective: June 1, 2019 Grade 11, Step 6 + 5%L + 2.5%Bil \$65,253.63
Medina, Fausta CDC Cook/Nutrition Spec./ Child Dev. Serv./ SAC	Effective: May 1, 2019 Grade 6, Step 6 + 2.5%L \$50,569.27
Orozco, Christina Admissions & Records Spec. II/ Continuing Ed./ CEC	Effective: April 1, 2019 Grade 8, Step 6 + 7.5%L + 2.5%Bil \$58,742.95
Padilla, Beatrice Auxiliary Services Spec./ Administrative Serv./ SAC	Effective: May 1, 2019 Grade 10, Step 6 + 7.5%L \$62,442.12

Longevity Increments cont'd

Selby, Nadine Administrative Secretary/ Arts, Humanities & Soc. Sci./ SCC	Effective: May 1, 2019 Grade 12, Step 6 + 7.5%L + 6PG (3000) \$71,698.12
Thomas, Elizabeth Financial Aid Analyst/ Financial Aid/ SCC	Effective: April 1, 2019 Grade 12, Step 6 + 7.5%L + 1PG (500) \$69,198.12
Tlaseca, Steven Sr. Clerk/ Continuing Ed./ CEC	Effective: May 1, 2019 Grade 8, Step 6 + 7.5%L + 2.5%Bil + 6PG (3000) \$61,742.95
Tuon, Sophanareth Sr. Custodian/Utility Worker/ Admin. Services/ SAC	Effective: June 1, 2019 Grade 7, Step 6 + 7.5%L + 7.5%GY \$59,003.78
Vazquez, Reyes Curriculum Spec./ Academic Affairs/ SAC	Effective: April 1, 2019 Grade 13, Step 6 + 12.5%L + 10PG (5000) \$80,652.09

Out of Class Assignment

Cadenas, Marlon Counseling Assistant/ EOPS/ SAC	Effective: 03/14/19 – 03/29/19 Grade 5, Step 3 + 1PG (500) \$41,606.37
Smith, Nancy Graphic Designer/ Graphic Communications/ District	Effective: 03/01/19 – 06/28/19 Grade 14, Step 5 \$67,506.47

Change in Position

Landa, Alejandra From: Business Services Coord. To: Resource Dev. Coord. (CL19-1237) Ed. Services/ District	Effective: March 14, 2019 Grade 16, Step 4 \$71,984.03
Madrigal, Maria From: Administrative Secretary To: Executive Secretary (CL18-1238) Ed. Services/ District	Effective: March 13, 2019 Grade 14, Step 2 \$58,263.70

Change in Position cont'd

Nguyen, Trang	Effective: March 1, 2019
From: Admissions & Records Spec. II	Grade 10, Step 3 + 4PG (2000)
To: Admissions & Records Spec. III	\$52,198.53
(CL18-1224) Admissions/ SAC	

CLASSIFIED HOURLY

New Appointments

Blandon, Danilo	Effective: March 12, 2019
Custodian/ Admin. Services/ SAC	19 Hours/Week 12 Months/Year
	Grade 4, Step A \$17.29/Hour

Temporary to Hourly Ongoing

Castro Herrera, Juan Carlos	Effective: March 13, 2019
District Safety Officer (CL18-1207)	Up to 19 Hours/Week School Session
District Safety/ District	Grade 9, Step A \$20.85/Hour

Longevity Increments

Conway, Chris	Effective: May 1, 2019
Instructional Assistant/ Business Div./ SAC	Grade 5, Step A + 7.5%L + 7PG (1750)
	\$19.19/Hour + \$145.84/Mo. PG

Duong, Thao	Effective: May 1, 2019
Instructional Assistant/ Continuing Ed./ CEC	Grade 5, Step A + 5%L
	\$18.73/Hour

Linares, Maria	Effective: April 1, 2019
Instructional Assistant/ Continuing Ed./ CEC	Grade 5, Step A + 7.5%L + 7PG (1750)
	\$19.19/Hour + \$145.84/Mo. PG

Medina, Emiliano	Effective: May 1, 2019
Custodian/ Admin. Services/ SAC	Grade 4, Step A + 7.5%L \$18.59/Hour

Ratification of Resignation/Retirement

Mora, Guadalupe	Effective: March 8, 2019
Custodian/ Admin. Services/ SCC	Reason: Resignation

TEMPORARY ASSIGNMENT

Cortez, Cristina
Student Services Specialist/ Counseling/
SCC

Effective: 03/26/19 – 06/30/19

Lukacs, Jayson
Student Services Specialist/ Counseling/
SCC

Effective: 03/26/19 – 06/30/19

Sanchez, Jose
Athletic Trainer/ Therapist/ Kinesiology/
SCC

Effective: 03/26/19 – 06/07/19

Additional Hours for Ongoing Assignment

Rodriguez, Natalie
Counseling Assistant/ Counseling/ SAC

Effective: 03/01/19 – 06/28/19
Not to exceed 19 consecutive working
days in any given period.

Substitute Assignments

Mora, Guadalupe
Custodian/ Admin. Services/ SCC

Effective: 03/09/19 – 06/30/19

MISCELLANEOUS POSITIONS

Martinez, Maria
Child Dev. Intern I/ Child Dev. Services/
District

Effective: 03/11/19

Perez, Katherine
Child Dev. Intern I/ Child Dev. Services/
District

Effective: 03/12/19

Instructional Associates/Associate Assistants

Criminal Justice

Chavez, Amanda

Effective: 03/26/19

Chichester, Daniel

Effective: 03/26/19

Tighe, Mitchell

Effective: 03/26/19

Instructional Associates/Associate Assistants cont'd

Fire Technology

Brett Corwin

Effective: 03/26/19

VOLUNTEERS

Ruiz, Juan P.

Effective: 03/26/19 – 6/30/19

Student Driver/ Fine & Performing Arts/
SAC

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Duncan, Matthew E.	Effective: 03/14/19-06/30/19
Farrell, Saphire D.	Effective: 03/18/19-06/30/19
Garcia Sandoval, Ana Maria	Effective: 03/13/19-06/30/19
Gutierrez, Yvonne	Effective: 03/11/19-06/30/19
Guzman, Angel A.	Effective: 03/18/19-06/30/19
Higareda, Maria G.	Effective: 03/18/19-06/30/19
Hoang, Khanh Nam	Effective: 03/07/19-06/30/19
Morales, Aleska	Effective: 03/12/19-06/30/19
Ndeze, Nadia G.	Effective: 03/05/19-06/30/19
Pulido, Jazlyn	Effective: 03/11/19-06/30/19
Smith, Hede M.	Effective: 03/13/19-06/30/19
Tapia, Nancy	Effective: 03/19/19-06/30/19

**SANTIAGO CANYON COLLEGE
STUDENT ASSISTANT NEW HIRE LIST**

Laflower Somerville, Destiny	Effective: 03/04/2019– 06/30/2019
Luis, Maribel	Effective: 03/13/2019– 06/30/2019
McLaughlin, Caley	Effective: 03/12/2019– 06/30/2019
Montesinos, Stephanie	Effective: 03/12/2019– 06/30/2019
Perea, Kimberly	Effective: 03/05/2019– 06/30/2019
Razo, Perla	Effective: 03/12/2019– 06/30/2019
Sanchez, Abraham	Effective: 03/12/2019– 06/30/2019
West, Ryan	Effective: 03/11/2019– 06/30/2019
Wholley, Kera	Effective: 03/04/2019– 06/30/2019
Witting, Grace	Effective: 03/04/2019– 06/30/2019

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: March 25, 2019
Re:	Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to the Faculty Association of Rancho Santiago Community College District (FARSCCD)	
Action:	Receipt of Initial Bargaining Proposal and Scheduling of Public Hearing	

BACKGROUND

Pursuant to Government Code Section 3547(a), the Rancho Santiago Community College District's initial bargaining proposal to the Faculty Association of Rancho Santiago Community College District (FARSCCD) is presented for information and public review. The Government code requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

ANALYSIS

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing and formally adopts its bargaining proposal.

RECOMMENDATION

It is recommended that the Board of Trustees receive and file the district's initial bargaining proposal to the Faculty Association of Rancho Santiago Community College District (FARSCCD) and schedule a public hearing for April 16, 2019.

Fiscal Impact: To be Determined	Board Date: March 25, 2019
Item Prepared by: Tracie Green Vice Chancellor, Human Resources	
Item Submitted by: Tracie Green Vice Chancellor, Human Resources	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



**INITIAL BARGAINING PROPOSAL OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
TO THE FACULTY ASSOCIATION OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (FARSCCD) 2019**

The district has an interest in opening the following articles to negotiate for a successor collective bargaining agreement.

Article 1 – Implementation of Collective Bargaining

- 1.3 Duration; To promote the stability of the bargaining relationship, to define the terms of the contract and severability of a successor agreement.

Article 5 – Health and Welfare Benefits

- Maintain district contributions at current levels.

Article 6 – Instructional Hours, Duties and Workload

- Develop 2020 / 2021 & 2021 / 2022 Instructional Calendar
- Defining student contact hours

Article 7 – Salaries

- Discuss the salary schedule for contract year 2019/2020
- In that the goal to maintain not less than ninth (9th) place in the relative rank of the 10th active step on class VI. The calculation of ninth place will include total compensation

Article 8 – Evaluation

- Clarification of timelines, process
- Clarify grievance as related to evaluations

Status Quo on all Negotiated Changes in Non-Compensation items. (Class size adjustments, teacher prep time, etc...)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: March 25, 2019
Re:	Approval of Agreement with Baker & Hostetler LLP for Cyber Security Services	
Action:	Approval	

BACKGROUND

On February 21, 2019, the district's information technology services informed risk management of a data security incident. It was detected that some employee email accounts were compromised and being used to send phishing campaigns. We immediately contacted ASCIP, our property and liability provider. As part of our cyber insurance coverage, they assist in these matters.

ANALYSIS

ASCIP engaged cyber attorney Baker & Hostetler LLP to provide initial assistance with this claim. As the incident continues to be investigated, the cyber attorney will provide ongoing assistance by developing a recommended course of action. A requirement of their ongoing assistance is for the district to sign an engagement letter to enact the attorney-client privilege.

All services provided by Baker & Hostetler will be paid by ASCIP, less the district's \$5,000 deductible.

RECOMMENDATION

The administration recommends approval of the agreement with Baker & Hostetler LLP as presented.

Fiscal Impact: None	Board Date: March 25, 2019
Item Prepared by: Don Maus, Director, Workplace Safety & Risk Management	
Item Submitted by: Tracie Green Vice Chancellor, Human Resources	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

February 27, 2019

Via E-mail: maus_donald@rsccd.edu

Theodore J. Kobus III
direct dial: 212.271.1504
tkobus@bakerlaw.com

Donald Maus, Risk Manager
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706-1640

Re: Engagement of Counsel

Dear Mr. Maus:

Thank you for selecting Baker & Hostetler LLP to represent Rancho Santiago Community College District. We look forward to serving your needs and to establishing a mutually satisfactory relationship.

The purpose of this letter is to confirm our engagement as counsel and to provide you certain information about our fees, billing and collection policies, and other terms that will govern our relationship. We believe it is helpful to explain to our clients the nature and terms of our representation at the beginning of our relationship. Accordingly, we have attached to this letter our firm's Standard Terms of Engagement.

Scope of the Engagement. On behalf of Rancho Santiago Community College District, you have asked and authorized us to provide advice regarding a potential data security incident, including incident investigation, breach notification law analysis, and possibly notification preparation, crisis communication management, and reporting to regulators.

This confirms that our firm has not been engaged to determine whether the claims or issues are covered under any insurance policies or to otherwise represent you regarding any insurance coverage issues. It is our understanding that you, either individually or through your insurance agent, independent counsel, or through others, will independently determine whether there is any insurance available in connection with this matter.

You have not asked us to perform any other services or functions or assume any other responsibilities.

Conflict of Interest Review. For the purpose of checking whether there exists any conflict of interest with respect to this engagement, we have searched our conflict of interest database under the following:

Rancho Santiago Community College District (client)

We will assume that the above listing is accurate and complete unless you otherwise advise us. We also request that you notify us promptly if any additional searches are required due to any change in your circumstances.

Professional Services and Fees. Our fees for legal services are based on hourly rates, which are in effect during the month in which services are provided, and will be determined primarily by the amount of time our attorneys, paralegals and other timekeepers spend on this engagement. I will be the billing partner on this matter and M. Scott Koller will be the attorney supervising this matter.

Where appropriate, we will be assisted by other lawyers. The ASCIP associate billing rate is \$350 per hour and the ASCIP billing rate for partners and counsel is \$525 per hour. Where appropriate, our attorneys may be assisted by paralegals. Our ASCIP billing rate for paralegals is \$150 per hour. It is our practice to have tasks performed by the lowest billing rate attorney qualified to perform the task. Legal services provided for other types of matters, such as litigation, compliance and regulatory defense, may have different rates.

Third Party Payor. You have requested that we also forward our billing statements to your insurance company, ASCIP, who is assuming payment responsibility for your legal bills above any deductible or retention. In the event that payment is not received from ASCIP, Rancho Santiago Community College District agrees to pay our legal fees and costs directly.

Dispute Resolution. New York law applies to the terms set forth in this letter and will govern any dispute concerning our representation of you. In the event of any dispute in connection with our fees in any amount between \$1,000 and \$50,000, New York law requires us to submit to final, binding arbitration if you so elect. You may also choose to have a mediator help to resolve any dispute. Both arbitration and mediation are forms of Alternative Dispute Resolution (“ADR”). ADR is usually more cost-efficient and faster than litigation. We would be pleased to explain to you how ADR works if you find that helpful.

Expenses and Other Charges. In addition to fees for our professional services, there may be charges for expenses in connection with our engagement (e.g., copying, long distance telephone, computerized legal research, faxes). Expenses incurred will be billed at our cost (which in some cases may be estimated). Further detail regarding these expenses and other charges will be furnished upon request. For large disbursements, we will forward such invoices to you for direct payment to the vendors.

Donald Maus, Risk Manager
Rancho Santiago Community College District
February 27, 2019
Page 3

Ownership of Files and Records. Except as to records which belong to the firm, records or files which we receive from you and documents that are produced or created in connection with your representation, shall be your property, subject to any lien granted by law, rules of professional conduct and our right to make and retain copies. Upon the closing of our files after termination of the engagement, we will return records belonging to you unless you request otherwise, or unless special circumstances require us to retain such records. If you request that we retain your files we may ask that you bear the costs of storage.

We shall require from you written authorization to transfer any property belonging to you to a third party. Under our record retention policy we normally destroy files ten years after a matter is closed. It is understood and agreed that we shall have the right, at our discretion, to dispose of files which have not been returned to you at such time that we determine that such files need no longer be retained.

Acceptance of Engagement. If this letter is acceptable to Rancho Santiago Community College District, please sign the letter on its behalf and return it to our office. This engagement will take effect the date this letter is executed by you.

Very truly yours,



Theodore J. Kobus III

ACCEPTED AND AGREED TO:

Rancho Santiago Community College District

By: _____
Peter J. Hardash

Title: Vice Chancellor, Business Operations/Fiscal Services

Date: _____

STANDARD TERMS OF ENGAGEMENT

Introduction

The purpose of this document is to explain our relationship with you, our billing practices, our obligations to you, and your obligations to us in the belief that our relationship will benefit from a mutual understanding of these matters at the beginning of our relationship. We urge you to call us anytime you have a question relating to any of these matters. We strive to have satisfied clients and your satisfaction is very important to us.

Your agreement to this engagement constitutes your acceptance of the following terms and conditions. If you find any of these terms and conditions unacceptable, please tell us now so that we can try to resolve any differences and proceed on a mutually satisfactory basis.

Our Relationship

Our engagement and the legal services we will provide are limited to the matter described in the accompanying letter. Any change in our engagement or the legal services we are to provide to you must be mutually approved in writing. The services we provide are strictly legal services; we do not provide business, personal, financial, investment, accounting or other services. You will provide us with the factual information and materials we need to perform the legal services identified in the accompanying letter, and we will perform the necessary legal services and give you the necessary legal advice. You will make all business, personal, financial, investment, or accounting decisions that are required, including in the case of litigation, the decision whether or not to settle the case. You will not rely on us for business, personal, financial, investment, or accounting advice and will not expect us to investigate the character or credit of persons or entities with whom you are dealing, unless we have expressly agreed to do so in the accompanying letter.

Confidentiality and Other Matters

As your attorneys, we owe you duties of confidentiality, loyalty, and competent and zealous representation. We are required to preserve your confidences and secrets. This obligation and the attorney-client communication privilege exist in order to facilitate and encourage candid communication between a client and his or her attorney. We can adequately represent you and give you sound legal advice only if you make us aware of all information and documents that might be relevant to the matter we are undertaking for you. Accordingly, we urge you to communicate with us fully and without reservation so that we can properly perform legal services for you and give you legal advice with respect to the matter on which you have engaged us.

You should understand, however, that in those matters where we are representing a corporation or other legal entity, our attorney-client relationship is with that specific corporation or legal entity and not with its individual officers, directors, executives, employees, shareholders, partners, or other persons in similar positions, or with its parent, subsidiary, or affiliated corporations or persons. In such cases, our professional duties are owed only to the corporation or legal entity that we have agreed to represent, and you will not assert a conflict of interest because we represent other persons, corporations, or entities that are adverse to any of such

related persons, corporations, or other legal entities. In some situations where there is no conflict of interest, we may represent individual officers, directors, executives, or employees, or parent, subsidiary, or affiliated corporations of a corporation or other legal entity as well as the corporation or other legal entity but such multiple representations will be clearly stated in the accompanying letter.

Professional Fees

In determining the professional fee for our legal services we are generally guided primarily by the amount of time devoted to your matter and the hourly rates of the attorneys performing the services, although we offer other fee arrangements in appropriate situations. If another fee arrangement has been mutually agreed to for your work, it will be set forth in the accompanying letter.

We may also consider other factors, as appropriate, including: the novelty and difficulty of the legal issues involved; the legal skill required to do the work; the fee customarily charged by comparable law firms for similar legal services; the importance of the work to you or the amount of money involved or at risk and the results obtained; any time constraints imposed by you or the circumstances; and the nature and length of our professional relationship with you.

The hourly rate assigned to each attorney reflects his or her ability, experience, reputation, market rates in each location for his or her area of practice, the firm's costs, and other factors deemed appropriate by the firm. Our hourly rates are subject to review and adjustment from time to time, at least annually, based on the foregoing factors. Any changes in hourly rates are usually applied prospectively, although they may also be applied to time that has been recorded but not yet billed. We will provide you with notice of any changes to our rates or expense charges, either through correspondence or invoices indicating the rates then in effect. Our attorneys and other personnel will record time spent on your behalf in tenths-hour increments unless otherwise agreed between you and us.

We will seek to perform your work cost efficiently. This does not mean, however, that we will necessarily assign an attorney with the lowest hourly rate. When selecting attorneys to perform legal services required by your engagement, we generally consider the skill, ability, and experience levels required for the work, prior commitments of our attorneys, and the time demands of your matter and other matters, as well as the hourly rates of our attorneys, unless you request otherwise. Under some circumstances, attorneys with higher hourly rates may be assigned in order to provide specialized legal skills, to complete the matter more quickly, to meet time constraints imposed by you or the circumstances, to seek to perform the work at a lower overall professional fee, or because of attorney workloads.

At times we may use temporary personnel with appropriate credentials to complete certain work under our supervision. We will charge you for the time of these individuals at rates established by us based on their experience and expertise the same as we do for our direct employees.

We generally charge for travel time during normal business hours at our applicable hourly rates. Outside normal business hours we charge one-half our applicable hourly rates

unless the attorney or other person is able to work while traveling. If the attorney or other person works on your behalf while traveling, you will be charged our applicable hourly rates regardless of the time of travel. If the attorney or other person works on other clients' matters while traveling, you will not be charged for time during which the attorney or other person worked for other clients.

Taxes

The fees for services do not include any excise, sales, use, value added or other taxes, tariffs or duties that may be applicable to our services. When we have the legal obligation to collect such taxes, tariffs or duties, the amount of such taxes, tariffs and duties will be included on our statements with other expenses and charges unless you provide us with a valid tax exemption certificate authorized by the appropriate taxing authority. Any payments by you to us will be made free and clear of, and without reduction for, any withholding taxes. Any such taxes that are otherwise imposed on payments to us will be your sole responsibility. You may be asked to provide us with official receipts issued by the appropriate taxing authority or such other evidence to establish that such taxes have been paid.

Expenses and Other Charges

In addition to fees for our professional services, our statements will include out-of-pocket expenses we incur (e.g., filing fees, court reporter fees, expert witness fees, overnight courier fees, travel, and postage) and internal charges we make for other services we provide (e.g., copying, computerized legal research, long distance telephone, and faxes) in connection with performing legal services on your behalf. Out-of-pocket expenses incurred will be billed at our cost, which in some cases may be estimated. Internal charges (which may exceed direct costs and allocated overhead expense) will be billed at amounts that reflect the value of the service or industry practice. Further detail regarding any expenses or other charges will be furnished upon request. We may request an advance expense deposit from you in matters where we expect that we will be required to incur substantial out-of-pocket costs on your behalf.

Travel Expenses. For automobile travel, we customarily reimburse our attorneys and other personnel and charge you the Internal Revenue Service approved mileage rate, plus parking and tolls outside the cities in which our offices are located.

Actual cost is always charged for airfare, auto rental, cab fare, meals, and lodging. Our attorneys and other personnel are required to travel coach class, lowest logical airfare, unless you request or approve other arrangements in advance, the air travel time exceeds four hours, or circumstances warrant otherwise. In the latter two cases, travel will be by business class if available or first class if it is not.

Delivery and Communications Expenses. Postage on mail in excess of two ounces per item is billed at cost.

Air express, outside local messenger services and courier services are billed at cost. Use of our own messengers for local deliveries is charged at rates generally competitive with local messenger services.

Long-distance telephone calls are charged at costs estimated using rate tables provided by our primary vendors. Local mobile phone calls to or from clients are billed at cost, exclusive of phone rental and lease costs, which are absorbed by the caller.

Computerized Research and Database Charges. We utilize Lexis-Nexis and Westlaw to provide primary automated research services that assist in reducing your professional fees. In addition, we have access to other internal and external databases, which help to save money and assist in improving the quality of legal research. Our charges for use of these automated research tools are at vendor invoice, which is net of all discounts provided by the vendors.

Photocopying and Fax Charges. Copying is charged at \$.10 per page for black & white and \$.50 for color. Outgoing faxes are charged at \$1.00 per page within the United States and \$2.50 per page internationally. There is no charge for incoming faxes or for long distance phone charges associated with fax transmission.

Invoices and Payments

Unless otherwise mutually agreed, we generally render monthly invoices for legal services, expenses and other charges. Our invoices are due and payable upon receipt. Payment is considered overdue if not received within 30 days from the invoice date. If our invoices are not timely paid, we may withdraw from your representation and terminate our services. We may also assess an interest charge on any overdue invoices, whether or not we terminate services. Payments made on overdue invoices are applied first to the oldest outstanding invoice.

If you have any question about any invoice or any fee, expense, or other charge, we urge you to discuss it with us. We want you to be satisfied with the quality of our services and the reasonableness of our fees.

Termination

Unless we have mutually agreed to continue our attorney-client relationship with respect to other matters, our attorney-client relationship with you will end upon the completion of services for the matter to which the accompanying letter applies or upon the earlier termination of our engagement by you or by us. In this regard, you have the right to terminate our attorney-client relationship at any time you wish with or without cause. An early termination of our relationship without cause will not, and an early termination of our relationship with cause may not, relieve you of your obligation to pay our reasonable fees, expenses, and other charges incurred before the termination. We also have the right, and sometimes the obligation, to terminate the engagement subject to the ethical standards in the Rules of Professional Conduct. We also reserve the right to suspend or terminate our representation, subject to such ethical standards, if you breach your obligations with respect to the engagement or do not pay the firm's invoices as specified.

Ownership of Files and Records

Except as to records which belong to the firm, records or files which we receive from you and documents that are produced or created in connection with your representation, shall be your property, subject to any lien granted by law, rules of professional conduct and our right to make

and retain copies. Upon the closing of our files after termination of the engagement, we will return records belonging to you unless you request otherwise, or unless special circumstances require us to retain such records. If you request that we retain your files we may ask that you bear the costs of storage. We shall require from you written authorization to transfer any property belonging to you to a third party. Under our record retention policy we normally destroy files ten years after a matter is closed. It is understood and agreed that we shall have the right, at our discretion, to dispose of files which have not been returned to you at such time that we determine that such files need no longer be retained.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings

Resolution No. 19-04

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 March 11, 2019, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and

Whereas, Trustee Elizabeth Weber was not present at the board meeting; and

Whereas, the board has determined that Student Trustee Weber’s absence was due to being in Washington, D.C. with a student delegation representing Santa Ana College and Santiago Canyon College;

NOW, THEREFORE, BE IT RESOLVED that Student Trustee Weber shall be paid at the regular rate of compensation for the board meeting on March 11, 2019.

Dated this 25th day of March 2019.

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)

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA
ANNUAL TRUSTEES CONFERENCE
Olympic Valley, California–May 3-5, 2019

1 Board Member
(John Hanna)