

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, September 24, 2012
2323 North Broadway, #107
Santa Ana, CA 92706

Vision Statement (Board of Trustees)

Rancho Santiago Community College District is a learning community. The college district and its colleges are committed to ensuring access and equity and to planning comprehensive educational opportunities throughout our communities. We will be global leaders in many fields, delivering cost-effective, innovative programs and services that are responsive to the diverse needs and interests of all students. We will be exceptionally sensitive and responsive to the economic and educational needs of our students and communities. The environment will be collegial and supportive for students, staff, and the communities we serve.

We will promote and extensively participate in partnerships with other educational providers, business, industry, and community groups. We will enhance our communities' cultural, educational, and economic well-being.

We will be a leader in the state in student success outcomes. Students who complete programs will be prepared for success in business, industry, careers, and all future educational endeavors. We will prepare students to embrace and engage the diversity of our global community and to assume leadership roles in their work and public lives.

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 September 10, 2012

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 Public Hearing – California School Employees Association Chapter 579 Initial Bargaining Proposal to Rancho Santiago Community College District
- 1.8 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to California School Employees Association Chapter 579
- 1.9 Recognition of Classified Staff by Board of Trustees

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

- 2.1 Report from the Chancellor
- 2.2 Reports from College Presidents
 - Enrollment
 - Facilities
 - College activities
 - Upcoming events
- 2.3 Report from Student Trustee
- 2.4 Reports from Student Presidents
 - Student activities
- 2.5 Reports from Academic Senate Presidents
 - Senate meetings

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. Part-time Faculty
 - b. Classified Staff
 - c. Student Workers
 - d. Professional Experts
 - e. Educational Administrator Appointments
 - (1) Dean
 - (2) Assistant Dean
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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

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

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

3.0 HUMAN RESOURCES

3.1 Management/Academic Personnel

Action

- Approval of Appointments
- Approval of Stipends
- Approval of Part-time Hourly Hires/Rehires
- Approval of Non-paid Instructors of Record

3.2 Classified Personnel

Action

- Approval of Revised Job Descriptions
- Approval of New Appointments
- Approval of Out of Class Assignments
- Approval of Changes in Positions
- Approval of Changes in Salary Placements
- Approval of Leaves of Absence
- Approval of Reductions in Force
- Ratification of Resignations/Retirements
- Approval of Temporary Assignments
- Approval of Additional Hours for On Going Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Community Service Presenters and Stipends
- Approval of Volunteers
- Approval of Student Assistant Lists

4.0 INSTRUCTION

***4.1 Approval of Amended Apprenticeship Fiscal Impact**

Action

The administration recommends approval of the amended Master Cost Agreements for 2012-2013 as presented.

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

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- | | | |
|------|---|---------------|
| *5.1 | <u>Approval of Payment of Bills</u>
The administration recommends payment of bills as submitted. | <u>Action</u> |
| *5.2 | <u>Approval of 2011-2012 CCFS-311 Report, including Gann Appropriations Limit</u>
The administration recommends approval of the 2011-2012 CCFS-311 Report as presented pending any audit adjustments and establishment of the district's 2012-2013 Gann Appropriations Limit in the amount of \$214,573,297. | <u>Action</u> |
| *5.3 | <u>Approval of Extension of Construction Management Services for Santa Ana College (SAC) Projects</u>
The administration recommends approval of the extension of management services for Bernards Management Services as presented. | <u>Action</u> |
| *5.4 | <u>Approval of Aerial to Underground Conversion Agreement</u>
The administration recommends approval of the AT&T Aerial to Underground Agreement as presented. | <u>Action</u> |
| *5.5 | <u>Approval of Traffic Signal Maintenance Agreement – City of Orange</u>
The administration recommends approval of the Traffic Signal Maintenance Agreement with the City of Orange as presented. | <u>Action</u> |
| *5.6 | <u>Approval of Change Order #4, Bid #1146 – Framing and Elevators for Athletic/Aquatic Complex at Santiago Canyon College (SCC)</u>
The administration recommends approval of change order #4 for Bid #1146 for Inland Building Construction for framing and elevators for the Athletic/Aquatic complex at SCC as presented. | <u>Action</u> |
| *5.7 | <u>Approval of Change Order #4 for Bid #1144 – Roofing for Athletic/Aquatic Complex at Santiago Canyon College</u>
The administration recommends approval of change order #4 for Bid #1144 for Troyer Contracting Company, Inc., for roofing for the Athletic/Aquatic complex at SCC as presented. | <u>Action</u> |
| *5.8 | <u>Adoption of Resolution No. 12-53 – Masonry for Athletic/Aquatic Complex at Santiago Canyon College</u>
The administration recommends adoption of Resolution No. 12-53 for Industrial Masonry, Inc., for Bid #1137 for masonry for the Athletic/Aquatic complex at SCC as presented. | <u>Action</u> |

- *5.9 Approval of Awarding Bid #1199 – Fiber Infrastructure at Santiago Canyon College Action
The administration recommends approval of awarding Bid #1199 for the infrastructure at SCC to Steele Contracting, Inc., dba Coast Electric as presented.
- *5.10 Acceptance and Awarding of Bid #1190 – Athletic and Aquatic Equipment and Supplies for Athletic/Aquatic Complex at Santiago Canyon College – Partial Award Action
The administration recommends acceptance of the bids and approval of awarding Bid #1190-Athletic and Aquatic Equipment and Supplies for the Athletic/Aquatic Complex at SCC – Partial Award to Legend Fitness, The Dumbbell Man Fitness Equipment, Freemotion Fitness, Promaxima Manufacturing LTD, and Foundation Fitness as presented.
- *5.11 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period August 1, 2012, through September 9, 2012.
- *5.12 Approval of Termination Agreement for ACT Center Action
The administration recommends the chancellor or his designee be given authorization to execute the Termination Agreement and Mutual Release with ACT, Inc.

6.0 GENERAL

- *6.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- Cooperative Agencies Resources for Education (CARE) (SCC) \$ 18,216
- Extended Opportunity Programs & Services (EOPS) (SCC) \$257,883
- Matriculation – Credit (SCC/District) \$397,353
- Strengthening Transfer Education and Matriculation in STEM (STEM²) – Year 2 (SCC) \$120,699
- Student Mental Health Program (SCC) \$211,435
- Student Support Services – Year 2 (SAC) \$292,340
- *6.2 Approval of Legal Representation - AlvaradoSmith Action
The administration recommends approval of the agreement with AlvaradoSmith as presented.
- 6.3 First Reading of Revised and Renumbered Board Policies Information
These policies are presented for first reading as an information item.

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

6.4 Approval of Modification to Santa Ana College Mission Statement and Vision Themes Action

The administration recommends approval of the revisions to the Santa Ana College mission statement and vision themes.

6.5 Reports from Board Committees Information

- Board Facilities Committee
- Board Policy Committee

6.6 Board Member Comments Information

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on October 8, 2012.

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

Board of Trustees (Regular meeting)

Monday, September 10, 2012

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:31 p.m. by Mr. Mark McLoughlin. Other members present were Ms. Arianna Barrios, Mr. John Hanna, Mr. Larry Labrado, and Mr. Ryan Ahari. Mr. Phillip Yarbrough was not in attendance due to family matters and Dr. David Chapel was not in attendance due to illness.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Erlinda Martinez, Dr. Raúl Rodríguez, and Mr. Juan Vázquez. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Corinna Evett, Academic Senate President, Santiago Canyon College (SCC).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Labrado, seconded by Mr. Ahari, and carried unanimously to approve a revised page for Item 3.1 (Management/Academic Personnel) and Item 3.2 (Classified Personnel), and an addendum for Item 3.2.

1.4 Public Comment

There were no public comments.

1.5 Approval of Minutes

It was moved by Mr. Hanna, seconded by Mr. Labrado, and carried unanimously to approve the minutes of the regular meeting held August 20, 2012.

1.6 Approval of Consent Calendar

It was moved by Mr. Labrado, seconded by Ms. Barrios, and carried unanimously to approve the recommended action on the following items as listed on the Consent Calendar (as indicated by an asterisk on the agenda):

- 4.1 Approval of Fire Technology Renewal Agreement – City of Burbank
The board approved the amendment with the City of Burbank.
- 4.2 Approval of Fire Technology Renewal Agreement – City of Santa Monica
The board approved the amendment with the City of Santa Monica.
- 4.3 Approval of Pharmacy Technology Renewal Agreement – Veterans Affairs Long Beach Healthcare System
The board approved the agreement with Veterans Affairs Long Beach Healthcare System in Long Beach, California.
- 4.4 Approval and Certification of Santa Ana College (SAC) School of Continuing Education High School Diploma Program Graduates for 2011-2012
The board approved and certified the list of 2011-2012 High School Program Graduates for SAC School of Continuing Education.
- 4.5 Approval and Certification of Santiago Canyon College (SCC), Orange Education Center High School Diploma Program Graduates for 2011-2012
The board approved and certified the list of 2011-2012 High School Program Graduates for the Orange Education Center.
- 4.6 Confirmation of Santa Ana College Associate Degrees and Certificates Awarded in Spring 2012
The board confirmed the recipients of the SAC associate degrees and certificates for spring 2012 as presented.
- 4.7 Confirmation of Santiago Canyon College Associate Degrees and Certificates Awarded in Spring 2012
The board confirmed the recipients of the associate degrees and certificates for spring 2012 as presented.
- 5.1 Approval of Payment of Bills
The board approved payment of bills as submitted.
- 5.2 Approval of Budget Increases/Decreases and Budget Transfers
The board approved budget increases, decreases and transfers during the month of June 2012.

1.6 Approval of Consent Calendar – (cont.)

- 5.4 Approval of Additional Services for Construction Management for Video Surveillance System and Installation Project at Santa Ana College (SAC)
The board approved the construction management services for Bernards Builders and Management Services as presented.
- 5.5 Approval of Change Order #1 for Bid #1179 – Soccer Field and Football Facilities at Santa Ana College
The board approved change order #1 for Bid #1179 for Los Angeles Engineering Inc., for the soccer field and football facilities at SAC as presented.
- 5.6 Approval of Change Order #5 for Bid #1179 – Road Alignment/Cul-De-Sac and Parking Lot Expansion at Santa Ana College
The board approved change order #5 for Bid #1179 for Los Angeles Engineering Inc., for road alignment/cul-de-sac and parking lot expansion at SAC as presented.
- 5.7 Approval of Notice of Completion: Bid #1196 – Santa Ana College D Building Landing Repair
The board approved the Notice of Completion for the landing repair project at SAC as presented.
- 5.8 Approval of Additional Surveying Services for Humanities Building, Athletic/Aquatic Complex, Santiago Canyon Entry and Parking Lot, Chapman Entry and Roadway and Loop Road Extension at Santiago Canyon College (SCC)
The board approved additional fees for Adkan Engineers for surveying services for the Humanities building, Athletic/Aquatic complex, Santiago Canyon entry and parking lot, Chapman entry and roadway and Loop Road extension at SCC as presented.
- 5.9 Adoption of Resolution No. 12-49 – Electricity for Loop Road Extension at Santiago Canyon College
The board adopted Resolution No. 12-49 for Dynalectric for Bid #1139 for electricity for the Loop Road extension at SCC as presented.
- 5.10 Adoption of Resolution No. 12-50 – Plumbing for Loop Road Extension at Santiago Canyon College
The board adopted Resolution No. 12-50 for Interpipe Construction, Inc., for Bid #1140 for plumbing for the Loop Road extension at SCC as presented.
- 5.11 Adoption of Resolution No. 12-51 – Earthwork for Humanities Building at Santiago Canyon College
The board adopted Resolution No. 12-51 for Southern California Grading for Bid #1151 for earthwork for the Humanities building at SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

5.12 Approval of Change Order #2 for Bid #1134 – Landscaping for Humanities Building at Santiago Canyon College

The board approved change order #2 for Bid #1134 for Tropical Plaza Nursery, Inc., for landscaping for the Humanities building at SCC as presented.

5.13 Approval of Change Order #6 for Bid #1138 – Structural Steel for Athletic/Aquatic Complex at Santiago Canyon College

The board approved change order #6 for Blazing Industrial Steel, Inc., for Bid #1138 for structural steel for the Athletic/Aquatic complex at SCC as presented.

5.14 Approval of Change Order #7 for Bid #1138 – Structural Steel for Humanities Building at Santiago Canyon College

The board approved change order #7 for Bid #1138 for Blazing Industrial Steel, Inc., for structural steel for the Humanities building at SCC as presented.

5.15 Approval of Change Order #8 for Bid #1139 – Electricity for Humanities Building at Santiago Canyon College

The board approved change order #8 for Bid #1139 for Dynalectric for electricity for the Humanities building at SCC as presented.

5.16 Approval of Change Order #6 for Bid #1141 – HVAC for Humanities Building at Santiago Canyon College

The board approved change order #6 for Bid #1141 for West Tech Mechanical for HVAC for the Humanities building at SCC as presented.

5.17 Approval of Change Order #5 for Bid #1144 – Roofing for Humanities Building at Santiago Canyon College

The board approved change order #5 for Bid #1144 for Troyer Contracting Company for roofing for the Humanities building at SCC as presented.

5.18 Approval of Change Order #7 for Bid #1146 – Framing and Elevators for Humanities Building at Santiago Canyon College

The board approved change order #7 for Bid #1146 for Inland Building Construction Company for framing and elevators for the Humanities building at SCC as presented.

5.19 Approval of Change Order #5 for Bid #1151 – Earthwork for Loop Road Extension at Santiago Canyon College

The board approved change order #5 for Bid #1151 for Southern California Grading for earthwork for the Loop Road extension at SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

5.20 Acceptance & Awarding of Bid #1190 – Athletic and Aquatic Equipment and Supplies for Athletic/Aquatic Complex at Santiago Canyon College

The board accepted the bids and approved awarding Bid #1190 – Athletic and Aquatic Equipment and Supplies for the Athletic/Aquatic Complex at Santiago Canyon College to Advanced Exercise, Legend Fitness, The Dumbbell Man Fitness Equipment, Freemotion Fitness, So Cal Fitness Service, Pivotal Health Solutions, Woodway USA, and Promaxima Manufacturing LTD as presented.

6.1 Approval of Resource Development Items

The board approved budgets, accepted grants, and authorized the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:

- Job Development, Training, and Placement Program for the Disabled – Workability III (SAC) - *Adjustment* - \$156,246

6.2 Approval of Amendment One to Sub-Agreement between RSCCD and California State University, Fresno Foundation

The board approved the amendment and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the amendment on behalf of the district.

6.3 Approval of Second Amendment to Subcontract Agreement between RSCCD and MOMS Orange County for Early Head Start

The board approved the amendment and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the amendment on behalf of the district.

1.7 Public Hearing – 2012-2013 Proposed Adopted Budget

There were no public comments.

2.0 **INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from Chancellor

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

2.2 Reports from College Presidents

The following college presidents provided reports to the board:

Dr. Erlinda Martinez, President, Santa Ana College
Mr. Juan Vázquez, President, Santiago Canyon College

2.3 Report from Student Trustee

Mr. Ryan Ahari provided a report to the board.

2.4 Reports from Student Presidents

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

Ms. Rachel Bulosan, Student President, Santiago Canyon College
Ms. Edna Tobias, Student President, Santa Ana College

2.5 Reports from Academic Senate Presidents

The following academic senate presidents provided reports to the board:

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College
Mr. Raymond Hicks, Academic Senate President-elect, Santa Ana College

2.6 Informational Presentation on the Budget

Mr. Hardash and Mr. Adam O'Connor provided an informational presentation on the budget.

RECESS TO CLOSED SESSION

The board convened into closed session at 5:51 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
2. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: California School Employees Association, Chapter 579
California School Employees Association, Chapter 888

RECONVENE

The board reconvened at 6:23 p.m.

Closed Session Report

Ms. Barrios reported the board discussed the aforementioned items, and no action was taken during closed session.

Public Comment

There were no public comments.

3.0 HUMAN RESOURCES

3.1 Management/Academic Personnel

It was moved by Ms. Barrios, seconded by Mr. Ahari, and carried unanimously to approve the following action on the management/academic personnel docket:

- Approve Permission to Accept Outside Assignments
- Approve Changes of Assignments
- Approve Hiring of Long-term Substitutes per E.C. 87481 and 87482
- Approve Interim to Permanent Assignments
- Approve Changes of Locations
- Approve Corrections of Coordinator Assignments
- Approve 2011-2012 Contract Extension Days
- Approve 2012-2013 Contract Extension Days
- Approve Column Changes
- Approve Stipends
- Approve Part-time Hourly Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Services

3.2 Classified Personnel

It was moved by Ms. Barrios, seconded by Mr. Ahari, and carried unanimously to approve the following action on the classified personnel docket:

- Approve New Appointments
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

3.3 Presentation of California School Employees Association (CSEA) Chapter 579 Initial Bargaining Proposal to Rancho Santiago Community College District

It was moved by Ms. Barrios, seconded by Mr. Ahari, and carried unanimously to schedule a public hearing for September 24, 2012.

3.4 Presentation of Rancho Santiago Community College District Initial Initial Bargaining Proposal to California School Employees Association Chapter 579

It was moved by Ms. Barrios, seconded by Mr. Ahari, and carried unanimously to receive and file the district's initial bargaining proposal to CSEA Chapter 579 and schedule a public hearing for September 24, 2012.

4.0 INSTRUCTION

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

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1, 5.2, and 5.4 through 5.20 were approved as part of Item 1.6 (Consent Calendar).

5.3 Approval of 2012-2013 Adopted Budget

It was moved by Ms. Barrios, seconded by Mr. Labrado, and carried unanimously to approve the 2012-2013 Adopted Budget as presented.

6.0 GENERAL

Items 6.1, 6.2, and 6.3 were approved as part of Item 1.6 (Consent Calendar)

6.4 Reports from Board Committees

Mr. Labrado provided a report on the September 6, 2012, Board Facilities Committee meeting.

Ms. Barrios provided a report on the September 6, 2012, Orange County Community Colleges Legislative Task Force meeting.

6.5 Board Member Comments

Mr. Hanna reported that the Board Policy Committee will be meeting on September 13, 2012, to recommend a self-evaluation instrument to be used in its 2012 self-evaluation and review several policies.

Mr. Hanna stated he recently served as a delegate at the Democratic National Convention in Charlotte, North Carolina, where numerous comments were made by speakers and delegates in support of community colleges.

6.5 Board Member Comments – (cont.)

Mr. Hanna asked that the meeting be adjourned in honor of those that were killed on September 11, 2001.

Ms. Barrios commended Santa Ana College staff on meeting the needs of the students by opening more classes in math, science, fine arts, English, history, and political science.

Ms. Barrios thanked Mr. Vázquez for Friends of the Library's efforts in making it easy to participate in SCC's online library fundraiser.

Mr. McLoughlin congratulated Dr. Martinez on her recent award by the Kiwanis Club. He commended the Kiwanis Club for its donations of more than \$1 million towards SAC scholarships.

Mr. McLoughlin encouraged everyone to attend the first community Measure Q informational meeting on September 12 at 4:30 p.m. at the Libreria Martinez. He asked that district staff and bond committee members research opportunities to pursue support and endorsements for Measure Q.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on September 24, 2012.

There being no further business, Mr. McLoughlin declared this meeting adjourned at 6:31 p.m. in honor of those that lost their lives on September 11, 2001.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: September 24, 2012

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC**

September 24, 2012

MANAGEMENT

Appointments

Singhal, Meena
Dean
Arts, Humanities & Social
Sciences Division/Library
Santiago Canyon College

Effective: October 15, 2012
Final Placement: B-6 \$146,738.78/Year

Voelcker, Aaron
Assistant Dean
Institutional Effectiveness &
Assessment
Academic Affairs
Santiago Canyon College

Effective: October 8, 2012
Tentative Placement: F-1 \$87,068.35/Year

End of Interim Assignment/Employment of Retired STRS Member

Breeden, Carolyn
Interim Dean
Arts, Humanities & Social
Sciences Division/Library
Santiago Canyon College

Effective: October 12, 2012

FACULTY

Adjusted End Date for Leave of Absence

Bailey, Denise
Assistant Professor, Chemistry
Mathematics & Sciences Division
Santiago Canyon College

Effective: August 20 – September 27, 2012
Reason: Maternity Leave

2012/2013 Contract Extension Days

Argo, Rosemary
Professor, Exercise Science
Fire Technology
Human Services & Technology Division
Santa Ana College

Effective: July 1, 2012 – June 30, 2013
Contract Extension: 2 Days
Rate: VI-B \$517.383/Day

FACULTY (CONT'D)

2012/2013 Contract Extension Days (cont'd)

Sneddon, Marta
Professor, Exercise Science
Fire Technology
Human Services & Technology Division
Santa Ana College

Effective: July 1, 2012 – June 30, 2013
Contract Extension: 12 Days
Rate: VI-C \$529.533/Day

Stipend

Wilson, Connie
Coordinator, Office Technology &
Computer Applications
Continuing Education Division/OEC
Santiago Canyon College

Effective: August 20, 2012
Stipend Amount: \$1,000.00/Year
Reason: Coordinator Duties

Part-time Hourly Hires/Rehires

Elgindi, Isaac
Instructor, Mathematics
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 24, 2012
Hourly Lecture/Lab Rates: II-3 \$54.32/\$46.17

Gray, Victoria
Instructor, Biology (equivalency)
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: September 13, 2012
Hourly Lecture/Lab Rates: II-3 \$54.32/\$46.17

Mahan, Nancy
Instructor, Mathematics
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: September 24, 2012
Hourly Lecture/Lab Rates: II-3 \$54.32/\$46.17

Shimasaki, Darren
Instructor, High School Subjects Bridge/History
Continuing Education Division (CEC)
Santa Ana College

Effective: September 17, 2012
Hourly Lecture Rate: 1-2 \$41.82

Su, Jennifer
Instructor, High School Subjects/Math
Continuing Education Division (CEC)
Santa Ana College

Effective: September 17, 2012
Hourly Lecture Rate: 2-2 \$42.84

FACULTY (CONT'D)

Part-time Hourly Hires/Rehires (cont'd)

Romero, Gustavo
CAMP Counselor
Student Services Division
Santiago Canyon College

Effective: September 10, 2012
Hourly Lab Rate: II-3 \$ 46.17

Non-paid Instructors of Record

Koepsell, Robert
Instructor, Fire Technology (equivalency)
Orange County Fire Authority
Human Services & Technology Division
Santa Ana College

Effective: September 25, 2012

Webb, Ryan
Instructor, Fire Technology (equivalency)
Upland Fire Department
Human Services & Technology Division
Santa Ana College

Effective: September 25, 2012

Non-paid Intern

Kato, Brittney
Student Athletic Trainer Intern
Exercise Science/Athletics
Mathematics & Sciences Division
Santiago Canyon College

Effective: August 22 – December 8, 2012
College Affiliation: Chapman University
Discipline: Athletic Training

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET

CLASSIFIED

SEPTEMBER 24, 2012

CLASSIFIED

Revised Job Description

Attachment #1

Scholarship Coordinator

Grade 14

New Appointment

Morales, Michelle
Bookstore Operations Specialist
(CL12-0352) Bookstore/ SAC

Effective: September 17, 2012
Grade 13, Step 1 \$46,625.85

Out of Class Assignment

Ediss, Michael
Skilled Maintenance Worker/ Admin.
Services/ SAC

Effective: 09/04/12 – 12/31/12
Grade 11, Step 1 + 3PG \$43,590.60

Change in Position

Tran, Trini
From: Applications Specialist III
To: Applications Specialist IV
(CL12-0356) ITS/ DO

Effective: September 10, 2012
Grade 22, Step 2 \$85,854.63

Change in Salary Placement

Leeper, Dayna
District Safety Officer/ SCC

Effective: 08/20/12
Grade 9, Step 6 + 7.5% L \$52,997.65
Change to Day shift

Leave of Absence

Tran, Anh Phuong
Support Services Assistant/ Academic
Affairs/ SAC

Effective: 08/20/12 – 10/30/12
Reason: Maternity Leave

Reduction in Force

Linnen, Jason	Effective: October 8, 2012
Computer Lab Tech/ Educational Services/ DO	40 Hours/Week 12 Months/Year

CLASSIFIED HOURLY

New Appointments

Hernandez, Mirella	Effective: September 11, 2012
Instructional Assistant-Business Skills	Up to 19 Hours/Week School Session
(CL12-0369) Orange Education Center	Grade 5, Step A \$15.80/Hour
<i>Reinstated from 39 Month List</i>	

Out of Class Assignment

Avila, Sandra	Effective: 07/01/12 – 12/31/12
Administrative Clerk/ Human Services & Tech./ SAC	Grade 10, Step A + 4PG \$19.30/Hour + \$83.33/Mo. PG

Ratification of Resignation/Retirement

Lopez, Eduardo	Effective: August 24, 2012
Instructional Assistant/Business Div./ SAC	Reason: Resignation

TEMPORARY ASSIGNMENT

Gonzalez, Brenda	Effective: 09/25/12 – 05/26/13
Instructional Assistant/ Science & Math/ SAC	

Margo, Gloria	Effective: 12/08/12 – 06/28/13
Admissions & Records Specialist I/ SAC	

Cortez, Diana	Effective: 09/25/12 – 06/21/13
Student Services Specialist/ Student Services/ SAC	

Nguyen, Carrie	Effective: 12/08/12 – 06/28/13
Admissions & Records Specialist I/ SAC	

TEMPORARY ASSIGNMENT cont'd

Nguyen, Trang
Admissions & Records Specialist I/ SAC

Effective: 12/08/12 – 06/28/13

Additional Hours for On Going Assignment

Bailey, Debra
Intermediate Clerk/ DSPS/ SAC

Effective: 09/11/12 – 10/10/12
Not to exceed 19 consecutive days in any
given period.

Donaldson, Brandi
Career Tech./ DSPS/ SAC

Effective: 09/12/12 – 12/21/12
Not to exceed 19 consecutive days in any
given period.

Gerali, Jacquelyn
Career Tech./ DSPS/ SAC

Effective: 09/12/12 – 12/21/12
Not to exceed 19 consecutive days in any
given period.

Herrera, Daniel
Instructional Assistant/ Student Affairs/
SAC

Effective: 09/17/12 – 05/18/13
Not to exceed 19 consecutive days in any
given period.

Nguyen, Hung
Admissions & Records Tech. Specialist/
SAC

Effective: 09/25/12 – 06/07/13
Not to exceed 19 consecutive days in any
given period.

Nguyen, Yen
Instructional Assistant/ EOPS/ SAC

Effective: 09/25/12 – 06/21/13
Not to exceed 19 consecutive days in any
given period.

Rodriguez, Barbara
Admissions & Records Specialist I/ SAC

Effective: 09/25/12 – 06/07/13
Not to exceed 19 consecutive days in any
given period.

Trujillo Zuniga, Beatrice
Sr. Clerk/ Academic Affairs/ SAC

Effective: 09/04/12 – 06/30/13
Not to exceed 19 consecutive days in any
given period.

Substitute Assignments

Blancas, Crystal
Custodian/ Admin. Services/ SAC

Effective: 09/17/12 – 01/31/13

Substitute Assignments cont'd

Sanchez, Martha Custodian/ Admin. Services/ SAC	Effective: 09/17/12 – 01/31/13
--	--------------------------------

MISCELLANEOUS POSITIONS

Shaw, Stephanie Model/ Fine & Performing Arts / SCC	Effective: 09/25/12 – 05/26/13
--	--------------------------------

Instructional Associates/Associate Assistants

Criminal Justice

Briceno, Andres	Effective: 09/11/12
Chavez, William	Effective: 09/25/12
Huie, Storm	Effective: 09/25/12
Pratt, Pamela	Effective: 09/25/12

COMMUNITY SERVICE PRESENTERS

Stipends Effective August 11, 2012 – September 10, 2012

Clary, Ling Ling	Amount: \$ 120.00
Dumon, Dori	Amount: \$ 227.50
Friebert, Martin	Amount: \$ 330.00
Glicksir, Barbara	Amount: \$ 900.00
Hagelbarger, Theresa	Amount: \$ 1,033.56
Haugen, Nancy	Amount: \$ 600.00
Nolasco, Jeffrey	Amount: \$ 390.00
Schindelbeck, Judy	Amount: \$ 180.00
Thurston, Dawna	Amount: \$ 270.00

VOLUNTEERS

Zavala, Earl
Student Driver/ Exercise Science/ SCC

Effective: 09/25/12 – 06/30/13

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Aing, Dina	Effective: 09/05/12-06/30/13
Arzate Ramirez, Pearl Janet	Effective: 09/12/12-06/30/13
Benitez, Adrian	Effective: 09/06/12-06/30/13
Cruz, Jonathan	Effective: 09/05/12-06/30/13
Dishler, Mandy Raegen	Effective: 09/05/12-06/30/13
Gama, Daisy	Effective: 09/05/12-06/30/13
Garcia, Kimberly	Effective: 09/06/12-06/30/13
Huynh, Khanh Thuy Minh	Effective: 09/06/12-06/30/13
Ikliid, Anass	Effective: 09/06/12-06/30/13
Lara, Maryann L	Effective: 09/11/12-06/30/13
Laulile, Luisa Helemina	Effective: 09/11/12-06/30/13
Le, Huong Thi Xuan	Effective: 09/06/12-06/30/13
Mach, Troy	Effective: 09/05/12-06/30/13
Mayorga, Mauricio Jose	Effective: 09/05/12-06/30/13
McKenzie, Alison N	Effective: 09/11/12-06/30/13
Montano, Saul	Effective: 09/11/12-06/30/13
Moreno, Juan	Effective: 09/04/12-06/30/13
Navarro, Lizbeth Irene	Effective: 09/11/12-06/30/13
Nguyen, An Khanh	Effective: 09/04/12-06/30/13
Nguyen, Tri Q	Effective: 09/05/12-06/30/13
Ong, Hoang Vu Nguyen	Effective: 09/06/12-06/30/13
Phan, Trinh Minh	Effective: 09/11/12-06/30/13
Ramirez, German Ismael	Effective: 09/11/12-06/30/13
Ramirez Toscano, Ramon	Effective: 09/11/12-06/30/13
Rodriguez Cervantes, Nancy	Effective: 09/04/12-06/30/13
Tran, Thuy Thi Dieu	Effective: 09/11/12-06/30/13

**SANTIAGO CANYON COLLEGE
STUDENT ASSISTANT LIST**

Bowman, Trevor	Effective: 09/17/12 – 06/30/13
Cortez, Kimberly	Effective: 09/17/12 – 06/30/13
Kawafuchi, Emily	Effective: 09/17/12 – 06/30/13
Mercado, Monica	Effective: 09/17/12 – 06/30/13
Navaro, Juan	Effective: 09/10/12 – 06/30/13
Sanchez, Laura	Effective: 09/17/12 – 06/30/13

Attachment #1

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised September 2012

SCHOLARSHIP COORDINATOR

CLASS SUMMARY

Under general direction plans, implements and coordinates a district-wide scholarship program; directs the daily operation of the scholarship office; participates in the development and oversees the implementation of policies and procedures related to scholarship activities; serves as a resource and liaison with district staff, local high schools, donors and foundation representatives; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Responsible for coordinating, facilitating and monitoring scholarship activities; and assisting in event planning for scholarships and foundation related activities that support the scholarship program. participates in the development and oversees implementation of goals and objectives related to scholarship activities; represents the program at college and community functions; keeps abreast of governmental regulations and Foundation policies regarding donations and Foundation functions; develops and implements program publicity including flyers, brochures and press releases; develops and implements advertising strategies and marketing plans for tradition and non-traditional awarding that generates funding while developing viable applicant pools; conduct presentations to the community to generate funding; offer student workshops to generate qualified applicant pools; works closely with the foundation office, partnership foundations and high schools; develops and maintains relationships with donors; determine donor's requested student profile and facilitate selection of candidates and assist students in preparing for interviews; advises donors on scholarship criteria, available funding process such as yearly pledge, payroll deductions, one-time donation and perpetual awards; establish policies and procedures to analyze and develop methods to implement strategies that meet compliance mandates; determines applicant eligibility for scholarship competitions and conducts interviews with students regarding confidential information; coordinates, facilitates and monitors student scholarship competitions and ceremonies; develops and coordinates a tracking system, monitoring of scholarship activities; trains and assigns work to staff and student assistants; coordinates with other departments in selecting, awarding, disbursing and reporting of student scholarships; prepares specialized reports for MIS, Financial Aid, donors, partnership foundations; develops, compiles and analyzes research related to outcomes of RSC scholarships. Must understand or have the ability to work with specialized donor scholarship program software and manage all components of the software database.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager/administrator.

Training and Experience

Any combination of training and/or education equivalent to a bachelor's degree, and experience working with scholarships or foundations, public relations, communications, resource development, business.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised September 2012

SCHOLARSHIP COORDINATOR (continued)

DESIRABLE QUALIFICATIONS GUIDE

Knowledge and Abilities

Good Knowledge of: Development and fundraising as it relates to scholarships, scholarship processes, donor relations and student services programs. Marketing and public relations; concepts and practices of community relations; excellent written and oral communication; office practices; statistical record keeping.

Ability to: Communicate effectively; be sensitive to students with special needs; understand and explain college policies, regulations and curriculum; work effectively with people; resolve complex problems; interpret income tax reports; organize, plan and schedule work to meet deadlines; work a flexible schedule, exercise decision-making skills; conduct meetings and workshops; work independently without close supervision.

Skills: Evidence of effective interpersonal relation skills that demonstrate the capability to work with the many constituencies involved in the community, foundations and high schools.

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

To:	Board of Trustees	Date: September 24, 2012
Re:	Approval of Amended Apprenticeship Fiscal Impact	
Action:	Request for Approval	

BACKGROUND

This modification represents contracts approved at the May 21, 2012 Rancho Santiago Community College District Board Meeting between the Santiago Canyon College Apprenticeship program and the seven Joint Apprenticeship Training Centers (JATC) listed below for contracts beginning July 1, 2012 through June 30, 2013.

1. California/Nevada Training Trust, Agreement SCC 12-001
2. JTS Services, Agreement SCC 12-002
3. Metropolitan Water District of Southern California, Agreement SCC 12-003
4. Operating Engineers Training Trust, Agreement SCC 12-004
5. Orange County Electrical Training Trust, Agreement SCC 12-005
6. Southern California Surveyors, SCC 12-006
7. Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee, Agreement SCC 12-007

ANALYSIS

This modification represents the amount not to exceed based on the percentages of funding minus the revenue per contract payable to Santiago Canyon College.

Master Cost Agreements Board Approved May 21, 2012	Fiscal Impact	Amended Fiscal Impact	Not to Exceed	Amended
	To RSCCD-SCC	To RSCCD-SCC		Not to Exceed
California/Nevada Training Trust	\$14,000	\$14,595	\$80,000	\$82,704
JTS Services	\$7,500	\$6,950	\$30,000	\$20,850
Metropolitan Water District of Southern California	\$5,000	\$6,950	\$15,000	\$20,850
Operating Engineers Training Trust JATC	\$16,000	\$22,935	\$89,000	\$129,963
Orange County Electrical Training Trust	\$21,000	\$25,020	\$115,000	\$141,778
Southern California Surveyors	\$2,700	\$8,340	\$20,000	\$47,260
Southwest Carpenters Training Fund and Southern California Carpentry JATC	\$120,000	\$129,268	\$673,204	\$732,516
TOTALS	\$186,200	\$214,058	\$1,022,204	\$1,175,921

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.06 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

RECOMMENDATION

It is recommended that the Board approve the Master Cost Agreements amended in the chart above for 2012-2013 as presented.

Fiscal Impact: Approximately, \$214,060 to RSCCD-SCC. Board Date: September 24, 2012 RSCCD-SCC shall pay the above listed Apprenticeship Training Trusts a total amount equal to the Amended Not To Exceed Total in the above table. The amount shall not exceed \$1,176,000.
--

Prepared by: Aracely Mora, Ed.D., Vice President, Academic Affairs Corine Doughty, Dean, Business & Career Technical Education

Submitted by: Juan A. Vázquez, President
--

Recommended by: Raúl Rodríguez, Ph.D., Chancellor

Check Registers Submitted for Approval
Checks Written for Period 09/01/12 thru 09/14/12

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54725	General Fund Unrestricted	6,814.00	0.00	6,814.00	92*0325254	92*0325259
54726	General Fund Unrestricted	5,367.10	0.00	5,367.10	92*0325260	92*0325291
54727	General Fund Unrestricted	13,537.56	0.00	13,537.56	92*0325292	92*0325296
54728	General Fund Unrestricted	2,443.00	0.00	2,443.00	92*0325297	92*0325297
54730	General Fund Unrestricted	2,166.23	0.00	2,166.23	92*0325308	92*0325314
54731	General Fund Unrestricted	2,159.64	0.00	2,159.64	92*0325315	92*0325320
54733	General Fund Unrestricted	12,850.00	0.00	12,850.00	92*0325326	92*0325326
54734	General Fund Unrestricted	80.48	0.00	80.48	92*0325327	92*0325332
54737	General Fund Unrestricted	95,932.23	0.00	95,932.23	92*0325340	92*0325342
54738	General Fund Unrestricted	1,674,311.15	0.00	1,674,311.15	92*0325343	92*0325344
54739	General Fund Unrestricted	375.00	0.00	375.00	92*0325351	92*0325351
54740	General Fund Unrestricted	2,912.11	0.00	2,912.11	92*0325354	92*0325360
54741	General Fund Unrestricted	1,422.86	0.00	1,422.86	92*0325363	92*0325368
54742	General Fund Unrestricted	2,693.94	0.00	2,693.94	92*0325369	92*0325376
54743	General Fund Unrestricted	7,762.52	0.00	7,762.52	92*0325377	92*0325382
54744	General Fund Unrestricted	1,181.65	0.00	1,181.65	92*0325388	92*0325389
54745	General Fund Unrestricted	20,061.73	0.00	20,061.73	92*0325390	92*0325391
54748	General Fund Unrestricted	71,484.72	0.00	71,484.72	92*0325400	92*0325483
54749	General Fund Unrestricted	72,810.15	0.00	72,810.15	92*0325484	92*0325567
54750	General Fund Unrestricted	74,562.04	0.00	74,562.04	92*0325568	92*0325651
54751	General Fund Unrestricted	77,473.10	0.00	77,473.10	92*0325652	92*0325739
54752	General Fund Unrestricted	78,012.06	0.00	78,012.06	92*0325740	92*0325823
54753	General Fund Unrestricted	75,830.81	0.00	75,830.81	92*0325824	92*0325907
54754	General Fund Unrestricted	80,331.53	0.00	80,331.53	92*0325908	92*0325991
54755	General Fund Unrestricted	67,548.75	0.00	67,548.75	92*0325992	92*0326075
54756	General Fund Unrestricted	50,839.53	0.00	50,839.53	92*0326076	92*0326141
54757	General Fund Unrestricted	7,166.60	0.00	7,166.60	92*0326142	92*0326177
54759	General Fund Unrestricted	4,947.12	0.00	4,947.12	92*0326183	92*0326188
54761	General Fund Unrestricted	189.00	0.00	189.00	92*0326196	92*0326196
54762	General Fund Unrestricted	18,448.02	0.00	18,448.02	92*0326201	92*0326207
54763	General Fund Unrestricted	73,512.40	0.00	73,512.40	92*0326208	92*0326208
54769	General Fund Unrestricted	70,755.78	0.00	70,755.78	92*0326230	92*0326314
54770	General Fund Unrestricted	87,592.77	0.00	87,592.77	92*0326315	92*0326398
54771	General Fund Unrestricted	96,596.11	0.00	96,596.11	92*0326399	92*0326482
54772	General Fund Unrestricted	93,729.58	0.00	93,729.58	92*0326483	92*0326566
54773	General Fund Unrestricted	101,713.17	0.00	101,713.17	92*0326567	92*0326650
54774	General Fund Unrestricted	70,516.29	0.00	70,516.29	92*0326651	92*0326720
54775	General Fund Unrestricted	2,185.12	0.00	2,185.12	92*0326726	92*0326729
54776	General Fund Unrestricted	3,605.16	0.00	3,605.16	92*0326731	92*0326738
54777	General Fund Unrestricted	2,685.32	0.00	2,685.32	92*0326739	92*0326739
54787	General Fund Unrestricted	3,071.17	0.00	3,071.17	92*0326766	92*0326773

Check Registers Submitted for Approval
Checks Written for Period 09/01/12 thru 09/14/12

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54788	General Fund Unrestricted	420.73	0.00	420.73	92*0326775	92*0326777
54789	General Fund Unrestricted	1,583.61	0.00	1,583.61	92*0326778	92*0326779
54791	General Fund Unrestricted	4,268.90	0.00	4,268.90	92*0326787	92*0326814
54797	General Fund Unrestricted	1,924.36	0.00	1,924.36	92*0326844	92*0326849
54798	General Fund Unrestricted	4,950.77	0.00	4,950.77	92*0326852	92*0326855
54799	General Fund Unrestricted	457.50	0.00	457.50	92*0326859	92*0326859
54800	General Fund Unrestricted	4,545.10	0.00	4,545.10	92*0326861	92*0326868
54801	General Fund Unrestricted	1,808.58	0.00	1,808.58	92*0326869	92*0326876
54802	General Fund Unrestricted	3,559.87	0.00	3,559.87	92*0326877	92*0326884
54803	General Fund Unrestricted	2,879.36	0.00	2,879.36	92*0326885	92*0326891
54804	General Fund Unrestricted	1,673.93	0.00	1,673.93	92*0326892	92*0326897
54806	General Fund Unrestricted	11,366.00	0.00	11,366.00	92*0326908	92*0326910
54807	General Fund Unrestricted	6,000.00	0.00	6,000.00	92*0326915	92*0326915
54808	General Fund Unrestricted	4,430.40	0.00	4,430.40	92*0326916	92*0326931
54810	General Fund Unrestricted	81.85	0.00	81.85	92*0326933	92*0326933
54811	General Fund Unrestricted	1,229.24	0.00	1,229.24	92*0326940	92*0326941
54812	General Fund Unrestricted	4,356.92	0.00	4,356.92	92*0326945	92*0326950
54813	General Fund Unrestricted	5,514.00	0.00	5,514.00	92*0326951	92*0326952
54821	General Fund Unrestricted	68.91	0.00	68.91	92*0326974	92*0326974
54822	General Fund Unrestricted	22,725.00	0.00	22,725.00	92*0326980	92*0326981
54823	General Fund Unrestricted	4,950.03	0.00	4,950.03	92*0326983	92*0326986
54824	General Fund Unrestricted	1,190.31	0.00	1,190.31	92*0326987	92*0326995
54825	General Fund Unrestricted	2,506.25	0.00	2,506.25	92*0326996	92*0327005
54826	General Fund Unrestricted	180.00	0.00	180.00	92*0327007	92*0327007
54827	General Fund Unrestricted	698.28	0.00	698.28	92*0327013	92*0327016
54829	General Fund Unrestricted	15,461.60	0.00	15,461.60	92*0327021	92*0327022
54830	General Fund Unrestricted	4,035.00	0.00	4,035.00	92*0327023	92*0327023
54831	General Fund Unrestricted	4,212.70	0.00	4,212.70	92*0327025	92*0327040
Total Fund 11 General Fund Unrestricted		<u>\$3,254,756.70</u>	<u>\$0.00</u>	<u>\$3,254,756.70</u>		

Check Registers Submitted for Approval
Checks Written for Period 09/01/12 thru 09/14/12

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54728	General Fund Restricted	3,066.96	0.00	3,066.96	92*0325298	92*0325300
54729	General Fund Restricted	1,134.05	0.00	1,134.05	92*0325302	92*0325307
54730	General Fund Restricted	211.71	0.00	211.71	92*0325311	92*0325311
54732	General Fund Restricted	78,272.50	0.00	78,272.50	92*0325321	92*0325321
54733	General Fund Restricted	37,249.70	0.00	37,249.70	92*0325322	92*0325325
54734	General Fund Restricted	394.63	0.00	394.63	92*0325328	92*0325331
54739	General Fund Restricted	2,212.40	0.00	2,212.40	92*0325345	92*0325353
54740	General Fund Restricted	1,677.39	0.00	1,677.39	92*0325355	92*0325358
54741	General Fund Restricted	57.37	0.00	57.37	92*0325362	92*0325366
54743	General Fund Restricted	7,250.00	0.00	7,250.00	92*0325378	92*0325381
54744	General Fund Restricted	1,758.81	0.00	1,758.81	92*0325383	92*0325387
54760	General Fund Restricted	3,154.27	0.00	3,154.27	92*0326189	92*0326194
54761	General Fund Restricted	330.60	0.00	330.60	92*0326195	92*0326199
54762	General Fund Restricted	2,515.93	0.00	2,515.93	92*0326200	92*0326200
54775	General Fund Restricted	1,625.17	0.00	1,625.17	92*0326721	92*0326725
54776	General Fund Restricted	271.15	0.00	271.15	92*0326730	92*0326736
54777	General Fund Restricted	2,762.69	0.00	2,762.69	92*0326740	92*0326740
54779	General Fund Restricted	11,247.55	0.00	11,247.55	92*0326744	92*0326745
54785	General Fund Restricted	4,000.00	0.00	4,000.00	92*0326756	92*0326763
54786	General Fund Restricted	9,353.07	0.00	9,353.07	92*0326764	92*0326764
54788	General Fund Restricted	1,175.21	0.00	1,175.21	92*0326774	92*0326776
54789	General Fund Restricted	2,513.63	0.00	2,513.63	92*0326780	92*0326783
54796	General Fund Restricted	2,874.24	0.00	2,874.24	92*0326840	92*0326843
54797	General Fund Restricted	1,303.69	0.00	1,303.69	92*0326845	92*0326850
54798	General Fund Restricted	4,660.98	0.00	4,660.98	92*0326851	92*0326858
54799	General Fund Restricted	63.76	0.00	63.76	92*0326860	92*0326860
54805	General Fund Restricted	2,435.53	0.00	2,435.53	92*0326898	92*0326907
54806	General Fund Restricted	11,780.00	0.00	11,780.00	92*0326911	92*0326912
54807	General Fund Restricted	25,077.04	0.00	25,077.04	92*0326913	92*0326914
54810	General Fund Restricted	487.56	0.00	487.56	92*0326934	92*0326937
54811	General Fund Restricted	1,467.44	0.00	1,467.44	92*0326938	92*0326944
54812	General Fund Restricted	1,115.00	0.00	1,115.00	92*0326948	92*0326948
54813	General Fund Restricted	8,919.17	0.00	8,919.17	92*0326953	92*0326954
54814	General Fund Restricted	20,000.00	0.00	20,000.00	92*0326955	92*0326955
54821	General Fund Restricted	670.17	0.00	670.17	92*0326975	92*0326977
54822	General Fund Restricted	38,034.61	0.00	38,034.61	92*0326979	92*0326979
54823	General Fund Restricted	3,788.91	0.00	3,788.91	92*0326982	92*0326984
54824	General Fund Restricted	659.07	0.00	659.07	92*0326988	92*0326994
54826	General Fund Restricted	846.56	0.00	846.56	92*0327006	92*0327011
54827	General Fund Restricted	675.08	0.00	675.08	92*0327012	92*0327017
54830	General Fund Restricted	1,007.77	0.00	1,007.77	92*0327024	92*0327024

5.1 (3)

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54840	General Fund Restricted	2,977.49	0.00	2,977.49	92*0327074	92*0327079
54842	General Fund Restricted	50,000.00	0.00	50,000.00	92*0327082	92*0327082
Total Fund 12 General Fund Restricted		<u>\$351,078.86</u>	<u>\$0.00</u>	<u>\$351,078.86</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54729	GF Unrestricted One-Time Func	610.59	0.00	610.59	92*0325301	92*0325301
54735	GF Unrestricted One-Time Func	8,159.12	0.00	8,159.12	92*0325333	92*0325338
54740	GF Unrestricted One-Time Func	350.00	0.00	350.00	92*0325361	92*0325361
54758	GF Unrestricted One-Time Func	196,594.81	0.00	196,594.81	92*0326178	92*0326182
54776	GF Unrestricted One-Time Func	174.28	0.00	174.28	92*0326735	92*0326735
54778	GF Unrestricted One-Time Func	16,000.98	0.00	16,000.98	92*0326741	92*0326743
54786	GF Unrestricted One-Time Func	11,671.56	0.00	11,671.56	92*0326765	92*0326765
54790	GF Unrestricted One-Time Func	11,526.99	0.00	11,526.99	92*0326784	92*0326786
54810	GF Unrestricted One-Time Func	323.11	0.00	323.11	92*0326935	92*0326935
54820	GF Unrestricted One-Time Func	3,780.00	0.00	3,780.00	92*0326971	92*0326971
54821	GF Unrestricted One-Time Func	1,084.66	0.00	1,084.66	92*0326972	92*0326978
54823	GF Unrestricted One-Time Func	3,348.87	0.00	3,348.87	92*0326985	92*0326985
54828	GF Unrestricted One-Time Func	586.85	0.00	586.85	92*0327018	92*0327020
54841	GF Unrestricted One-Time Func	15,863.36	0.00	15,863.36	92*0327080	92*0327081
Total Fund 13 GF Unrestricted One-Time		<u>\$270,075.18</u>	<u>\$0.00</u>	<u>\$270,075.18</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54746	Child Development Fund	8,770.83	0.00	8,770.83	92*0325392	92*0325396
54764	Child Development Fund	2,965.97	0.00	2,965.97	92*0326209	92*0326212
54780	Child Development Fund	715.21	0.00	715.21	92*0326746	92*0326747
54792	Child Development Fund	4,996.79	0.00	4,996.79	92*0326815	92*0326824
54815	Child Development Fund	13,124.14	0.00	13,124.14	92*0326956	92*0326958
54832	Child Development Fund	5,967.68	0.00	5,967.68	92*0327041	92*0327050
54843	Child Development Fund	2,057.25	0.00	2,057.25	92*0327083	92*0327086
Total Fund 33 Child Development Fund		<u>\$38,597.87</u>	<u>\$0.00</u>	<u>\$38,597.87</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54736	Capital Outlay Projects Fund	1,190.61	0.00	1,190.61	92*0325339	92*0325339
54782	Capital Outlay Projects Fund	1,900.00	0.00	1,900.00	92*0326752	92*0326752
54783	Capital Outlay Projects Fund	49,086.25	0.00	49,086.25	92*0326753	92*0326753
54809	Capital Outlay Projects Fund	11,044.00	0.00	11,044.00	92*0326932	92*0326932
54818	Capital Outlay Projects Fund	114,142.26	0.00	114,142.26	92*0326967	92*0326969
54838	Capital Outlay Projects Fund	42,639.00	0.00	42,639.00	92*0327070	92*0327072
54845	Capital Outlay Projects Fund	17,184.00	0.00	17,184.00	92*0327090	92*0327091
Total Fund 41 Capital Outlay Projects Fu		<u>\$237,186.12</u>	<u>\$0.00</u>	<u>\$237,186.12</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54765	Bond Fund, Measure E	572,247.50	0.00	572,247.50	92*0326213	92*0326216
54766	Bond Fund, Measure E	72,041.96	0.00	72,041.96	92*0326217	92*0326222
54767	Bond Fund, Measure E	78,639.67	0.00	78,639.67	92*0326223	92*0326227
54768	Bond Fund, Measure E	30,149.00	0.00	30,149.00	92*0326228	92*0326229
54781	Bond Fund, Measure E	202,517.15	0.00	202,517.15	92*0326748	92*0326751
54793	Bond Fund, Measure E	204,811.97	0.00	204,811.97	92*0326825	92*0326828
54794	Bond Fund, Measure E	143,233.14	0.00	143,233.14	92*0326829	92*0326836
54816	Bond Fund, Measure E	54,413.35	0.00	54,413.35	92*0326959	92*0326961
54817	Bond Fund, Measure E	128,524.88	0.00	128,524.88	92*0326962	92*0326966
54833	Bond Fund, Measure E	20,741.88	0.00	20,741.88	92*0327051	92*0327054
54834	Bond Fund, Measure E	183,964.34	0.00	183,964.34	92*0327055	92*0327058
54835	Bond Fund, Measure E	195,554.12	0.00	195,554.12	92*0327059	92*0327062
54836	Bond Fund, Measure E	68,181.87	0.00	68,181.87	92*0327063	92*0327067
54837	Bond Fund, Measure E	200,956.00	0.00	200,956.00	92*0327068	92*0327069
54844	Bond Fund, Measure E	47,922.75	0.00	47,922.75	92*0327087	92*0327089
Total Fund 42 Bond Fund, Measure E		<u>\$2,203,899.58</u>	<u>\$0.00</u>	<u>\$2,203,899.58</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54747	Property and Liability Fund	30,256.85	0.00	30,256.85	92*0325397	92*0325399
54784	Property and Liability Fund	15,971.65	0.00	15,971.65	92*0326754	92*0326755
54795	Property and Liability Fund	7,290.50	0.00	7,290.50	92*0326837	92*0326839
54819	Property and Liability Fund	6,314.78	0.00	6,314.78	92*0326970	92*0326970
Total Fund 61 Property and Liability Fund		<u>\$59,833.78</u>	<u>\$0.00</u>	<u>\$59,833.78</u>		

Check Registers Submitted for Approval
Checks Written for Period 09/01/12 thru 09/14/12

54839	Workers' Compensation Fund	499,272.00	0.00	499,272.00	92*0327073	92*0327073
Total Fund 62 Workers' Compensation Fu		<u>\$499,272.00</u>	<u>\$0.00</u>	<u>\$499,272.00</u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	3,254,756.70
Total Fund 12 General Fund Restricted	351,078.86
Total Fund 13 GF Unrestricted One-Time Fund	270,075.18
Total Fund 33 Child Development Fund	38,597.87
Total Fund 41 Capital Outlay Projects Fund	237,186.12
Total Fund 42 Bond Fund, Measure E	2,203,899.58
Total Fund 61 Property and Liability Fund	59,833.78
Total Fund 62 Workers' Compensation Fund	499,272.00
Grand Total:	<u><u>\$6,914,700.09</u></u>

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

To:	Board of Trustees	Date: September 24, 2012
Re:	Approval of the 2011-12 CCFS-311 Report, including the Gann Appropriations Limit	
Action:	Request for Approval	

BACKGROUND

In accordance with the California Code of Regulations, Title 5, Sections 58305(d), the District shall submit a copy of its certified Annual Financial and Budget Report (CCFS-311) to the Chancellor's Office by October 10th of each year. Furthermore, in accordance with Article XIII B to the State Constitution, limitations on expenditures are placed on State and local governments in the form of what is known as the Gann Appropriations Limit.

ANALYSIS

A copy of the CCFS-311 Report has been provided for your review. The CCFS-311 Report is divided into three parts: Current Expense of Education which is used to calculate the 50 Percent Law (our District is in compliance at 50.18% for 2011/12); Combined Balance Sheet information for all District funds; and other Supplemental Data including Details of General Fund Revenue, General Fund Expenditures by Activity, the Gann Appropriations Limit (Historically, our district has never met or been close to meeting the appropriations limit), Revenues, Expenditures and Fund Balance Data for all district funds, an Analysis of Interfund Transfers, and the Receipt and Expenditures of Lottery Proceeds.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2011-2012 CCFS-311 Report as presented pending any audit adjustments and establish the District's 2012-2013 Gann Limit in the amount of \$214,573,297.

Fiscal Impact:	Not Applicable	Board Date: September 24, 2012
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	

ANNUAL FINANCIAL AND BUDGET REPORT
(Financial Report for Fiscal Year 2011-2012)
(Budget Report for Fiscal Year 2012-2013)

District: RANCHO SANTIAGO

District Code: 870

This is to certify that the Annual Financial and Budget Report has been prepared and the budget adopted in accordance with the *California Code of Regulations*, beginning with Section 58300. Further, to the best of my knowledge, the data contained in this report are correct.

District Chief Business Officer

Date

District Superintendent

Date

Contact: _____

In accordance with the *California Code of Regulations*, Section 58305(d) a copy of this report is due to the Chancellor's Office on or before October 10, 2012. Please submit the report to :

Chancellor's Office
California Community Colleges
Fiscal Services Unit
1102 Q Street, Suite 300
Sacramento, CA 95814-6511

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

Analysis of compliance with the 50 Percent Law (ECS 84362)

The Current Expense of Education

S11 GENERAL FUND - UNRESTRICTED SUBFUND

For Actual Year: 2011-2012 Budget Year: 2012-2013

District ID: 870

Name: RANCHO SANTIAGO

	Object Code	Activity (ECSA) ECS 84362 A Instructional Salary Cost AC 0100-5900 & AC 6110	Activity (ECSB) ECS 84362 B Total CEE AC 0100 - 6799	Activity (ECSX) Excluded Activities AC 6800 - 7390	Total
Instructional Salaries					
Contract or Regular	1100	23,042,653	23,042,653		23,042,653
Other	1300	18,397,589	18,397,589		18,397,589
Total Instructional Salaries		41,440,242	41,440,242	0	41,440,242
Non-Instructional Salaries					
Contract or Regular	1200		12,502,046	267,378	12,769,424
Other	1400		864,390		864,390
Total Non-Instructional Salaries		0	13,366,436	267,378	13,633,814
Total Academic Salaries		41,440,242	54,806,678	267,378	55,074,056
Classified Salaries					
Non-Instructional Salaries					
Regular Status	2100		22,380,362	1,769,294	24,149,656
Other	2300		1,051,652	186,993	1,238,645
Total Non-Instructional Salaries		0	23,432,014	1,956,287	25,388,301
Instructional Aides					
Regular Status	2200	871,035	871,035		871,035
Other	2400	1,372,832	1,372,832		1,372,832
Total Instructional Aides		2,243,867	2,243,867	0	2,243,867
Total Classified Salaries		2,243,867	25,675,881	1,956,287	27,632,168
Employee Benefits	3000	16,056,720	34,796,801	916,116	35,712,917
Supplies and Materials	4000		879,980	39,494	919,474
Other Operating Expenses	5000	3,334,411	14,766,095	564,503	15,330,598
Equipment Replacement	6420				0
Total Expenditures Prior to Exclusions		63,075,240	130,925,435	3,743,778	134,669,213

Annual Financial and Budget Report

The Current Expense of Education

SUPPLEMENTAL DATA

S11 GENERAL FUND - UNRESTRICTED SUBFUND

For Actual Year: 2011-2012

Budget Year: 2012-2013

District ID: 870

Name: RANCHO SANTIAGO

		Activity (ECSA) ECS 84362 A	Activity (ECSB) ECS 84362 B	Activity (ECSX) Excluded	
		Instructional Salary Cost	Total CEE	Activities	
Exclusions		AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
Activities to Exclude	TOP Code				
Instructional Staff–Retirees' Benefits and Retirement Incentives	5900	2,870,092	2,870,092		2,870,092
Student Health Services Above Amount Collected	6441		19,412		19,412
Student Transportation	6491		1,116		1,116
Noninstructional Staff-Retirees' Benefits and Retirement Incentives	6740		2,793,944		2,793,944
Objects to Exclude	Object Code				
Rents and Leases	5060		1,437,720	28,109	1,465,829
Lottery Expenditures					
Academic Salaries	1000				0
Classified Salaries	2000				0
Employee Benefits	3000				0
Supplies and Materials	4000				
Software	4100				0
Books, Magazines, & Periodicals	4200				0
Instructional Supplies & Materials	4300				0
Noninstructional, Supplies & Materials	4400				0
Total Supplies and Materials		0	0	0	0
Other Operating Expenses and Services	5000		3,833,379		3,833,379

For Actual Year: 2011-2012

Budget Year: 2012-2013

District ID: 870

Name: RANCHO SANTIAGO

	Object	Activity (ECSA)		Activity (ECSB)		Activity (ECSX)	
		ECS 84362 A		ECS 84362 B		Excluded	
		Instructional Salary Cost		Total CEE		Activities	
	Code	AC 0100-5900 & AC 6110		AC 0100 - 6799		AC 6800 - 7390	
Capital Outlay	6000						
Library Books	6300						
Equipment	6400						
Equipment - Additional	6410						
Equipment - Replacement	6420						
Total Equipment		0		0		0	
Total Capital Outlay		0		0		0	
Other Outgo	7000						
Total Exclusions		2,870,092		10,955,663		28,109	
Total for ECS 84362, 50% Law		60,205,148		119,969,772		3,715,669	
Percent of CEE (Instructional Salary Cost / Total CEE)		50.18%		100.00%			
50% of Current Expense of Education				59,984,886			
Nonexempted (Remaining) Deficiency from second preceding Fiscal Year							
Amount Required to be Expended for Salaries of Classroom Instructors		60,205,148		119,969,772		3,715,669	
Reconciliation to Unrestricted General Fund Expenditures							
Total Expenditures Prior to Exclusions		63,075,240		130,925,435		3,743,778	
Capital Expenditures	6000	65,394		1,433,498		4,437	
Equipment Replacement (Back out)	6420			0		0	
Total Unrestricted General Fund Expenditures		63,140,634		132,358,933		3,748,215	
						10,983,772	
						123,685,441	
						134,669,213	
						1,437,935	
						0	
						136,107,148	

CALIFORNIA COMMUNITY COLLEGES
COMBINED BALANCE SHEET

Governmental Funds Group
10 General Fund — Combined
(Total Unrestricted and Restricted)

For Year Ended June 30, 2012

District ID: 870 Name: RANCHO SANTIAGO

Description	CA (Object)	11		12		10
		General Fund	Unrestricted	General Fund	Restricted	General Fund COMBINED
ASSETS						
Cash, Investments, and Receivables	9100					
Cash:						
Awaiting Deposit and in Banks	9111	2,033,903		66,493		2,100,396
In County Treasury	9112	30,098,400		931,808		31,030,208
Cash With Fiscal Agents	9113					0
Revolving Cash Accounts	9114	100,000				100,000
Investments (at cost)	9120					0
Accounts Receivable	9130	29,639,093		5,493,868		35,132,961
Due from Other Funds	9140	1,487,443		1,177		1,488,620
Inventories, Stores, and Prepaid Items	9200					
Inventories and Stores	9210					0
Prepaid Items	9220	175,296		71,799		247,095
TOTAL ASSETS		63,534,135		6,565,145		70,099,280
LIABILITIES						
Current Liabilities and Deferred Revenue	9500					
Accounts Payable	9510	1,852,392		859,109		2,711,501
Accrued Salaries and Wages Payable	9520	8,368,533		954,618		9,323,151
Compensated Absences Payable Current	9530					0
Due to Other Funds	9540	8,027,970		536,020		8,563,990
Temporary Loans	9550					0
Current Portion of Long-Term Debt	9560					0
Deferred Revenues	9570	1,676,814		3,071,189		4,748,003
TOTAL LIABILITIES		19,925,709		5,420,936		25,346,645

CALIFORNIA COMMUNITY COLLEGES
COMBINED BALANCE SHEET

Governmental Funds Group

10 General Fund — Combined

(Total Unrestricted and Restricted)

For Year Ended June 30, 2012

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	11		12		10	
		General Fund	Unrestricted	General Fund	Restricted	General Fund	COMBINED
FUND EQUITY							
Fund Balance Reserved	9710					0	
NonCash Assets	9711		175,295	71,799		247,094	
Amonts Restricted by Law for Specific Purposes	9712		1,396,891			1,396,891	
Reserve for Encumbrances Credit	9713		1,202,563			1,202,563	
Reserve for Encumbrances Debit	9714					0	
Reserve for Debt Services	9715					0	
Total Reserved Fund Balance			2,774,749	71,799		2,846,548	
Designated Fund Balance	9750						
Commitments by Contract or Other Legal Obligation	9751		3,379,421			3,379,421	
Self Insurance Programs	9752		1,375,425			1,375,425	
Payments Resulting from Court Orders	9753					0	
Specific Future Purposes	9754		34,821,310	1,072,410		35,893,720	
Total Designated Fund Balance			39,576,156	1,072,410		40,648,566	
Uncommitted(Unrestricted) Fund Balance	9790		1,257,521			1,257,521	
TOTAL FUND EQUITY			43,608,426	1,144,209		44,752,635	
TOTAL LIABILITIES AND FUND EQUITY			63,534,135	6,565,145		70,099,280	

- 20 Debt Service Funds:
- 21 Bond Interest and Redemption Fund
- 22 Revenue Bond Interest and Redemption Fund
- 29 Other Debt Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2012

District ID: 870 Name: RANCHO SANTIAGO

Description	CA (Object)	21 Bond Interest and Redemption Fund	22 Revenue Bond Interest and Redemption Fund	29 Other Debt Service Fund
ASSETS				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111			
In County Treasury	9112	12,699,978		
Cash With Fiscal Agents	9113			
Investments (at cost)	9120			
Accounts Receivable	9130	5,451		
Due from Other Funds	9140			
TOTAL ASSETS		12,705,429	0	0
LIABILITIES				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510			
Accrued Salaries and Wages Payable	9520			
Compensated Absences Payable Current	9530			
Due to Other Funds	9540			
Temporary Loans	9550			
Current Portion of Long-Term Debt	9560			
Deferred Revenues	9570			
TOTAL LIABILITIES		0	0	0

- 20 Debt Service Funds:
- 21 Bond Interest and Redemption Fund
- 22 Revenue Bond Interest and Redemption Fund
- 29 Other Debt Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2012

District ID: 870 Name: RANCHO SANTIAGO

Description	CA (Object)	21 Bond Interest and Redemption Fund	22 Revenue Bond Interest and Redemption Fund	29 Other Debt Service Fund
FUND EQUITY				
Fund Balance Reserved	9710			
NonCash Assets	9711			
Amonts Restricted by Law for Specific Purposes	9712			
Reserve for Encumbrances Credit	9713			
Reserve for Encumbrances Debit	9714			
Reserve for Debt Services	9715	12,705,429		
Total Reserved Fund Balance		12,705,429	0	0
Designated Fund Balance	9750			
Commitments by Contract or Other Legal Obligation	9751			
Self Insurance Programs	9752			
Payments Resulting from Court Orders	9753			
Specific Future Purposes	9754			
Total Designated Fund Balance		0	0	0
Uncommitted(Unrestricted) Fund Balance	9790			
TOTAL FUND EQUITY		12,705,429	0	0
TOTAL LIABILITIES AND FUND EQUITY		12,705,429	0	0

Annual Financial and Budget Report

30 Special Revenue Funds:

- 31 Bookstore Fund 34 Farm Operation Fund
 32 Cafeteria Fund 35 Revenue Bond Project Fund
 33 Child Development Fund 39 Other Special Revenue Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2012

District ID: 870 Name: RANCHO SANTIAGO

Description	CA (Object)	31 Bookstore Fund	32 Cafeteria Fund	33 Child Development Fund	34 Farm Operation Fund	35 Revenue Bond Project Fund	39 Other Special Revenue Fund
ASSETS							
Cash, Investments, and Receivables	9100						
Cash:							
Awaiting Deposit and in Banks	9111	2,178,874					
In County Treasury	9112			205,494			
Cash With Fiscal Agents	9113						
Revolving Cash Accounts	9114	10,310					
Investments (at cost)	9120						
Accounts Receivable	9130	905,233		365,975			
Due from Other Funds	9140			4,411			
Inventories, Stores, and Prepaid Items	9200						
Inventories and Stores	9210	1,178,147					
Prepaid Items	9220						
TOTAL ASSETS		4,272,564	0	575,880	0	0	0
LIABILITIES							
Current Liabilities and Deferred Revenue	9500						
Accounts Payable	9510	105,932		110,434			
Accrued Salaries and Wages Payable	9520	76,210		146,172			
Compensated Absences Payable Current	9530						
Due to Other Funds	9540	517,006		139,361			
Temporary Loans	9550						
Current Portion of Long-Term Debt	9560						
Deferred Revenues	9570			7,502			
TOTAL LIABILITIES		699,148	0	403,469	0	0	0

Annual Financial and Budget Report

30 Special Revenue Funds:

31 Bookstore Fund 34 Farm Operation Fund
 32 Cafeteria Fund 35 Revenue Bond Project Fund
 33 Child Development Fund 39 Other Special Revenue Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2012

District ID: 870 Name: RANCHO SANTIAGO

Description	CA (Object)	31 Bookstore Fund	32 Cafeteria Fund	33 Child Development Fund	34 Farm Operation Fund	35 Revenue Bond Project Fund	39 Other Special Revenue Fund
FUND EQUITY							
Fund Balance Reserved	9710						
NonCash Assets	9711	1,178,147					
Amonts Restricted by Law for Specific Purposes	9712						
Reserve for Encumbrances Credit	9713			164,707			
Reserve for Encumbrances Debit	9714						
Reserve for Debt Services	9715						
Total Reserved Fund Balance		1,178,147	0	164,707	0	0	0
Designated Fund Balance							
Commitments by Contract or Other Legal Obligation	9750						
Self Insurance Programs	9751						
Payments Resulting from Court Orders	9752						
Specific Future Purposes	9753						
Total Designated Fund Balance	9754	2,395,269	0	7,704	0	0	0
Uncommitted(Unrestricted) Fund Balance	9790	2,395,269		7,704			
TOTAL FUND EQUITY		3,573,416	0	172,411	0	0	0
TOTAL LIABILITIES AND FUND EQUITY		4,272,564	0	575,880	0	0	0

COMBINED BALANCE SHEET

For Year Ended June 30, 2012

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	41		42	
		Capital Outlay Projects Fund		Revenue Bond Construction Fund	
ASSETS					
Cash, Investments, and Receivables	9100				
Cash:					
Awaiting Deposit and in Banks	9111		1,548		
In County Treasury	9112		21,283,678		72,240,650
Cash With Fiscal Agents	9113				
Revolving Cash Accounts	9114				
Investments (at cost)	9120				
Accounts Receivable	9130		7,622		27,433
Due from Other Funds	9140		735,799		
Inventories, Stores, and Prepaid Items	9200				
Inventories and Stores	9210				
Prepaid Items	9220				
TOTAL ASSETS			22,028,647		72,268,083
LIABILITIES					
Current Liabilities and Deferred Revenue	9500				
Accounts Payable	9510		850,819		2,798,770
Accrued Salaries and Wages Payable	9520				
Compensated Absences Payable Current	9530				
Due to Other Funds	9540		27,849		
Temporary Loans	9550				
Current Portion of Long-Term Debt	9560				
Deferred Revenues	9570		1,298,503		
TOTAL LIABILITIES			2,177,171		2,798,770

COMBINED BALANCE SHEET

For Year Ended June 30, 2012

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	41		42	
		Capital Outlay Projects Fund		Revenue Bond Construction Fund	
FUND EQUITY					
Fund Balance Reserved	9710				
NonCash Assets	9711				
Amonts Restricted by Law for Specific Purposes	9712				
Reserve for Encumbrances Credit	9713		1,939,836		22,571,462
Reserve for Encumbrances Debit	9714				
Reserve for Debt Services	9715				
Total Reserved Fund Balance			1,939,836		22,571,462
Designated Fund Balance	9750				
Commitments by Contract or Other Legal Obligation	9751				
Self Insurance Programs	9752				
Payments Resulting from Court Orders	9753				
Specific Future Purposes	9754		17,911,640		46,897,851
Total Designated Fund Balance			17,911,640		46,897,851
Uncommitted(Unrestricted) Fund Balance	9790				
TOTAL FUND EQUITY			19,851,476		69,469,313
TOTAL LIABILITIES AND FUND EQUITY			22,028,647		72,268,083

COMBINED BALANCE SHEET

For Year Ended June 30, 2012

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	51 Bookstore Fund	52 Cafeteria Fund	53 Farm Operations Fund	59 Other Enterprise Fund
ASSETS					
Cash, Investments, and Receivables	9100				
Cash:					
Awaiting Deposit and in Banks	9111				
In County Treasury	9112				
Cash With Fiscal Agents	9113				
Revolving Cash Accounts	9114				
Investments (at cost)	9120				
Accounts Receivable	9130				
Due from Other Funds	9140				
Inventories, Stores, and Prepaid Items	9200				
Inventories and Stores	9210				
Prepaid Items	9220				
Fixed Assets	9300				
Sites	9310				
Site Improvements	9320				
Accumulated Depreciation Site Improvements	9321				
Buildings	9330				
Accumulated Depreciation Buildings	9331				
Library Books	9340				
Equipment	9350				
Accumulated Depreciation Equipment	9351				
Work in Progress	9360				
Total Fixed Assets		0	0	0	0
TOTAL ASSETS		0	0	0	0

Annual Financial and Budget Report

50 Enterprise Funds:

51 Bookstore Fund 53 Farm Operations Fund
52 Cafeteria Fund 59 Other Enterprise Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2012

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	51 Bookstore Fund	52 Cafeteria Fund	53 Farm Operations Fund	59 Other Enterprise Fund
LIABILITIES					
Current Liabilities and Deferred Revenue	9500				
Accounts Payable	9510				
Accrued Salaries and Wages Payable	9520				
Compensated Absences Payable Current	9530				
Due to Other Funds	9540				
Temporary Loans	9550				
Current Portion of Long-Term Debt	9560				
Deferred Revenues	9570				
Total Current Liabilities and Deferred Revenue		0	0	0	0
Long-Term Liabilities	9600				
Bonds Payable	9610				
Revenue Bonds Payable	9620				
Certificates of Participation	9630				
Lease Purchase of Capital Lease	9640				
Compensated Absences Long Term	9650				
Post-Employment Benefits Long Term	9660				
Other Long-Term Liabilities	9670				
Total Long-Term Liabilities		0	0	0	0
TOTAL LIABILITIES	968	0	0	0	0

Annual Financial and Budget Report

50 Enterprise Funds:

51 Bookstore Fund 53 Farm Operations Fund
 52 Cafeteria Fund 59 Other Enterprise Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2012

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	51 Bookstore Fund	52 Cafeteria Fund	53 Farm Operations Fund	59 Other Enterprise Fund
FUND EQUITY					
Fund Balance Reserved	9710				
NonCash Assets	9711				
Amonts Restricted by Law for Specific Purposes	9712				
Reserve for Encumbrances Credit	9713				
Reserve for Encumbrances Debit	9714				
Reserve for Debt Services	9715				
Total Reserved Fund Balance		0	0	0	0
Designated Fund Balance	9750				
Commitments by Contract or Other Legal Obligation	9751				
Self Insurance Programs	9752				
Payments Resulting from Court Orders	9753				
Specific Future Purposes	9754				
Total Designated Fund Balance		0	0	0	0
Uncommitted(Unrestricted) Fund Balance	9790				
Other Equity	9800				
Contributed Capital	9810				
Retained Earnings	9850				
Investment in General Fixed Assets	9890				
TOTAL FUND EQUITY		0	0	0	0
TOTAL LIABILITIES AND FUND EQUITY		0	0	0	0

COMBINED BALANCE SHEET

For Year Ended June 30, 2012

District ID: 870

Name: RANCHO SANTIAGO

Description		CA	61	69
		(Object)	Self-Insurance Fund	Other Internal Service Fund
ASSETS				
Cash, Investments, and Receivables		9100		
Cash:				
Awaiting Deposit and in Banks		9111		
In County Treasury		9112	3,733,491	28,541,750
Cash With Fiscal Agents		9113	75,000	
Revolving Cash Accounts		9114		
Investments (at cost)		9120		149,684
Accounts Receivable		9130	1,399	10,660
Due from Other Funds		9140	3,916,867	3,578,965
Student Loans Receivable		9150		
Inventories, Stores, and Prepaid Items		9200		
Inventories and Stores		9210		
Prepaid Items		9220		
Fixed Assets		9300		
Sites		9310		
Site Improvements		9320		
Accumulated Depreciation Site Improvements		9321		
Buildings		9330		
Accumulated Depreciation Buildings		9331		
Library Books		9340		
Equipment		9350		
Accumulated Depreciation Equipment		9351		
Work in Progress		9360		
Total Fixed Assets			0	0
TOTAL ASSETS			7,726,757	32,281,059

COMBINED BALANCE SHEET

For Year Ended June 30, 2012

District ID: 870

Name: RANCHO SANTIAGO

Description	61		69
	CA (Object)	Self-Insurance Fund	Other Internal Service Fund
LIABILITIES			
Current Liabilities and Deferred Revenue	9500		
Accounts Payable	9510	49,670	1,847
Accrued Salaries and Wages Payable	9520	13,029	
Compensated Absences Payable Current	9530		
Due to Other Funds	9540	33,731	
Temporary Loans	9550		
Current Portion of Long-Term Debt	9560	400,000	47,262,980
Deferred Revenues	9570		
Total Current Liabilities and Deferred Revenue		496,430	47,264,827
Long-Term Liabilities	9600		
Bonds Payable	9610		
Revenue Bonds Payable	9620		
Certificates of Participation	9630		
Lease Purchase of Capital Lease	9640		
Compensated Absences Long Term	9650		
Post-Employment Benefits Long Term	9660		
Other Long-Term Liabilities	9670		
Total Long-Term Liabilities		0	0
TOTAL LIABILITIES	968	496,430	47,264,827

COMBINED BALANCE SHEET

For Year Ended June 30, 2012

District ID: 870

Name: RANCHO SANTIAGO

Description		CA	61	69
		(Object)	Self-Insurance Fund	Other Internal Service Fund
FUND EQUITY				
Fund Balance Reserved		9710		
NonCash Assets		9711		
Amonts Restricted by Law for Specific Purposes		9712		(14,983,768)
Reserve for Encumbrances Credit		9713	3,183	
Reserve for Encumbrances Debit		9714		
Reserve for Debt Services		9715		
Total Reserved Fund Balance			3,183	(14,983,768)
Designated Fund Balance				
Commitments by Contract or Other Legal Obligation		9750		
Self Insurance Programs		9751		
Payments Resulting from Court Orders		9752	7,227,144	
Specific Future Purposes		9753		
Total Designated Fund Balance		9754		
Uncommitted(Unrestricted) Fund Balance			7,227,144	0
Other Equity		9790		
Contributed Capital		9800		
Retained Earnings		9810		
Investment in General Fixed Assets		9850		
		9890		
TOTAL FUND EQUITY			7,230,327	(14,983,768)
TOTAL LIABILITIES AND FUND EQUITY			7,726,757	32,281,059

COMBINED BALANCE SHEET

For Year Ended June 30, 2012

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	71 Associated Students Trust Fund	72 Student Representation Fee Trust Fund	73 Student Body Center Fee Trust Fund	74 Student Financial Aid Trust Fund	75 Scholarship and Loan Trust Fund	76 Investment Trust Fund	77 Deferred Compensation Trust Fund	79 Other Trust Fund
ASSETS									
Cash, Investments, and Receivables	9100								
Cash:									
Awaiting Deposit and in Banks	9111	302,094			4,736				2,413,891
In County Treasury	9112				1,453,819				5
Cash With Fiscal Agents	9113								
Revolving Cash Accounts	9114								18,040
Investments (at cost)	9120								
Accounts Receivable	9130				1,682				600
Due from Other Funds	9140	6,196							584,681
Student Loans Receivable	9150				182,010				
Inventories, Stores, and Prepaid Items	9200								
Inventories and Stores	9210								
Prepaid Items	9220								
Fixed Assets									
Sites	9300								
Sites	9310								
Site Improvements	9320								
Accumulated Depreciation Site Improvements	9321								
Buildings	9330								
Accumulated Depreciation Buildings	9331								
Library Books	9340								
Equipment	9350								
Accumulated Depreciation Equipment	9351								
Work in Progress	9360								
Total Fixed Assets		0	0	0	0	0	0	0	0
TOTAL ASSETS		308,290	0	0	1,642,247	0	0	0	3,017,217

COMBINED BALANCE SHEET

For Year Ended June 30, 2012

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	71 Associated Students Trust Fund	72 Student Representation Fee Trust Fund	73 Student Body Center Fee Trust Fund	74 Student Financial Aid Trust Fund	75 Scholarship and Loan Trust Fund	76 Investment Trust Fund	77 Deferred Compensation Trust Fund	79 Other Trust Fund
LIABILITIES									
Current Liabilities and Deferred Revenue	9500								
Accounts Payable	9510	350			105				33,636
Accrued Salaries and Wages Payable	9520	(566)							40,426
Compensated Absences Payable Current	9530								
Due to Other Funds	9540	10,865			388,354				533,345
Temporary Loans	9550								
Current Portion of Long-Term Debt	9560								
Deferred Revenues	9570				14,516				1,276,431
Total Current Liabilities and Deferred Revenue		10,649	0	0	402,975	0	0	0	1,883,838
Long-Term Liabilities	9600								
Bonds Payable	9610								
Revenue Bonds Payable	9620								
Certificates of Participation	9630								
Lease Purchase of Capital Lease	9640								
Compensated Absences Long Term	9650								
Post-Employment Benefits Long Term	9660								
Other Long-Term Liabilities	9670								
Total Long-Term Liabilities		0	0	0	0	0	0	0	0
TOTAL LIABILITIES	968	10,649	0	0	402,975	0	0	0	1,883,838

COMBINED BALANCE SHEET

For Year Ended June 30, 2012

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	71 Associated Students Trust Fund	72 Student Representation Fee Trust Fund	73 Student Body Center Fee Trust Fund	74 Student Financial Aid Trust Fund	75 Scholarship and Loan Trust Fund	76 Investment Trust Fund	77 Deferred Compensation Trust Fund	79 Other Trust Fund
FUND EQUITY									
Fund Balance Reserved	9710								
NonCash Assets	9711								
Amonts Restricted by Law for Specific Purposes	9712				851,416				
Reserve for Encumbrances Credit	9713	1,546							92,719
Reserve for Encumbrances Debit	9714								
Reserve for Debt Services	9715								
Total Reserved Fund Balance		1,546	0	0	851,416	0	0	0	92,719
Designated Fund Balance	9750								
Commitments by Contract or Other Legal Obligation	9751								
Self Insurance Programs	9752								
Payments Resulting from Court Orders	9753								
Specific Future Purposes	9754	296,095			387,856				1,040,660
Total Designated Fund Balance		296,095	0	0	387,856	0	0	0	1,040,660
Uncommitted(Unrestricted) Fund Balance	9790								
Other Equity	9800								
Contributed Capital	9810								
Retained Earnings	9850								
Investment in General Fixed Assets	9890								
TOTAL FUND EQUITY		297,641	0	0	1,239,272	0	0	0	1,133,379
TOTAL LIABILITIES AND FUND EQUITY		308,290	0	0	1,642,247	0	0	0	3,017,217

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

For Actual Year: 2011-2012 District ID: 870 Name: RANCHO SANTIAGO

Description	Object Code	Fund S11		Fund S12		Fund S10 Total	
		Unrestricted	Actual	Restricted	Actual	General Fund	Actual
Federal Revenues	8100						
Forest Revenues	8110		9,215				9,215
Higher Education Act	8120			2,388,177		2,388,177	
Workforce Investment Act	8130			411,696		411,696	
Temporary Assistance for Needy Families (TANF)	8140			107,115		107,115	
Student Financial Aid	8150			12,535		12,535	
Veterans Education	8160						0
Vocational and Technical Education Act (VATEA)	8170			1,386,343		1,386,343	
Other Federal Revenues	8190			7,675,245		7,675,245	
Total Federal Revenues	8100		9,215	11,981,111		11,990,326	
State Revenues	8600						
General Apportionments	8610						0
Apprenticeship Apportionment	8611		1,389,973			1,389,973	
State General Apportionment	8612		81,597,569			81,597,569	
Other General Apportionment	8613		775,673			775,673	
General Categorical Programs	8620						
Child Development	8621						0
Extended Opportunity Programs and Services(EOPS)	8622			1,301,244		1,301,244	
Disabled Students Programs and Services(DSPS)	8623			1,524,642		1,524,642	
Temporary Assistance for Needy Families (TANF)	8624						0
California Work Opportunity and Responsibility to Kids (CalWORKs)	8625			270,760		270,760	
Telecommunications and Technology Infrastructure Program (TTIP)	8626			49,098		49,098	
Other General Categorical Programs	8627			4,479,728		4,479,728	

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

For Actual Year: 2011-2012 District ID: 870 Name: RANCHO SANTIAGO

Description	Object	Fund S11		Fund S12		Fund S10 Total	
		Unrestricted	Restricted	General Fund			
		Actual	Actual	Actual	Actual		
Reimbursable Categorical Programs							
Instructional Improvement Grant	8650					0	
	8651						
Other Reimbursable Categorical Programs	8652		2,491,844		2,491,844		
State Tax Subventions							
Homeowners' Property Tax Relief	8670						
	8671	319,546			319,546		
Timber Yield Tax	8672					0	
	8673					0	
Other State Tax Subventions							
State Non-Tax Revenues							
State Lottery Proceeds	8680						
	8681	3,833,379	899,471		4,732,850		
State Mandated Costs	8685	157,777			157,777		
Other State Non-Tax Revenues	8686					0	
	8690	(828)			(828)		
Other State Revenues							
Total State Revenues	8600	88,073,089	11,016,787		99,089,876		

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2011-2012

District ID: 870

Name: RANCHO SANTIAGO

Description	Object Code	Fund S11		Fund S12		Fund S10 Total	
		Unrestricted	Actual	Restricted	Actual	General Fund	Actual
Local Revenues	8800						
Property Taxes	8810						
Tax Allocation, Secured Roll	8811	35,897,784				35,897,784	
Tax Allocation, Supplemental Roll	8812	229,754				229,754	
Tax Allocation, Unsecured Roll	8813	1,471,379				1,471,379	
Prior Years Taxes	8816	851,293				851,293	
Education Revenues Augmentation Fund (ERAF)	8817	(2,511,684)				(2,511,684)	
Redevelopment Agency Funds	8818	1,429,768				1,429,768	
Contributions, Gifts, Grants, and Endowments	8820			(79)		(79)	
Contract Services	8830						
Contract Instructional Services	8831			53,803		53,803	
Other Contract Services	8832			2,795		2,795	
Sales and Commissions	8840	250				250	
Rentals and Leases	8850	347,800				347,800	
Interest and Investment Income	8860	315,940				315,940	
Student Fees and Charges	8870						
Community Services Classes	8872					0	
Dormitory	8873					0	
Enrollment	8874	7,588,394				7,588,394	
Field Trips and Use of Nondistrict Facilities	8875					0	
Health Services	8876			961,766		961,766	
Instructional Materials Fees and Sales of Materials	8877			85,157		85,157	
Insurance	8878					0	
Student Records	8879	75,389				75,389	
Nonresident Tuition	8880	1,616,463				1,616,463	
Parking Services and Public Transportation	8881			859,906		859,906	
Other Student Fees and Charges	8885	91,207				91,207	
Other Local Revenues	8890	(20,296)		265,891		245,595	
Total Local Revenues	8800	47,383,441		2,229,239		49,612,680	
Total Revenues		135,465,745		25,227,137		160,692,882	

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

Details of General Fund Revenue

For Actual Year: 2011-2012
District ID: 870
Name: RANCHO SANTIAGO

Description	Object Code	Fund S11		Fund S12		Fund S10 Total	
		Unrestricted	Actual	Restricted	Actual	General Fund	Actual
Other Financing Sources	8900						
Proceeds of General Fixed Assets	8910	41,176				41,176	
Proceeds of Long-Term Debt	8940					0	
Incoming Transfers -- (8981/8982/8983)	898#					0	
Total Other Financing Sources	8900	41,176		0		41,176	
Total Revenues and Other Financing Sources		135,506,921		25,227,137		160,734,058	

CALIFORNIA COMMUNITY COLLEGES

Expend by Instructional Activity

Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2011-2012

Budget Year: 2012-2013

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital		Other		Total
		Instructional	Non Instructional		Outlay (6000)	Outgo (7000)			
Agriculture and Natural Resources	0100								0
Architecture and Environmental Design	0200								0
Environmental Sciences and Technologies	0300								0
Biological Sciences	0400	2,493,473	98,743	41,609	1,998				2,635,823
Business and Management	0500	3,605,796	91,861	124,166	5,249				3,827,072
Communications	0600	501,866	178,979	33,142	123,531				837,518
Computer and Information Science	0700	1,164,662	37,104	19,154	73,970				1,294,890
Education	0800	3,381,268	224,607	129,191	14,371				3,749,437
Engineering and Related Industrial Technology	0900	1,670,897	139,994	1,353,745	454,886				3,619,522
Fine and Applied Arts	1000	3,072,190	323,705	96,455	5,138				3,497,488
Foreign language	1100	1,231,735	13,600						1,245,335
Health	1200	3,062,577	494,094	36,982	52,934				3,646,587
Consumer Education And Home Economics	1300	1,001,580	36,107	2,278					1,039,965
Law	1400	173,822	4,883	6,563	1,943				187,211
Humanities(Letters)	1500	6,549,799	252,711	1,544					6,804,054
Library Science	1600	29,462	12,128						41,590
Mathematics	1700	5,248,299	412,379	1,251	32,458				5,694,387
Military Studies	1800								0
Physical Sciences	1900	2,807,381	220,584	55,819	784				3,084,568
Psychology	2000	763,015	15,548	528					779,091
Public Affairs and Services	2100	4,195,923	175,415	2,730,731	578				7,102,647
Social Sciences	2200	3,386,582	38,730	1,223					3,426,535
Commercial Services	3000	4,127		14,452					18,579
Interdisciplinary Studies	4900	13,742,791	2,780,736	1,130,996	268,939				17,923,462
Instruc Staff-Retirees' Bnfts & Retire Incents	5900	2,870,092							2,870,092
Sub-Total Instructional Activities		60,957,337	5,551,908	5,779,829	1,036,779				73,325,853
Total Expenditures for GF Activities*		61,381,920	74,620,887	21,399,710	2,900,440		2,757,844		163,060,801

*Total Expenditures for GF Activities above is the grand total of Instructional and Non-Instructional activities.

*Total Expenditures for GF Activities above is the grand total of Instructional and Non-Instructional activities.

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2011-2012

Budget Year: 2012-2013

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital		Other		Total
		Instructional	Non Instructional		Outlay (6000)	Outgo (7000)			
Instructional Administration and Governance	6000								
Academic Administration	6010		9,740,560	241,080	124,420				10,106,060
Course and Curriculum Development	6020		295,509	137,872					433,381
Academic / Faculty Senate	6030		465,623						465,623
Other Instructional Administration & Governance	6090		181,988	33,231					215,219
Total Instructional Admin. & Governance		0	10,683,680	412,183	124,420		0		11,220,283
Instructional Support Services	6100								
Learning Center	6110	424,583	470,365	34,576	24,609				954,133
Library	6120		2,563,497	126,791	81,467				2,771,755
Media	6130		612,145	8,894	16,898				637,937
Museums and Gallaries	6140								0
Academic Information Systems and Technology	6150			37	2,713				2,750
Other Instructional Support Services	6190		187,014	49,230	34,993				271,237
Total Instructional Support Services		424,583	3,833,021	219,528	160,680		0		4,637,812
Admissions and Records	6200		4,257,590	43,328	2,955				4,303,873
Student Counseling and Guidance	6300								
Counseling and Guidance	6310		5,878,318	29,693	21,269				5,929,280
Matriculation and Student Assessment	6320		691,181	96,801	32,743				820,725
Transfer Programs	6330		914,898	34,831					949,729
Career Guidance	6340		330,005	10,753	1,847				342,605
Other Student Counseling and Guidance	6390								0
Total Student Counseling and Guidance		0	7,814,402	172,078	55,859		0		8,042,339

CALIFORNIA COMMUNITY COLLEGES

Expend by Non-Instructional Activity

Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2011-2012

Budget Year: 2012-2013

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Other Student Services	6400						
Cal Work Opportunity and Responsibility to Kids *	6410						0
Disabled Student Programs and Services (DSPS)	6420		1,643,803	35,069			1,678,872
Extended Opportunity Programs and Services (EOPS)	6430		1,369,273	25,587	4,451		1,399,311
Health Services	6440		1,035,086	52,572	1,547		1,089,205
Student Personnel Administration	6450		375,584	17			375,601
Financial Aid Administration	6460		2,508,017	93,132	59,836		2,660,985
Job Placement Services	6470		978,531	18,692			997,223
Veterans Services	6480			1,557			1,557
Miscellaneous Student Services	6490		4,539,134	1,504,570	49,601		6,093,305
Total Other Student Services		0	12,449,428	1,731,196	115,435	0	14,296,059
Operation and maintenance of Plant	6500						
Building Maintenance and Repairs	6510		932,768	745,335	11,535		1,689,638
Custodial Services	6530		3,448,024	340,633	8,822		3,797,479
Grounds Maintenance and Repairs	6550		445,581	335,665	854		782,100
Utilities	6570			3,443,161			3,443,161
Other Operations and Maintenance of Plant	6590			4,560	600		5,160
Total Operation and Maintenance of Plant	6500	0	4,826,373	4,869,354	21,811	0	9,717,538
Planning, Policymaking and Coordinations	6600		2,200,559	779,171	6,353		2,986,083

* California Work Opportunity and Responsibility to Kids (CalWORKs).

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2011-2012

Budget Year: 2012-2013

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
General Institutional Support Services	6700						
Community Relations	6710		339,567	10,928			350,495
Fiscal Operations	6720		2,785,415	352,711	2,031		3,140,157
Human Resources Management	6730		1,022,386	134,938	1,417		1,158,741
Noninstruct Staff Retirees' Benefits & Retirement *	6740		2,793,944				2,793,944
Staff Development	6750		164,096	386,489	15,812		566,397
Staff Diversity	6760			1,659			1,659
Logistical Services	6770		2,875,284	2,198,590	58,444		5,132,318
Management Information Systems	6780		5,346,572	2,283,731	1,152,854		8,783,157
Other General Institutional Support Services	6790		1,776,801	479,176	52,826		2,308,803
Total General Institutional Support Services	6700	0	17,104,065	5,848,222	1,283,384	0	24,235,671
Community Services & Economic Development	6800						
Community Recreation	6810						0
Community Service Classes	6820			1,863			1,863
Community Use of Facilities	6830		197,157				197,157
Economic Development	6840		2,170,340	916,815	14,820		3,101,975
Other Community Services & Economic Development	6880		326,979	359,667			686,646
Total Community Services	6800	0	2,694,476	1,278,345	14,820	0	3,987,641

* Noninstructional Staff Retirees' Benefits & Retirement Incentives.

CALIFORNIA COMMUNITY COLLEGES

Expend by Non-Instructional Activity

Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2011-2012

Budget Year: 2012-2013

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Ancillary Services	6900						
Bookstore	6910		59,737				59,737
Child Development Centers	6920						0
Farm Operations	6930						0
Food Services	6940						0
Parking	6950		1,248,961	45,292	73,507		1,367,760
Student and Co-Curricular Activities	6960		408,943	135,114	3,171		547,228
Student Housing	6970						0
Other Ancillary Services	6990		545,860				545,860
Total Ancillary Services	6900	0	2,263,501	180,406	76,678	0	2,520,585
Auxiliary Operations	7000						
Contract Education	7010		7,759	500			8,259
Other Auxiliary Operations	7090		407,728				407,728
Total Auxiliary Operations	7000	0	415,487	500	0	0	415,987

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2011-2012

Budget Year: 2012-2013

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)		Total
		Instructional	Non Instructional					
Physical Property and Related Acquisitions	7100		526,397	85,570	1,266			613,233
Long-Term Debt and Other Financing	7200							
Long_Term Debt	7210							0
Tax revenue Anticipation Notes	7220							0
Other Financing	7290							0
Total Long-Term Debt and Other Financing	7200	0	0	0	0	0	0	0
Transfers, Student Aid and Other Outgo	7300							
Transfers	7310					2,109,019		2,109,019
Student Aid	7320					648,825		648,825
Other Outgo	7390							0
Total Transfers, Student Aid and Other Outgo	7300	0	0	0	0	2,757,844		2,757,844
Sub-Total Non-Instructional Activities		424,583	69,068,979	15,619,881	1,863,661	2,757,844		89,734,948
Total Expenditures General Fund: activities *		61,381,920	74,620,887	21,399,710	2,900,440	2,757,844		163,060,801

* Total Expenditures for the General Fund: Instructional Activities and Non-Instructional Activities.

Gann Appropriations Limit

GANN Report

DISTRICT NAME: RANCHO SANTIAGO

I.	2012-2013 Appropriations Limit:				
A.	2011-2012 Appropriations Limit:				\$225,649,848
B.	2012-2013 Price Factor:		1.0377		
C.	Population factor:				
	1. 2010-2011 Second Period Actual FTES		30,478.73		
	2. 2011-2012 Second Period Actual FTES		27,929.57		
	3. 2011-2012 Population change factor (C2/C1)		0.9164		
D.	2011-2012 Limit adjusted by inflation and population factors (A * B * C.3)				\$214,581,335
E.	Adjustments to increase limit:				
	1. Transfers in of financial responsibility			\$0	
	2. Temporary voter approved increases			0	
	3. Total adjustments - increase				0
	Sub-Total (D + E.3)				\$214,581,335
F.	Adjustments to decrease limit:				
	1. Transfers out of financial responsibility			\$0	
	2. Lapses of voter approved increases			0	
	3. Total adjustments - decrease				0
G.	2012-2013 Appropriations Limit (D + E.3 - F.3)				\$214,581,335
II.	2012-2013 Appropriations Subject to Limit:				
A.	State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)				78,829,115
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)				364,243
C.	Local Property taxes				42,595,282
D.	Estimated excess Debt Service taxes				0
E.	Estimated Parcel taxes, Square Foot taxes, etc.				0
F.	Interest on proceeds of taxes				81,875
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates				624,623
H.	2012-2013 Appropriations Subject to Limit				\$121,245,892

For Actual Year: 2011-2012

Budget Year: 2012-2013

General Fund

Description	Object Code	Fund: 11		Fund: 12		Fund: 10	
		UNRESTRICTED SUBFUND		RESTRICTED SUBFUND		TOTAL	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100		9,215	11,981,111	12,061,850	11,990,326	12,061,850
State Revenues	8600	88,073,089	84,269,217	11,016,787	12,452,618	99,089,876	96,721,835
Local Revenues	8800	47,383,441	52,300,045	2,229,239	2,471,602	49,612,680	54,771,647
Total Revenues		135,465,745	136,569,262	25,227,137	26,986,070	160,692,882	163,555,332
EXPENDITURES:							
Academic Salaries	1000	55,074,053	53,594,001	5,149,222	5,192,710	60,223,275	58,786,711
Classified Salaries	2000	27,631,949	30,115,743	8,569,101	8,876,191	36,201,050	38,991,934
Employee Benefits	3000	35,712,899	34,891,053	3,865,583	4,033,294	39,578,482	38,924,347
Supplies and Materials	4000	919,473	1,060,781	1,196,570	2,434,910	2,116,043	3,495,691
Other Operating Expenses and Services	5000	15,330,598	21,279,891	3,953,069	4,748,111	19,283,667	26,028,002
Capital Outlay	6000	1,437,935	1,363,648	1,462,505	1,561,889	2,900,440	2,925,537
Total Expenditures		136,106,907	142,305,117	24,196,050	26,847,105	160,302,957	169,152,222
Excess /(Deficiency) of Revenues over Expenditures		(641,162)	(5,735,855)	1,031,087	138,965	389,925	(5,596,890)
Other Financing Sources	8900	41,176	5,000			41,176	5,000
Other Outgo	7000	2,042,885	1,500,000	714,959	567,313	2,757,844	2,067,313
Net Increase/(Decrease) in Fund Balance		(2,642,871)	(7,230,855)	316,128	(428,348)	(2,326,743)	(7,659,203)
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	9010	46,173,393	43,608,426	905,985	1,144,209	47,079,378	44,752,635
Prior Years Adjustments	9020	77,904		(77,904)		0	
Adjusted Beginning Balance	9030	46,251,297		828,081		47,079,378	
Ending Fund Balance, June 30		43,608,426	36,377,571	1,144,209	715,861	44,752,635	37,093,432

For Actual Year: 2011-2012

Budget Year: 2012-2013

DEBT SERVICE FUNDS

Description	Object Code	Fund: 21		Fund: 22		Fund: 29	
		BOND INTEREST AND REDEMPTION FUND		REVENUE BOND INTEREST AND REDEMPTION FUND		OTHER DEBT SERVICE FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100						
State Revenues	8600	144,204	144,000				
Local Revenues	8800	18,290,021	15,664,174				
Total Revenues		18,434,225	15,808,174	0	0	0	0
Other Financing Sources	8900						
Interfund Transfers In	8981						
Other Incoming Transfers	8983	6,059					
Total Other Financing Sources		6,059	0	0	0	0	0
Other Outgo	7000						
Debt Retirement (Long Term Debt)	7100						
Debt Reduction	7110	4,787,365	5,741,878				
Debt Interest and Other Service Charges	7120	8,291,714	9,529,609				
Transfers Outgoing	7300 & 7400						
Reserve for Contingencies	7900		8,660,730				
Total Other Outgo	7000	13,079,079	23,932,217	0	0	0	0
Net Other Financing Sources / (Other Outgo)	8900 & 7000	(13,073,020)	(23,932,217)	0	0	0	0
Net Increase/Decrease in Fund Balance		5,361,205	(8,124,043)	0	0	0	0
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	9010	7,344,224	12,705,429		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	7,344,224			0		0
Ending Fund Balance, June 30		12,705,429	4,581,386		0	0	0

For Actual Year: 2011-2012

Budget Year: 2012-2013

Special Revenue Funds

Description	Object Code	FUND: 31 BOOKSTORE FUND		FUND 32 CAFETERIA FUND		FUND 33 CHILD DEVELOPMENT FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100					2,417,875	1,320,475
State Revenues	8600					3,422,072	3,097,593
Local Revenues	8800	6,279,332	6,400,667			265,023	782,548
Total Income		6,279,332	6,400,667	0	0	6,104,970	5,200,616
Expenditures							
Academic Salaries	1000					2,313,220	2,019,577
Classified Salaries	2000	888,036	959,319			1,360,231	1,220,766
Employee Benefits	3000	350,970	379,190			1,523,781	1,406,994
Supplies and Materials	4000	4,735,608	4,625,231			236,294	212,968
Other Operating Expenses and Services	5000	267,008	274,000			803,773	436,783
Capital Outlay	6000	13,973	50,000			68,474	6,058
Total Expenditures		6,255,595	6,287,740	0	0	6,305,773	5,303,146
Excess /(Deficiency) of Revenues over Expenditures		23,737	112,927	0	0	(200,803)	(102,530)
Other Financing Sources	8900						
Other Outgo	7000	150,694	115,861			50,657	
Net Increase/(Decrease) in Fund Balance		(126,957)	(2,934)	0	0	(251,460)	(102,530)
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010	3,700,373	3,573,416		0	423,871	172,411
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	3,700,373		0		423,871	
Ending Fund Balance, June 30		3,573,416	3,570,482	0	0	172,411	69,881

For Actual Year: 2011-2012

Budget Year: 2012-2013

Special Revenue Funds

Description	Object Code	FUND: 34 FARM OPERATION FUND		FUND 35 REVENUE BOND PROJECT FUND		FUND 39 OTHER SPECIAL REVENUE FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800						
Total Income		0	0	0	0	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
Total Expenditures		0	0	0	0	0	0
Excess /(Deficiency) of Revenues over Expenditures		0	0	0	0	0	0
Other Financing Sources	8900						
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance		0	0	0	0	0	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010		0		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		0		0	
Ending Fund Balance, June 30		0	0	0	0	0	0

For Actual Year: 2011-2012

Budget Year: 2012-2013

Capital Projects Funds

Description	Object Code	FUND: 41		FUND 42	
		CAPITAL QUTLAY PROJECTS FUND		REVENUE BOND CONSTRUCTION FUND	
		Actual	Budget	Actual	Budget
REVENUES:					
Federal Revenues	8100				
State Revenues	8600	40,968	1,168,775		
Local Revenues	8800	2,599,342	2,615,050	509,056	360,000
Total Income		2,640,310	3,783,825	509,056	360,000
Expenditures					
Academic Salaries	1000				
Classified Salaries	2000				
Employee Benefits	3000				
Supplies and Materials	4000	1,297	8,000		
Other Operating Expenses and Services	5000	328,505	394,286	78,608	60,000
Capital Outlay	6000	2,695,203	7,099,673	28,945,281	60,035,267
Total Expenditures		3,025,005	7,501,959	29,023,889	60,095,267
Excess /(Deficiency) of Revenues over Expenditures		(384,695)	(3,718,134)	(28,514,833)	(59,735,267)
Other Financing Sources	8900	2,109,019	1,500,000		
Other Outgo	7000				
Net Increase/(Decrease) in Fund Balance		1,724,324	(2,218,134)	(28,514,833)	(59,735,267)
Beginning Fund Balance:					
Net Beginning Balance, July 1	9010	18,127,152	19,851,476	97,984,146	69,469,313
Prior Years Adjustments	9020				
Adjusted Beginning Balance	9030	18,127,152		97,984,146	
Ending Fund Balance, June 30		19,851,476	17,633,342	69,469,313	9,734,046

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

870 RANCHO SANTIAGO

For Actual Year: 2011-2012

Budget Year: 2012-2013

Enterprise Funds

Description	Object Code	FUND: 51 BOOKSTORE FUND		FUND 52 CAFETERIA FUND		FUND 53 FARM OPERATIONS	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Local Revenues	8800						
Other Financing Sources	8900						
Total Income		0	0	0	0	0	0
Cost of Sales	5890						
Gross Profit or Loss		0	0	0	0	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
Total Expenditures		0	0	0	0	0	0
Net Profit or Loss		0	0	0	0	0	0
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance		0	0	0	0	0	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010		0		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		0		0	
Ending Fund Balance, June 30		0	0	0	0	0	0

For Actual Year: 2011-2012

Budget Year: 2012-2013

Enterprise Funds

		Object	FUND: 59					
		Code	OTHER ENTERPRISE FUND					
Description			Actual	Budget				
REVENUES:								
Local Revenues		8800						
Other Financing Sources		8900						
Total Income			0	0				
Cost of Sales		5890						
Gross Profit or Loss			0	0				
Expenditures								
Academic Salaries		1000						
Classified Salaries		2000						
Employee Benefits		3000						
Supplies and Materials		4000						
Other Operating Expenses and Services		5000						
Capital Outlay		6000						
Total Expenditures			0	0				
Net Profit or Loss			0	0				
Other Outgo		7000						
Net Increase/(Decrease) in Fund Balance			0	0				
Beginning Fund Balance:								
Net Beginning Balance, July 1		9010		0				
Prior Years Adjustments		9020						
Adjusted Beginning Balance		9030	0					
Ending Fund Balance, June 30			0	0				

For Actual Year: 2011-2012

Budget Year: 2012-2013

Internal Service Funds

Description	Object Code	FUND: 61		FUND 69	
		SELF-INSURANCE FUND		OTHER INTERNAL SERVICES FUND	
		Actual	Budget	Actual	Budget
REVENUES:					
Local Revenues	8800	3,946,054	4,316,536	9,711,207	8,269,428
Other Financing Sources	8900				
Total Income		3,946,054	4,316,536	9,711,207	8,269,428
Expenditures					
Academic Salaries	1000				
Classified Salaries	2000	139,732	139,732		
Employee Benefits	3000	75,185	78,468	8,977,687	8,743,003
Supplies and Materials	4000	796	5,889		
Other Operating Expenses and Services	5000	2,837,659	3,772,462	24,831	30,000
Capital Outlay	6000	6,540	69,796		
Total Expenditures		3,059,912	4,066,347	9,002,518	8,773,003
Net Profit or Loss		886,142	250,189	708,689	(503,575)
Other Outgo	7000				
Net Increase/(Decrease) in Fund Balance		886,142	250,189	708,689	(503,575)
Beginning Fund Balance:					
Net Beginning Balance, July 1	9010	6,344,185	7,230,327	(15,692,457)	(14,983,768)
Prior Years Adjustments	9020				
Adjusted Beginning Balance	9030	6,344,185		(15,692,457)	
Ending Fund Balance, June 30		7,230,327	7,480,516	(14,983,768)	(15,487,343)

For Actual Year: 2011-2012

Budget Year: 2012-2013

Fiduciary Funds Group

Description	Object Code	FUND: 71		FUND 72		FUND 73	
		ASSOCIATED STUDENTS TRUST FUND		REPRESENTATION FEE TRUST FUND		BODY CENTER FEE TRUST FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800	67,373	72,120				
Total Income		67,373	72,120	0	0	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000	10,299	12,000				
Employee Benefits	3000	350	500				
Supplies and Materials	4000						
Other Operating Expenses and Services	5000	89,518	73,800				
Capital Outlay	6000						
Total Expenditures		100,167	86,300	0	0	0	0
Excess /(Deficiency) of Revenues over Expenditures		(32,794)	(14,180)	0	0	0	0
Other Financing Sources	8900						
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance		(32,794)	(14,180)	0	0	0	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010	330,435	297,641		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	330,435		0		0	
Ending Fund Balance, June 30		297,641	283,461	0	0	0	0

For Actual Year: 2011-2012

Budget Year: 2012-2013

Fiduciary Funds Group

Description	Object Code	FUND: 74		FUND 75		FUND 76	
		FINANCIAL AID TRUST FUND		SCHOLARSHIP & LOAN TRUST FUND		INVESTMENT TRUST FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100	22,004,420	24,606,159				
State Revenues	8600	1,128,187	911,911				
Local Revenues	8800	12,982	17,025				
Total Income		23,145,589	25,535,095	0	0	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000	64,958	114,601				
Capital Outlay	6000						
Total Expenditures		64,958	114,601	0	0	0	0
Excess /(Deficiency) of Revenues over Expenditures		23,080,631	25,420,494	0	0	0	0
Other Financing Sources	8900						
Other Outgo	7000	23,143,690	25,527,457				
Net Increase/(Decrease) in Fund Balance		(63,059)	(106,963)	0	0	0	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010	1,302,331	1,239,272		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	1,302,331		0		0	
Ending Fund Balance, June 30		1,239,272	1,132,309	0	0	0	0

For Actual Year: 2011-2012

Budget Year: 2012-2013

Fiduciary Funds Group

Description	Object Code	FUND: 77		FUND: 79	
		DEFERRED COMPENSATION TRUST FUND		OTHER TRUST FUNDS	
		Actual	Budget	Actual	Budget
REVENUES:					
Federal Revenues	8100				
State Revenues	8600				
Local Revenues	8800			1,901,768	1,681,209
Total Income		0	0	1,901,768	1,681,209
Expenditures					
Academic Salaries	1000				
Classified Salaries	2000			509,970	514,247
Employee Benefits	3000			146,347	150,785
Supplies and Materials	4000				2,000
Other Operating Expenses and Services	5000			860,860	974,603
Capital Outlay	6000			216,565	126,000
Total Expenditures		0	0	1,733,742	1,767,635
Excess /(Deficiency) of Revenues over Expenditures		0	0	168,026	(86,426)
Other Financing Sources	8900			150,694	115,861
Other Outgo	7000				
Net Increase/(Decrease) in Fund Balance		0	0	318,720	29,435
Beginning Fund Balance:					
Net Beginning Balance, July 1	9010		0	814,659	1,133,379
Prior Years Adjustments	9020				
Adjusted Beginning Balance	9030	0		814,659	
Ending Fund Balance, June 30		0	0	1,133,379	1,162,814

For Actual Year: 2011-2012

District ID: 870

Name: RANCHO SANTIAGO

Fund Number In	Fund Name	Fund Number Out	Fund Name	Amount Transferred
41	CAPITAL OUTLAY PROJECTS FUND	11	UNRESTRICTED SUBFUND	2,109,019
79	OTHER TRUST FUNDS	31	BOOKSTORE FUND	150,694

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

Receipt and Expenditures of Lottery Proceeds
Lottery Actual Report
L10 GENERAL FUND

For Actual Year: 2011-2012 Budget Year: 2012-2013

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Unrestricted			Restricted Prop 20		
Lottery Adjustments and Proceeds:							
Net Beginning Balance, July 1	9010					203,066	
Adjustments	9020						
Adjusted Beginning Balance	9030		0			203,066	
Actual Fiscal Year Data							
State Lottery Proceeds:	8681		3,833,379			899,471	
		Instructional & Institutional Unrestricted				Instructional Materials Proposition 20	Total
		Instructional Activities (AC 0100-5900)	Support Activities (AC 6000-6700)	Support Activities (AC 6800-7390)	Total Unrestricted	Instructional (AC 0100-4900)	
Expenditures							
Academic Salaries	1000				0		0
Classified Salaries	2000				0		0
Employee Benefits	3000				0		0
Supplies & Materials	4000						
Software	4100				0		0
Books, Magazines, & Periodicals	4200				0	13,810	13,810
Instructional Supplies & Materials	4300				0	437,577	437,577
Noninstructional Supplies & Mtrls	4400				0		0
Total Supplies and Materials		0	0	0	0	451,387	451,387
Other Operating Expenses and Services	5000		3,833,379		3,833,379	51,289	3,884,668
Capital Outlay	6000						
Library Books	6300				0	40,859	40,859
Equipment	6400						
Equipment - Additional	6410				0		0
Equipment - Replacement	6420				0		0
Total Capital Outlay		0	0	0	0	40,859	40,859
Other Outgo	7000				0		0
Total Expenditures		0	3,833,379	0	3,833,379	543,535	4,376,914
Ending Balance					0	559,002	559,002

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

Receipt and Expenditures of Lottery Proceeds
Lottery Budget Report
L10 GENERAL FUND

For Actual Year: 2011-2012 Budget Year: 2012-2013 District ID: 870 Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Unrestricted			Restricted Prop 20		
Lottery Adjustments and Proceeds:							
Net Beginning Balance, July 1	9010					559,002	
Adjustments	9020						
Adjusted Beginning Balance	9030		0			559,002	
Budget Fiscal Year Data							
State Lottery Proceeds:	8681		3,515,440			843,705	
		Instructional & Institutional Unrestricted				Instructional Materials Proposition 20	Total
		Instructional Activities (AC 0100-5900)	Support Activities (AC 6000-6700)	Support Activities (AC 6800-7390)	Total Unrestricted	Instructional (AC 0100-4900)	
Expenditures							
Academic Salaries	1000				0		0
Classified Salaries	2000				0		0
Employee Benefits	3000				0		0
Supplies & Materials	4000						
Software	4100				0	14,351	14,351
Books, Magazines, & Periodicals	4200				0	14,958	14,958
Instructional Supplies & Materials	4300				0	1,270,834	1,270,834
Noninstructional Supplies & Mtrls	4400				0		0
Total Supplies and Materials		0	0	0	0	1,300,143	1,300,143
Other Operating Expenses and Services	5000		3,515,440		3,515,440	63,143	3,578,583
Capital Outlay	6000						
Library Books	6300				0	39,421	39,421
Equipment	6400						
Equipment - Additional	6410				0		0
Equipment - Replacement	6420				0		0
Total Capital Outlay		0	0	0	0	39,421	39,421
Other Outgo	7000				0		0
Total Expenditures		0	3,515,440	0	3,515,440	1,402,707	4,918,147
Ending Balance					0	0	0

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

To:	Board of Trustees	Date:	September 24, 2012
Re:	Approval of Extension of Construction Management Services for Santa Ana College Projects		
Action:	Request for Approval		

BACKGROUND:

Bernards Management Services is currently providing construction management services for multiple projects at Santa Ana College.

ANALYSIS:

The original contract with Bernards Management Services was project specific, however a number of projects have been assembled from Master Planning project development that require Bernards CM contract to be extended. As outlined in the attached proposal, an aggressive construction schedule has been created to meet the 2015/2016 Centennial celebration. The proposed additional fees for management services are to supplement the construction management team through the completion of the Soccer Field and Road Alignment project and to manage the upcoming Perimeter Site Improvement project.

Costs and timelines have been reviewed to be accurate from past experience and demonstrate regard for the campus academic calendar. The hourly fees remain unchanged from the 2011 Request for Proposal (RFP) and the Board approved Award of Contract at the September 12, 2011 Board meeting.

The total estimated fee for the proposed services is based on the project duration through December 2013, calculating the hourly rate for the anticipated staff at an estimated cost of \$439,716.00 with reimbursable expenses projected at \$26,000.00.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the extension of management services for Bernards Management Services as presented.

Fiscal Impact:	\$465,716.00 includes reimbursables	Board Date:	September 24, 2012
Prepared by:	Alex Oviedo, District Construction Supervisor, District Construction and Support Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		



September 7, 2012

Mr. Alex Oviedo
Construction Supervisor
Rancho Santiago Community College District
2323 North Broadway, Suite 112
Santa Ana, California 92706-1640

Via E-Mail
Three (3) Pages

Subject: Rancho Santiago Community College District
Santa Ana College: Construction Management Services on Santa Ana College Projects
Request for Contract Extension "Revised"

Dear Alex:

Pursuant to our meetings and discussions regarding the Construction and Planning of new projects, Bernards is pleased to present this proposal for extension of Construction Management and planning services. Below please find those projects that are anticipated to start construction and other projects that are currently in the design phase.

Outlined in the proposal are the Santa Ana College projects that are currently designated in the Master Plan.

Package #	Project Name	Project Cost Estimate	Currently Under Construction	Currently In Design / Planning Stage	Project Start End Date
Package 1 - 2	Soccer Field/ St Alignment	\$7,590,000	Project began January 2012	Construction	Aug. 2012 May 2013
Package 3	Perimeter Site Improvements	\$4,100,000		Landscape revisions ongoing	Dec. 2012 Dec. 2013

GENERAL PLANNING SERVICES RESPONSIBILITIES

Throughout construction of the Soccer Field and road alignment, Bernards' Sr. Project Manager has been asked to assist with project estimating, building assessment, on-site testing, plan development, bid document preparation, and Bid Award activities. In order to continue to provide that service and meet the Campus Centennial Celebration deadline, it is necessary to supplement the team with an additional Construction Manager and utilize the services of the Senior Project Manager as described below:

- Act as a field representative for the District and architect during the design phases
- Site assessment
- Meetings and coordination with Santa Ana College
- Overall Project oversight during construction
- Assist Architect with acquiring District as-built documentation
- Review of design documents, Constructability reviews and costs estimates as required
- Develop detailed schedules, phase and sequence of work
- District liaison for on site planning and coordination of phase projects
- Logistics planning and coordination
- Coordinate with District for bid document for all projects
- Assist in bid documentation preparation and bid award
- Construction standards specification review

Bernards Inland Empire Regional Office
3633 E. Inland Empire Blvd., Suite 860
Ontario, CA 91764
T 909.941.5225 F 909.941.5224

CM MANAGEMENT SERVICES PERSONNEL ASSIGNMENTS AND RESPONSIBILITIES

Construction Manager #1 and #2:

- Direct oversight and management of assigned projects
- On site representative for District, architect and inspector
- Constructability review
- Submittal review
- Review request for information (RFI)
- Coordinate with Architect for plan discrepancies
- Conduct weekly meetings
- Site plan control and as-built documentation
- Maintain daily logs
- Monitor, evaluate and provide input on construction schedule prepared by General Contractor
- Recommend corrective action to bring project back on schedule
- Monitor work to endeavor to ensure General Contractors compliance with plans and specifications, code and quality.
- Review and comment on progress payments; make recommendation for percentage of work in place
- Monitor on site safety
- Review request for changes, make recommendations as to whether or not the request is contract work or actually a change in original scope
- Monitor and review testing done by others on building materials and / or equipment
- Make a written recommendation to the owner when the project is substantially complete
- Provide CM management for scheduled projects

Construction Administrator:

- Provide support for management staff
- Prepare meeting minutes, distribute to owner and team
- Review and log all submittals and request for information (RFI)
- Order and maintain office supplies, copy, phones and blue printing
- Post and update drawings through to final as-built
- Monitor and track deferred approvals
- Prepare photo history of project
- Prepare monthly reports for Bernards and District
- Collect, organize and present all owner manuals
- Collect warranties and manufacturer data
- Prepare close out documentation at completion of project

FEES AND PROJECT SCHEDULE

Below is a fee schedule with a project schedule attachment.

Title	Projects	Project Start End Date	Duration	Hours	Fee Rate	Total
Const. Manager #1	Package 1-2	Aug. 2012 May 2013	10 Months	1,696	\$ 97.00	\$ 164,512.00
Const. Manager #2	Package 3	Dec. 2012 Dec. 2013	13 Months	2,184	\$ 97.00	\$ 211,848.00
Const. Administration	Package 1-2 and 3	Mar. 2013 Dec. 2013	10 Months	1,698	\$ 22.00	\$ 37,356.00
Reimbursable Expenses			13 Months		\$2,000.00	\$ 26,000.00
					Total Fee	\$ 439,716.00

We appreciate the opportunity to continue providing services to the Rancho Santiago Community College District and Santa Ana College.

If you have any questions, please call me.

Respectfully,



Kelvin K. Okino
Vice President, Management Services

cc: Mr. Darryl Odum, Rancho Santiago CCD
Mr. Ron Beeler, Facilities Planning & Program Services, Inc.
Mr. Michael Cawlina, Bernards
Mr. Jerry Neve, Bernards

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

To:	Board of Trustees	Date: September 24, 2012
Re:	Approval of Aerial to Underground Conversion Agreement	
Action:	Request for Approval	

BACKGROUND:

The District intends to construct a new Underground Supporting Structure (USS) for the purpose of removing existing aerial communication facilities and re-routing all communication cabling and equipment into new underground supporting structure.

ANALYSIS:

As part of construction of the new Soccer Field at Santa Ana College telephone lines will need to be re-routed and placed underground. Existing overhead lines and poles interfere with the new fencing and obstruct pedestrian access. Under the conditions of the AT&T agreement, the District will construct a new Underground Supporting Structure (USS) once constructed AT&T will terminate overhead communications and place new communications underground. The agreement document has been modified, reviewed and accepted by legal counsel Stephen M. McLaughlin for Atkinson, Andelson, Loya, Rudd & Romo.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the AT&T Aerial to Underground Agreement as presented.

Fiscal Impact:	\$7,263.49	Board Date: September 24, 2012
Prepared by:	Alex Oviedo, District Construction Supervisor	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**AERIAL TO UNDERGROUND CONVERSION AGREEMENT
APPLICANT TO CONSTRUCT UNDERGROUND SUPPORTING STRUCTURE
(RULE 32(A)(3))**

**BY AND BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
PACIFIC BELL TELEPHONE COMPANY DBA AT&T CALIFORNIA**

**RE:
1720 W. 17TH, SANTA ANA**

TABLE OF CONTENTS

I.	DEFINITIONS.....	3
II.	RECITALS.....	3
III.	SPECIFIC PROVISIONS.....	4
	A. Tariff.....	4
	B. Construction.....	4
	C. Term.....	3
	D. Inspection and Acceptance.....	3
	E. Placement of Facilities.....	4
	F. Payment.....	4
	G. Cancellation, Modification or Deferment.....	5
	H. Indemnity; Limitation of Liability.....	5
	I. Insurance.....	6
	J. Warranty.....	9
	K. Title.....	10
	L. Liens.....	10
	M. Licenses and Easements.....	10
	N. Performance.....	10
	O. Damage to Facilities.....	10
	P. Tax Liability.....	11
	Q. Force Majeure.....	11
	R. Complaine With Laws.....	11
IV.	GENERAL PROVISIONS.....	11
	A. Assignment.....	11
	B. Binding Effect.....	11
	C. Termination.....	11
	D. Entire Agreement.....	12
	E. Independent Contractor.....	12
	F. Jurisdiction.....	12
	G. Notices.....	12
	H. Waiver and Amendment.....	13
	I. Attorneys' Fees.....	13
	Exhibit A..... Executive Orders and Associated Regulations	

This Aerial to Underground Conversion Agreement ("Agreement") is by and between Rancho Santiago Community College District, a California corporation ("Applicant"), and Pacific Bell Telephone Company, a California corporation, dba AT&T California ("AT&T"), collectively the ("Parties").

I. DEFINITIONS.

As used in this Agreement, the following terms apply:

- A. The term "Tariff" refers to Schedule Cal. P.U.C. No. A2, Rule 32(A)(3).
- B. The term "Underground Supporting Structure" (hereinafter "USS") includes, but is not limited to conduit, inner duct, manholes, service boxes and related equipment.
- C. The terms "Trench" and "Trenching" include, but are not limited to, excavating, backfilling, compacting, and as necessary, breaking and replacing pavement, sidewalks, driveways, curbs and gutters; and restoring all other surface features, disturbed by underground construction, including landscaping, plus the cost of performing such work.
- D. The term "Hazardous Substance" refers to any substance, material or chemical that is or becomes regulated under applicable local, state, or federal law, regulation, or ordinance.
- E. The term "District" refers to the area in/on/along the south side of 17th Street just west of College Avenue where the undergrounding of existing aerial facilities is to take place.
- F. The term "Project" means all of the work required to underground existing aerial facilities within the District.
- G. The term "CPUC" refers to the California Public Utilities Commission.

II. RECITALS.

- A. Applicant has asked AT&T to replace its existing aerial communication facilities within the District with underground communication facilities.
- B. To facilitate this request, Applicant is willing to construct the USS along the public way and upon utility rights of way to AT&T and thereafter transfer ownership of it to AT&T.
- C. AT&T is willing to underground its existing aerial communication facilities within the District, subject to the terms and conditions of this Agreement.

In consideration of the above, the Parties agree as follows:

III. SPECIFIC PROVISIONS.

A. Tariff. The Project will be conducted in accordance with the Tariff.

B. Construction.

1. Within sixty (60) days of receipt of a copy of this Agreement that has been executed by Applicant and the advance payments required by Section III (F), AT&T shall provide to Applicant detailed plans and specifications for the Trenching and construction of the USS ("Trenching Plans") Upon receiving the Trenching Plans, Applicant shall submit any questions, concerns, or requests for clarification to AT&T.

2. Applicant shall be responsible for Trenching (including sand shading, backfilling, and compaction) and the construction and installation of the USS, which shall be in accordance with AT&T's plans and specifications. Accordingly, Applicant shall, at Applicant's expense, provide all labor and material necessary to construct the USS, including the conduit material and manholes. Conduit material includes: cast steel manhole frames and covers, precast concrete conduit, plastic conduit - type C; fiber cement conduit- type C; steel pipe of equivalent standard heavy-wall duct material acceptable to AT&T, and all associated castings, bends, fittings, and unions. Applicant may, at its sole discretion, make any and all necessary hires to complete the Trenching and may hire any third party it deems necessary to complete the Trenching. AT&T acknowledges that Applicant may be required to follow applicable state law when hiring for work pursuant to this Agreement and AT&T will cooperate with the Applicant in ensuring compliance with all applicable laws. **APPLICANT SHALL NOT DEVIATE FROM AT&T'S TRENCHING PLANS AND SPECIFICATIONS WITHOUT AT&T'S PRIOR WRITTEN CONSENT. HOWEVER, IF AN ISSUE ARISES DURING THE TRENCHING, THE PARTIES SHALL WORK TOGETHER IN GOOD FAITH TO RESOLVE THE ISSUE AND MAKE ALL REASONABLE EFFORTS NECESSARY TO REDUCE THE TIME AND COST ASSOCIATED WITH THE TRENCHING. AT&T SHALL NOT UNREASONABLY WITHHOLD ITS APPROVAL OF ANY PROPOSED MODIFICATION TO THE TRENCHING PLANS AND SPECIFICATIONS MADE BY THE DISTRICT.**

3. Trenching and construction and installation of the USS shall conform to the construction specifications of the City or County that has jurisdiction over the Project. AT&T shall ensure its Trenching Plans comply with all laws, rules and regulations applicable to the Project.

4. Within fifteen (15) days of completion of the USS and a time and location of the Applicant's choosing acceptable to AT&T, Applicant shall, in AT&T's presence, prove the integrity of the installed duct structure by pulling a mandrill through each conduit section between the manholes/splice boxes.

5. Applicant shall provide to AT&T final footages of conduit sections on an "as built" drawing prior to AT&T's conversion of the aerial communication facilities.

6. Applicant shall obtain all permits necessary for excavation from the public agency(ies) that have jurisdiction over the Project.

7. Applicant shall diligently work with all affected property owners served by the aerial facilities to be replaced within the District to allow for the maintenance of the USS on their property.

8. If, during AT&T's involvement on the Project, any AT&T employees, subcontractors, or agents encounter Hazardous Substance(s) that may be disturbed by AT&T's activities:

a. AT&T shall give prompt verbal and written notice of the discovery of the Hazardous Substance(s) to Applicant and cooperate with Applicant in any way reasonably necessary to address the Hazardous Substance(s).

b. AT&T shall suspend performance under this Agreement until (1) containment and removal of the Hazardous Substance(s) have been completed and approved by the appropriate governmental agency(ies) if such approval is required or approved by AT&T, if governmental agency(ies) approval is not required; or (2) Applicant reasonably demonstrates that the Hazardous Substance will not be disturbed by AT&T's activities. If AT&T decides to continue with the performance of this Agreement upon discovering potentially Hazardous Substances, it shall indemnify the Applicant from any damage it suffers as a result in accordance with Section H(3) of this Agreement;

c. AT&T's performance of its obligations under this Agreement is extended for the amount of time that it takes to complete containment/removal of the Hazardous Substance(s); and

d. If Applicant elects not to remove/contain the Hazardous Substance(s), AT&T may terminate this Agreement without further liability by giving advance notice to Applicant no later than ten (10) days after the date the Applicant notifies AT&T of its decision not to remove/contain the Hazardous Substance(s). If AT&T terminates this Agreement in accordance with this Section, Applicant shall reimburse AT&T for the costs AT&T incurred prior to the effective date of termination.

C. Term. This Agreement is effective upon execution and shall continue in effect until terminated or canceled as provided by law or this Agreement.

D. Inspection and Acceptance.

1. An AT&T Inspector will be provided at the job site during the construction phase of the Project to ensure that all Trenching activities and placement of conduit and manholes/splice boxes are in accordance with AT&T's plans and specification. Applicant shall notify AT&T's Construction Coordinator on (714) 237-6947 forty-eight (48) hours in advance of the start of construction to coordinate the inspection activities.

2. AT&T shall have the right to inspect and accept the USS prior to placing any communication facilities therein. When AT&T accepts the USS, it shall prepare, execute, and provide to Applicant a Certificate of Acceptance. Applicant shall submit a written request to AT&T to inspect the USS and request that AT&T issue a Certificate of Acceptance. If AT&T does not issue a Certificate of Acceptance after inspecting the USS, it shall issue a written report to Applicant stating the reasons for non-acceptance and shall cooperate with the Applicant in good faith to address the issues in the written report. Upon issuing a Certificate of Acceptance, AT&T accepts the USS and all Trenching on an "as-is" basis and shall not request any further trenching work from the Applicant except in cases of emergency or unforeseen circumstance.

E. Placement of Facilities. AT&T will place all cables, wires and associated equipment for the conversion of aerial communication facilities to underground after the completion and acceptance of the USS. AT&T and any other USS occupant shall jointly determine the dates and sequence of construction of each of their respective facilities in the USS. AT&T shall inform the Applicant after the agreement is signed and payment is received when it plans to be on the applicant's Property and when it plans to complete all work. The Parties shall work in good faith to address any scheduling problems.

Applicant shall provide fifteen (15) working days advance notice to AT&T prior to the start of Trenching to ensure AT&T has adequate time to order materials and coordinate the placement of its facilities. After such advanced notice, AT&T shall be solely responsible for coordinating the Project within the time frame set forth in AT&T's schedule.

F. Payment.

1. Applicant shall pay to AT&T within thirty (30) days after execution of this Agreement the sum of \$7,263.49, which represents the estimated cost of converting the aerial facilities to underground, less the estimated net salvage value of the replaced aerial communication facilities ("Advanced Payment"). If applicable, Applicant shall also pay to AT&T a 0% tax component of 0 collected for Federal and State Income Tax in accordance with CPUC decision 87-09-026. These amounts are valid for only sixty (60) days and are therefore subject to change after 10/23/12 (i) if Applicant has not signed this Agreement by that day, and (ii) if applicant has not completed construction within 120 days of that date.

Applicant shall send the payment(s) to:
AT&T California
3675 T Street, Room 155
Sacramento, CA 95816
ATTN: Debbie Beck

2. Applicant shall pay for the conversion of aerial to underground facilities project on an "Actual Cost" basis. Upon completion of the Project, AT&T will compute the Actual Cost of the Project and shall reimburse the Applicant for any amount paid in excess of the estimated cost. If the estimated cost paid by the Applicant was less than the Actual Cost incurred

by AT&T, the Applicant shall pay to AT&T the difference in the cost at the conclusion of the Project. However, AT&T shall notify the Applicant in writing if the Actual Cost incurred rises above \$75,000.00.

G. Cancellation, Modification or Deferment. If Applicant cancels, modifies or defers its request for the conversion of the aerial facilities to underground facilities within the District, Applicant shall pay any and all charges incurred by AT&T, in accordance with the Tariff, up to the date Applicant notifies AT&T of cancellation. If Applicant requests a modification to the Project, AT&T will reasonable cooperate in good faith with Applicant to accommodate the modification. If the Parties cannot reach a mutually acceptable modification to the Agreement, either Parties will have the option to terminate the Agreement under Section IV(C) below.

H. Indemnity; Limitation of Liability.

1. Applicant shall indemnify, defend at AT&T's request, and hold harmless AT&T and its officers, agents and employees, as well as its associated and affiliated companies and their respective officers, agents, and employees ("Indemnities"), from and against any and all losses, damages, expenses, costs, penalties, fines, fees (including reasonable attorney's and consultant's fees), or liabilities (collectively "Liabilities"), incurred as a result of any injury to or death of any person(s), or damage to any property(ies) arising out of or in connection with the materials used or the work performed by Applicant under this Agreement or the condition of the Project's property, including environmental contamination (except for those particular Hazardous Substance(s) addressed between the Parties pursuant to Section III(B)(8) above, except where such Liabilities are caused by the sole negligence or willful misconduct of Indemnities.

2. AT&T shall notify Applicant within a reasonable time of any written claims or demand against AT&T for which Applicant is responsible under this Section. Applicant shall also (a) keep AT&T fully informed as to the progress of such defense, and (b) give AT&T, at its own expense, an opportunity to participate with Applicant in the defense or settlement of such claims, demand, lawsuits or other legal proceedings.

3. AT&T shall indemnify at Applicant's request, defend, and hold harmless Applicant, and its officers, agents and employees, as well as its Board of Trustees ("from and against any and all losses, damages, expenses, costs, penalties, fines, fees (including reasonable attorney's and consultant's fees), or liabilities (collectively "Liabilities"), incurred as a result of any injury to or death of any person(s) or damage to any property(ies) arising out of or in connection with AT&T's installation of facilities in the USS, work on the Project, or involvement with the Applicant, except where such Liabilities are caused by the sole negligence or willful misconduct of Applicant. Applicant shall notify AT&T within a reasonable time of any written claims or demand against Applicant for which AT&T is responsible under this Section.

4. These indemnities shall survive the termination or cancellation of this Agreement or any provision to the contrary herein.

5. IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER FOR INCIDENTAL, SPECIAL, INDIRECT, PUNITIVE, OR CONSEQUENTIAL

DAMAGES, WHETHER BY TORT OR CONTRACT, INCLUDING LOST REVENUES, LOSS OF PROFITS OR OTHER COMMERCIAL OR ECONOMIC LOSS ARISING OUT OF THE PERFORMANCE OF THIS CONTRACT.

I. Insurance.

a. With respect to Applicant's performance under this Agreement, and in addition to Applicant's obligation to indemnify, Applicant shall at its sole cost and expense, maintain the insurance coverages and limits required by this Section and any additional insurance and/or bonds required by law:

b. at all times during the term of this Agreement and until completion of all work associated with this Agreement, whichever is later; and

c. with respect to any coverage maintained in a "claims-made" policy, for two (2) years following the term of this Agreement or completion of all work associated with this Agreement, whichever is later. If a "claims-made" policy is maintained, the retroactive date must precede the commencement of work under this Agreement;

2. Applicant shall also require each subcontractor who may perform work under this Agreement or enter upon the work site to maintain coverages, requirements, and limits at least as broad as those listed in this Section from the time when the subcontractor begins work, throughout the term of the subcontractor's work and, with respect to any coverage maintained on a "claims-made" policy, for two (2) years thereafter;

a. procure the required insurance from an insurance company eligible to do business in the state or states where work will be performed and having and maintaining a Financial Strength Rating of "A-" or better and a Financial Size Category of "VII" or better, as rated in the A.M. Best Key Rating Guide for Property and Casualty Insurance Companies, except that, in the case of Workers' Compensation insurance, Applicant may procure insurance from the state fund of the state where work is to be performed; and

b. deliver to AT&T certificates of insurance stating the types of insurance and policy limits. Applicant shall provide or will endeavor to have the issuing insurance company provide at least 30 days advance written notice of cancellation, non-renewal, or reduction in coverage, terms, or limits to AT&T. Applicant shall deliver such certificates:

- i. prior to commencement of any work;
- ii. prior to expiration of any insurance policy required in this Section; and
- iii. for any coverage maintained on a "claims-made" policy, for two (2) years following the term of this Agreement or completion of all work associated with this Agreement, whichever is later.

3. The Parties agree:

a. the failure of either Party to demand such certificate of insurance or failure of either Party to identify a deficiency will not be construed as a waiver of the other Party obligation to maintain the insurance required under this Agreement;

b. that the insurance required under this Agreement does not represent that coverage and limits will necessarily be adequate to protect the Applicant, nor be deemed as a limitation on Applicant's liability to AT&T in this Agreement;

c. The parties may meet the required insurance coverages and limits with any combination of primary and Umbrella/Excess liability insurance; and

d. The parties are responsible for any deductible or self-insured retention.

4. The insurance coverage required by this Section includes:

a. Workers' Compensation insurance with benefits afforded under the laws of any state in which the work is to be performed and Employers Liability insurance with limits of at least:

\$500,000 for Bodily Injury – each accident

\$500,000 for Bodily Injury by disease – policy limits

\$500,000 for Bodily Injury by disease – each employee

To the fullest extent allowable by Law, the policy must include a waiver of subrogation in favor of the other Party, its affiliates, and their directors, officers and employees.

In states where Workers' Compensation insurance is a monopolistic state-run system, Each Party shall add Stop Gap Employers Liability with limits not less than \$500,000 each accident or disease.

b. Commercial General Liability insurance written on Insurance Services Office (ISO) Form CG 00 01 12 04 or a substitute form providing equivalent coverage, covering liability arising from premises, operations, personal injury, products/completed operations, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract) with limits of at least:

\$2,000,000 General Aggregate limit;

\$1,000,000 each occurrence limit for all bodily injury or property damage incurred in any one (1) occurrence;

\$1,000,000 each occurrence limit for Personal Injury and Advertising Injury;

\$2,000,000 Products/Completed Operations Aggregate limit;

\$1,000,000 each occurrence limit for Products/Completed Operations;

\$1,000,000 Damage to Premises Rented to You (Fire Legal Liability).

The Commercial General Liability insurance policy must:

i. include AT&T, its affiliates, and their directors, officers, and employees as Additional Insureds. Applicant shall provide a copy of the Additional Insured endorsement to AT&T. The Additional Insured endorsement may either be specific to each AT&T or may be "blanket" or "automatic" addressing any person or entity as required by contract. A copy of the Additional Insured endorsement must be provided within 60 days of execution of this Agreement and within 60 days of each Commercial General Liability policy renewal;

ii. include a waiver of subrogation in favor of AT&T, its affiliates, and their directors, officers and employees; and

iii. be primary and non-contributory with respect to any insurance or self-insurance that is maintained by AT&T.

c. Business Automobile Liability insurance with limits of at least \$1,000,000 each accident for bodily injury and property damage, extending to all owned, hired, and non-owned vehicles.

d. Umbrella/Excess Liability insurance with limits of at least \$1,000,000 each occurrence with terms and conditions at least as broad as the underlying Commercial General Liability, Business Auto Liability, and Employers Liability policies. Umbrella/Excess Liability limits will be primary and non-contributory with respect to any insurance or self-insurance that is maintained by AT&T.

5. With respect to AT&T's performance under this Agreement, and in addition to AT&T's obligation to indemnify, AT&T shall at its sole cost and expense, maintain the insurance coverages and/or bonds required by law and any insurance necessary to insure its activities in connection with this Agreement. AT&T shall include Applicant, its affiliates, and their directors, officers, and employees as Additional Insureds as to any insurance necessary to ensure AT&T's activities in connection with this Agreement.

J. Warranty.

1. Applicant Warranties.

a. Applicant warrants for a period of two (2) years following AT&T's installation of underground communication facilities and equipment that all work and materials furnished under this Agreement:

- Agreement;
- i. conform in all respects to the requirements of this
- and
- ii. are adequate for the purposes for which they are intended;

iii. to the best of AT&T's knowledge, AT&T's work and materials are free from any defects in design, materials, workmanship and title including, but not limited to, defects that will cause damage to Applicant's property, the Project site, or the District.

b. Applicant warrants that all work it performs shall be performed by qualified personnel promptly and with diligence to AT&T's reasonable satisfaction, and that all work and materials shall be subject to all statutory and express or implied warranties.

c. Except as disclosed to and acknowledged by AT&T in writing, Applicant is not aware of the presence of any Hazardous Substance at the locations in the District where AT&T will be installing its underground facilities.

d. These warranties shall survive inspection, acceptance, termination and payment.

K. Title. Upon the inspection and acceptance in writing of the USS by AT&T, title to the USS placed for AT&T shall vest in AT&T, provided that such is free of all liens and encumbrances.

L. Liens. Applicant, its agents and contractors shall keep the USS free from any statutory or common law lien arising out of any work performed, materials furnished or obligations incurred by Applicant, its agents or contractors. In the event a lien is recorded against the USS and it is not removed from the record within thirty (30) days after written notice is given by AT&T to Applicant to do so, AT&T shall have the right to pay and discharge the lien without regard to whether the lien shall be lawful, valid or correct. Applicant shall, within thirty (30) days after written notice from AT&T, reimburse AT&T for any such claim paid by it.

M. Licenses and Easements. Prior to construction of the Project, Applicant shall furnish AT&T with any and all licenses and grants of easements that are necessary for the construction, installation, and maintenance of AT&T's underground facilities.

N. Performance. If Applicant should default in the performance of any work that it is obligated to perform under this Agreement within the time allowed for such work. AT&T may elect by submit written notice stating the alleged default. Upon receipt of written notice, Applicant and AT&T shall work together in good faith to address the default. If the default is not addressed to the satisfaction of the non-defaulting Party, either Party shall have the option of terminating this Agreement pursuant to Section IV(C) below.

O. Damage to Facilities. Applicant, its employees, agents and contractors shall exercise special precaution and care to avoid causing damage to AT&T's facilities in performing work under the Project. Applicant shall assume responsibility for any and all losses, costs or expenses arising out of, or caused by such damages. Applicant shall immediately report the occurrence of any such damage to AT&T. Upon discovery of any damage, Applicant shall, on demand, reimburse AT&T for the entire expense incurred in replacing or repairing the damage.

AT&T, its employees, agents and contractors shall exercise special precaution and care to avoid causing damage ("AT&T Damages") to Applicant's property. AT&T shall assume responsibility for any and all losses, costs or expenses arising out of or caused by such AT&T Damages. AT&T shall immediately report the occurrence of any such damage to Applicant. Upon discovery of any AT&T Damages, AT&T shall replace or repair the damage or reimburse Applicant for the associated costs.

P. Tax Liability. Applicant shall pay and hold AT&T harmless from and against, all penalties, interest, taxes or other charges that are levied or assessed against Applicant.

Q. Force Majeure.
Neither Party shall be held liable to the other for any delay in performance under this Agreement from any cause beyond its control and without its fault or negligence, such as acts of God, acts of civil or military authority, government regulations, the presence of archeological or historical artifacts, or Hazardous Substances on, in, or near the District, embargoes, epidemics, war, terrorist acts, riots, insurrections, fires, explosions, earthquakes, nuclear accidents, floods, strikes, power blackouts, volcanic action, other major environmental disturbances, unusually severe weather conditions, inability to secure products or services of other persons or transportation facilities, or acts or omissions of carriers. If any of the foregoing events occur, both Parties agree, if requested by the other party, to accelerate its efforts hereunder if reasonably feasible in order to regain lost time, so long as requesting Party agrees to reimburse the affected Party for the incremental actual costs of such efforts.

R. Compliance with Laws. Both Parties shall comply with all applicable federal, state, county, and local statutes, laws, ordinances, regulations, and codes, including the Executive Orders and regulations ("Applicable Laws") that are attached to this Agreement as Exhibit A. As used in Exhibit A, "Contractor" means Applicant. AT&T shall cooperate with Applicant to ensure compliance with all Applicable Laws, and shall immediately notify Applicant if it becomes aware of changes to Applicable Laws.

IV. GENERAL PROVISIONS.

A. Assignment. Neither Party shall wholly or partially assign this Agreement without the prior written consent of the other Party, provided, however, such consent shall not be unreasonable withheld.

B. Binding Effect. This Agreement shall be for the benefit of and is binding upon the respective successors and assigns of the parties.

C. Termination. This Agreement automatically terminates upon completion of both Parties work required pursuant to this Agreement. In the event of any material default or breach of this Agreement, in addition to all other rights and remedies at law or in equity, the non-breaching Party may terminate this Agreement by giving thirty (30) days prior written notice of termination. The notice shall specify the cause of termination and shall give the breaching Party a reasonable opportunity to cure and correct any such cause. In the event this Agreement is terminated or suspended as provided herein, the non-breaching Party shall not be liable to the

breaching Party or any other person or entity for any losses, damages or claims which may arise as a result of termination. The breaching Party shall pay to non-breaching Party all costs and expenses incurred by non-breaching Party prior to termination of this Agreement and as a result of early termination. Any termination of this Agreement in whole or in part shall not release the Parties from any liability or obligation under this Agreement, whether of indemnity or otherwise, which may have accrued or which may be accruing or which arises out of any claim that may have accrued or may be accruing at the time of termination.

Upon early termination as the result of Applicant's breach, Applicant shall pay AT&T for all services and equipment provided prior to the notice of breach upon receipt of adequate invoices and documentation of the work. However, in no event shall AT&T's payment rise above the amounts established pursuant to Section II(F) above. Upon early termination as the result of AT&T's breach, AT&T shall provide all material and labor necessary to return the Project and Applicant's property back to its original working condition at no charge to the Applicant.

D. Entire Agreement. This Agreement and the attached Exhibit, which is incorporated herein, constitute the entire Agreement between the parties with respect to the subject matter. All prior agreements, representations, statements, negotiations and understandings are superseded.

E. Independent Contractor. Applicant, its agents, employees and contractors shall perform all work under this Agreement as independent contractors and not as affiliates, partners, joint ventures, agents, employees, servants or assigns of AT&T.

AT&T, its agents, employees and contractors shall perform all work under this Agreement as independent contractors and not as affiliates, partners, joint ventures, agents, employees, servants or assigns of AT&T.

F. Jurisdiction. This Agreement shall be governed by the laws of the State of California and is subject to the applicable rules, regulations and tariffs on file with the CPUC and is also subject to changes or modifications as the CPUC may order.

G. Notices. All notices and other communications hereunder shall be in writing, addressed as follows, and deemed given when delivered in person, delivered to an agent such as an overnight or similar delivery service, or three days after deposited in the United States mail, postage prepaid.

APPLICANT
RANCHO SANTIAGO
COMMUNITY COLLEGE
DISTRICT
2323 N. BROADWAY
SUITE 112

AT&T California
3939 E. CORONADO STREET
2nd FLOOR
ANAHEIM, CA 92807

SANTA ANA, CA 92706

H. Waiver and Amendment. The provisions of this Agreement shall not be waived, altered, or amended by any representations or promises of any party unless consented to in writing by both parties.

I. Attorney's Fees. If any action is brought to adjudicate the rights granted in this Agreement or to enforce any of the terms of this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees in an amount to be determined by a court or a tribunal of competent jurisdiction.

J. Legal Status. If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall remain valid and enforceable. If the court finds that any provision in this Agreement is invalid or unenforceable, but that by limiting such provisions would become valid and enforceable, then such provision(s) should be deemed to be written, construed and enforced as so limited.

K. Conflict of Interest. AT&T hereby represents, warrants and covenants that: (i) at the time of execution of this Agreement, AT&T has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of services under this Agreement; (ii) AT&T has no business or financial interests which are in conflict with AT&T's obligations to the Applicant under this Agreement; and (iii) AT&T shall not employ in the performance of services under this Agreement any person or entity having any such interests.

The duly authorized representatives of Applicant and AT&T have executed this Agreement by affixing their signatures on the dates indicated below.

Rancho Santiago Community College
District, a California corporation

Pacific Bell Telephone Company,
a California corporation dba AT&T
California

By: _____
Signature

By: _____
Signature

By: _____
Print Name

By: _____
Print Name

Title: _____

Title: _____

Dated: _____

Dated: _____

Exhibit A

Executive Orders and Associated Regulations

AT&T California and AT&T Nevada, as common carriers of telecommunications services, engage in work as contractors for various departments and agencies of the United States Government. Also, certain facilities may be constructed pursuant to federally assisted construction programs. Because of the foregoing, work under this contract may be subject to the provisions of certain Executive Orders, federal laws and associated regulations. To the extent that such Executive Orders, federal laws and associated regulations apply to the work under this contract, and only to that extent, Contractor agrees to comply with the provisions of all such Executive Orders, federal laws and associated regulations as no in force or as may be amended in the future, including, but not limited to the following:

1. EQUAL EMPLOYMENT OPPORTUNITY PROVISIONS.

In accordance with Executive Order 11246, dated September 24, 1965, and 41 C.F.R. § 60-1.4, the parties incorporate herein by this reference the regulations and contract clauses required by those provisions to be made a part of nonexempt contracts and subcontracts.

2. CERTIFICATION OF NONSEGREGATED FACILITIES.

In accordance with Executive Order 11246, dated September 24, 1965, and 41 C.F.R. § 60-1.8, Contractor certifies that it does not and will not maintain or provide for its employees any facilities segregated on the basis of race, color, religion, sex, or national origin at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control, where such segregated facilities are maintained. The term "facilities" as used herein means waiting rooms, work areas, restaurants and other eating areas, time clocks, restrooms, wash rooms, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, provided that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes. Contractor will obtain similar certifications from proposed subcontractors prior to the award of any nonexempt subcontract.

3. CERTIFICATION OF AFFIRMATIVE ACTION PROGRAM.

Contractor certifies that it has developed and is maintaining an Affirmative Action Plan as required by 41 C.F.R. § 60-1.40.

4. CERTIFICATION OF FILING.

Contractor certifies that it will file annually, on or before the 31st of March, complete and accurate reports on Standard Form 100 (EEO-1) or such forms as may be promulgated in its place as required by 41 C.F.R. § 60-1.7.

5. AFFIRMATIVE ACTION FOR DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA.

In accordance with Executive Order 11701, dated January 24, 1973, and 41 C.F.R. 60-250.20, the parties incorporate herein by this reference the regulations and contract clauses required by those provisions to be made a part of Government contracts and subcontracts.

6. AFFIRMATIVE ACTION FOR HANDICAPPED PERSONS.

In accordance with Executive Order 11758, dated January 15, 1974, and 41 C.F.R. § 60-741.20, the parties incorporate herein by this reference the regulations and contract clauses required by those provisions to be made a part of Government contracts and subcontracts.

7. UTILIZATION OF SMALL BUSINESS CONCERNS AND SMALL DISADVANTAGED BUSINESS CONCERNS.

48 C.F.R., Ch. 1, § 19.740(4) and 19.708(a) require that the following clause is included:

Utilization of Small Business concerns and Small Disadvantaged Business Concerns (June, 1985)

(a) It is the policy of the United States that small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals shall have the maximum practicable opportunity to participate in performing contracts let by and Federal agency, including contracts and subcontracts for subsystems, assemblies, components, and related services for major systems. It is further the policy of the United States that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals.

(b) The Contractor hereby agrees to carry out this policy in the awarding of subcontracts to the fullest extent consistent with efficient contract performance. The Contractor further agrees to cooperate in any

studies or surveys as may be conducted by the United States Small Business Administration or the awarding agency of the United States as may be necessary to determine the extent of the Contractor's compliance with this clause.

(c) As used in this contract, the term "small business concern" shall mean a small business as defined pursuant to section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto. The term "small business concern owned and controlled by socially and economically disadvantaged individuals" shall mean a small business concern:

(1) Which is at least 51 percent owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned businesses, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and

(2) Whose management and daily business operations are controlled by one or more of such individuals.

The Contractor shall presume that socially and economically disadvantaged individuals include Black Americans, Hispanic Americans, Native Americans, Asian-AT&T Americans, Asian-Indian Americans and other minorities, or any other individual found to be disadvantaged by the Administration pursuant to section 8(a) of the Small Business Act.

(d) Contractors acting in good faith may rely on written representations by their subcontractors regarding their status as either a small business concern or a small business concern owned and controlled by socially and economically disadvantaged individuals.

Small Business and Small Disadvantaged Business Subcontracting Plan.

Contractor, unless it is a small business concern, as defined in section 3 of the Small Business Act, agrees to adopt and comply with a small business and small disadvantaged business subcontracting plan, which shall be included in and made a part of this contract. The parties incorporate herein by this reference the regulations and contract clauses required by 48 C.F.R., Ch. 1, §§ 19.704(4) and 19.708(b) to be made a part of Government contracts and subcontracts.

8. WOMEN-OWNED SMALL BUSINESSES.

As prescribed in 48 C.F.R., Ch. 1, § 19.902, the following clause is included in solicitations and contracts when the contract amount is expected to be over the small purchase threshold, unless (a) the contract is to be performed entirely outside the United States, its possessions, Puerto Rico, and the Trust Territory of the Pacific Islands, or (b) a personal services contract is contemplate:

(a) "Woman-owned small businesses," as used in this clause, means businesses that are at least 51 percent owned by women who are United States citizens and who also control and operate the business.

"Control," as used in this clause, means exercising the power to make policy decisions.

"Operate," as used in this clause, means being actively involved in the day-to-day management of the business.

(b) Policy. It is the policy of the Government to award contracts to concerns that agree to perform substantially in labor surplus areas (LSA's) when this can be done consistent with the efficient performance of the contract and at prices no higher than are obtainable elsewhere. The Contractor agrees to use its best efforts to place subcontracts in accordance with this policy.

(c) Order of Preference. In complying with paragraph (b) above and with paragraph (c) of the clause of this contract entitled Utilization of Small Business Concerns and Small Disadvantaged Business Concerns, the Contractor shall observe the following order of preference in awarding subcontracts: (1) small business concerns that are LSA concerns, (2) other small business concerns, and (3) other LSA concerns.

(d) Definitions. "Labor surplus area," as used in this clause, means a geographical area identified by the Department of Labor in accordance with 20 C.F.R. § 654, Subpart A, as an area of concentrated unemployment or underemployment or an area of labor surplus.

"Labor surplus area concern," as used in this clause, means a concern that together with its first-tier subcontractors will perform substantially in labor surplus areas. Performance is substantially in labor surplus area if the costs incurred under the contract on account of manufacturing, production, or performance of appropriate services in labor surplus areas exceed 50 percent of the contract price.

Labor Surplus Area Subcontract Program.

(a) See the Utilization of Labor Surplus Area Concerns clause of this contract for applicable definitions.

(b) The Contractor agrees to establish and conduct a program to

encourage labor surplus area (LSA) concerns to compete for subcontracts within their capabilities at prices no higher than obtainable elsewhere. The contractor shall --

(1) Designate a liaison officer who will (i) maintain liaison with authorized representatives of the Government on LSA matters, (ii) supervise compliance with the Utilization of Labor Surplus Area Concerns clause, and (iii) administer the Contractor's labor surplus area subcontracting program;

(2) Provide adequate and timely consideration of the potentialities of LSA concerns in all make-or-buy decisions;

(3) Ensure that LSA concerns have an equitable opportunity to compete for subcontracts, particularly by arranging solicitations, time for the preparation of offers, quantities, specifications, and delivery schedules so as to facilitate the participation of LSA concerns;

(4) Include the Utilization of Labor Surplus Area Concerns clause in subcontracts that offer substantial LSA subcontracting opportunities; and

(5) Maintain records showing (i) the procedures adopted and (ii) the Contractor's performance, to comply with this clause. The records will be kept available for review by the Government until the expiration of 1 year after the award of this contract, or for such longer period as may be required by any other clause of this contract or by applicable law or regulations.

(c) The Contractor further agrees to insert in any related subcontract that may exceed \$500,000 and that contains the Utilization of Labor Surplus Area Concerns clause, terms that conform substantially to the language of this clause, including this paragraph (c), and to notify the Contracting Officer of the names of subcontractors.

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

To:	Board of Trustees	Date: September 24, 2012
Re:	Approval of Traffic Signal Maintenance Agreement – City of Orange	
Action:	Request for Approval	

BACKGROUND:

The District has installed two (2) traffic signals at Santiago Canyon College, one at the new Chapman Avenue campus entry and another signal at the new campus entry on Santiago Canyon Road.

In compliance with the City's development requirements, the cost for maintenance, operation, and periodic renovation of these traffic signals is the responsibility of the District.

ANALYSIS:

The attached Traffic Signal Maintenance Agreement represents the responsibilities of both the District and the City of Orange related to the long term maintenance and operation of the two (2) new signals.

The agreement has been reviewed, revised and approved by the District's legal counsel, Ms. Lindsay Thorson with AALRR.

The agreement provides for a one-time payment of \$80,000.00 by the District to the City of Orange for the maintenance, operation and renovation of both signals in perpetuity.

This cost is commensurate with similar fees charged by the City of Santa Ana, as indicated by their traffic engineer.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Traffic Signal Maintenance Agreement with the City of Orange as presented.

Fiscal Impact:	\$80,000.00	Board Date: September 24, 2012
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

TRAFFIC SIGNAL MAINTENANCE AGREEMENT

THIS TRAFFIC SIGNAL MAINTENANCE AGREEMENT (herein referred to as the "Agreement") is entered into as of this _____ day of _____, 2012, by and between the CITY OF ORANGE, a municipal corporation (herein referred to as the "City"), and RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, a political subdivision of the State of California (herein referred to as the "Property Owner").

WHEREAS, Property Owner owns real property in the City of Orange, County of Orange, State of California, described in legal descriptions and depicted as Exhibit A attached hereto and incorporated herein by this reference (the "Site"); and

WHEREAS, it is the desire of Property Owner to obtain a modified signalized intersection for vehicular access to the Site to and from East Chapman Avenue and a new signalized intersection to and from Santiago Canyon Road as shown in plat maps as Exhibit B (the "Maps") and incorporated herein by this reference; and

WHEREAS, the City has agreed to maintain the traffic signals at the signalized intersections for such vehicular access as shown on the Maps, subject to the conditions listed below.

NOW, THEREFORE, IT IS AGREED by and between the City and the Property Owner as follows:

1. The Parties agree:

(A) That the Property Owner has prepared plans, specifications and estimates denoted by SP-3723 which includes Santiago Canyon College Street Improvements at Chapman and Santiago Canyon Entry Drives prepared by Luzuriaga Taylor, Inc., and the Traffic related plans prepared by Fehrs and Peers (herein referred to as the "Plans"), which Plans have been approved by the City and are on file with the City's Public Works Department.

(B) That the Property Owner shall be responsible for the construction and installation, at its sole cost and expense, of all work and improvements, (hereinafter, the "System"), reflected on the Plans in accordance with the plan specifications and has and will continue to carry out the construction of the System on the Site in conformity with all applicable laws, including all applicable federal and state labor standards, including, but not limited to, the payment of prevailing wages.

(C) The Property Owner acknowledges and agrees that the construction of the System constitutes a public work under applicable state law, and the Property Owner has abided by all laws and City policies applicable to public works projects, including, but not limited to, competitive bidding statutes and the payment of prevailing wage rates. The Property Owner caused all documents constituting the "bid package" for the System to contain all of those provisions required by state law for public works projects,

including, but not limited to, all applicable provisions of the California Public Contract Code, California Labor Code Sections 1776, 1777.5 and 1777.7. The Property Owner advertised for bids and opened all bids in accordance with state law and awarded the contract(s) for the System to the lowest responsible bidder(s) as required by state law.

2. The Property Owner hereby grants to the City an easement and right of ingress and egress over and across that portion of the Site (hereinafter referred to as the "Property") generally depicted on the maps attached hereto as Exhibit B and legally described on Exhibit A attached hereto and incorporated herein by this reference, for the purpose of maintaining, repairing and/or replacing those portions of the System as shall be installed upon the Site. Said Easement Deeds are recorded separately and attached to this Agreement for reference.

3. The Property Owner covenants and agrees, on behalf of itself, its successors and assigns, that before the issuance of use and occupancy permits, Property Owner will pay to City an amount of EIGHTY THOUSAND AND 00/100 (\$80,000.00). This payment shall be used only for future maintenance, energy and operation costs for the System in perpetuity, and represents a lump sum, present value of the System's operation and maintenance costs in perpetuity. This payment will relieve Property Owner from any and all future maintenance, energy or operation costs and obligations for the System.

4. Notwithstanding the foregoing, Property Owner covenants and agrees, on behalf of itself, its successors and assigns, that should at any time any portion of the System within the area depicted in Exhibit C, attached hereto and incorporated herein by this reference, which represents the Metropolitan Water District ("MWD") right-of-way easement, require alteration, repair, removal or relocation for purposes of maintaining any of the underlying MWD facilities therein, or if the aforementioned MWD facilities are damaged, Property Owner shall bear all reasonably necessary and verified expenses incurred by the City to alter, remove or relocate the System, or to repair damage to the System or MWD facilities caused by City in the course of their work under this Agreement, except to the extent that any work or expenses arise out of or are necessitated by the negligence or misconduct of the City. Prior to undertaking any work that may trigger this provision, City shall provide the District at least thirty (30) days written notice of such work and the estimated cost in advance. In the event of an emergency, defined as a threat to health safety or general welfare, the City will provide notice and a cost estimate as soon as reasonably practical.

5. The Property Owner has prepared a signing and striping modification plan for that portion of Chapman Avenue and Santiago Canyon Road affected by the installation and construction of the System, which signing and striping plans reflect the signalized entries and island modifications, and an on-site signing and striping plans for the project driveways and throats (collectively, the "Signing and Striping Plans"). The Signing and Striping Plans have been approved by the City Traffic Engineer and are on file with the City's Public Works Department. The cost of all signing and striping removal, installation and modification in accordance with the current City-approved Signing and Striping Plans shall be borne by the Property Owner. The District shall not be responsible for any additional or future costs related to signing and striping, except that any change to signing and striping specifically requested by the Property Owner, which the City then approves and performs, shall be at Property Owner's expense.

6. Upon its completion in compliance with the Plans to the satisfaction of the City Engineer, the System shall be dedicated to and become the property of the City. The City agrees to maintain and operate the System in perpetuity, subject to the terms and conditions of this Agreement.

7. The City shall indemnify, defend and hold Property Owner harmless from any and all liability for damage to property or injury to person arising from the City's acts or omissions on the Site, maintenance and repair of the System after its dedication to the City or from City's access to the Site. Property Owner shall indemnify, defend, and hold City harmless from any and all liability arising from District's ownership, operation, condition or maintenance of the Site, except to the extent such liability is caused by the City's acts or omissions.

8. Each and all of the covenants, conditions, restrictions, obligations and provisions contained in this Agreement (whether affirmative or negative in nature) shall be covenants running with the land pursuant to California Civil Code Section 1468 in that said covenants and restrictions (i) affect the Site and the Property and each and every part thereof, (ii) benefit adjacent public lands and each and every part thereof, (iii) shall bind each and every person having any interest in the Site or the Property or any part thereof derived through the Property Owner, whether such interest is fee, easement, leasehold, beneficial or otherwise and each successor and assign of such person, for the benefit of the Site and the Property and the public lands and every part thereof, and (iv) relate to the use, repair, maintenance and improvement of the Site and the public land and every part thereof. Said terms, covenants, conditions, restrictions and easements shall also be mutual equitable servitudes upon the Site and the Property and each part thereof in favor of and appurtenant to each and every other part thereof and the public lands, and shall bind each and every person having any interest in the Site or the Property or any part thereof, whether such interest is fee, leasehold, beneficial or otherwise, and each successor or assign of such person having any such interest in the Site or the Property or any part thereof.

9. In any lawsuit or other legal action taken to enforce any provision of this Agreement on the collection of any amount due hereunder, the prevailing party shall be entitled to recover its reasonable attorneys' fees.

10. Invalidity of any of the covenants, conditions, restrictions, or other provisions contained herein by judgment or court order shall in no way affect any of the other covenants, conditions, restrictions, or provisions hereof, and the same shall remain in full force and effect.

11. Except as otherwise expressly provided in this Agreement, in every case when, under the provisions of this Agreement, it shall be necessary or desirable for one party to serve any notice, request, demand, report or other communication on the other party, the same shall be in writing and shall not be effective for any purpose unless served (a) personally, (b) by independent, reputable, overnight commercial courier, (c) by facsimile transmission (1) where the transmitting party includes a cover sheet identifying the name, location and identity of the transmitting party, the phone number of the transmitting device, the date and time of the transmission, and the number of pages transmitted (including cover page), (2) where the transmitting device or receiving device records verification of receipt and the date of receipt and the date and time of transmission receipt and the phone number of the other device, and (3) where the facsimile transmission is immediately followed by service of the original of the subject

item in the manner provided in subsection (a), (b) or (d) hereof, or (d) by deposit in the United States mail, postage and fees fully prepaid, registered or certified mail, with return receipt requested, addressed as follows:

“PROPERTY OWNER”

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT
2323 North Broadway, Suite 404
Santa Ana, CA 92706
Attn: Vice Chancellor, Business Operations
and Fiscal Services
Telephone No.: 714-480-7510

“CITY”

CITY OF ORANGE
300 E. Chapman Avenue
Orange, CA 92867
Attn: Director of Public Works
Telephone No.: 714-744-5545

Such written notices, demands and communications may be sent in the same manner to such other addresses as either party may from time to time designate by mail as provided in this paragraph 12.

12. This written Agreement and the Exhibits hereto contain all the representations and the entire agreement between the Parties with respect to the subject matter hereof. Any prior correspondence, memoranda or agreements are superseded in total by this Agreement and the Exhibits hereto. The provisions of this Agreement shall be construed as a whole according to their common meaning and not strictly for or against any party.

13. Each exhibit mentioned in this document is incorporated herein by this reference.

14. This Agreement may be amended only by the mutual consent of Property Owner and the City, except that following Property Owner's sale of its entire fee interest in the Site, this Agreement may be amended only by the mutual consent of the City and the then fee owner(s) of the Site. Any amendment permitted hereunder shall be by written instrument duly executed under notary by the persons described above and recorded in the Office of the Orange County Recorder.

15. The Parties may execute this document in two or more counterparts which shall, in the aggregate, be executed by all the Parties; each counterpart shall be deemed an original instrument as against any party who has executed it.

[Remainder of page intentionally left blank; signatures on next page]

IN WITNESS WHEREOF, the City and the Property Owner have executed this Agreement as of the date first set forth above.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT, a political
subdivision of the State of California

CITY OF ORANGE, a municipal
corporation,

By: _____
Printed Name: _____
Title: _____

By: _____
Carolyn V. Cavecche, Mayor

*By: _____
Printed Name: _____
Title: _____

ATTEST:

Mary E. Murphy
City Clerk

APPROVED AS TO FORM:

Gary A. Sheatz
Assistant City Attorney

***NOTE:** *The City requires the following signature(s) on behalf of the Property Owner:*
-- *(1) the Chairman of the Board, the President or a Vice-President, AND (2) the Secretary, the Chief Financial Officer, the Treasurer, an Assistant Secretary or an Assistant Treasurer. If only one corporate officer exists or one corporate officer holds more than one corporate office, please so indicate. OR*
-- *The corporate officer named in a corporate resolution as authorized to enter into this Agreement. A copy of the corporate resolution, certified by the Secretary close in time to the execution of the Agreement, must be provided to the City.*

State of California

County of Orange

ACKNOWLEDGMENT

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

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

WITNESS~

Signature ~ _~

(Seal)

EXHIBIT "A"
TRAFFIC SIGNAL EASEMENT

BEING AN EASEMENT OVER, ON AND UNDER A PORTION OF PARCEL "H" AS DESCRIBED IN DOCUMENT NO. 2000-0642038 FILED FOR RECORD ON NOVEMBER 27, 2000 WITH THE COUNTY OF ORANGE RECORDER'S OFFICE SITUATED IN THE CITY OF ORANGE, COUNTY OF ORANGE, STATE OF CALIFORNIA, SAID DEDICATION IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE CENTERLINE INTERSECTION OF CHAPMAN AVENUE AND TRAILS END LANE AS SHOWN ON THAT CERTAIN RECORD OF SURVEY NO. 91-1022 FILED FOR RECORD IN RECORD OF SURVEY BOOK 136 AT PAGE 41 IN THE COUNTY OF ORANGE RECORDER'S OFFICE ON APRIL 20, 1992 AS INSTRUMENT NO. 92-254213. THENCE SOUTH 71° 30' 20" EAST FOR 14.00 FEET ALONG SAID CENTERLINE TO AN ANGLE POINT AS SHOWN ON SAID RECORD OF SURVEY; THENCE CONTINUING ALONG SAID CENTERLINE SOUTH 71° 23' 21" EAST FOR 934.41 FEET TO A POINT; THENCE LEAVING SAID CENTERLINE NORTH 18° 36' 39" EAST FOR 71.38 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY LINE AS SHOWN ON SAID RECORD OF SURVEY; THENCE LEAVING SAID RIGHT OF WAY LINE NORTH 64° 05' 16" EAST FOR 18.38 FEET; THENCE ALONG A LINE PARALLEL WITH SAID RIGHT OF WAY LINE SOUTH 70° 54' 44" EAST FOR 4.00 FEET AND BEING THE TRUE POINT OF BEGINNING;

THENCE ONTO A NON TANGENTIAL CURVE TO THE LEFT CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 52.6 FEET AND A CENTRAL ANGLE OF 40° 18' 11" FROM WHICH THE RADIUS POINT BEARS NORTH 79° 32' 07" WEST; THENCE ALONG SAID CURVE FOR AN ARC LENGTH OF 37.00 FEET;

THENCE ONTO A NON-RADIAL LINE NORTH 68° 11' 00" EAST FOR 29.18 FEET;

THENCE ONTO A NON TANGENTIAL CURVE TO THE RIGHT CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 81.60 FEET AND A CENTRAL ANGLE OF 40° 31' 09" FROM WHICH THE RADIUS POINT BEARS SOUTH 63° 01' 21" WEST, THENCE ALONG SAID CURVE FOR AN ARC LENGTH OF 57.71 FEET;

THENCE ONTO A NON- RADIAL LINE NORTH 70° 54' 44" WEST FOR 29.21 FEET BEING PARALLEL WITH SAID NORTHERLY RIGHT OF WAY LINE TO THE TRUE POINT OF BEGINNING.

AS SHOWN ON SURVEY PLAT EXHIBIT "B" AND MADE A PART HEREIN.

CONTAINING ± 1,373 SQUARE FEET

BASIS OF BEARING

THE BASIS OF BEARING FOR THIS LEGAL DESCRIPTION IS THAT CERTAIN RECORD OF SURVEY NO. 91-1022 FILED FOR RECORD IN RECORD OF SURVEY BOOK 136 AT PAGE 41 IN THE COUNTY OF ORANGE RECORDER'S OFFICE ON APRIL 20, 1992 AS INSTRUMENT NO. 92-254213.

THIS DESCRIPTION WAS PREPARED BY ME, ROBERT SHELLMAN.


ROBERT C. SHELLMAN
LICENSE EXPIRES 12/31/11
DATE PREPARED: 6/10/2011

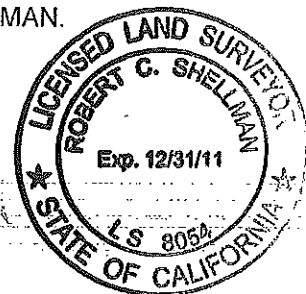


EXHIBIT "A"
TRAFFIC SIGNAL EASEMENT

BEING AN EASEMENT OVER, ON AND UNDER A PORTION OF PARCEL "B" AS DESCRIBED IN DOCUMENT NO. 2000-0642038 FILED FOR RECORD ON NOVEMBER 27, 2000 WITH THE COUNTY OF ORANGE RECORDER'S OFFICE SITUATED IN THE CITY OF ORANGE, COUNTY OF ORANGE, STATE OF CALIFORNIA, SAID EASEMENT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE CENTERLINE INTERSECTION OF SANTIAGO CANYON ROAD AND NEWPORT BOULEVARD AS SHOWN ON THAT CERTAIN RECORD OF SURVEY NO. 91-1022 FILED FOR RECORD IN RECORD OF SURVEY BOOK 136 AT PAGE 41 IN THE COUNTY OF ORANGE RECORDER'S OFFICE ON APRIL 20, 1992 AS INSTRUMENT NO. 92-254213. THENCE SOUTH 33° 59' 34" EAST FOR 530.66.00 FEET ALONG SAID CENTERLINE TO A POINT AS SHOWN ON SAID RECORD OF SURVEY; THENCE LEAVING SAID CENTERLINE SOUTH 56° 00' 26" WEST FOR 65.00 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE AS SHOWN ON SAID RECORD OF SURVEY; THENCE ONTO A CURVE TO THE LEFT CONCAVE NORTHEASTERLY HAVING A RADIUS OF 1665.00 FEET AND A CENTRAL ANGLE OF 1° 21' 10" FROM WHICH THE RADIUS POINT BEARS NORTH 56° 00' 26" EAST, THENCE ALONG SAID CURVE FOR AN ARC LENGTH OF 39.31 FEET; THENCE LEAVING SAID RIGHT OF WAY LINE SOUTH 07° 10' 46" WEST FOR 30.93 FEET; THENCE SOUTH 38° 24' 50" EAST FOR 22.32 FEET BEING THE TRUE POINT OF BEGINNING:

THENCE SOUTH 51° 35' 10" WEST FOR 43.85 FEET;

THENCE SOUTH 38° 24' 50" EAST FOR 30.50 FEET;

THENCE NORTH 51° 35' 10" EAST FOR 43.85 FEET;

THENCE NORTH 38° 24' 50" WEST FOR 30.50 FEET TO THE TRUE POINT OF BEGINNING.

AS SHOWN ON SURVEY PLAT EXHIBIT "B" AND MADE A PART HEREIN.

CONTAINING ± 1,337 SQUARE FEET

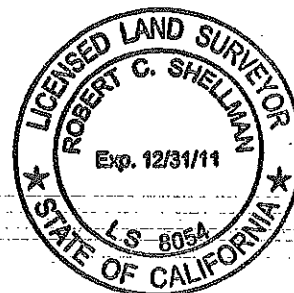
BASIS OF BEARING

THE BASIS OF BEARING FOR THIS LEGAL DESCRIPTION IS THAT CERTAIN RECORD OF SURVEY NO. 91-1022 FILED FOR RECORD IN RECORD OF SURVEY BOOK 136 AT PAGE 41 IN THE COUNTY OF ORANGE RECORDER'S OFFICE ON APRIL 20, 1992 AS INSTRUMENT NO. 92-254213.

THIS DESCRIPTION WAS PREPARED BY ME, ROBERT SHELLMAN.



ROBERT C. SHELLMAN
LICENSE EXPIRES 12/31/11
DATE PREPARED: 6/10/2011



LANDS OF THE
SANTIAGO CANYON COLLEGE

POR. BLK 18
M.M. 1/88

D O C. N O.
2 0 0 0

L=57.71' Δ=40°31'09"
R=81.60
0 6 4 2 0 3 8
P A R C E L " H "

29.18'
N68°11'00"E

S60°09'42"W (R)
S63°01'21"W (R)

L=37.00' Δ=40°18'11"
R=52.60

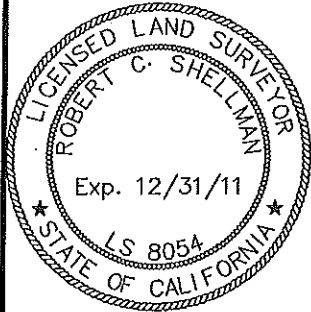
TPOB

29.21'
N70°54'44"W
N76°27'30"W (R)
S70°54'44"E
4.00'

LEGEND

- (1) RECORD DATA PER RECORD OF
SURVEY NO. 91-1022, RSB 136/41

--- EXISTING R/W
— R/W DEDICATION
--- CENTERLINE



N70°54'44"W
R/W AS SHOWN PER (1)

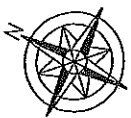
N79°32'07"W (R)

N64°05'16"E
18.38'

(R / W V A R I E S)
CHAPMAN AVE.

N18°36'39"E
71.38'

S71°23'21"E



1" = 20 FEET

S71°30'20"E
14.00'
POB
934.41'
S71°23'21"E

TRAILS END LANE

CITY OF ORANGE, ORANGE CO.

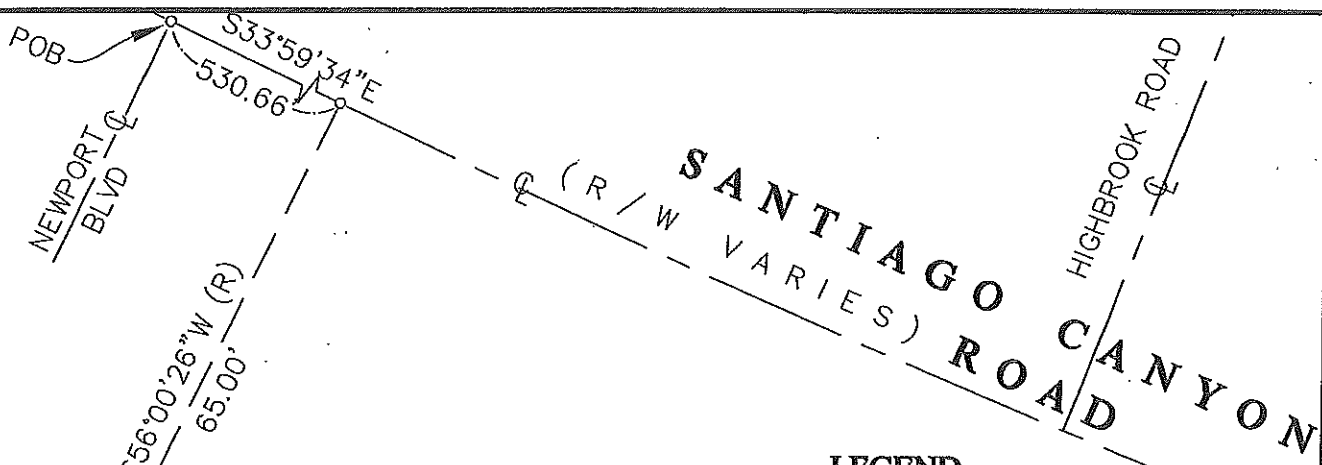
JUNE 2011

L T I
LUZURIAGA TAYLOR, INC.
Civil Engineers • Land Surveyors

26440 LA ALAMEDA
SUITE 310
MISSION VIEJO CA 92691
TEL 949.348.2882
FAX 949.348.2772

EXHIBIT 'B'

TRAFFIC SIGNAL EASEMENT
CITY OF ORANGE



LEGEND

(1) RECORD DATA PER RECORD OF SURVEY NO. 91-1022, RSB 136/41

- EXISTING R/W
- R/W DEDICATION
- CENTERLINE



PARCEL "B"

D O C. N O.

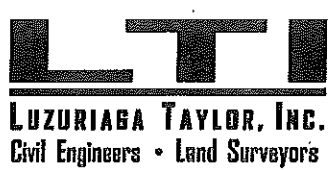
2 0 0 0 - 0 6 4 2 0 3 8



1" = 20 FEET

CITY OF ORANGE, ORANGE CO.

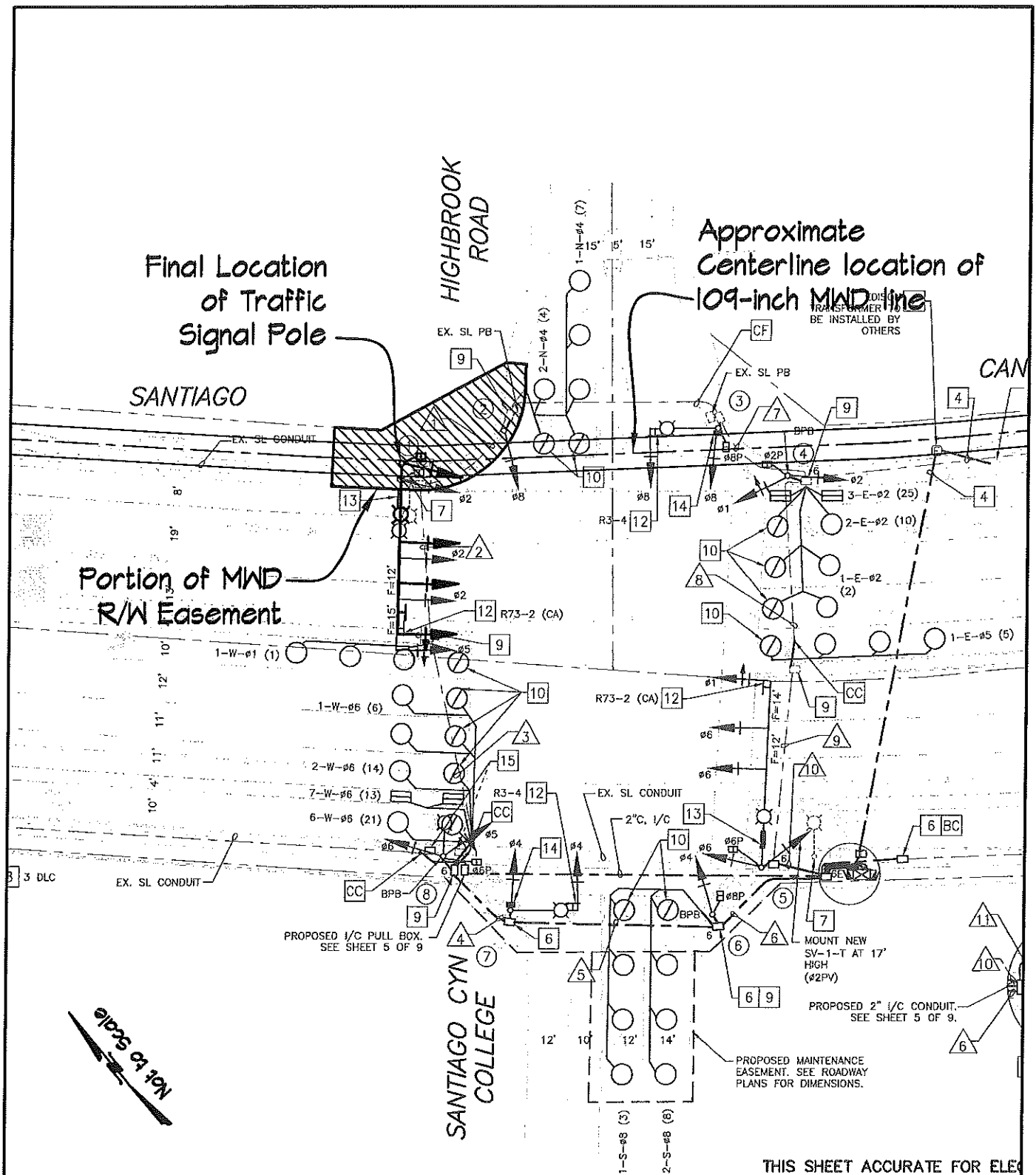
JUNE 2011



26440 LA ALAMEDA
SUITE 310
MISSION VIEJO CA 92691
TEL 949.348.2882
FAX 949.348.2772

EXHIBIT 'B'

TRAFFIC SIGNAL EASEMENT
CITY OF ORANGE



"EXHIBIT C"
TRAFFIC SIGNAL
MAINTENANCE
AGREEMENT

CITY OF ORANGE
PUBLIC WORKS - TRAFFIC

SANTIAGO CANYON ROAD &
HIGHBROOK ROAD

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

To:	Board of Trustees	Date: September 24, 2012
Re:	Approval of Change Order #4, Bid #1146 – Framing and Elevators for the Athletic/Aquatic Complex at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board awarded a contract to Inland Building Construction Company, Inc., for Bid #1146, framing and elevators for the Athletic/Aquatic Complex.

ANALYSIS:

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #4.

Change Order #4 increases the contract by \$6,766.01. The revised contract amount is \$1,131,716.25. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 4.30% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #4, Bid #1146 for Inland Building Construction for framing and elevators for the Athletic/Aquatic Complex at Santiago Canyon College as presented.

Fiscal Impact:	\$6,766.01	Board Date: September 24, 2012
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project: Athletic/Aquatic Center Project at Santiago Canyon College	Bid No.	1146	P.O. # 10-BP000245
	D.S.A. No.	04-109232	
Contractor: Inland Bldg Construction Co	Change Order No.	4	
Architect: The Austin Company	Date:	9/7/12	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$1,085,000.00
Previous Change Orders	\$39,950.24	
This Change Order	\$6,766.01	
Total Change Orders		\$46,716.25
Revised Contract Amount		\$1,131,716.25
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		October 7, 2012
Revised Contract Completion Date		
RSCCD Board Approval Date		September 24, 2012

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Seville Construction Services	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
Darryl A. Odum _____ Director - District Construction and Support Services	_____ Authorized Signature	_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
Peter J. Hardash _____ Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date

CHANGE ORDER

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

Project: Athletic/Aquatic Center Project at Santiago Canyon College		Bid No. 1146	P.O. # 10-BP000245
		D.S.A. No. 04-109232	
Contractor: Inland Bldg Construction Co		Change Order No. 4	
Architect: The Austin Company		Date: 9/7/12	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> Provide labor and material to remove and replace the existing monokote per field change directive 63 <u>REASON:</u> Work was required to install heating flues inside the pool equipment room <u>REQUESTOR:</u> Architect <u>TIME EXTENSION:</u> ADDS 0 calendar days		\$1,767.25
2.0	<u>DESCRIPTION:</u> Provide labor and material to paint 12 additional steel braces at the gymnasium building <u>REASON:</u> Extra angle supports were required by the division of state architect (DSA) to support the the HVAC <u>REQUESTOR:</u> Architect <u>TIME EXTENSION:</u> ADDS 0 calendar days		\$1,444.59
3.0	<u>DESCRIPTION:</u> Provide labor and material to provide caulking at stairs 1, 2 and 3 <u>REASON:</u> Scope gap on the contract drawings <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 0 calendar days		\$1,902.54
4.0	<u>DESCRIPTION:</u> Provide labor to remove floor tile in the lobby of the gymnasium floor <u>REASON:</u> Removal of tile was necessary to install floor mats at the entry way of the storefront doors <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 0 calendar days		\$1,651.63
Sub-Total		\$0.00	\$6,766.01
Total			\$6,766.01

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

To:	Board of Trustees	Date: September 24, 2012
Re:	Approval of Change Order #4, Bid #1144 – Roofing for the Athletic/Aquatic Complex at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board awarded a contract to Troyer Contracting Co., Inc. for Bid #1144, roofing for the Athletic/Aquatic Complex.

ANALYSIS:

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #4.

Change Order #4 increases the contract by \$2,904.06. The revised contract amount is \$810,780.43. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 2.90% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #4, Bid #1144 for Troyer Contracting Co., Inc., roofing for the Athletic/Aquatic Complex at Santiago Canyon College as presented.

Fiscal Impact:	\$2,904.06	Board Date: September 24, 2012
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Dr. Raúl Rodríguez, Chancellor	

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project: Athletic/Aquatic Center Project at Santiago Canyon College	Bid No.	1144	P.O. # 10-P0014699
	D.S.A. No.	04-109232	
Contractor: Troyer Contracting Co Inc	Change Order No.	4	
Architect: The Austin Company	Date:	9/7/12	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$787,928.00
Previous Change Orders	\$19,948.37	
This Change Order	\$2,904.06	
Total Change Orders		\$22,852.43
Revised Contract Amount		\$810,780.43
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		October 7, 2011
Revised Contract Completion Date		
RSCCD Board Approval Date		September 24, 2012

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Seville Construction Services	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
Darryl A. Odum _____ Director - District Construction and Support Services	_____ Authorized Signature	_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
Peter J. Hardash _____ Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project: Athletic/Aquatic Center Project at Santiago Canyon College		Bid No. 1144	P.O. # 10-P0014699
		D.S.A. No. 04-109232	
Contractor: Troyer Contracting Co Inc		Change Order No. 4	
Architect: The Austin Company		Date: 9/7/12	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> Provide labor and material to remove and re-install waterproofing at two locations per field change directive 63 <u>REASON:</u> Work was required to install heating flues inside the pool equipment room <u>REQUESTOR:</u> Architect <u>TIME EXTENSION:</u> ADDS 0 calendar days		\$2,904.06
Sub-Total		\$0.00	\$2,904.06
Total			\$2,904.06

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

To:	Board of Trustees	Date: September 24, 2012
Re:	Adoption of Resolution No. 12-53 – Masonry for the Athletic/Aquatic Complex at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board awarded a contract to Industrial Masonry, Inc. for Bid #1137/Masonry for the Athletic/Aquatic Complex at Santiago Canyon College.

ANALYSIS:

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Resolution No. 12-53 as well as Exhibit A.

Resolution No. 12-53 and Change Order #6 as outlined, increases the contract by \$23,458.80. The revised contract amount is 1,427,350.46. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 13.66% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order. Legal counsel, Hugh Lee, has reviewed and approved the resolution.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 12-53, Industrial Masonry, Inc. for Bid #1137, Masonry for the Athletic/Aquatic Complex at Santiago Canyon College as presented.

Fiscal Impact:	\$23,458.80	Board Date: September 24, 2012
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

**RESOLUTION FOR APPROVAL OF AWARD OF CONTRACT TO INDUSTRIAL
MASONRY, INC. FOR CERTAIN ADDITIONAL WORK AT THE SANTIAGO
CANYON COLLEGE ATHLETIC/AQUATIC COMPLEX**

RESOLUTION NO. 12-53

WHEREAS, the Governing Board of the Rancho Santiago Community College District (“District”) previously awarded a contract for construction work at the Athletic/Aquatic Complex at Santiago Canyon College, (“Project”) to Industrial Masonry, Inc. (“Contractor”);

WHEREAS, subsequent to the award of the contract for the Project, it was determined that additional work was necessary on the Project (“Change Order”) including repairing masonry block cracks at the gymnasium and office building, installation of mortar and installation of door frames. These items are more fully described in Exhibit “A”;

WHEREAS, the Contractor is intimately familiar with the Project and is ready, willing and able to perform the additional work set forth in the Change Order;

WHEREAS, the total cost for the Change Order is \$23,458.80 and exceeds the limitations set forth in Public Contract Code Section 20659;

WHEREAS, it would be more costly and time-consuming to bid this additional work since it is integral to the Project and the work being performed by the Contractor;

WHEREAS, competitive bidding the additional work covered by the Change Order would result in the delay of the completion of the Project;

WHEREAS, the additional work must be performed before the Project can be completed and failure to complete the Project will disrupt the education of students;

WHEREAS, it would work an incongruity and not produce any advantage to the District to competitively bid the Change Order since such competitive bid work could result in multiple contractors being required to perform work more efficiently and effectively performed by one contractor; and

WHEREAS, Meakin v. Steveland (1977) 68 Cal.App.3d 490 and Los Angeles Dredging v. Long Beach (1930) 210 Cal. 348 holds that statutes requiring competitive bidding do not apply when competitive bidding would work an incongruity or not produce any advantage.

NOW, THEREFORE, the Governing Board of the Rancho Santiago Community College District does hereby find, resolve, determine, and order as follows:

Section 1. That all of the recitals set forth above are true and correct, and the Board so finds and determines.

Section 2. That it would work an incongruity and not produce any advantage to the District to competitively bid the completion of the additional work set forth in the Change Order.

Section 3. That the District approves the immediate completion of the additional work stated in the Change Order without competitively bidding such work and approves the District's payment to the Contractor in accordance with the terms and conditions set forth in the Change Order.

Section 4. That the completion and approval of the additional work stated in Change Order is necessary to ensure completion of the Project and use of the facilities by students and staff.

Section 5. That the Governing Board delegates to Peter Hardash, Vice Chancellor, Business Operations/Fiscal Services, authority to execute all agreements and complete all necessary documents for the additional work and to otherwise fulfill the intent of this Resolution.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Rancho Santiago Community College District this 24th day of September, 2012, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

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

President of the Board of Trustees
Rancho Santiago Community College District

I, Arianna P. Barrios, Clerk of the Board of Trustees of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rancho Santiago Community College District Governing Board at a regular meeting thereof held on the 24th day of September, 2012, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rancho Santiago Community College District Governing Board this 24th day of Sept., 2012.

Clerk of the Board of Trustees
Rancho Santiago Community College District

EXHIBIT “A”

***CHANGE ORDER FOR ADDITIONAL WORK RELATED TO
THE SANTIAGO CANYON COLLEGE ATHLETICS AND AQUATICS COMPLEX***

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project: Aquatic & Athletic Center Project at Santiago Canyon College	Bid No. 1137	P.O. #	10-P0014611
	D.S.A. No. 04-109232		
Contractor: Industrial Masonry Inc	Change Order No. 6		
Architect: The Austin Company	Date: 9/7/12		

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$1,255,800.00
Previous Change Orders	\$148,091.66	
This Change Order	\$23,458.80	
Total Change Orders		\$171,550.46
Revised Contract Amount		\$1,427,350.46
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		February 17, 2011
Revised Contract Completion Date		
RSCCD Board Approval Date		September 24, 2012

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Seville Construction Services	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
_____ Darryl A. Odum	_____ Authorized Signature	_____ Date
_____ Director - District Construction and Support Services	_____ Authorized Signature	_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
_____ Peter J. Hardash	_____ Authorized Signature	_____ Date
_____ Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date

CHANGE ORDER

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

Project: Aquatic & Athletic Center Project at Santiago Canyon College

Bid No. 1137

P.O. # 10-P0014611

D.S.A. No.

04-109232

Contractor: Industrial Masonry Inc

Change Order No.

6

Architect: The Austin Company

Date:

9/7/12

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> Repair additional masonry face shells at the gymnasium and office building per field change directive 61 <u>REASON:</u> Cracks to the masonry block caused by hydrostatic pressure <u>REQUESTOR:</u> Architect <u>TIME EXTENSION:</u> ADDS 0 calendar days		\$12,449.03
2.0	<u>DESCRIPTION:</u> Provide labor and material to install mortar at stair #2 <u>REASON:</u> Secure channel at stair #2 and conceal 3/4" gap. Not part of the contract documents <u>REQUESTOR:</u> Architect <u>TIME EXTENSION:</u> ADDS 0 calendar days		\$7,820.49
3.0	<u>DESCRIPTION:</u> Install door frames 111G, 111H, 111J and 111k that were provided late to the project <u>REASON:</u> Frames needed to be installed to install doors (Backcharge IDEAS) <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 0 calendar days		\$3,189.28
Sub-Total		\$0.00	\$23,458.80
Total			\$23,458.80

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

To:	Board of Trustees	Date:	September 24, 2012
Re:	Approval of Awarding Bid #1199 – Fiber Infrastructure at Santiago Canyon College		
Action:	Request for Approval		

BACKGROUND:

On January 17, 2012 the Board of Trustees awarded Bid #1183 District –Wide Surveillance System, Installation and Integration. District staff requested that to meet future needs and provide network support that fiber infrastructure should be included in the project.

In compliance with Public Contract Code, Bid #1199 Fiber Infrastructure at Santiago Canyon College was appropriately advertised and plans/specifications made available to prospective bidders.

ANALYSIS:

The current fiber infrastructure at Santiago Canyon College is antiquated and can no longer effectively support the new technology that is being utilized District-wide, such as video surveillance. By investing and updating the Santiago Canyon College fiber infrastructure, it will ensure viability and compatibility with the current and future District technology, as well as provide faster, more robust, and reliable connection to the network throughout campus.

Bids were opened on August 22, 2012 for Fiber Infrastructure at Santiago Canyon College as noted on the attached Bid Results Form. The lowest cost responsible bidder was Steele Contracting, Inc. dba Coast Electric for the amount of \$294,368.00

District staff has provided a “due diligence” review of the lowest responsible bidder, Steele Contracting, Inc. dba Coast Electric and verification has been made for the appropriate license, compliance with necessary bond requirements, and has no record of labor complaints.

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1199 for the Infrastructure at Santiago Canyon College to Steele Contracting, Inc. dba Coast Electric as presented.

Fiscal Impact:	\$294,368.00	Board Date:	September 24, 2012
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		



RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT
2323 North Broadway
Santa Ana, CA 92706-1640

FACILITY PLANNING

BID RESULTS

1199 PROJECT: Fiber Infrastructure at Santiago Canyon College DUE DATE: August 22, 2012 @ 2 p.m.

BIDDER	AMOUNT	BIDDER	AMOUNT	BIDDER	AMOUNT
Steele Contracting, Inc. dba Coast Electric 128 E. Dyer Rd., Ste. F Santa Ana, CA 92707	\$294,368.00				
The Fishel Company 136 Dublin Road Columbus, Ohio 43215	\$294,920.39				
Sai Power Development, Inc. 2524 Fender Ave., Suite F Fullerton, CA 92831	\$308,160.06				
Creative Home dba CHI Construction 701 East Ball Road #101 Anaheim, CA 92805	\$384,508.00				

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

To:	Board of Trustees	Date: September 24, 2012
Re:	Accept and Award of Bid #1190 – Athletic and Aquatic Equipment and Supplies for the Athletic/Aquatic Complex at Santiago Canyon College – Partial Award	
Action:	Request for Approval	

BACKGROUND

A partial award of Bid #1190 – Athletic and Aquatic Equipment and Supplies for the Athletic/Aquatic Complex at Santiago Canyon College (SCC) was approved at the September 10, 2012 Board meeting. We are asking approval and award to the lowest responsive and responsible bidders meeting specifications for the remaining items.

ANALYSIS

The remaining items in the chart below have been evaluated by the SCC campus committee. Item 9 is being removed because the committee felt that a twin-tier dumbbell rack was not sufficient and space requirements require a triple-tier. Items 15, 17, 22, 28-30 and 33 are being awarded to the lowest responsive and responsible bidders; items 21, 27, 31 and 32 are being awarded to the second lowest responsive and responsible bidders; and items 23-26 are being awarded to the third lowest responsive and responsible bidders. (Items 21-32 are being awarded to the second and third lowest responsive and responsible bidders because the low bidders' items offered either less than or greater than 20% of the requested weight stacks.) Item 19 is being awarded to the highest bidder because this product is more accessible to visually and physically impaired users.

This is a multiple-award bid. Attached are the bid results with the recommended awards noted with a asterisk (*).

BIDDER	RECOMMENDED AWARD (ITEMS)	BID AMOUNT
Legend Fitness	22, 28-31, 33	\$9,937.10
The Dumbbell Man Fitness Equipment	19	\$6,405.74
Freemotion Fitness	24-26	\$8,712.76
Promaxima Manufacturing LTD	17, 21, 27, 32	\$19,062.06
Foundation Fitness	15, 23	\$14,766.06
TOTAL		\$58,883.72

RECOMMENDATION

It is recommended that the Board of Trustees accept the bids and approve the awards of Bid #1190 – Athletic and Aquatic Equipment and Supplies for the Athletic/Aquatic Complex at Santiago Canyon College – Partial Award to Legend Fitness, The Dumbell Man Fitness Equipment, Freemotion Fitness, Promaxima Manufacturing LTD, and Foundation Fitness as presented.

Fiscal Impact:	\$58,883.72	Board Date: September 24, 2012
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

msc/9-24-12 Board/

BID #1190 – ATHLETIC/AQUATIC EQUIPMENT & SUPPLIES FOR SANTIAGO CANYON COLLEGE ATHLETIC/AQUATIC CENTER

BID RESULTS

ITEM	QTY	MFG & MFG ITEM #	DESC	ADVANCE D EXERCISE	LEGEND FITNESS	DUMBELL MAN	FREEMOTION FITNESS	SO CAL FITNESS	PIVOTAL HEALTH SOL	WOOD= WAY USA	PROMAXIMA	MARPO	FOUNDATION FITNESS	ADVANTAGE
15	6	Cybox 750C or equal	Upright Cycle	2107.00	2235.65	1995.00	1927.36	2360.00			1999.00		*1923.00	2237.00
17	6	Cybox 750R or equal	Recumbent Cycle	2334.00	2653.29	2195.00	2027.36	2640.00			*1999.00		2254.00	2594.25
19	1	Cybox 750T w/Total Access or equal	Treadmill w/Total Access			*5945.00					4199.00		4992.00	5207.25
21	1	Cybox VR3 #12001 or equal	Chest Press	3525.00	1792.94	3035.00	2373.36	2845.00			*1899.00		2652.00	
22	1	Cybox VR3 #12010 or equal	Overhead Press	3337.00	*1854.12	2965.00	2373.36	2642.00			1899.00		2465.00	
23	1	Cybox VR3 #12020 or equal	Pulldown	3450.00	1765.88	3035.00	2308.36	2322.25			1899.00		*2166.00	
24	1	Cybox VR3 #12030 or equal	Row	3337.00	1854.12	3280.00	*2373.36	2722.75			1899.00		2540.00	
25	1	Cybox VR3 #12040 or equal	Leg Press	5098.00	2788.82	4100.00	*3469.36	4445.00			1999.00		4146.00	
26	1	Cybox VR3 #12051 or equal	Leg Extension	3602.00	1854.12	3035.00	*2243.36	2722.75			1899.00		2540.00	
27	1	Cybox VR3 #12061 or equal	Seated Leg Curl	3345.00	1854.12	3035.00	2373.36	2722.75			*1899.00		2540.00	
28	1	Cybox VR3 #12070 or equal	Arm Curl	3863.00	*1757.65	2625.00	2243.36	2522.50			1899.00		2353.00	
29	1	Cybox VR3 #12080 or equal	Arm Extension	2719.00	*1822.35	2625.00	2308.36	2402.00			1899.00		2241.00	
30	1	Cybox VR3 #12090 or equal	Abdominal	3338.00	*1854.12	2625.00	2373.36	2843.00			1899.00		2652.00	
31	1	Cybox VR3 #12101 or equal	Back Extension	3144.00	*1934.12	3075.00	2373.36	2843.00			1899.00		2379.00	
32	1	Cybox VR3 #12110 or equal	Fly/Rear Delt	3450.00	1854.12	3210.00	2373.36	3103.00			*1899.00		2895.00	
33	1	Cybox VR3 #12120 or equal	Standing Calf	2792.00	*1900.00	2825.00	2308.36	3023.00			1999.00		2820.00	

*Successful Bidder

msc/Bid #1190 Spreadsheet for 9-24-12 Board

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0023742	500.00	ARROWHEAD MOUNTAIN SPRINGWATER	Non-Instructional Supplies	SP		8/1/2012
13-P0023743	230.00	COPELAND BEVERLY	Advertising	SP		8/1/2012
13-P0023744	235.00	CALIF LAND SURVEYORS ASSOC	Advertising	SP		8/1/2012
13-P0023745	2,605.49	NAT'L SPORTS APPAREL LLC	Instructional Supplies	SP		8/1/2012
13-P0023746	872.78	GUNTHER'S ATHLETIC SVC	Instructional Supplies	SP		8/1/2012
13-P0023747	2,000.00	PIRATE'S DINNER ADVENTURE	Stipends Paid to Students	SP		8/1/2012
13-P0023748	706.30	GUNTHER'S ATHLETIC SVC	Instructional Supplies	SP		8/1/2012
13-P0023749	293.14	INDEPENDENT LIVING PRODUCTS INC	Instructional Supplies	SP		8/1/2012
13-P0023750	2,448.39	PRO LOOK SPORTS	Instructional Supplies	SP		8/1/2012
13-P0023751	50.00	SOUTH COAST HIGHER EDUCATION COUNCIL	Inst Dues & Memberships			8/1/2012
13-P0023752	45.00	WACAC WESTERN ASSOC FOR COLLEGE	Inst Dues & Memberships			8/1/2012
13-P0023753	420.00	WESTERN POWER SYSTEMS	Contracted Services			8/1/2012
13-P0023754	324.33	HUMANWARE INC	Maint Contract - Office Equip	SP		8/1/2012
13-P0023755	525.00	LIBRARY OF CONGRESS	Internet Services	SP		8/1/2012
13-P0023756	420.22	SALEM PRESS INC	Library Books - Periodicals	SP		8/1/2012
13-P0023757	2,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			8/1/2012
13-P0023758	480.00	TOTAL CORPORATE SOLUTIONS	Security Systems & Services			8/1/2012
13-P0023759	4,943.56	ELESCO	Contracted Repair Services			8/1/2012
13-P0023760	320.66	CULVER NEWLIN INC	Equip/Software - >\$200 <\$1,000	SP		8/1/2012
13-P0023761	360.00	TOTAL CORPORATE SOLUTIONS	Security Systems & Services			8/1/2012
13-P0023762	4,950.00	DON BOOKSTORE	Stipends Paid to Students	SP		8/1/2012
13-P0023763	3,000.00	LOMA LINDA UNIV	Instructional Supplies	SP		8/1/2012
13-P0023764	1,091.79	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	SP		8/1/2012
13-P0023765	2,200.75	SIGMA ALDRICH INC	Instructional Supplies	SP		8/1/2012
13-P0023766	864.00	DEISY COVARRUBIAS	Stipends Paid to Students	SP		8/1/2012
13-P0023767	700.00	OXYGEN SVC CO	Instructional Supplies	SP		8/1/2012
13-P0023768	1,620.62	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/1/2012
13-P0023769	2,000.00	FISHER SCIENTIFIC	Instructional Supplies	SP		8/1/2012
13-P0023770	278.38	BALDWIN COOKE CO	Non-Instructional Supplies	SP		8/1/2012
13-P0023771	675.00	AMICO SCIENTIFIC CORP	Instructional Supplies	SP		8/1/2012
13-P0023772	700.00	AMICO SCIENTIFIC CORP	Instructional Supplies	SP		8/1/2012
13-P0023773	200.00	HARDY DIAGNOSTICS	Instructional Supplies	SP		8/1/2012
13-P0023774	2,297.82	D4 SOLUTIONS INC.	Contracted Services	SP		8/1/2012
13-P0023775	800.00	MICROTECH SCIENTIFIC	Instructional Supplies	SP		8/1/2012
13-P0023776	300.00	BUSINESS MACHINES SECURITY	Instructional Supplies	SP		8/1/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

Purchase Order List

08/01/12 thru 09/09/12

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0023777	500.00	DAPPER TIRE	Non-Instructional Supplies			8/1/2012
13-P0023778	500.00	AAA ELECTRIC MOTOR SALES	Repair & Replacement Parts			8/1/2012
13-P0023779	1,525.74	XEROX CORP	Instructional Supplies			8/1/2012
13-P0023780	420.00	AMERICAN REPROGRAPHICS CO LLC	Buildings - Blueprint/Reprod	SP		8/2/2012
13-P0023781	1,383.94	UNISOURCE PAPER CO	Non-Instructional Supplies	SP		8/2/2012
* 13-P0023782	5,174.79	DYNATRONICS CORP	Equipment - All Other > \$1,000	SP		8/2/2012
* 13-P0023783	2,119.22	MEDCO/PATTERSON MEDICAL	Equipment - All Other > \$1,000	SP		8/2/2012
13-P0023784	400.00	BEARD, PROVENCHER & ASSOCIATES, INC	Buildings - Construction Tests	SP		8/2/2012
13-P0023785	553.84	MONTGOMERY HARDWARE CO	Non-Instructional Supplies			8/2/2012
13-P0023786	3,700.00	ORANGE COUNTY DEPT OF ED	Courier/Delivery Services			8/6/2012
13-P0023787	37.33	MONTGOMERY HARDWARE CO	Non-Instructional Supplies			8/6/2012
13-P0023788	924.00	TYR INC	Buildings - DSA Fees	SP	BOND	8/6/2012
13-P0023789	1,002.00	COLLEGESOURCE INC	Software Support Service-Fixed			8/6/2012
13-P0023790	419.75	VORTEX INDUSTRIES	Contracted Repair Services			8/6/2012
13-P0023792	800.00	ALBERTSON'S	Food and Food Service Supplies	SP		8/6/2012
13-P0023793	4,976.93	CENGAGE LEARNING/ EDUC. TO GO	Books, Mags & Ref Mat, Non-Lib	SP		8/6/2012
13-P0023794	75.43	SCHICK RECORDS MGMT	Non-Instructional Supplies	SP		8/6/2012
13-P0023795	1,050.00	GOLD COAST TOURS	Transportation - Student	SP		8/6/2012
13-P0023796	3,550.00	DON BOOKSTORE	Non-Instructional Supplies	SP		8/6/2012
13-P0023797	4,094.48	4 IMPRINT	Non-Instructional Supplies	SP		8/6/2012
13-P0023798	525.00	NBIA NAT'L BUSINESS INCUBATION	Inst Dues & Memberships			8/6/2012
13-P0023799	2,000.00	WARD'S NATURAL SCIENCE	Instructional Supplies	SP		8/6/2012
13-P0023800	5,000.00	HOME DEPOT	Instructional Supplies			8/6/2012
13-P0023801	1,500.00	GRAINGER	Instructional Supplies	SP		8/6/2012
13-P0023802	300.00	HOME DEPOT	Instructional Supplies	SP		8/6/2012
13-P0023803	350.00	VWR INTERNATIONAL, LLC	Instructional Supplies	SP		8/6/2012
13-P0023804	300.00	WARD'S NATURAL SCIENCE	Instructional Supplies	SP		8/6/2012
13-P0023805	1,700.00	SIGMA ALDRICH INC	Instructional Supplies	SP		8/6/2012
13-P0023806	200.00	PRAXAIR DIST INC	Instructional Supplies	SP		8/6/2012
13-P0023807	400.00	SEALS COMPRESSED GASES	Instructional Supplies	SP		8/6/2012
13-P0023808	2,000.00	JOHNSTONE SUPPLY	Repair & Replacement Parts			8/6/2012
13-P0023809	4,900.00	EMPIRE PARKING LOT SERVICES	Contracted Services	SP		8/6/2012
13-P0023810	1,440.00	CYBERGROUP INC	Software License and Fees			8/6/2012
13-P0023811	3,991.93	DELL COMPUTER	Equipment - All Other > \$1,000	SP		8/6/2012
13-P0023812	902.06	DELL COMPUTER	Equip/Software - >\$200 <\$1,000			8/6/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

Purchase Order List

08/01/12 thru 09/09/12

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0023813	4,510.31	DELL COMPUTER	Equip/Software - >\$200 <\$1,000			8/6/2012
13-P0023814	1,166.25	DELL COMPUTER	Equipment - All Other > \$1,000			8/6/2012
13-P0023815	265.60	AMERICAN EXPRESS	Conference Expenses	SP		8/7/2012
13-P0023816	265.60	AMERICAN EXPRESS	Conference Expenses	SP		8/7/2012
13-P0023817	1,423.75	ULINE	Equip/Software - >\$200 <\$1,000	SP		8/7/2012
13-P0023818	5,750.00	RYDIN DECAL	Non-Instructional Supplies	SP		8/7/2012
13-P0023819	129.13	BARNES & NOBLE INC	Books, Mags & Ref Mat, Non-Lib	SP		8/7/2012
13-P0023820	400.00	LUX BUS AMERICA	Transportation - Student	SP		8/7/2012
13-P0023821	800.00	LUX BUS AMERICA	Transportation - Student	SP		8/7/2012
13-P0023822	3,217.83	CENGAGE LEARNING/ EDUC. TO GO	Books, Mags & Ref Mat, Non-Lib	SP		8/7/2012
13-P0023823	10,000.00	CLEAN SOURCE INC	Non-Instructional Supplies			8/7/2012
13-P0023824	700.00	UNITED RENTALS	Rental-Equipment (Short-term)			8/7/2012
13-P0023825	5,000.00	CLARK SECURITY PRODUCTS INC	Non-Instructional Supplies			8/7/2012
13-P0023826	597.26	COR O VAN MOVING	Non-Instructional Supplies			8/7/2012
13-P0023827	600.00	ALBERTSON'S	Instructional Supplies	SP		8/7/2012
13-P0023828	1,020.02	GUNTHER'S ATHLETIC SVC	Repair & Replacement Parts			8/7/2012
13-P0023829	55.43	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		8/7/2012
13-P0023830	247.10	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		8/7/2012
13-P0023831	350.00	ACBO ASSOC OF CHIEF	Conference Expenses			8/7/2012
13-P0023832	350.00	ACBO ASSOC OF CHIEF	Conference Expenses			8/7/2012
13-P0023833	31.29	GRAINGER	Non-Instructional Supplies			8/7/2012
13-P0023834	400.00	OC ACKERMAN ENTERPRISE LLC	Fees Paid for Students	SP		8/7/2012
13-P0023835	215.46	WELLS FARGO BANK	Instructional Supplies	SP		8/7/2012
13-P0023836	4,728.00	EXTRA SPACE STORAGE	Rental - Facility (Short-term)			8/8/2012
13-P0023837	1,400.00	HAULAWAY STORAGE	Rental - Other (Short-term)			8/8/2012
* 13-P0023838	176,604.00	STUDENT INSURANCE	All Risk/Athletic Insurance	SP		8/8/2012
13-P0023839	1,444.94	SPICERS PAPER CO	Non-Instructional Supplies	SP		8/8/2012
13-P0023840	8,884.00	3M LIBRARY SYSTEMS	Maint Contract - Office Equip			8/8/2012
13-P0023841	2,400.00	ORKIN PEST CONTROL	Contracted Services	SP		8/8/2012
* 13-P0023842	76,230.00	PERCEPTIVE SOFTWARE INC	Contracted Services			8/8/2012
13-P0023843	2,600.00	LIEBERT CASSIDY WHITMORE	Inst Dues & Memberships			8/8/2012
13-P0023844	3,000.00	INTEGRATED BIOMETRIC TECHNOLOGY SERVICES, L	Fingerprinting	SP		8/8/2012
13-P0023845	1,997,088.00	ASCIP	Workers Compensation Insurance			8/8/2012
13-P0023846	4,200.00	POINT AND CLICK SOLUTIONS INC	Software Support Service	SP		8/8/2012
13-P0023847	3,166.15	AMICO SCIENTIFIC CORP	Instructional Supplies	SP		8/8/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

Purchase Order List

08/01/12 thru 09/09/12

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0023848	233.75	BRAND DESIGN CO INC	Equip/Software - >\$200 <\$1,000			8/8/2012
13-P0023849	690.47	MONTGOMERY HARDWARE CO	Non-Instructional Supplies			8/9/2012
13-P0023850	421.06	MEDCO/PATTERSON MEDICAL	Instructional Supplies	SP		8/9/2012
13-P0023851	637.46	MEDCO/PATTERSON MEDICAL	Instructional Supplies	SP		8/9/2012
13-P0023852	3,173.25	KULI IMAGE INC\KUSTOM IMPRINTS	Non-Instructional Supplies	SP		8/9/2012
13-P0023853	1,203.70	MEDCO/PATTERSON MEDICAL	Instructional Supplies	SP		8/9/2012
13-P0023854	1,495.01	MEDCO/PATTERSON MEDICAL	Instructional Supplies	SP		8/9/2012
13-P0023855	223.85	CLASSSERVICES INC	Non-Instructional Supplies	SP		8/9/2012
13-P0023856	773.03	MEDCO/PATTERSON MEDICAL	Instructional Supplies	SP		8/9/2012
13-P0023857	1,571.96	MEDCO/PATTERSON MEDICAL	Instructional Supplies	SP		8/9/2012
13-P0023858	61.51	MEDCO/PATTERSON MEDICAL	Instructional Supplies	SP		8/9/2012
13-P0023859	1,306.88	PACIFIC COACHWAYS CHARTER	Transportation - Student	SP		8/9/2012
13-P0023860	1,288.92	BARNES & NOBLE INC	Books, Mags & Ref Mat, Non-Lib	SP		8/9/2012
13-P0023861	960.00	KILALA MEDIA CORP	Contracted Services	SP		8/9/2012
13-P0023862	40.00	EDUCAUSE	Software License and Fees			8/9/2012
13-P0023863	29,405.92	DIGITAL NETWORKS GROUP INC	Equipment - Federal Progs >200	SP		8/9/2012
13-P0023864	500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/13/2012
13-P0023865	6,099.83	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/13/2012
13-P0023866	12,100.00	DON BOOKSTORE	Instructional Supplies	SP		8/13/2012
13-P0023867	5,021.95	SVM LP	Other Exp Paid for Students	SP		8/14/2012
13-P0023868	300.00	DON BOOKSTORE	Instructional Supplies	SP		8/14/2012
13-P0023869	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			8/14/2012
13-P0023870	276.39	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/14/2012
13-P0023871	2,412.42	SPORTS PAGE SOCCER WAREHOUSE	Instructional Supplies	SP		8/14/2012
13-P0023872	361.61	MCKESSON GENERAL MEDICAL CORP	Instructional Supplies	SP		8/14/2012
13-P0023873	691.61	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		8/14/2012
13-P0023875	491.82	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		8/14/2012
13-P0023876	2,000.00	DON BOOKSTORE	Non-Instructional Supplies	SP		8/14/2012
13-P0023877	3,000.00	LIBERMAN BROADCASTING INC	Advertising	SP		8/14/2012
13-P0023878	302.17	PLAYERS CHOICE	Non-Instructional Supplies	SP		8/14/2012
13-P0023879	350.30	GALE GROUP	Library Books			8/14/2012
13-P0023880	129.17	MIDWEST LIBRARY SVC	Library Books			8/14/2012
13-P0023881	887.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/14/2012
* 13-P0023882	1,089.43	MCMAHAN BUSINESS INTERIORS	Non-Instructional Supplies			8/15/2012
13-P0023883	500.00	HOME DEPOT	Instructional Supplies	SP		8/15/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0023884	834.60	JTS SERVICES	Instructional Agrmt - Salary	SP		8/15/2012
13-P0023885	4,569.83	OCLC ONLINE COMPUTER LIBRARY CO	Internet Services			8/15/2012
13-P0023886	200.00	KUTTING EDGE DESIGN LLC	Instructional Supplies			8/15/2012
13-P0023887	100.00	ART SUPPLY WAREHOUSE	Instructional Supplies			8/15/2012
13-P0023888	2,500.00	OFFICE DEPOT BUSINESS SVCS	Supplies Paid for Students	SP		8/15/2012
13-P0023889	11,924.69	CULVER NEWLIN INC	Repair & Replacement Parts	SP		8/15/2012
13-P0023890	300.00	MCMMASTER CARR SUPPLY CO	Instructional Supplies	SP		8/15/2012
13-P0023891	3,500.00	DON BOOKSTORE	Books Paid for Students	SP		8/15/2012
13-P0023892	200.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/15/2012
13-P0023893	3,757.25	BENNER METALS CORP	Instructional Supplies	SP		8/15/2012
13-P0023894	300.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		8/15/2012
13-P0023895	500.00	STATER BROS	Instructional Supplies	SP		8/15/2012
13-P0023896	226.88	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/15/2012
13-P0023897	6,357.25	UNISOURCE PAPER CO	Instructional Supplies			8/15/2012
13-P0023898	3,814.35	UNISOURCE PAPER CO	Instructional Supplies	SP		8/15/2012
13-P0023899	11,000.00	STATE OF CALIFORNIA	Fingerprinting			8/16/2012
13-P0023900	1,530.00	WILLIAMS ROBERT	Contracted Repair Services			8/16/2012
13-P0023901	1,000.00	WESTERN POWER SYSTEMS	Contracted Services			8/16/2012
13-P0023902	4,000.00	FRANKLIN AIR CONDITIONING	Contracted Services			8/16/2012
13-P0023903	2,000.00	SANDY BOYD INC	Contracted Repair Services			8/16/2012
13-P0023904	10,000.00	LIEBERT CASSIDY WHITMORE	Legal Expenses			8/16/2012
13-P0023905	75,000.00	ATKINSON ANDELSON LOYA RUUD ROMO	Legal Expenses			8/16/2012
13-P0023906	351.00	WELLS FARGO BANK	Non-Instructional Software			8/16/2012
13-P0023907	1,121.50	CROUDACE & DIETRICH	Buildings - Legal Expenses	SP	BOND	8/16/2012
13-P0023908	220,000.00	HMC ARCHITECTS	Buildings - Architects Fee	SP		8/16/2012
13-P0023909	527.20	FISHER SCIENTIFIC	Instructional Supplies	SP		8/16/2012
13-P0023910	553.88	TRISTATE ACCOMODATIONS	Instructional Supplies	SP		8/16/2012
13-P0023911	235.22	AT & T	Non-Instructional Supplies	SP		8/16/2012
13-P0023912	664.19	SEHI COMPUTER PRODUCTS	Equip/Software - >\$200 <\$1,000			8/16/2012
13-P0023913	1,350.00	RP GROUP	Conference Expenses	SP		8/16/2012
13-P0023914	1,500.00	RP GROUP	Conference Expenses	SP		8/16/2012
13-P0023915	5,984.85	ACADEMIC SENATE FOR	Inst Dues & Memberships			8/16/2012
13-P0023916	2,596.00	PATON GROUP	Software License and Fees			8/16/2012
13-P0023917	800.00	UC SAN DIEGO	Software License and Fees	SP		8/16/2012
13-P0023918	2,000.00	CCDAA CALIF CHILD DEV ADMIN ASSOC	Inst Dues & Memberships	SP		8/16/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

Purchase Order List

08/01/12 thru 09/09/12

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0023919	195.00	CPP CONSULTING PSYCHOLOGISTS PRESS	Software License and Fees	SP		8/16/2012
* 13-P0023920	430.47	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies			8/16/2012
13-P0023921	495.00	CALIFORNIA HOTEL & LODGING ASSOC	Inst Dues & Memberships	SP		8/16/2012
13-P0023922	73.52	DESKTOP PUBLISHING SUPPLIES INC	Instructional Supplies	SP		8/16/2012
13-P0023923	1,047.33	ARAMARK CORPORATION	Food and Food Service Supplies	SP		8/16/2012
13-P0023924	652.20	PRAXAIR DIST INC	Instructional Supplies	SP		8/16/2012
13-P0023925	3,339.88	KNOX CO	Equip/Software - >\$200 <\$1,000	SP		8/16/2012
13-P0023926	999.00	MITCHELL1	Internet Services			8/16/2012
13-P0023927	140.00	POWERTRON	Repair & Replacement Parts			8/16/2012
13-P0023929	53.73	WELLS FARGO BANK	Non-Instructional Supplies	SP		8/17/2012
13-P0023930	7,749.65	XPEDX PAPER CO	Non-Instructional Supplies			8/17/2012
13-P0023931	47,800.00	RAUBOLT CONSULTING SVCS INC	Contracted Services			8/17/2012
* 13-P0023932	9,293.44	KONTES GLASS CO	Instructional Supplies	SP		8/17/2012
13-P0023933	400.00	CITY OF ORANGE	Advertising	SP		8/17/2012
13-P0023934	230.00	ORANGE COUNTY REGISTER	Sites - Legal Expenses	SP	BOND	8/17/2012
13-P0023935	182.81	ACADEMY ELECTRIC INC	Contracted Repair Services	SP		8/17/2012
13-P0023936	962.50	PYRO-COMM SYSTEMS INC	Contracted Repair Services			8/17/2012
13-P0023937	592.50	DUTHIE POWER SVC	Contracted Repair Services	SP		8/17/2012
13-P0023938	900.00	CAD CAM CONSULTING	Contracted Services			8/17/2012
13-P0023939	2,000.00	NORTHSTAR ENTERPRISES INC	Contracted Repair Services			8/17/2012
13-P0023940	780.00	COSCO FIRE PROTECTION INC	Maint/Oper Service Agreements			8/17/2012
13-P0023941	4,458.00	CONTROL AIR CONDITIONING CORP	Contracted Repair Services			8/17/2012
13-P0023942	257.50	ELESCO	Contracted Services			8/17/2012
13-P0023943	895.00	ACADEMY ELECTRIC INC	Contracted Services			8/17/2012
* 13-P0023944	2,358.34	D4 SOLUTIONS INC.	Equipment - All Other > \$1,000	SP		8/17/2012
13-P0023945	2,000.00	SANDY BOYD INC	Contracted Repair Services			8/17/2012
13-P0023946	2,000.00	WESTERN POWER SYSTEMS	Contracted Repair Services			8/17/2012
13-P0023947	444.03	BEARCOM	Non-Instructional Supplies			8/17/2012
13-P0023948	500.00	AMERICAN OIL CO	Hazardous Materials Removal			8/17/2012
13-P0023949	700.00	COAST TO COAST BUSINESS	Maint Contract - Office Equip			8/17/2012
13-P0023950	174.95	VORTEX INDUSTRIES	Contracted Repair Services	SP		8/17/2012
13-P0023951	1,798.48	PYRO-COMM SYSTEMS INC	Contracted Repair Services	SP		8/17/2012
13-P0023952	255.00	FRANKLIN AIR CONDITIONING	Contracted Repair Services	SP		8/17/2012
13-P0023953	3,000.00	AAA ELECTRIC MOTOR SALES	Contracted Repair Services			8/17/2012
13-P0023954	2,000.00	CARRIER CORP	Contracted Repair Services			8/17/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

Purchase Order List

08/01/12 thru 09/09/12

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0023955	3,000.00	RF MACDONALD CO	Contracted Repair Services			8/17/2012
13-P0023956	8,000.00	JOHNSON CONTROLS	Contracted Repair Services			8/17/2012
13-P0023957	5,000.00	KNORR SYSTEMS INC	Repair & Replacement Parts			8/17/2012
13-P0023958	200.00	SO CAL LAND MAINTENANCE INC	Contracted Repair Services	SP		8/20/2012
13-P0023959	1,462.00	ORANGE COUNTY REGISTER	Advertising	SP		8/20/2012
13-P0023960	428.96	XPEDX PAPER CO	Non-Instructional Supplies	SP		8/20/2012
13-P0023961	314.95	HAVE KITCHEN WILL TRAVEL, INC.	Food and Food Service Supplies	SP		8/20/2012
13-P0023962	3,194.27	MICROTECH SCIENTIFIC	Instructional Supplies	SP		8/20/2012
13-P0023963	4,000.00	COMMERCIAL DOOR OF ANAHEIM INC	Contracted Repair Services			8/20/2012
13-P0023964	4,460.00	ELLUCIAN INC.	Software Support Service-Fixed			8/20/2012
13-P0023965	14,999.00	SIXTEN INC	Contracted Services			8/20/2012
13-P0023966	12,600.00	S & S INTERIORS INC	Maint/Oper Service Agreements			8/20/2012
13-P0023967	230.00	CCDAA CALIF CHILD DEV ADMIN ASSOC	Conference Expenses			8/20/2012
13-P0023968	72.11	USA SCIENTIFIC INC	Instructional Supplies	SP		8/20/2012
13-P0023969	624.95	CVR COMPUTER SUPPLIES, INC	Non-Instructional Supplies			8/20/2012
13-P0023970	248.44	SEHI COMPUTER PRODUCTS	Equip/Software - >\$200 <\$1,000			8/20/2012
13-P0023971	1,355.78	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		8/20/2012
13-P0023972	2,000.00	GRAINGER	Non-Instructional Supplies			8/20/2012
13-P0023973	97.41	CDW GOVERNMENT INC.	Non-Instructional Supplies	SP		8/20/2012
13-P0023974	14,000.00	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			8/21/2012
13-P0023975	500.00	NIAGARA PLUMBING	Non-Instructional Supplies			8/21/2012
13-P0023976	500.00	CHAMPION CHEMICAL CO	Non-Instructional Supplies			8/21/2012
13-P0023977	1,000.00	WALLY MACHINERY & TOOL SUPPLY	Repair & Replacement Parts			8/21/2012
13-P0023978	200.00	HOME DEPOT	Instructional Supplies			8/21/2012
13-P0023979	501.00	HOME DEPOT	Instructional Supplies			8/21/2012
13-P0023980	65.00	CSU NORTHRIDGE	Conference Expenses	SP		8/21/2012
13-P0023981	94.28	DON BOOKSTORE	Non-Instructional Supplies	SP		8/21/2012
13-P0023982	400.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/21/2012
13-P0023983	800.00	DON BOOKSTORE	Non-Instructional Supplies	SP		8/21/2012
13-P0023984	3,000.00	NORTHSTAR ENTERPRISES INC	Repair & Replacement Parts			8/21/2012
13-P0023985	2,000.00	DON BOOKSTORE	Books Paid for Students	SP		8/21/2012
13-P0023986	1,500.00	TURF STAR INC	Contracted Repair Services			8/21/2012
13-P0023987	1,000.00	DON BOOKSTORE	Other Exp Paid for Students	SP		8/21/2012
13-P0023988	3,974.56	SCHOOL SAVERS	Instructional Supplies	SP		8/21/2012
13-P0023989	296.31	GUNTHER'S ATHLETIC SVC	Instructional Supplies	SP		8/21/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

Purchase Order List

08/01/12 thru 09/09/12

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0023990	351.70	SPORTS PAGE SOCCER WAREHOUSE	Instructional Supplies	SP		8/21/2012
13-P0023991	913.73	THIRD DEGREE SPORTSWEAR INC	Instructional Supplies	SP		8/21/2012
13-P0023992	1,114.29	BEDROCK SPORTS INC	Instructional Supplies	SP		8/21/2012
13-P0023993	741.99	AMERICAN EXPRESS	Conference Expenses	SP		8/21/2012
13-P0023994	2,850.00	DATA CLEAN CORP	Contracted Services			8/21/2012
13-P0023995	500.00	PARADISE BAKERY & CAFE	Food and Food Service Supplies	SP		8/21/2012
13-P0023996	10,993.00	RELIANT TESTING ENGINEERS	Buildings - Construction Tests	SP		8/21/2012
13-P0023997	300.00	CCCCSSAA CALIF COMMUNITY COLL	Inst Dues & Memberships	SP		8/21/2012
13-P0023998	2,855.38	OUTDOOR DIMENSIONS	Contracted Repair Services	SP		8/21/2012
13-P0023999	270.00	LASCARIS RESTAURANT GROUP INC	Food and Food Service Supplies	SP		8/21/2012
13-P0024000	3,000.00	DAMON DAVID W	Contracted Services	SP		8/21/2012
13-P0024001	3,000.00	ADAN ABDIRAHMAN Y	Contracted Services	SP		8/21/2012
13-P0024002	3,000.00	SHERMAN RICK	Contracted Services	SP		8/21/2012
13-P0024003	1,500.00	JIMENEZ LILIAN	Contracted Services			8/21/2012
13-P0024004	1,500.00	TAM GLOBAL LLC	Contracted Services			8/21/2012
* 13-P0024005	28,800.00	WALSVICK JENNIFER EILEEN	Contracted Services	SP		8/21/2012
13-P0024006	10,000.00	DEPIERO REBECCA	Contracted Services	SP		8/21/2012
13-P0024007	150.00	MOYLE DAVID	Contracted Services	SP		8/21/2012
* 13-P0024008	346,930.62	ACCUVANT INC	Equipment - Other Contract Svc	SP		8/21/2012
13-P0024009	428.94	MICROTECH SCIENTIFIC	Instructional Supplies	SP		8/21/2012
13-P0024010	4,306.24	MICROTECH SCIENTIFIC	Instructional Supplies			8/21/2012
13-P0024011	2,493.12	MICROTECH SCIENTIFIC	Instructional Supplies			8/21/2012
13-P0024012	454.84	BIO RAD LABORATORIES	Instructional Supplies			8/21/2012
13-P0024013	2,155.00	PACIFIC COLLEGE TESTING	Software License and Fees	SP		8/21/2012
13-P0024014	1,800.00	CAPP ASSOCIATES INC	Software License and Fees	SP		8/21/2012
13-P0024015	1,043.10	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		8/21/2012
13-P0024016	588.75	OAK HILL PUBLISHING	Non-Instructional Supplies	SP		8/22/2012
13-P0024017	525.35	LIVE FREE APPAREL	Instructional Supplies	SP		8/22/2012
13-P0024018	459.50	EASTBAYFOOTLOCKER.COM	Instructional Supplies	SP		8/22/2012
13-P0024019	175.00	CCPRO	Inst Dues & Memberships			8/22/2012
13-P0024020	450.00	RP GROUP	Conference Expenses	SP		8/22/2012
13-P0024021	395.00	CCCAOE CALIF COM COLL ASSOC	Conference Expenses	SP		8/22/2012
13-P0024022	687.73	CHSP TRS SEATTLE LLC	Conference Expenses	SP		8/22/2012
13-P0024023	713.87	ASHFORD TRS LESSEE LLC	Conference Expenses	SP		8/22/2012
13-P0024024	200.00	SHPE	Conference Expenses	SP		8/22/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

Purchase Order List

08/01/12 thru 09/09/12

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0024025	328.20	SUZANNE L. LOHMANN	Conference Expenses	SP		8/22/2012
13-P0024026	255.60	SUZANNE L. LOHMANN	Conference Expenses	SP		8/22/2012
13-P0024027	1,375.00	CINTAS CORP	Laundry & Dry Cleaning Service			8/22/2012
13-P0024028	1,790.00	P.K. PUBLISHING	Advertising	SP		8/22/2012
13-P0024029	3,103.20	WARD'S NATURAL SCIENCE	Instructional Supplies	SP		8/23/2012
13-P0024030	595.55	SIGMA ALDRICH INC	Instructional Supplies			8/23/2012
13-P0024031	48.47	BULB DIRECT	Instructional Supplies	SP		8/23/2012
13-P0024032	1,500.00	INTELECOM	Other Licenses & Fees			8/23/2012
13-P0024033	183.18	PERKIN ELMER	Instructional Software	SP		8/23/2012
13-P0024034	572.15	XEROX CORP	Instructional Supplies	SP		8/23/2012
13-P0024035	154.00	FISHER SCIENTIFIC	Instructional Supplies	SP		8/23/2012
13-P0024036	509.12	DON BOOKSTORE	Instructional Supplies	SP		8/23/2012
13-P0024037	1,195.49	GUNTHER'S ATHLETIC SVC	Instructional Supplies	SP		8/23/2012
13-P0024038	589.21	BEDROCK SPORTS INC	Instructional Supplies	SP		8/23/2012
13-P0024039	135.00	ALBERTSON'S	Food and Food Service Supplies	SP		8/23/2012
13-P0024040	10,977.59	WARD'S NATURAL SCIENCE	Instructional Supplies	SP		8/23/2012
13-P0024041	493.43	MICROTECH SCIENTIFIC	Instructional Supplies			8/23/2012
13-P0024042	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/23/2012
13-P0024043	2,268.00	DON BOOKSTORE	Books Paid for Students	SP		8/24/2012
13-P0024044	203.56	PARADISE BAKERY & CAFE	Food and Food Service Supplies	SP		8/24/2012
13-P0024045	518.31	SCAQMD	Other Licenses & Fees			8/24/2012
13-P0024046	94.28	SCHICK RECORDS MGMT	Non-Instructional Supplies	SP		8/24/2012
13-P0024047	2,500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/24/2012
13-P0024048	215.83	MEDCO/PATTERSON MEDICAL	Instructional Supplies	SP		8/24/2012
13-P0024049	1,100.00	CCFC COMMUNITY COLLEGE FACILITY COALITION	Inst Dues & Memberships			8/24/2012
13-P0024050	700.00	IVERSON TOOL GRINDING	Contracted Services			8/24/2012
13-P0024051	1,500.00	GENERAL AIR COMPRESSORS	Maint/Oper Service Agreements			8/24/2012
13-P0024052	4,000.00	ORANGE COAST PLUMBING INC	Contracted Repair Services			8/24/2012
13-P0024053	6,000.00	PYRO-COMM SYSTEMS INC	Contracted Repair Services			8/24/2012
13-P0024055	15,000.00	THE FELDHAK LAW FIRM	Legal Expenses			8/24/2012
13-P0024056	600.00	MKH ELECTRONICS	Maint Contract - Other Equip			8/24/2012
13-P0024057	1,000.00	DAN'S MACHINE REPAIR	Contracted Services			8/24/2012
13-P0024058	30,000.00	AON CONSULTING INC	Contracted Services			8/24/2012
13-P0024059	8,532.72	ORANGE COAST PLUMBING INC	Contracted Repair Services	SP		8/24/2012
13-P0024060	708.30	CONTROL AIR CONDITIONING CORP	Contracted Repair Services			8/24/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

Purchase Order List

08/01/12 thru 09/09/12

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 13-P0024061	145,841.75	THOMAS GALLOWAY CORP	Software Support Service-Fixed			8/24/2012
13-P0024062	389.56	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP		8/24/2012
13-P0024063	2,797.00	VOCUS INC	Internet Services			8/24/2012
13-P0024064	1,000.00	MACHINING TIME SAVERS, INC.	Repair & Replacement Parts			8/24/2012
13-P0024065	2,000.00	LEONARD CHAIDEZ TREE SERVICE	Contracted Services			8/24/2012
13-P0024066	14,800.00	D7 CONSULTING INC	Buildings - Contracted Svcs	SP	BOND	8/24/2012
* 13-P0024067	842.39	RADIO NETWORK INC	Contracted Services			8/24/2012
13-P0024068	1,043.92	MODERN BIOLOGY INC	Instructional Supplies	SP		8/27/2012
13-P0024069	407.15	SAM ASH MUSIC	Non-Instructional Supplies	SP		8/27/2012
13-P0024070	3,000.00	IRVINE PIPE SUPPLY	Non-Instructional Supplies			8/27/2012
13-P0024071	5,500.00	ORANGE COUNTY PUMP CORP	Repair & Replacement Parts			8/27/2012
13-P0024072	1,495.00	KNOWLEDGE MATTERS INC	Books, Mags & Ref Mat, Non-Lib	SP		8/27/2012
13-P0024073	1,724.00	SEHI COMPUTER PRODUCTS	Equipment - All Other > \$1,000	SP		8/27/2012
* 13-P0024074	504.82	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	SP		8/27/2012
13-P0024075	288.84	EMS ACQUISITION CORP	Instructional Supplies	SP		8/27/2012
13-P0024076	14,621.59	FACILITY WERX INC	Non-Instructional Supplies	SP		8/27/2012
13-P0024077	3,000.00	BELL PIPE & SUPPLY CO	Repair & Replacement Parts			8/28/2012
13-P0024078	708.00	MCCOMBS, JOHN	Books, Mags & Ref Mat, Non-Lib			8/28/2012
13-P0024079	375.00	RP GROUP	Conference Expenses			8/28/2012
13-P0024080	800.00	SMART & FINAL	Food and Food Service Supplies	SP		8/28/2012
13-P0024081	97,867.50	C BELOW INC	Buildings - Contracted Svcs	SP	BOND	8/28/2012
13-P0024082	18.01	KELLY PAPER	Non-Instructional Supplies			8/28/2012
13-P0024083	4,080.00	CONTROL MAINTENANCE & REPAIR INC	Maint/Oper Service Agreements			8/28/2012
13-P0024084	1,080.47	AMERICAN TRUCK BODIES &	Contracted Repair Services			8/28/2012
13-P0024085	350.00	PYRO-COMM SYSTEMS INC	Contracted Repair Services	SP		8/28/2012
13-P0024086	174.28	TROPICAL PLAZA NURSERY	Contracted Repair Services	SP		8/28/2012
13-P0024087	400.00	OWENS STEVE	Contracted Repair Services			8/28/2012
13-P0024088	5,000.00	DE LA TORRE COMMERCIAL	Contracted Repair Services			8/28/2012
13-P0024089	124,800.00	VAVRINEK TRINE DAY & CO LLP	Audit			8/28/2012
13-P0024090	5,000.00	VOYAGER FLEET SYSTEM INC	Gasoline			8/29/2012
13-P0024091	375.00	RP GROUP	Conference Expenses	SP		8/29/2012
13-P0024092	375.00	RP GROUP	Conference Expenses	SP		8/29/2012
13-P0024093	271.54	ALPHABET SIGNS INC	Non-Instructional Supplies	SP		8/29/2012
13-P0024094	426.49	CORINE L. DOUGHTY	Food and Food Service Supplies	SP		8/29/2012
13-P0024095	213.95	GAYLORD BROS	Non-Instructional Supplies			8/29/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

Purchase Order List

08/01/12 thru 09/09/12

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0024096	93.84	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/29/2012
13-P0024097	175.63	SPORTS PAGE SOCCER WAREHOUSE	Instructional Supplies	SP		8/29/2012
13-P0024098	706.30	CALIFORNIA ULTIMATE DESIGNS	Instructional Supplies	SP		8/29/2012
13-P0024099	131.73	SPORTS PAGE SOCCER WAREHOUSE	Instructional Supplies	SP		8/29/2012
13-P0024100	1,455.97	CALIFORNIA ULTIMATE DESIGNS	Instructional Supplies	SP		8/29/2012
13-P0024101	75.38	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/29/2012
13-P0024102	231.60	AMERICAN EXPRESS	Conference Expenses	SP		8/29/2012
13-P0024103	700.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			8/29/2012
13-P0024104	500.00	1 800 DIAPERS INC	Non-Instructional Supplies	SP		8/29/2012
13-P0024105	3,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/29/2012
13-P0024106	13,975.00	DON BOOKSTORE	Books Paid for Students	SP		8/29/2012
13-P0024107	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			8/29/2012
13-P0024108	16.23	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			8/29/2012
13-P0024109	640.15	KINKO'S	Reproduction/Printing Expenses			8/29/2012
13-P0024110	94.81	MONTGOMERY HARDWARE CO	Non-Instructional Supplies			8/29/2012
13-P0024111	4,388.12	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		8/29/2012
13-P0024112	6,300.00	THE HARTFORD LIFE & ANNUITY	Self Insurance Claims			8/30/2012
13-P0024113	1,000.00	TEGRES INC	Contracted Repair Services	SP		8/30/2012
13-P0024114	1,000.00	RAMCO REFRIGERATION & AIR	Contracted Repair Services	SP		8/30/2012
13-P0024115	610.59	FRANKLIN AIR CONDITIONING	Contracted Repair Services	SP		8/30/2012
13-P0024116	859.85	ACCUVANT INC	Non-Instructional Supplies			8/30/2012
13-P0024117	1,000.00	CABRERA CHAVEZ GARCIA INC	Advertising	SP		8/30/2012
13-P0024118	475.00	WILLIAMS ROBERT	Contracted Repair Services			8/30/2012
13-P0024119	656.00	IRENE GUTIERREZ	Food and Food Service Supplies	SP		8/30/2012
13-P0024120	132.23	SPORTS PAGE SOCCER WAREHOUSE	Instructional Supplies	SP		8/30/2012
13-P0024121	16.50	ACT	Non-Instructional Supplies	SP		8/30/2012
13-P0024122	99.17	SPORTS PAGE SOCCER WAREHOUSE	Instructional Supplies	SP		8/30/2012
13-P0024123	313.85	WELLS FARGO BANK	Non-Instructional Supplies			8/30/2012
13-P0024124	2,788.57	UNISOURCE PAPER CO	Non-Instructional Supplies	SP		8/30/2012
13-P0024125	75.00	SCIAC SO CALIF INTERSEGME	Inst Dues & Memberships			8/30/2012
13-P0024126	272.52	ORANGE TREE DELI & CATERING	Food and Food Service Supplies	SP		8/30/2012
13-P0024127	530.05	ORANGE TREE DELI & CATERING	Food and Food Service Supplies	SP		8/30/2012
13-P0024128	500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/30/2012
13-P0024129	680.61	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/30/2012
13-P0024130	200,000.00	OUTSOURCE TECHNICAL	Contracted Services			8/30/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

Purchase Order List

08/01/12 thru 09/09/12

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0024131	13,034.30	DELPHIN COMPUTER SUPPLY	Non-Instructional Supplies	SP		8/30/2012
* 13-P0024132	1,612.46	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		8/30/2012
* 13-P0024133	4,274.44	ARMSTRONG MEDICAL INDUSTRIES	Instructional Supplies	SP		8/30/2012
* 13-P0024134	5,644.97	POCKET NURSE	Equipment - Federal Progs >200	SP		8/30/2012
13-P0024135	1,738.34	DELL COMPUTER	Equipment - All Other > \$1,000			8/30/2012
13-P0024136	3,969.17	APPLE COMPUTER INC	Equipment - Federal Progs >200	SP		8/30/2012
13-P0024137	3,358.09	EMERGENCY MEDICAL PRODUCTS, INC	Equipment - Federal Progs >200	SP		8/31/2012
13-P0024138	87.13	HITT MARKING DEVICES	Non-Instructional Supplies	SP		8/31/2012
13-P0024139	100.00	LOS ANGELES AREA CHAMBER OF COMMERCE	Conference Expenses	SP		9/4/2012
13-P0024140	100.00	LOS ANGELES AREA CHAMBER OF COMMERCE	Conference Expenses	SP		9/4/2012
13-P0024141	100.00	LOS ANGELES AREA CHAMBER OF COMMERCE	Conference Expenses	SP		9/4/2012
13-P0024142	100.00	LOS ANGELES AREA CHAMBER OF COMMERCE	Conference Expenses	SP		9/4/2012
13-P0024143	483.00	ATRIUM FIN/HOLIDAY INN SACRAMENTO	Conference Expenses	SP		9/4/2012
13-P0024144	289.80	ATRIUM FIN/HOLIDAY INN SACRAMENTO	Conference Expenses	SP		9/4/2012
13-P0024145	389.60	CHAMORRO GUSTAVO	Conference Expenses	SP		9/4/2012
13-P0024146	450.28	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		9/4/2012
13-P0024147	330.54	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		9/4/2012
13-P0024148	1,961.47	CALIFORNIA ULTIMATE DESIGNS	Instructional Supplies	SP		9/4/2012
13-P0024149	225.50	AMERICAN PRINTING HOUSE FOR THE BLIND INC	Instructional Supplies	SP		9/4/2012
13-P0024150	153.38	TRICAM INC	Instructional Supplies	SP		9/4/2012
13-P0024151	1,787.24	CALIFORNIA ULTIMATE DESIGNS	Food and Food Service Supplies	SP		9/4/2012
13-P0024152	375.00	RP GROUP	Instructional Supplies	SP		9/4/2012
13-P0024155	320.66	CULVER NEWLIN INC	Conference Expenses	SP		9/4/2012
13-P0024156	4,470.00	MAIER INTL INC	Equip/Software - >\$200 <\$1,000			9/4/2012
13-P0024157	573.62	SIR SPEEDY	Contracted Repair Services			9/5/2012
* 13-P0024158	8,210.74	SPECTRUM COMMUNICATIONS	Non-Instructional Supplies			9/5/2012
13-P0024159	916.41	CULVER NEWLIN INC	Contracted Services			9/5/2012
* 13-P0024160	296.31	CULVER NEWLIN INC	Equip/Software - >\$200 <\$1,000			9/5/2012
13-P0024161	3,600.00	CALIF GEOLOGICAL SURVEY	Contracted Services	SP	BOND	9/5/2012
13-P0024162	1,241.88	EXECUTIVE ENVIRONMENTAL	Buildings - Contracted Svcs	SP	BOND	9/5/2012
13-P0024163	202.03	CULVER NEWLIN INC	Building Improvements			9/5/2012
13-P0024164	105.00	HUNTINGTON T BLOCK	Non-Instructional Supplies			9/5/2012
13-P0024165	2,443.00	CITY OF CORONA	Prop, Liab, Boiler & Machine			9/5/2012
13-P0024166	255.00	FRANKLIN AIR CONDITIONING	Instructional Agrmt - Salary			9/5/2012
13-P0024167	10,960.00	COMPUTERLAND OF SILICON VALLEY	Contracted Repair Services	SP		9/5/2012
			Software Support Service-Fixed			9/5/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

Purchase Order List

08/01/12 thru 09/09/12

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0024168	460.98	PYRO-COMM SYSTEMS INC	Contracted Repair Services	SP		9/5/2012
13-P0024169	323.11	SO CAL LAND MAINTENANCE INC	Contracted Repair Services	SP		9/5/2012
13-P0024170	3,000.00	ORKIN PEST CONTROL	Contracted Services			9/5/2012
13-P0024171	1,875.00	TRL SYSTEMS INC	Maint/Oper Service Agreements			9/5/2012
13-P0024172	3,800.00	DIVERSIFIED REALTY APPRAISAL, LP	Sites - Contracted Services	SP		9/5/2012
13-P0024173	500.00	CEPEDA ARMANDO	Contracted Services	SP		9/5/2012
13-P0024174	685.13	WELLS FARGO BANK	Conference Expenses			9/5/2012
* 13-P0024176	7,887.39	THE WRIGHT GROUP INC	Contracted Services			9/6/2012
* 13-P0024177	8,318.38	THE WRIGHT GROUP INC	Contracted Services			9/6/2012
13-P0024178	7,500.00	QUEST DIAGNOSTICS	Contracted Services	SP		9/6/2012
13-P0024179	14,900.00	AEGIS RECEIVABLES MGMT INC	Contracted Services	SP		9/6/2012
13-P0024180	199,016.00	DON BOOKSTORE	Books Paid for Students	SP		9/6/2012
13-P0024181	728.83	SIGN EXPRESS	Non-Instructional Supplies			9/6/2012
13-P0024182	2,089.95	EBSCO SUBSCRIPTION SVCS	Library Books - Periodicals			9/6/2012
13-P0024183	37.17	GUNTHER'S ATHLETIC SVC	Instructional Supplies	SP		9/6/2012
13-P0024184	265.07	SPORTS PAGE SOCCER WAREHOUSE	Instructional Supplies	SP		9/6/2012
13-P0024185	301.70	GUNTHER'S ATHLETIC SVC	Instructional Supplies	SP		9/6/2012
13-P0024186	299.01	GUNTHER'S ATHLETIC SVC	Instructional Supplies	SP		9/6/2012
13-P0024187	5,000.00	QUICK CAPTION	Contracted Services	SP		9/6/2012
13-P0024188	89.37	DEMCO INC	Non-Instructional Supplies			9/6/2012
13-P0024189	247.01	MIDWEST LIBRARY SVC	Library Books	SP		9/6/2012
13-P0024190	122.62	MIDWEST LIBRARY SVC	Library Books			9/6/2012
13-P0024191	13,371.65	EBSCO SUBSCRIPTION SVCS	Library Books - Periodicals			9/6/2012
13-P0024192	1,000.00	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		9/6/2012
13-P0024193	664.51	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			9/6/2012
13-P0024194	3,350.00	AOTA	Other Licenses & Fees			9/6/2012
13-P0024195	1,115.00	TITANIUM SOFTWARE INC	Software License and Fees	SP		9/6/2012
13-P0024196	5,000.00	SIMS ORANGE WELDING SUPPLY	Instructional Supplies	SP		9/7/2012
13-P0024197	1,000.00	DON BOOKSTORE	Instructional Supplies	SP		9/7/2012
13-P0024198	200.00	DON BOOKSTORE	Non-Instructional Supplies	SP		9/7/2012
13-P0024199	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/7/2012
13-P0024200	500.00	AARDVARK CLAY & SUPPLIES	Instructional Supplies	SP		9/7/2012
13-P0024201	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			9/7/2012
13-P0024202	190.85	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			9/7/2012
13-P0024203	19.38	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/7/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

Purchase Order List

08/01/12 thru 09/09/12

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0024204	451.85	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/7/2012
13-P0024206	5,000.00	REGENCY LIGHTING	Non-Instructional Supplies			9/7/2012
13-P0024207	4,000.00	A & W ELECTRIC MOTORS INC	Repair & Replacement Parts			9/7/2012
13-P0024208	2,000.00	MAG TROL	Repair & Replacement Parts			9/7/2012
13-P0024209	2,000.00	FREY SCIENTIFIC/EDUC PUBL SERVICE	Instructional Supplies	SP		9/7/2012
13-P0024210	1,500.00	SIGMA ALDRICH INC	Instructional Supplies	SP		9/7/2012
13-P0024211	1,500.00	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		9/7/2012
* 13-P0139056	5,412.41	XEROX CORP	Excess/Copies Usage	SP		8/23/2012
* 13-P0139058	24,699.86	XEROX CORP	Excess/Copies Usage			8/17/2012
* 13-P0139087	433.67	XEROX CORP	Excess/Copies Usage	SP		8/8/2012
* 13-P0139111	595.29	XEROX CORP	Excess/Copies Usage	SP		8/8/2012
13-P0139145	408.24	RAYNE DEALERSHIP CORP	Maint Contract - Other Equip			8/1/2012
13-P0139146	150,000.00	THE WRIGHT GROUP INC	Legal Expenses			8/1/2012
13-P0139147	1,120.00	ORANGE COUNTY FIRE PROTECTION	Contracted Services			8/17/2012
13-P0139148	14,736.00	FRANKLIN AIR CONDITIONING	Maint/Oper Service Agreements			8/1/2012
13-P0139149	1,186.55	ELESCO	Contracted Services			8/1/2012
13-P0139151	3,640.00	BOWEN TECHNOVATION	Maint Contract - Other Equip			8/6/2012
13-P0139152	20,000.00	UNIVERSITY OF SOUTHERN CALIFORNIA	Contracted Services	SP		8/6/2012
* 13-P0139153	2,177.09	PITNEY BOWES	Lease Agreement - Equipment			8/6/2012
* 13-P0139154	3,558.50	PITNEY BOWES	Lease Agreement - Equipment			8/6/2012
13-P0139155	226,000.00	ORANGE COUNTY SHERIFF CORONER	Instructional Agrmt - Salary			8/6/2012
13-P0139156	82,000.00	ORANGE COUNTY SHERIFF CORONER	Instructional Agrmt - Facility			8/6/2012
13-P0139157	743.34	HARLAND TECHNOLOGY SVCS	Maint Contract - Office Equip	SP		8/7/2012
13-P0139158	500.00	HARLAND TECHNOLOGY SVCS	Maint Contract - Office Equip	SP		8/7/2012
13-P0139159	4,944.00	PERKIN ELMER	Maint Contract - Other Equip			8/7/2012
* 13-P0139160	156,545.00	CAL STATE UNIV - FRESNO	Contracted Services	SP		8/7/2012
13-P0139161	65,556.00	TEAM ONE MANAGEMENT	Contracted Custodial Services			8/8/2012
13-P0139162	20,702.40	GMS ELEVATOR	Maint/Oper Service Agreements			8/8/2012
13-P0139163	1,700.00	CASE SYSTEMS INC	Communications Maintenance			8/8/2012
13-P0139164	25,000.00	ROSEMET ENVIRONMENTAL SVCS	Hazardous Materials Removal			8/8/2012
13-P0139165	690.00	BOYD & ASSOCIATES	Security Systems & Services	SP		8/8/2012
13-P0139166	2,070.00	BOYD & ASSOCIATES	Security Systems & Services			8/8/2012
* 13-P0139167	5,142.96	XEROX CORP	Excess/Copies Usage	SP		8/8/2012
* 13-P0139168	695.05	XEROX CORP	Excess/Copies Usage	SP		8/8/2012
13-P0139170	129,401.88	TROPICAL PLAZA NURSERY	Landscaping			8/8/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 13-P0139171	356.06	XEROX CORP	Excess/Copies Usage	SP		8/8/2012
* 13-P0139172	1,164.31	XEROX CORP	Excess/Copies Usage			8/8/2012
13-P0139173	6,068.00	CONTROL AIR CONDITIONING CORP	Contracted Services			8/8/2012
* 13-P0139174	537.11	XEROX CORP	Excess/Copies Usage	SP		8/8/2012
* 13-P0139175	1,121.08	XEROX CORP	Excess/Copies Usage			8/8/2012
* 13-P0139176	291.35	XEROX CORP	Excess/Copies Usage	SP		8/8/2012
* 13-P0139177	420.99	XEROX CORP	Excess/Copies Usage			8/8/2012
* 13-P0139179	1,633.83	XEROX CORP	Excess/Copies Usage	SP		8/16/2012
* 13-P0139180	2,636.23	XEROX CORP	Excess/Copies Usage			8/16/2012
* 13-P0139181	1,113.31	XEROX CORP	Excess/Copies Usage	SP		8/16/2012
* 13-P0139182	1,325.11	XEROX CORP	Excess/Copies Usage			8/16/2012
* 13-P0139183	673.92	XEROX CORP	Excess/Copies Usage	SP		8/16/2012
* 13-P0139184	659.91	XEROX CORP	Excess/Copies Usage			8/16/2012
* 13-P0139185	130.00	XEROX CORP	Excess/Copies Usage			8/16/2012
13-P0139186	165,022.19	PRESIDIO INC	Software Support Service-Fixed			8/9/2012
13-P0139187	6,180.84	TROPICAL PLAZA NURSERY	Landscaping			8/9/2012
13-P0139188	3,176.00	CARRIER CORP	Maint/Oper Service Agreements			8/9/2012
* 13-P0139189	2,750.76	XEROX CORP	Excess/Copies Usage			8/15/2012
* 13-P0139190	4,577.44	XEROX CORP	Excess/Copies Usage			8/16/2012
* 13-P0139191	3,906.58	XEROX CORP	Excess/Copies Usage			8/16/2012
13-P0139193	1,224.24	XEROX CORP	Maint Contract - Office Equip			8/16/2012
* 13-P0139194	3,127.42	XEROX CORP	Excess/Copies Usage			8/16/2012
* 13-P0139195	4,459.51	XEROX CORP	Excess/Copies Usage			8/17/2012
* 13-P0139196	754.77	XEROX CORP	Excess/Copies Usage	SP		8/17/2012
13-P0139197	10,000.00	GOVERNMENT	Software Support Service-Fixed			8/17/2012
13-P0139198	9,072.00	TRANE CO	Maint/Oper Service Agreements			8/17/2012
13-P0139199	4,250.00	STERIS CORP	Maint Contract - Other Equip			8/17/2012
13-P0139200	1,953.00	ORKIN PEST CONTROL	Contracted Services			8/17/2012
13-P0139201	4,200.00	ORANGE COUNTY SHERIFF CORONER	Instructional Agreements	SP		8/17/2012
* 13-P0139202	3,597.51	XEROX CORP	Excess/Copies Usage			8/17/2012
13-P0139203	841.80	PARADISE SPRINGS DRINKING WATER	Drinking Water Service	SP		8/17/2012
* 13-P0139204	2,316.03	XEROX CORP	Excess/Copies Usage	SP		8/17/2012
13-P0139205	10,000.00	GOVERNMENT	Software Support Service-Fixed			8/17/2012
* 13-P0139206	2,840.48	XEROX CORP	Excess/Copies Usage			8/17/2012
13-P0139207	300.00	BOYD & ASSOCIATES	Security Systems & Services			8/20/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

Purchase Order List

08/01/12 thru 09/09/12

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0139208	84,000.00	CENTRAL NET OPERATIONS AUTHORITY	Lease Agreement - Facility			8/21/2012
13-P0139209	3,000.00	NORTH NET FIRE TRAINING CTR	Lease Agreement - Facility			8/21/2012
13-P0139210	2,164.00	3M LIBRARY SYSTEMS	Maint Contract - Office Equip			8/21/2012
13-P0139211	20,980.00	RF MACDONALD CO	Maint/Oper Service Agreements			8/21/2012
13-P0139212	5,250.00	CONTROL MAINTENANCE & REPAIR INC	Maint/Oper Service Agreements			8/21/2012
13-P0139213	4,680.00	SO CAL SWEEPING	Maint/Oper Service Agreements	SP		8/21/2012
13-P0139214	32,808.99	CR & R INC	Trash Disposal			8/23/2012
* 13-P0139215	320.53	XEROX CORP	Excess/Copies Usage			8/23/2012
13-P0139216	2,464.00	PYRO-COMM SYSTEMS INC	Contracted Services			8/23/2012
* 13-P0139217	1,823.50	PYRO-COMM SYSTEMS INC	Security Systems & Services			8/23/2012
* 13-P0139218	19,901.12	XEROX CORP	Excess/Copies Usage			8/23/2012
13-P0139219	30,540.00	TEAM ONE MANAGEMENT	Contracted Custodial Services			8/23/2012
* 13-P0139220	11,476.28	XEROX CORP	Excess/Copies Usage			8/23/2012
13-P0139221	6,582.24	CHEROKEE CHEMICAL CO INC	Maint/Oper Service Agreements			8/28/2012
13-P0139222	23,246.00	PYRO-COMM SYSTEMS INC	Maint/Oper Service Agreements			8/23/2012
13-P0139223	641.35	XEROX CORP	Maint Contract - Office Equip	SP		8/24/2012
* 13-P0139224	3,043.29	XEROX CORP	Excess/Copies Usage			8/27/2012
13-P0139225	7,213.00	PYRO-COMM SYSTEMS INC	Maint/Oper Service Agreements			8/23/2012
* 13-P0139227	406.16	XEROX CORP	Excess/Copies Usage	SP		8/28/2012
13-P0139228	2,350.50	PYRO-COMM SYSTEMS INC	Maint/Oper Service Agreements			8/23/2012
* 13-P0139229	2,649.53	XEROX CORP	Excess/Copies Usage			8/28/2012
* 13-P0139230	5,772.43	XEROX CORP	Excess/Copies Usage			8/28/2012
13-P0139231	215.50	XEROX CORP	Excess/Copies Usage			8/28/2012
13-P0139232	1,439.00	DUPLO USA CORP	Maint Contract - Other Equip	SP		8/29/2012
* 13-P0139233	3,962.92	XEROX CORP	Excess/Copies Usage			9/5/2012
* 13-P0139234	528.32	XEROX CORP	Excess/Copies Usage			9/5/2012
13-P0139235	323.25	XEROX CORP	Excess/Copies Usage	SP		9/5/2012

Grand Total: \$6,161,041.86

Legend: * = Multiple Accounts for this P.O. SP = Special Project

Printed: 9/10/2012 10:34:52AM

Environment: Colleague

LoginID: inevals

PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM AUGUST 1, 2012 THROUGH SEPTEMBER 9, 2012
BOARD MEETING OF SEPTEMBER 24, 2012

P.O. #	Amount	Description	Department	Comment
13-P0023838	\$176,604.00	Annual fees for basic insurance including SCAT and STUCAT premiums for students participating in college activities at Santa Ana College and Santiago Canyon College	DO-Risk Management	
13-P0023842	\$76,230.00	ImageNow licenses, annual support and maintenance	DO-ITS	Sole Source Board approved: February 22, 2011
13-P0023845	\$1,997,088.00	Annual premium for Workers' Compensation 2012-2013	DO-Risk Management	Board approved: September 11, 2006
13-P0023863	\$29,405.92	Cisco teleconferencing system including display and related configuration and installation	DO-ITS	Received Quotations: 1) * Digital Networks Group, Inc. 2) Nexus 3) INX, LLC * Successful Bidder
13-P0023905	\$75,000.00	Professional services related to district facilities matters	DO-Business Operations/Fiscal Services	Board approved: July 23, 2012
13-P0023908	\$220,000.00	Professional architecture and planning services	DO-Facility Planning	Board approved: July 23, 2012
13-P0023931	\$47,800.00	Consulting services related to Dark Fiber project	DO-ITS	Board approved: July 23, 2012
13-P0024005	\$28,800.00	Consulting services to provide supervision and field instruction to Master of Social Work (MSW) student interns assigned to RSCCD's Child Development Services	DO-CDS	Board approved: August 20, 2012

PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM AUGUST 1, 2012 THROUGH SEPTEMBER 9, 2012
BOARD MEETING OF SEPTEMBER 24, 2012

P.O. #	Amount	Description	Department	Comment
13-P0024008	\$346,930.62	Wireless network equipment, licenses and support for Santiago Canyon College	DO-ITS	Purchased from California Multiple Award Schedule (CMAS) Contract #3-07-70-2428D Board approved: November 14, 2011
13-P0024055	\$15,000.00	Legal services related to labor, employer-employee relations, facilities and personnel matters including representation in administrative and court proceedings	DO-Business Operations/Fiscal Services	Board approved: October 15, 2007
13-P0024058	\$30,000.00	Consulting services related to Medicare Part D and execution of all necessary documentations to process the District's subsidy application	DO-Risk Management	Board approved: March 26, 2007
13-P0024061	\$145,841.75	Data storage equipment, software and licenses to increase current storage capacity	DO-ITS	Purchased from the Western States Contracting Alliance (W SCA) master price agreement #B27161 Board approved: August 20, 2012
13-P0024081	\$97,867.50	Professional services to perform utility investigation and mapping throughout the entire Santa Ana College campus	DO-Facility Planning	Board approved: August 20, 2012
13-P0024089	\$124,800.00	Professional service to provide audit services for fiscal year 2012-2013	DO-Business Operations/Fiscal Services	Board approved: February 27, 2012
13-P0024130	\$200,000.00	Contracted qualified programmers to assist with the customizations of Datatel and other 3rd party software for fiscal year 2012-2013	DO-ITS	Board approved: July 23, 2012
13-P0024180	\$199,016.00	Blanket PO for students textbooks for EOPS 2012-2013	SAC-EOPS	

PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM AUGUST 1, 2012 THROUGH SEPTEMBER 9, 2012
BOARD MEETING OF SEPTEMBER 24, 2012

P.O. #	Amount	Description	Department	Comment
13-P0139058	\$24,699.86	Second year of a 5-year lease of Xerox copier model 4112CP	CEC-Duplication Center	Leased from Western States Contracting Alliance (WSCA) MPA #1715, Contract #7-09-36-06 Board approved: June 21, 2010
13-P0139146	\$150,000.00	Professional service to conduct background checks, surveillance & security consulting	DO-Risk Management	Board approved: July 23, 2012
13-P0139152	\$20,000.00	Sub-contract agreement to provide research evaluation services for the HS ENGAGE in STEM Grant funded project	SAC-Counseling Department	Board approved: April 2, 2012
13-P0139155	\$226,000.00	Vocational education for the Inmate Education Program	SCC-OEC	Board approved: May 24, 2010
13-P0139156	\$82,000.00	Vocational education for the Inmate Education Program	SCC-OEC	Board approved: May 24, 2010
13-P0139160	\$156,545.00	Grant sub-agreement between RSCCD and CSU Fresno for the implementation of Faculty Entrepreneurs Project (FEP)	DO-Educational Services	Board approved: April 2, 2012
13-P0139161	\$65,556.00	Annual custodial services for the District office	DO-Support Services	Bid #1079 Board approved: May 27, 2008
13-P0139162	\$20,702.40	Annual elevator maintenance services for Santa Ana College	SAC-Maintenance & Operations	Bid #1162 Board approved: September 27, 2010

PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM AUGUST 1, 2012 THROUGH SEPTEMBER 9, 2012
BOARD MEETING OF SEPTEMBER 24, 2012

P.O. #	Amount	Description	Department	Comment
13-P0139164	\$25,000.00	Consulting service to provide hazardous waste/universal waste removal at designated District sites	DO-Environmental Safety & Security	Board approved: June 18, 2012
13-P0139170	\$129,401.88	Annual landscape maintenance service at Santiago Canyon College	SCC-Administrative Services	Bid #1084 Board approved: June 30, 2008
13-P0139186	\$165,022.19	Cisco smartnet & VoIP maintenance service	DO-ITS	Bid #1195 Board approved: July 23, 2012
13-P0139208	\$84,000.00	Lease of facility for Basic Fire Academy located at 18301 Gothard St., Huntington Beach, CA 92648	SAC-Fire Technology	Board approved: June 30, 2008
13-P0139211	\$20,980.00	Annual inspection and tune up of nine (9) boilers at Santa Ana College	SAC-Maintenance & Operations	Board approved: June 18, 2012
13-P0139214	\$32,808.99	Annual trash pick-up and disposal services for Santa Ana College, OC-Sheriff's Regional Training Academy and Centennial Education Center	DO-ITS	Bid #1074 Board approved: April 25, 2011
13-P0139218	\$19,901.12	Second year of a 5-year lease of Xerox copier model 4112CP	SAC-Quick Copy Center	Leased from Western States Contracting Alliance (WSCA) MPA #1715, Contract #7-09-36-06 Board approved: June 21, 2010
13-P0139219	\$30,540.00	Annual custodial services for Digital Media Center	DMC	Bid #1079 Board approved: May 27, 2008
13-P0139222	\$23,246.00	Annual renewal for inspection/testing, alarm equipment & panel monitoring and extended warranty services	SAC-Maintenance & Operations	Board approved: June 18, 2012

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**HUMAN RESOURCES AND EDUCATIONAL SERVICES**

To:	Board of Trustees	Date: September 24, 2012
Re:	Approval of Termination Agreement for ACT Center	
Action:	Request for Approval	

BACKGROUND

The District has operated an ACT testing/training center at the District Office since 2002. ACT, Inc. has notified the District that it is closing the nation-wide ACT Center network effective December 1, 2012.

ANALYSIS

Despite the closure of the formal ACT Center network, the District will still be able to offer a number of ACT tests and assessments. In addition, the Board of Trustees approved an agreement with Comira on August 20, 2012, which will provide access to a variety of tests formerly available through the ACT Center network. It is not anticipated that the closure of the ACT Center network will negatively affect the District's income from these types of services.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor or his designee to execute the Termination Agreement and Mutual Release with ACT, Inc.

Fiscal Impact: None	Board Date: September 24, 2012
Item Prepared by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Item Submitted by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

TERMINATION AGREEMENT AND MUTUAL RELEASE

This Termination Agreement and Mutual Release (the "Termination Agreement") is effective as of the first day of December, 2012, by and between ACT, Inc., a nonprofit corporation organized and existing under the laws of the State of Iowa ("ACT"), and Rancho Santiago Community College Distr, ("Participant"), each of ACT and Participant being a "Party" and, collectively, the "Parties".

RECITALS

WHEREAS, the Parties wish to terminate the Participation Agreement on the terms and conditions contained in this Termination Agreement.

AGREEMENT

Now, therefore, expressly incorporating the foregoing recitals as part of the consideration hereof and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **DEFINITIONS.** Unless otherwise set forth herein, the capitalized terms in this Termination Agreement shall have that meaning given to them in the Participation Agreement.
2. **TERMINATION OF PARTICIPATION AGREEMENT.** Subject to the terms and conditions of this Termination Agreement, the Parties agree that the Participation Agreement is hereby terminated and shall have no further force and effect; provided, however, that the terms of the Participation Agreement relating to Confidential Information, return of equipment, limitation of liability and the nature of the Parties' relationship shall survive such termination.
3. **EQUIPMENT AND ACT CONFIDENTIAL INFORMATION.** ACT will be responsible for removing any personally identifiable information or confidential information from all servers and proctor workstations within 60 days of termination. After the servers and proctor workstations have been wiped clean in this manner, Participants are free to utilize or dispose of the equipment. Participant agrees that the equipment is provided "as is", and without any warranties of any kind, express or implied, including but not limited to the implied warranties of merchantability or fitness for a particular purpose. Participant further agrees that ACT will no longer be responsible for the equipment in any way, including but not limited to the maintenance, repair, or licensing of related equipment or software. Participant further agrees that within 10 day s of termination, Participant shall destroy all confidential information and ACT Center proprietary manuals including the Operations Manual, Protocols, and ACT Center Signs. ACT requests that completed EASI forms be retained for the standard 30 days.
4. **MUTUAL RELEASES**
 - (a) Participant for itself, and its successors, assigns, trustees, officers, directors, partners, employees, representatives, and agents, does hereby release and forever discharge ACT, its successors, assigns, trustees, officers, directors, partners, employees, representatives, and

agents, both individually and in their representative corporate capacity, from all claims, demands, actions, damages, costs, expenses, covenants, contracts, agreements, and compensation whatsoever, whether now known or unknown, foreseen or unforeseen, patent or latent, which it can claim or assert against ACT, or its successors, assigns, trustees, officers, directors, partners, employees, representatives, or agents that arose from the Participation Agreement prior to the date of this Termination Agreement.

(b) ACT for itself, and its successors, assigns, trustees, officers, directors, partners, employees, representatives, and agents, does hereby release and forever discharge Participant, its successors, assigns, trustees, officers, directors, partners, employees, representatives, and agents, both individually and in their representative corporate capacity, from all claims, demands, actions, damages, costs, expenses, covenants, contracts, agreements, and compensation whatsoever, whether now known or unknown, foreseen or unforeseen, patent or latent, which it can claim or assert against Participant, or its successors, assigns, trustees, officers, directors, partners, employees, representatives, or agents that arose from the Participation Agreement prior to the date of this Termination Agreement.

**5. REPRESENTATIONS AND WARRANTIES; FURTHER ASSURANCES;
CONFIDENTIALITY; CERTAIN COVENANTS**

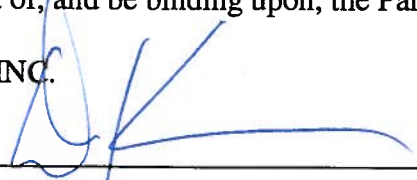
(a) Each of ACT and Participant hereby represents and warrants: (i) that the execution, delivery, and performance of this Termination Agreement has been duly authorized and approved by all necessary action on its part; (ii) that, upon execution and delivery of this Termination Agreement, this Termination Agreement will constitute the valid and binding obligation of such Party, enforceable against it in accordance with its terms; (iii) that it has not assigned or transferred, in whole or in part any claim such Party now has or may have against the other, or any portion thereof or interest therein to any person or entity and that all right, title, and interest to such claims is held by the releasing Party.

(b) Each of the Parties hereto agrees to take any and all further actions necessary on its part to carry out the terms of this Termination Agreement.

6. BINDING EFFECT. The provisions of this Termination Agreement shall inure to the benefit of, and be binding upon, the Parties hereto and their respective successors and assigns.

ACT, INC.

PARTICIPANT

By: 

By: _____

Typed Name: Dan Klingbiel

Typed Name: _____

Title: Director of Support Services

Title: _____

Date: August 21, 2012

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To:	Board of Trustees	Date: September 24, 2012
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

ANALYSIS

Items for the following categorical programs have been developed:

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
1. Cooperative Agencies Resources for Education (CARE) (SCC) Annual allocation from the California Community Colleges Chancellor's Office for services for low-income students. (12/13). <i>No match requirement.</i>	8/29/2012	\$18,216
2. Extended Opportunity Programs & Services (EOPS) (SCC) Annual allocation from the California Community Colleges Chancellor's Office for services for low-income students. (12/13). <i>Minimum cash match requirement is \$129,758.</i>	8/29/2012	\$257,883
3. Matriculation - Credit (SCC/District) Annual allocation from the California Community Colleges Chancellor's Office to support activities related to outreach, admission, placement, and retention of students. (12/13) SCC Matriculation \$391,957 + Contribution to Research <u>\$5,396</u> SCC P1 @ 29.91% \$397,353 <i>Match requirement is 3:1. Project administrator and project director identify and monitor the matriculation match expenses.</i>	8/20/2012	\$397,353
4. Strengthening Transfer Education and Matriculation in STEM (STEM ²) – Year 2 (SCC) Second year of a five-year grant award from the U.S. Department of Education to California State University, Fullerton, Title III Hispanic-Serving Institutions (HSI) STEM and Articulation Programs. SCC received a sub-award from CSUF to expand and enhance educational opportunities for, and improve the academic attainment of Hispanic students and low-income students in science, technology, engineering and mathematics (STEM). (12/13). <i>No match requirement.</i>	8/24/2012	\$120,699

Fiscal Impact: \$1,297,926	Board Date: September 24, 2012
Item Prepared by: Maria Gil, Interim Resource Development Coordinator	
Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
5. Student Mental Health Program (SCC) SCC received a two-year competitive grant award from the Foundation for California Community Colleges to implement a program to increase and improve mental health services for students and to promote mental health and wellness across campus. (12/13) <i>No match requirement.</i>	7/30/2012	\$211,435
6. Student Support Services – Year 2 (SAC) Second year of a five-year grant award from the U.S. Department of Education to provide programs and services for low-income, first-generation college students. (12/13). <i>No match requirement.</i>	8/27/2012	\$292,340

RECOMMENDATION

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

Fiscal Impact: \$1,297,926	Board Date: September 24, 2012
Item Prepared by: Maria Gil, Interim Resource Development Coordinator	
Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

SPECIAL PROJECT DETAILED BUDGET #2090

NAME: CARE - SCC

FISCAL YEAR: 2012/13

CONTRACT PERIOD: 7/01/12 to 6/30/13

CONTRACT INCOME: \$18,216

PROJ. ADM. R. BABESHOFF
PROJ. DIR. N. BALDIZON-RIOS

CFDA #: N/A

DATE: 09/06/12

GL Accounts	Description	Tentative Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2090-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyo		17,037		17,014	23	
12-2090-643000-29335-1430	Part-Time Counselors : EOPS	4,533		4,533		-	
12-2090-643000-29335-3115	STRS - Non-Instructional : EOPS	374		374		-	
12-2090-643000-29335-3325	Medicare - Non-Instructional : EOPS	66		66		-	
12-2090-643000-29335-3435	H & W - Retiree Fund Non-Inst : EOPS	46		46		-	
12-2090-643000-29335-3515	SUI - Non-Instructional : EOPS	73		50			23
12-2090-643000-29335-3615	WCI - Non-Instructional : EOPS	109		109		-	
12-2090-643000-29335-6415	Equipment - Technology >\$1,000 : EOPS	1,181		1,181		-	
12-2090-732000-29335-7670	Other Exp Paid for Students : EOPS	10,655		10,655		-	
74-2090-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyo		-		1,202		
74-2090-732000-29335-7504	CARE Grant : EOPS	-		1,202			
Total Project 2090	CARE Program (SCC)	17,037	17,037	18,216	18,216	23	23

SPECIAL PROJECT DETAILED BUDGET #2250

NAME: EOPS - SCC

FISCAL YEAR : 2012/13

CONTRACT PERIOD: 07/01/12 TO 06/30/13

CONTRACT INCOME: \$257,883

PROJ. ADM. R. Babeshoff
PROJ. DIR. N. Baldizon-Rios

CFDA #: N/A

Date: 09/12/12

GL Accounts	Description	Tentative Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2250-643000-29335-1230	Contract Counselors : EOPS	108,918		-			108,918
11-2250-643000-29335-1280	Contract - Reassigned Time : EOPS	-		116,493		116,493	
	- Nena Baldizon-Rios (100%)						
11-2250-643000-29335-2130	Classified Employees : EOPS	57,658		59,612		1,954	
	- Juana Galvan (91%)						
11-2250-643000-29335-3115	STRS - Non-Instructional : EOPS	9,089		9,714		625	
11-2250-643000-29335-3215	PERS - Non-Instructional : EOPS	6,298		6,806		508	
11-2250-643000-29335-3315	OASDHI - Non-Instructional : EOPS	3,651		3,772		121	
11-2250-643000-29335-3325	Medicare - Non-Instructional : EOPS	2,384		2,546		162	
11-2250-643000-29335-3415	H & W - Non-Instructional : EOPS	35,726		38,901		3,175	
11-2250-643000-29335-3435	H & W - Retiree Fund Non-Inst : EOPS	1,691		1,786		95	
11-2250-643000-29335-3515	SUI - Non-Instructional : EOPS	2,722		1,964			758
11-2250-643000-29335-3615	WCI - Non-Instructional : EOPS	4,057		4,286		229	
11-2250-643000-29335-3915	Other Benefits - Non-Instructional : EOPS	2,479		2,479		-	-
		234,673	-	248,359	-	123,362	109,676

SPECIAL PROJECT DETAILED BUDGET #2250

**NAME: EOPS - SCC
FISCAL YEAR : 2012/13**

CONTRACT PERIOD: 07/01/12 TO 06/30/13
CONTRACT INCOME: \$257,883

PROJ. ADM. R. Babeshoff
PROJ. DIR. N. Baldizon-Rios

CFDA #: N/A

Date: 09/12/12

GL Accounts	Description	Tentative Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-000000-20000-8622	EOPS : Santiago Canyon College		266,733		257,883	8,850	
12-2250-643000-29335-1430	Part-Time Counselors : EOPS	8,082		6,702			1,380
12-2250-643000-29335-1433	Beyond Contract - Counselors : EOPS	8,146		15,514		7,368	
12-2250-643000-29335-1434	Int/Sum Beyond Contr-Counselor : EOPS	-		18,985		18,985	
12-2250-643000-29335-1435	Int/Sum - Counselors,Part-Time : EOPS	72		4,945		4,873	
12-2250-643000-29335-2130	Classified Employees : EOPS	89,714		100,541		10,827	
	- Juana Galvan (9%)						
	- Rosie Gonzalez (100%)						
	- Zulema Mendez (100%)						
12-2250-643000-29335-2340	Student Assistants - Hourly : EOPS	3,549		-			3,549
12-2250-643000-29335-3115	STRS - Non-Instructional : EOPS	2,129		3,807		1,678	
12-2250-643000-29335-3215	PERS - Non-Instructional : EOPS	9,799		11,479		1,680	
12-2250-643000-29335-3315	OASDHI - Non-Instructional : EOPS	5,724		6,320		596	
12-2250-643000-29335-3325	Medicare - Non-Instructional : EOPS	1,757		2,147		390	
12-2250-643000-29335-3335	PARS - Non-Instructional : EOPS	39		-			39
12-2250-643000-29335-3415	H & W - Non-Instructional : EOPS	31,762		31,950		188	
12-2250-643000-29335-3435	H & W - Retiree Fund Non-Inst : EOPS	1,259		1,495		236	
12-2250-643000-29335-3515	SUI - Non-Instructional : EOPS	1,954		1,645			309
12-2250-643000-29335-3615	WCI - Non-Instructional : EOPS	3,022		3,588		566	
12-2250-643000-29335-3915	Other Benefits - Non-Instruct : EOPS	2,822		2,822		-	-
12-2250-643000-29335-4610	Non-Instructional Supplies : EOPS	3,979		1,000			2,979
12-2250-643000-29335-4710	Food and Food Service Supplies : EOPS	2,525		-			2,525
12-2250-643000-29335-5220	Mileage/Parking Expenses : EOPS	91		-			91
12-2250-643000-29335-5630	Maint Contract - Office Equip : EOPS	247		272		25	
12-2250-643000-29335-5845	Excess/Copies Usage : EOPS	246		246		-	-
12-2250-643000-29335-5940	Reproduction/Printing Expenses : EOPS	-		36		36	
12-2250-643000-29335-5966	Transportation - Student : EOPS	1,500		-			1,500
12-2250-643000-29335-6415	Equipment - Technology >\$1,000 : EOPS	3,134		-			3,134

SPECIAL PROJECT DETAILED BUDGET #2250

NAME: EOPS - SCC
FISCAL YEAR : 2012/13

CONTRACT PERIOD: 07/01/12 TO 06/30/13
CONTRACT INCOME: \$257,883

PROJ. ADM. R. Babeshoff
PROJ. DIR. N. Baldizon-Rios

CFDA #: N/A

Date: 09/12/12

GL Accounts	Description	Tentative Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-643000-29335-6419	Equip/Software - >\$200 <\$1,000 : EOPS	1,369		-			1,369
12-2250-675000-29335-5210	Conference Expenses : EOPS	3,575		-			3,575
12-2250-732000-29335-7610	Books Paid for Students : EOPS	67,491		37,500			29,991
12-2250-732000-29335-7620	Fees Paid for Students : EOPS	1,388		-			1,388
12-2250-732000-29335-7630	Supplies Paid for Students : EOPS	10,833		4,163.00			6,670
12-2250-732000-29335-7670	Other Exp Paid for Students : EOPS	525		2,726		2,201	
Total Project 2250 EOPS		266,733	266,733	257,883	257,883	58,499	58,499

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/2012 - 06/30/2013

Matriculation P1 @ 29.91%: 397,353

To District-Research: (5,396)

SCC Matriculation = 391,957

PROJ ADM: John Hernandez
 PROJ DIR: Ruth Babeshoff
 Date: 09/11/2012

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2411_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		15,879	6,000	17,483		1,604
12_2411_620000_29100_2320	Classified Employees - Hourly : Admissions & Mai Nguyen; Veronica Hanson	6,000				0	
12_2411_620000_29100_3215	PERS - Non-Instructional : Admissions & Recor	655		685		30	
12_2411_620000_29100_3315	OASDHI - Non-Instructional : Admissions & Rec	372		372		0	
12_2411_620000_29100_3325	Medicare - Non-Instructional : Admissions & R	87		87		0	
12_2411_620000_29100_3335	PARS - Non-Instructional : Admissions & Recor	0		0		0	
12_2411_620000_29100_3435	H & W - Retiree Fund Non-Inst : Admissions &	60		60		0	
12_2411_620000_29100_3515	SUI - Non-Instructional : Admissions & Record	97		66			31
12_2411_620000_29100_3615	WCI - Non-Instructional : Admissions & Record	144		144		0	
12_2411_620000_29700_2340	Student Assistants - Hourly : Outreach Emily Kawafuchi @ \$10.75/hr.	4,560		5,375		815	
12_2411_620000_29700_3315	OASDHI - Non-Instructional : Outreach	283		333		50	
12_2411_620000_29700_3325	Medicare - Non-Instructional : Outreach	66		78		12	
12_2411_620000_29700_3435	H & W - Retiree Fund Non-Inst : Outreach	46		54		8	
12_2411_620000_29700_3615	WCI - Non-Instructional : Outreach	109		129		20	
12_2411_620000_29700_4610	Non-Instructional Supplies : Outreach	200		1,150		950	
12_2411_620000_29700_4710	Food and Food Service Supplies : Outreach	1,850		1,750			100
12_2411_620000_29700_5220	Mileage/Parking Expenses : Outreach	900		1,000		100	
12_2411_620000_29700_5966	Transportation - Student : Outreach	450		200			250
2411 Total - Matriculation - Admission		15,879	15,879	17,483	17,483	1,985	1,985
12_2412_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		160,409		180,137		19,728
12_2412_631000_29325_1430	Part-Time Counselors : Counseling	33,617		34,000		383	
12_2412_631000_29325_1433	Beyond Contract - Counselors : Counseling	24,727		25,000		273	
12_2412_631000_29325_1434	Int/Sum Beyond Contr-Counselor : Counseling	28,316		35,000		6,684	
12_2412_631000_29325_1435	Int/Sum - Counselors,Part-Time : Counseling	6,129		10,000		3,871	
12_2412_631000_29325_2130	Classified Employees : Counseling Cecilia Diaz, Counseling Assistant @ 71% (Grade 5 Step 4)	25,872		27,138		1,266	
12_2412_631000_29325_3115	STRS - Non-Instructional : Counseling	8,158		8,580		422	
12_2412_631000_29325_3215	PERS - Non-Instructional : Counseling	2,826		3,098		272	
12_2412_631000_29325_3315	OASDHI - Non-Instructional : Counseling	1,663		1,742		79	
12_2412_631000_29325_3325	Medicare - Non-Instructional : Counseling	1,823		1,915		92	

Original Budget (P1 Allocation)

Prepared by: Maria Gil

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/2012 - 06/30/2013

Matriculation P1 @ 29.91%: 397,353

To District-Research: **(5,396)**

SCC Matriculation = 391,957

PROJ ADM: John Hernandez
 PROJ DIR: Ruth Babeshoff
 Date: 09/11/2012

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2412_631000_29325_3335	PARS - Non-Instructional : Counseling	10		0			10
12_2412_631000_29325_3415	H & W - Non-Instructional : Counseling	4,258		4,650		392	
12_2412_631000_29325_3435	H & W - Retiree Fund Non-Inst : Counseling	1,257		1,321		64	
12_2412_631000_29325_3515	SUI - Non-Instructional : Counseling	2,024		1,453			571
12_2412_631000_29325_3615	WCI - Non-Instructional : Counseling	3,017		3,170		153	
12_2412_631000_29325_3915	Other Benefits - Non-Instructional : Counseling	959		959		0	
12_2412_631000_29325_4610	Non-Instructional Supplies : Counseling	6,734		6,734		0	
12_2412_631000_29325_5880	Internet Services : Counseling	1,255		1,255		0	
12_2412_631000_29325_5940	Reproduction/Printing Expenses : Counseling	1,663		2,000		337	
12_2412_631000_29325_6410	Equipment - All Other > \$1,000 : Counseling	4,930		10,122		5,192	
12_2412_631000_29325_6419	Equip/Software - >\$200 <\$1,000 : Counseling	1,171		2,000		829	
2412 Total - Matriculation - Advise/Counseling		160,409	160,409	180,137	180,137	20,309	20,309
12_2413_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		50,074		53,042		2,968
12_2413_649000_29700_2130	Classified Employees : Outreach	36,198		38,288		2,090	
	Eduardo Cervantes, HS&CO Specialist @ 71% (Grade 13 Step 3,+2.5%,+\$1,250PG)						
12_2413_649000_29700_3215	PERS - Non-Instructional : Outreach	3,954		4,371		417	
12_2413_649000_29700_3315	OASDHI - Non-Instructional : Outreach	2,304		2,433		129	
12_2413_649000_29700_3325	Medicare - Non-Instructional : Outreach	539		569		30	
12_2413_649000_29700_3415	H & W - Non-Instructional : Outreach	4,258		4,656		398	
12_2413_649000_29700_3435	H & W - Retiree Fund Non-Inst : Outreach	372		392		20	
12_2413_649000_29700_3515	SUI - Non-Instructional : Outreach	598		432			166
12_2413_649000_29700_3615	WCI - Non-Instructional : Outreach	892		942		50	
12_2413_649000_29700_3915	Other Benefits - Non-Instructional : Outreach	959		959		0	
2413 Total - Matriculation - Coord/Training		50,074	50,074	53,042	53,042	3,134	3,134
12_2415_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		6,400		6,000	400	
12_2415_649000_29700_4610	Non-Instructional Supplies : Outreach	400		0			400
12_2415_732000_29700_7630	Supplies Paid for Students : Outreach	6,000		6,000		0	
2415 Total - Matriculation - Orientation		6,400	6,400	6,000	6,000	400	400
12_2416_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		81,600		77,030	4,570	
12_2416_632000_29325_4610	Non-Instructional Supplies : Counseling	500		500		0	
12_2416_632000_29325_5630	Maint Contract - Office Equip : Counseling	846		846		0	

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/2012 - 06/30/2013
 Matriculation P1 @ 29.91%: 397,353
 To District-Research: (5,396)
SCC Matriculation = 391,957

PROJ ADM: John Hernandez
 PROJ DIR: Ruth Babeshoff
 Date: 09/11/2012

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2416_632000_29325_5950	Software License and Fees : Counseling	2,463		2,463			0
12_2416_632000_29350_2130	Classified Employees : Testing Center	52,726		52,726			0
	Therese Flores, Administrative Clerk @ 100% (Grade 10 Step 6, +2.5L)						
12_2416_632000_29350_2320	Classified Employees - Hourly : Testing Cent	880		0			880
12_2416_632000_29350_3215	PERS - Non-Instructional : Testing Center	5,855		6,020		165	
12_2416_632000_29350_3315	OASDHI - Non-Instructional : Testing Center	3,407		3,353			54
12_2416_632000_29350_3325	Medicare - Non-Instructional : Testing Center	797		784			13
12_2416_632000_29350_3415	H & W - Non-Instructional : Testing Center	10,456		6,555			3,901
12_2416_632000_29350_3435	H & W - Retiree Fund Non-Inst : Testing Cente	550		540			10
12_2416_632000_29350_3515	SUI - Non-Instructional : Testing Center	885		595			290
12_2416_632000_29350_3615	WCI - Non-Instructional : Testing Center	885		1,298		413	
12_2416_632000_29350_3915	Other Benefits - Non-Instruct : Testing Cente	1,350		1,350			0
	2416 Total - Matriculation - Skills Assessment	81,600	81,600	77,030	77,030	5,148	5,148
12_2417_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		69,896		58,265	11,631	
12_2417_649000_29305_4610	Non-Instructional Supplies : Counseling & Stu	2,288		2,500		212	
12_2417_649000_29305_4710	Food and Food Service Supplies : Counseling &	3,877		2,500			1,377
12_2417_649000_29305_5100	Contracted Services : Counseling & Student Su	200		0			200
12_2417_649000_29305_5220	Mileage/Parking Expenses : Counseling & Stude	656		656		0	
12_2417_649000_29305_5966	Transportation - Student : Counseling & Stude	360		360		0	
12_2417_675000_29305_5210	Conference Expenses : Counseling & Student Su	4,398		5,000		602	
12_2417_631000_29320_5950	Software License and Fees : Career Center	5,396		5,055			341
12_2417_633000_29355_2130	Classified Employees : Transfer Center	23,746		27,839		4,093	
	Juan Gonzalez, Transfer Center Specialist @ 63% (Grade 11 Step 2)						
12_2417_633000_29355_2320	Classified Employees - Hourly : Transfer Cent	11,713		0			11,713
12_2417_633000_29355_2340	Student Assistants - Hourly : Transfer Center	1,848		0			1,848
12_2417_633000_29355_3215	PERS - Non-Instructional : Transfer Center	2,594		3,178		584	
12_2417_633000_29355_3315	OASDHI - Non-Instructional : Transfer Center	1,676		1,779		103	
12_2417_633000_29355_3325	Medicare - Non-Instructional : Transfer Cente	562		416			146
12_2417_633000_29355_3335	PARS - Non-Instructional : Transfer Center	152		0			152
12_2417_633000_29355_3415	H & W - Non-Instructional : Transfer Center	7,677		6,839			838
12_2417_633000_29355_3435	H & W - Retiree Fund Non-Inst : Transfer Cent	387		287			100

Original Budget (P1 Allocation)
 Prepared by: Maria Gil

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/2012 - 06/30/2013
 Matriculation P1 @ 29.91%: 397,353
 To District-Research: (5,396)
SCC Matriculation = 391,957

PROJ ADM: John Hernandez
 PROJ DIR: Ruth Babeshoff
 Date: 09/11/2012

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2417_633000_29355_3515	SUI - Non-Instructional : Transfer Center	585		316			269
12_2417_633000_29355_3615	WCI - Non-Instructional : Transfer Center	930		689			241
12_2417_633000_29355_3915	Other Benefits - Non-Instruct : Transfer Cent	851		851		0	
	2417 Total - Matriculation - Student Follow-up	69,896	69,896	58,265	58,265	17,225	17,225
	Total - SCC Matriculation FY 12/13	384,258	384,258	391,957	391,957	48,201	48,201

SPECIAL PROJECT DETAILED BUDGET #2414
NAME: MATRICULATION - RESEARCH (DISTRICT)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/2012 - 06/30/2013
 CONTRACT AMOUNT: \$5,396
 (contribution from SCC)

PROJ. ADM: Nga Pham
 Date: 09/14/2012

		New Budget	
GL Account String	Description	Debit	Credit
12_2414_000000_50000_8629	Other Gen Categorical Apport : District Opera		5,396
12_2414_679000_53340_2130	Classified Employees : Research Gheorghe, Marta Cristina Grade 12 Step 3; +104.17PG	2,757	
12_2414_679000_53340_3215	PERS - Non-Instructional : Research	315	
12_2414_679000_53340_3315	OASDHI - Non-Instructional : Research	176	
12_2414_679000_53340_3325	Medicare - Non-Instructional : Research	41	
12_2414_679000_53340_3415	H & W - Non-Instructional : Research	1,015	
12_2414_679000_53340_3435	H & W - Retiree Fund Non-Inst : Research	28	
12_2414_679000_53340_3515	SUI - Non-Instructional : Research	31	
12_2414_679000_53340_3615	WCI - Non-Instructional : Research	68	
12_2414_679000_53340_3915	Other Benefits - Non-Instruct : Research	74	
12_2414_679000_53340_4610	Non-Instructional Supplies : Research	250	
12_2414_679000_53340_5660	Software Support Service : Research	393	
12_2414_679000_53340_5950	Software License and Fees : Research	248	
	Total 2414 - Matriculation Research	5,396	5,396

SPECIAL PROJECT DETAILED BUDGET # 1686**NAME: Title III HSI-STEM2 (Strengthening Transfer Education & Matriculation in STEM) - Yr. 2****FISCAL YEAR: 2012/2013 & 2013/2014**

CONTRACT PERIOD: 10/01/12 TO 09/30/13

PROJ. ADM. Ruth Babeshoff

CONTRACT INCOME: \$120,699

PROJ. DIR. Jennifer Coto

CFDA #: 84.031C; Award # P031C110116

Date: 09/12/12

GL Account	Description	Debit	Credit
12-1686-000000-20000-8120	Higher Education Act : Santiago Canyon College		120,699
12-1686-170100-25150-1310	Part-Time Instructors : Math	10,000	
12-1686-170100-25150-3111	STRS - Instructional : Math	825	
12-1686-170100-25150-3321	Medicare - Instructional : Math	145	
12-1686-170100-25150-3431	H & W - Retiree Fund Inst : Math	100	
12-1686-170100-25150-3511	SUI - Instructional : Math	110	
12-1686-170100-25150-3611	WCI - Instructional : Math	240	
12-1686-170100-25150-2340	Student Assistants - Hourly : Math	43,008	
12-1686-170100-25150-3315	OASDHI - Non-Instructional : Math	800	
12-1686-170100-25150-3325	Medicare - Non-Instructional : Math	187	
12-1686-170100-25150-3435	H & W - Retiree Fund Non-Inst : Math	430	
12-1686-170100-25150-3515	SUI - Non-Instructional : Math	142	
12-1686-170100-25150-3615	WCI - Non-Instructional : Math	1,032	
12-1686-631000-29325-1430	Part-Time Counselors : Counseling	44,013	
12-1686-631000-29325-1434	Int/Sum Beyond Contr-Counselor : Counseling	9,150	
12-1686-631000-29325-3115	STRS - Non-Instructional : Counseling	4,386	
12-1686-631000-29325-3215	PERS - Non-Instructional : Counseling	667	
12-1686-631000-29325-3315	OASDHI - Non-Instructional : Counseling	400	
12-1686-631000-29325-3325	Medicare - Non-Instructional : Counseling	771	
12-1686-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	532	
12-1686-631000-29325-3515	SUI - Non-Instructional : Counseling	585	
12-1686-631000-29325-3615	WCI - Non-Instructional : Counseling	1,276	
12-1686-631000-29325-4610	Non-Instructional Supplies : Counseling	1,500	
12-1686-631000-29325-5220	Mileage/Parking Expenses : Counseling	400	
Totals for PROJECT: 1686	Title III HSI-STEM2 - Year 2	120,699	120,699

SPECIAL PROJECT DETAILED BUDGET #2552

NAME: Student Mental Health Program

FISCAL YEAR: 2012/2013

CONTRACT TERM: 7/1/12 - 6/30/14

CONTRACT AMOUNT: \$211,435

Contract (#MH-028-12) from Foundation for CA Community Colleges
administered through the CCCCCO

PROJ ADM: John Hernandez

PROJ DIR: Melissa Campitelli Smith

DATE: 09/07/12

Account String	Description	Revised	
		Debit	Credit
12-2552-000000-20000-8659	Income Account: Other Reimb Categorical Allow		211,435
TOP Code: 644000 - Health Services			
12-2552-644000-29600-1260	Psychologist (<i>Melissa Campitelli-Smith - 2 years 20-25%</i>)	37,572	
12-2552-644000-29600-3115	STRS - Non-Instructional	3,100	
12-2552-644000-29600-3325	Medicare - Non-Instructional	545	
12-2552-644000-29600-3415	Health & Welfare - Non-Instructional	9,184	
12-2552-644000-29600-3435	H & W Ret Fund - Non-Instructional	376	
12-2552-644000-29600-3515	SUI - Non-Instructional	605	
12-2552-644000-29600-3615	WCI - Non-Instructional	902	
12-2552-644000-29600-3915	Other Fringe - Non-Instructional	575	
12-2552-644000-29600-4610	Supplies - Non-instructional (<i>display stands, video content, Regional Strategizing forum materials, office supplies</i>)	13,250	
12-2552-644000-29600-5805	Awards & Incentives (<i>for participation in data gathering/NACHA survey</i>)	11,500	
12-2552-644000-29600-5300	Inst Dues & Memberships (ACHA)	2,628	
12-2552-644000-29600-5940	Printing/Reproduction	5,880	
12-2552-644000-29600-5925	Postage	1,000	
12-2552-644000-29600-5950	Software License/Fee (<i>HSACC ACHA data collection</i>)	4,000	
12-2552-644000-29600-6410	Equipment - All Other > \$1,000 (<i>3 laptop computers, large screen monitors, booth</i>)	12,003	
12-2552-644000-29600-6419	Equip/Soft - > \$200 < \$1,000 (<i>projector, banners, sound system</i>)	3,850	
12-2552-675000-29600-5210	Conference/Travel: trainings, statewide meeting	6,100	
12-2552-675000-29600-5220	Mileage	266	
	Sub-Total Direct Costs	113,335	
12-2552-679000-20000-5865	Indirect (7.5% of direct costs)	8,500	
12-2552-644000-29600-5100	Contracted Services:		
	Independent Contractor to develop Active Minds	60,000	
	Threat Assessment Training consultant	5,000	
	National Behavioral Intervention Team Association Campus Membership (for TAT): \$639/year	6,000	
	Center for LGBT training consultant	6,000	
	ASIST training consultant	3,000	
	Speakers for stress management workshops particular to finances, educational goals, and family and relationships.	1,600	
	Rental and set-up of tent for Paws for Stress Relief events	8,000	
	Sub-Total Contracted Services	89,600	
	TOTAL PROGRAM COSTS	211,435	211,435

SPECIAL PROJECT DETAILED BUDGET # 1656
NAME: Student Support Services Program IV - Year 2
FISCAL YEAR: 2012/13 & 2013/14

CONTRACT PERIOD: 9/1/12 to 8/31/13
 CONTRACT INCOME: \$292,340
 CFDA #: 84.042A; Award # P042A111169

PROJ. ADM. Lilia Tanakeyowma
 PROJ. DIR. Romelia Madrigal

Date: 9/12/12

GL Account	Description	Debit	Credit
12-1656-000000-10000-8120	Higher Education Act : Santa Ana College		262,340
12-1656-679000-10000-5865	Indirect Costs : District Operations	19,432	
12-1656-499900-19560-4310	Instructional Supplies : Student Support Services	1,000	
12-1656-649000-19560-1250	Contract Coordinator : Student Support Services	43,402	
12-1656-649000-19560-1252	Contract Extension-Coordinator : Student Support Se	8,580	
12-1656-649000-19560-2130	Classified Employees : Student Support Services	75,041	
12-1656-649000-19560-2310	Classified Employees - Ongoing : Student Support Se	17,569	
12-1656-649000-19560-2340	Student Assistants - Hourly : Student Support Servi	25,531	
12-1656-649000-19560-3215	PERS - Non-Instructional : Student Support Services	16,508	
12-1656-649000-19560-3315	OASDHI - Non-Instructional : Student Support Servic	9,087	
12-1656-649000-19560-3325	Medicare - Non-Instructional : Student Support Serv	2,211	
12-1656-649000-19560-3335	PARS - Non-Instructional : Student Support Services	77	
12-1656-649000-19560-3415	H & W - Non-Instructional : Student Support Service	22,908	
12-1656-649000-19560-3435	H & W - Retiree Fund Non-Inst : Student Support Ser	1,722	
12-1656-649000-19560-3515	SUI - Non-Instructional : Student Support Services	1,677	
12-1656-649000-19560-3615	WCI - Non-Instructional : Student Support Services	4,130	
12-1656-649000-19560-3915	Other Benefits - Non-Instruct : Student Support Ser	1,975	
12-1656-649000-19560-4610	Non-Instructional Supplies : Student Support Servic	1,000	
12-1656-649000-19560-4710	Food and Food Service Supplies : Student Support Se	2,320	
12-1656-649000-19560-5630	Maint Contract - Office Equip : Student Support Ser	1,500	
12-1656-649000-19560-5845	Excess/Copies Useage : Student Support Services	500	
12-1656-649000-19560-6411	Equipment - Federal Progs >200 : Student Support Se	3,900	
12-1656-675000-19560-5210	Conference Expenses : Student Support Services	1,270	
12-1656-732000-19560-7630	Supplies Paid for Students : Student Support Servic	1,000	
74-1656-000000-10000-8120	Higher Education Act : Santa Ana College		30,000
74-1656-732000-19560-7509	SSS Grant : Student Support Services	30,000	
Totals for PROJECT: 1656	Student Support Services IV - Year 2	292,340	292,340

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date: September 24, 2012
Re:	Approval of Legal Representation – AlvaradoSmith	
Action:	Request for Action	

BACKGROUND

The district continually seeks better ways to offer its services to the community. On occasion this includes the acquisition of real property to enhance its facilities.

ANALYSIS

AlvaradoSmith is a law firm with specific knowledge of the district's service area. We propose to utilize the services of AlvaradoSmith in connection with the acquisition or lease of various real property rights. This includes, but is not limited to, the acquisition of property for district use in the city of Santa Ana. AlvaradoSmith has worked with RSCCD in the past and has been successful in working with the city of Santa Ana. Both will prove to be beneficial to the district in achieving its goals.

As a courtesy, AlvaradoSmith is offering the district discounted rates if invoices are paid within 30 days. Discounted rates range between \$220 and \$495/hour. Other expenses incurred will be billed monthly at the actual cost.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement with AlvaradoSmith as presented.

Fiscal Impact:	Services as Needed	Board Date: September 24, 2012
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor	
Submitted by:	Raúl Rodríguez, Ph.D., Chancellor	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



1 MacArthur Place
Suite 200
Santa Ana, California 92707
Phone: 714.852.6800
Fax: 714.852.6899
www.AlvaradoSmith.com

A PROFESSIONAL CORPORATION
INCLUDING PROFESSIONAL CORPORATIONS

Los Angeles
213.229.2400

San Francisco
415.624.8665

Raymond G. Alvarado,
Retired

RUBEN A. SMITH
(714) 852-6800
(714) 852-6899
RSMITH@ALVARADOSMITH.COM

September 12, 2012

Rancho Santiago Community College District
Attention: Chancellor Raul Rodriguez
2323 North Broadway
Santa Ana, CA 92706
rodriguez_raul@rsccd.edu

Re: Legal Representation
Proposed Client: Rancho Santiago Community College District
Proposed Matter: The acquisition or lease of various real property rights

Dear Chancellor:

Thank you for the opportunity to be of service. The purpose of this letter is to confirm the terms upon which AlvaradoSmith ("Firm" or "we") will provide legal service Rancho Santiago Community College District ("you" or "your"). This letter shall expire by its own terms if not signed, dated and received by the Firm within fifteen (15) calendar days from the date of this letter.

1. **Scope of Representation.** The Firm will provide legal services to you in connection with the acquisition or lease of various real property rights ("Services").
2. **The Retainer.** The Firm's policy requires that we obtain a retainer from you prior to commencing any Services. However the firm has agreed to waive the retainer requirement.
3. **Fees and Billing Policy.** I, as a shareholder of the Firm, will be primarily responsible for your representation. I will be assisted by my partners Craig D. Hardwick, John G. Cruz and our associate Erica Diaz. From time to time, other Firm attorneys or paralegals may work on your matters when appropriate and cost-effective.

Our legal fees are based on how much time is spent on your matter and by whom it is spent. Time is charged in minimum units of tenths (1/10) hours. The standard hourly rate for me is \$520, the standard hourly rate for Craig D. Hardwick and John G. Cruz is \$500. Erica M. Diaz's standard rate is \$290, respectively. Our current rates for other attorneys range from \$240

Rancho Santiago Community College District

September 12, 2012

Page 2

to \$580. However, as a courtesy, for matters that we handle for you, so long as you make invoiced payments of all amounts due this Firm within thirty (30) days from the date of the invoice, we will charge you our discounted rates which range between \$220 and \$495. My discounted hourly rate is \$325. The discounted rate for Craig D. Hardwick and John G. Cruz is \$325. Erica M. Diaz's discounted hourly rate is \$275. Please note that we are giving you the discounted rates as a courtesy only if invoices are paid within thirty (30) days from the invoice date. Should you fail to keep current on any outstanding invoices you owe to the Firm, the Firm reserves the right to withdraw the discount and invoice you at the Firm's then current standard hourly rates. Further, all additional work, if any, will be completed at the Firm's then current standard hourly rates. Subject to applicable laws, the Firm will withdraw as your counsel if you fail to timely pay your invoices. From time to time the Firm reviews and may increase hourly rates. We will give you advance notice should hourly rates be increased.

Invoices for out-of-pocket expenses, parking and other local travel expenses, computerized legal services, outsourced photocopying and other reproduction costs, clerical staff overtime, long-distance telephone charges, deposition transcripts, expert witness fees, courier and messenger services, and postage, will be billed monthly at the actual cost incurred by us. If required in the course of representing you, you also agree to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by our personnel. In-office photocopying is billed at 25¢ per page, facsimiles at \$1.00 per page, and personal automobile mileage at 51¢ per mile. Firm policy prevents us from advancing money on behalf of clients for out-of-pocket costs attendant to the Services. You must pay for any out-of-pocket costs required in connection with your matter directly as such costs are incurred.

The Firm will bill you for its services and expenses monthly. You agree to pay the Firm's statements upon presentation. Each statement is delinquent if not paid within thirty (30) days from its date. Any amount not paid within sixty (60) days of the invoice date shall accrue interest at the rate of ten percent (10%) per year. If any statement is not paid promptly, we reserve the right to discontinue performing services. If you have questions concerning your statement at any time, please do not hesitate to contact me for clarification.

If you are ordered to pay costs or attorney fees incurred by another party, you will be responsible for that payment. Conversely, if any such fees or costs are paid to the Firm, we will credit such amount against what you owe the Firm. In the event a recovery is obtained or transaction is completed, you hereby grant the Firm a lien on the proceeds obtained in the amount of all unpaid attorney fees and costs advanced on all Services or other matters handled by the Firm on your behalf.

4. **Conflicts of Interest.** Based on our discussions with you, we have not identified any conflicts of interest which we believe would legally prevent us from performing the Services. In the event any potential conflict is subsequently identified, we will immediately notify the

Rancho Santiago Community College District
September 12, 2012
Page 3

Chancellor of the Rancho Santiago Community College District of the identified potential conflicts. In the event that such a conflict cannot be resolved, we will confer with you regarding your alternatives.

5. **Cooperation.** You agree to fully respond to any inquiries we make, provide written materials or documents in a timely manner, and otherwise provide us with any and all information necessary for the prosecution and/or defense of litigation matters that we handle on your behalf and for the resolution of transactional matters that we handle on your behalf. Failure to provide such information could prejudice your interests in such litigation and transactional matters and may ultimately reduce the effectiveness of our representation.

6. **Responsibility for Fees.** If more than one individual or entity retains the Firm pursuant to this agreement, each individual or entity is jointly and severally responsible for all fees and costs accruing hereunder, regardless of whether the Firm bills or accepts payment in accordance with an apportionment agreement entered into by the client(s).

7. **Insurance Coverage Issues.** At your instruction, we will cooperate with your insurance carrier and insurance professionals by providing information regarding your claim and copies of your billings. Unless otherwise specifically agreed to by the Firm in writing, insurance coverage and payment issues are expressly your responsibility. Accordingly, we will bill our fees and costs directly to you, and payment will be due from you on a current basis, regardless of whether your carrier eventually reimburses you.

8. **No Guaranty.** The Firm does not and cannot guarantee any particular result. Unless otherwise agreed in this agreement, we cannot predict the total amount of our fees. You acknowledge that the Firm has made no promises about the outcome of your matter, including the costs and expenses, and opinions offered or budgets provided by the Firm do not constitute guaranties.

9. **Termination.** The law gives you the right to terminate the Firm at any time. Similarly, subject to the Firm giving you reasonable notice for you to arrange alternative counsel, we have the right to discontinue work on pending matters or terminate our attorney-client relationship at any time (i) that a statement remains due and unpaid sixty (60) days after it has been sent, (ii) when we believe that our relationship with you violates ethical principles and standards, or (iii) termination of the relationship is required or permitted by law.

All files and/or documents retained at the Firm relating to your representation are now and will remain your property ("Client Files") except for the Firm's internal and/or administrative documents, such as attorney work sheets and time sheets. You may have access to your Client Files upon reasonable advance notice, and upon termination of our representation, you may withdraw your Client Files with prior written notice. The Firm reserves the right to

Rancho Santiago Community College District

September 12, 2012

Page 4

photocopy your Client Files at your expense. Subject to our applicable legal and ethical obligations, the Firm will retain your Client Files for 12 months following the cessation of our representation on this matter, or such other period of time as the Firm deems appropriate. At that time, the Firm will make reasonable efforts to contact you to determine if you want your Client Files. If you do not respond, or the Firm cannot locate you, the Firm will destroy your Client Files pursuant to our legal and ethical obligations. In the event you choose to change representation to any attorney outside this Firm, a written notice authorizing the transfer of your Client Files must be submitted. We reserve the right to retain photocopies of any of your Client Files.

10. **Lien.** You hereby grant the Firm a lien on any and all claims or causes of action that are the subject of the representation under this agreement. The lien will be for any sums owing to the Firm at the conclusion of services performed. The lien will attach to any recovery you may obtain, whether by arbitration award, judgment, settlement or otherwise. The effect of such a lien is that the Firm may be able to compel payment of fees and costs from any such funds recovered on behalf of you even if the Firm has been discharged before the end of the case. Because a lien may affect your property rights, you may seek the advice of an independent attorney of your choice before agreeing to such a lien. By initialing this paragraph, you represent and agree that you have had a reasonable opportunity to consult such an independent attorney and – whether or not you have chosen to consult such an independent attorney – you agree that the Firm will have a lien as specified above.

_____ (Client Initial Here) RAS (Firm Initial Here)

11. **Dispute Resolution.** In the event you become dissatisfied with any aspect of our relationship, we encourage you to bring such concerns to our attention immediately. If we are unable to resolve any dispute to our mutual satisfaction, the Firm will first comply with any mandatory dispute resolution procedures that may apply to any such dispute. This means that if the dispute involves fees that we have charged you, we will first bring our claim before the Mandatory Fee Arbitration Committee in Orange County, California, in accordance with the State Bar Rules for Mandatory Fee Arbitration.

If we are unable to resolve any dispute, regardless of its nature, and after mandatory dispute resolution procedures have been waived or exhausted (including but not limited to, Mandatory Fee Arbitration), the parties shall submit such dispute to final and binding arbitration in Orange County, California before the American Arbitration Association and pursuant to its Commercial Arbitration Rules, unless the parties agree in writing to a different arbitration method or forum. You acknowledge and agree that in arbitration there is no right to a trial by jury, and the arbitrator's legal and factual determinations are generally not subject to appellate review.



Rancho Santiago Community College District
September 12, 2012
Page 5

The initial resort to the courts by either party shall not be considered a waiver of that party's right to compel binding arbitration under this provision. Arbitration shall be in accordance with the laws of the State of California. Unless otherwise provided by law, reasonable attorneys' fees and costs incurred in connection with any such arbitration, litigation or dispute shall be awarded to the prevailing party. The Firm is hereby advising you that if you have questions concerning the advisability of arbitration, you should seek independent legal counsel prior to signing this agreement.

12. **Conclusion.** If the arrangements described in this letter are acceptable to you, please sign one copy of this letter where indicated and return it to me in the enclosed envelope, together with your check for the retainer described above. The duplicate original copy is for your files.

Please see following pages for signature



Rancho Santiago Community College District
September 12, 2012
Page 6

We appreciate the confidence you have in the Firm and look forward to serving you.

Sincerely,

ALVARADO SMITH,
A professional corporation


Ruben A. Smith,
A professional corporation

RAS/jb

Agreed to and accepted this _____ day of _____, 2012

Rancho Santiago Community College District

By: _____
Name: _____
Title: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources and Educational Services

To:	Board of Trustees	Date: September 24, 2012
Re:	First Reading of Revised and Renumbered Board Policies	
Action:	Information	

BACKGROUND

The Board Policy Committee met on September 13, 2012 to review the first two sections (1000 and 2000) of the restructured Board Policies. Those policies are now presented for first reading.

ANALYSIS

The District subscribes to the Policy and Procedure Services of the Community College League of California (CCLC). This service provides districts with model board policies which comply with state law, Title 5 regulations, and address the relevant accreditation standards. The CCLC system for numbering and organizing these policies is different than the current RSCCD system. The Board Policy Committee is recommending that our policies be updated and revised to conform to the CCLC model structure.

RECOMMENDATION

These policies are presented for first reading as an information item.

Fiscal Impact: None	Board Date: September 24, 2012
Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

Recommended Changes to Board Policies to Reflect CCLC Model Structure (Draft 3)

Section 1000 – The District

BP1100 The Rancho Santiago Community College District

Reference:

Education Code Section 72000(b); Elections Code Section 18304

The District has been named the Rancho Santiago Community College District. The name is the property of the District. No person shall, without the permission of the Board, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following college(s) and/or education center(s) as well as any other facilities acquired subsequent to the adoption of this policy:

- Santa Ana College
- Santa Ana College Centennial Education Center
- Santa Ana College/Orange County Sheriff's Regional Training Academy
- Santa Ana College Digital Media Center
- Santiago Canyon College
- Santiago Canyon College Orange Education Center

Adopted: March 28, 2011

BP 1200 District Mission

Reference:

Accreditation Standard I

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

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

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, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community.

The mission is evaluated and revised on a regular basis.

Section 2000 – Board of Trustees

This section will consist largely of policies in the current RSCCD 9000 Section, “By-laws of the Board” and a few in the 2000 Section, “Administration.” The following policies are presented in the order listed in the CCLC model.

BP 2010 Board Membership –BP9003

References:

Education Code Sections ~~5000 et seq.~~, 72023, 72103, 72104

The Board of Trustees of the Rancho Santiago Community College District shall consist of seven members ~~elected by the qualified voters of the District who shall each serve four-year terms. Members shall be elected by trustee area as defined in Board Policy 2100. Trustees will reside in certain specified trustee areas, but be elected at large by the voters. Three trustees shall represent Area 1, one trustee Area 2, and three trustees Area 3 (see Board Policy 9004 for a description of trustee area boundaries).~~

~~It is the intent of the Board that beginning with the November 2012 election, each trustee will reside in one of seven specified trustee areas, and be elected by the voters residing in that area.~~

~~The Board of Trustees may change the methodology utilized for electing Board members in any manner consistent with law.~~

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the district may not be sworn into office as an elected or appointed member of the governing board unless he or she resigns as an employee.

No member of the governing board shall, during the term for which he or she is elected, hold an incompatible office.

Revised: February 6, 2012 _____ **(Previously BP9003)**

BP 2015 Student Trustee Member –BP9006

Legal Reference:

Education Code Sections 72023.5 and ~~72425~~

The Board shall include one non-voting student member. The term of office shall be one year commencing June 1.

The student member ~~shall be a resident of California at the time of nomination, and during the term of service, and~~ shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain the standards of scholarship and eligibility criteria enumerated in Administrative Regulation 9006.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any

mileage allowance necessary to attend board meetings and reimbursement for travel (see BP 2735) to the same extent as publicly elected trustees.

The student member shall have the privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board. The student member may, prior to the vote on any item before the Board, advise the President of the Board that the student member would like to cast his/her vote first as a means of providing advice to the Board.

The student member shall not be liable for any acts of the Governing Board.

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the following privileges:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance and the amount of that compensation, up to the amount prescribed by Education Code Section 72425.
- The privilege to serve a term commencing on May 15.
- The privilege to serve on Board committees.

Revised ~~March 28, 2011~~ _____ (Previously BP9006)

BP 2100 Board Elections ~~Trustee Areas~~ ~~BP9004~~

References:

Education Code Sections 5000 et seq. and 72036

~~TRUSTEE AREA ONE – THREE BOARD MEMBERS~~

~~Essentially this area includes the largest and western portion of Santa Ana, extending westerly to Euclid Street in Fountain Valley, and generally bounded by Westminster Avenue/17th Street to the north, Halladay to the east, and Sunflower Avenue on the South.~~

~~TRUSTEE AREA TWO – ONE BOARD MEMBER~~

~~Essentially this area includes the eastern portion of Santa Ana, and takes in small northerly sections of Irvine, Costa Mesa and Newport Beach in the John Wayne Airport area, extending past Jamboree Road to the southeast and south to the San Joaquin (73) Freeway, and is generally bounded to the north by LaVeta Avenue in Orange, Halladay Street and Rousselle Street to the west (north of Warner Avenue), south Bristol Street to the west (south of Warner Avenue), and Lyon Street to the east.~~

~~TRUSTEE AREA THREE – THREE BOARD MEMBERS~~

~~Essentially this area includes the northern portion of the Rancho Santiago Community College District, Orange, Villa Park, and Anaheim Hills, extending southerly to LaVeta Avenue in Orange and Westminster Avenue in Garden Grove, and westerly to Euclid Street. The eastern area extends along Santiago Canyon Road southerly to the Modjeska Canyon area, easterly to the county line, and to the Santa Ana River which forms the northern district boundary. (Click here to view map)~~

~~It is the intent of the Board that the current configuration of three trustee areas will be replaced by a seven trustee area configuration prior to the November 2012 election.~~

The term of office of each trustee shall be four years, commencing on the first board meeting in December following the general election in November. Elections shall be held every two years, in even numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election.

The Board of Trustees has provided for the election of trustees by trustee areas. Effective May 21, 2012, the trustee areas are:

Area 1: Area One includes a central strip of Santa Ana, generally bounded by 17th Street and 1st Street in the north, Main St to the east, and Flower, Bristol and Raitt Streets to the west, down to the District border.

Area 2: Essentially Area Two includes Santa Ana east of Main Street up to 17th Street. Area Two also includes small northerly sections of Irvine, Costa Mesa and Newport Beach in the John Wayne Airport area, extending past Jamboree Road to the southeast and south to the San Joaquin (73) Freeway, and is generally bounded to the north by LaVeta Avenue and Highway 22, east to Prospect Avenue and west to Santiago Street.

Area 3: Essentially Area Three includes the central and southwestern portions of Santa Ana, bordered by Fairview and the River on the west, Bristol, Flower and Raitt on the east, the District border to the south, and 17th Street and Civic Center Drive on the north.

Area 4: Area Four includes the City of Garden Grove territory north of Garden Grove Blvd or east of Harbor Boulevard, together with the City of Orange territory generally west of Batavia, Glassell and Highway 55, south of Walnut, Katella, and Taft respectively.

Area 5: Area Five consists of the portion of Garden Grove south of Garden Grove Boulevard and west of Harbor Boulevard, Santa Ana west of the River, and northern Santa Ana bordered by the City border on the north, Santiago St on the east, and 17th Street on the south, plus the portion of Santa Ana bordered by 17th Street on the north, Flower Street on the east, Civic Center Drive on the south, and Bristol Street on the west.

Area 6: Area six consists of Anaheim Hills, the eastern hills portion of the District, Villa Park, and Orange generally east of Villa Park and Cannon Street.

Area 7: Area Seven is entirely within the City of Orange, covering territory west and south of Villa Park, bordered by Highway 55, the City of Villa Park, and Cannon Street in the east, the District borders to the north and south, and by Batavia, Glassell and Highway 55 to the west.

The election of a board member residing in and registered to vote in the trustee area he or she seeks to represent shall be only by the registered voters of the same trustee areas.

The Board Policy Committee shall meet following each decennial federal census and, in conjunction with the Chancellor, shall recommend to the Board any adjustments to each trustee area. There will not be an adjustment of trustee area boundaries between decennial censuses unless the district acquires or loses territory.

Revised: ~~February 6, 2012~~ _____ (Previously BP9004)

BP 2105 Selection of Student Member (new)

References:

Education Code Sections 72023.5, 72103

The Chancellor shall be responsible to ensure that the Student Member of the Board of Trustees is selected in accordance with the approved Administrative Regulation.

Adopted: _____, 2012

BP 2110 Vacancies on the Board ~~–BP9005~~

Legal References:

Education Code Sections 5090, et seq. , Government Code 1770

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by EC 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in EC 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the board members at a public meeting.

The Chancellor shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process.

Revised ~~May 10, 2011~~ _____ (Previously BP9005)

BP 2200 Statement of Purpose Board Duties and Responsibilities ~~–BP9000~~

Reference:

Accreditation Standard IVB.1.d

~~The Board of Trustees has full legal authority and responsibility for the Rancho Santiago Community College District. It derives its powers from the Constitution of the State of California and the acts of the Legislature.~~

~~The basic duties of the Board include the selection of the chief executive officer, the declaration of principal objectives, the development of policies, the preservation of assets, the expenditure of funds, the establishment of policies for development of current and long-range planning, and the determination of a governance structure.~~

~~The Board shall exercise such additional powers, functions, and responsibilities as provided by law.~~

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

The Board is committed to fulfilling its responsibilities to:

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

- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

Revised ~~08/26/94~~ _____ (Previously BP9000)

BP 2210 Officers of the Board – ~~BP9007~~

Reference:

Education Code Section 72000

Officers of the Board shall be elected at the annual organizational meeting and shall include a President, Vice President, and Clerk. They shall serve a term of one year. The Chancellor of the District shall serve as secretary to the Board.

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

~~Adopted 08/11/77; Revised 07/26/10~~ _____ (Previously BP9007 and 9008)

Duties of the Officers – ~~BP9008~~

~~Revised 06/13/94; Revised September 12, 2011~~

At the annual organizational meeting, the Board shall elect from among its members a President of the Board, Vice President, Clerk.

- A. **President:** It shall be the duty of the president to:
 - Preside over all meetings of the Board;
 - Represent the district at all official functions;
 - Serve as the official spokesperson for the Board;
 - Call emergency and special meetings of the Board as required by law;
 - Consult with the Chancellor on board meeting agendas;
 - Communicate with individual Board members about their responsibilities;
 - Participate in the orientation process for new Board members;
 - Assure Board compliance with policies on board education, self-evaluation and the Chancellor's evaluation;
 - Represent the Board at official events or ensure board representation.
- B. **Vice-President:** It shall be the duty of the vice president to serve in the absence of the president of the Board. The vice president shall perform such other duties as required by the president or by actions of the Board.
- C. **Clerk:** It shall be the duty of the clerk to certify or attest to official actions taken by the Board and to monitor the making and maintenance of records as required by law.
- D. **Secretary:** The Chancellor shall serve as Secretary to the Board. It shall be the duty of the secretary to:
 - Prepare the agenda for each meeting, in consultation with the Board President;
 - Assure the official posting of the call of each meeting in compliance with law;
 - Notify members of the Board of regular, special, emergency and adjourned meetings;
 - Supervise the preparation of minutes of meetings for Board consideration and approval;

- Provide back-up data on all items to be under consideration;
- Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board;
- Certify as legally required all board actions;
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.
- The terms of officers shall be for one year. The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

BP 2220 Committees of the Board Structure ~~BP9009~~

Reference:

Government Code Section 54952

Annually, the president of the Board shall appoint members to the Standing committees. Standing and ad hoc committees may be limited and/or created as deemed necessary by a majority of the Board. Committee members shall serve until they have completed their assignments. The Board President shall appoint the chairs on any Standing or ad hoc committees established by the Board of Trustees.

The Executive Committee of the Board is comprised of the President, Vice President, and Clerk of the Board. The Chancellor serves as staff to all Board of Trustee committees.

The chair of any Standing or ad hoc committee will be in charge of scheduling and/or canceling any committee meeting. If the Chancellor cannot attend a meeting he/she may send a representative to the committee meeting or reschedule the meeting with the committee chair to a mutually agreeable time.

All Board members have the right to attend and participate in any committee meeting, however only the appointed members of a committee may vote and be counted toward a quorum.

Any committee established by Board of Trustees action shall comply with the requirements of the Brown Act and with policies regarding open meetings.

Revised ~~December 6, 2010~~ _____ (Previously BP9009)

BP 2305 Annual Organizational Meeting ~~BP9013~~

Reference:

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

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

- Election of Board officers
- Designation of secretary & assistant secretary
- Schedule of regular meeting dates and locations for the following year, including: Board Self-Evaluation (BP9022), Evaluation of Chancellor (BP2113), and Preliminary Audit Discussion
- Authorization of signatures
- Appointment of trustees to committees by Board President
- Reaffirmation of Board Policy 9011 (Conferences & Meetings)
- Reaffirmation of Statement of Ethical Conduct (BP9002)
- Reaffirmation of Board Policy 3211 (Investments)

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

Revised ~~July 26, 2010~~ _____ (Previously BP9013)

BP 2310 Meetings-Regular Meetings of the Board ~~BP9012~~

~~Legal~~ References:

Education Code Section 72000(d); Government Code 54952.2, 54953 et seq.; 54961

The Board's time and place of meetings shall be determined at the district's annual organizational meeting and may be changed by the Board President in consultation with the Chancellor. Regular meetings of the Board shall normally be held in Room 107 of the District Office, located at 2323 N. Broadway, Santa Ana, California.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

Authority to Conduct Business

No business shall be conducted by the Board except at a regular meeting or adjourned thereof, or at a duly called special meeting.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Consent Calendar

In consultation with the Chancellor, the president shall designate routine items of business for a "Consent Calendar." Any item may be removed from the consent calendar upon request of any member of the Board.

Revised ~~May 10, 2011~~ _____ (Previously BP9012)

BP 2315 Closed Sessions ~~BP9026~~

~~Legal~~ References:

Government Code Sections 54956.8, 54956.9, 54957, 54957.6; 11125.4
Education Code Section 72122

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;

- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

Adopted 06/13/94 Revised May 10, 2011 _____ (Previously BP9026)

BP 2320 Special and Emergency Meetings—Special-BP9020

References:

Government Code Sections 54956, 54956.5, 54957; Education Code Section 72129

Special meetings may be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meeting may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

Revised April 13, 2009 _____ (Previously BP9020)

BP 2330 Quorum and Voting - BP9016

Legal References:

Education Code Sections 72000(d)(3, 81310 et seq., 81365, 81511, 81432; Government Code Section 53094; Code of Civil Procedure Section 1245.240

A majority of the members of the Board shall constitute a quorum for the transaction of business. Four votes shall be necessary to determine the outcome of any issue. Less than a quorum may adjourn any meeting to a future date.

Two members of the Board shall constitute a quorum for any meeting of a standing or ad hoc committee of the Board.

The Board shall act by majority vote of all the membership of the Board, except as noted below.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority of all members of the Board:

- Resolution to pursue the authorization and issuance of bonds by a 55% vote of the electorate;
- Resolution of intention to sell or lease real property (except where an unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from approval requirements of a planning commission or other local land use body;
- Appropriation of funds for an undistributed reserve;
- Resolution to condemn real property.

The following actions require a unanimous vote of all the members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

Revised April 13, 2009 _____ (Previously BP9016)

BP 2340 Agendas —BP9015

Legal References:

Government Code Sections 54954 et seq., 6250 et seq.; Education Code Sections 72121, 72121.5

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an "emergency situation" as defined for emergency meetings;

- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Chancellor. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Chancellor in consultation with the Board President.

Individual Board members who wish to place matters on the agenda shall consult with the Board President, who shall confer with the Chancellor on the request.

Agenda items submitted by members of the public must be received by the office of the Chancellor 10 working days prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission. See Administrative Regulation 9015.

Revised May 10, 2011 _____ **(Previously BP9015)**

BP 2345 Public Participation at Board Meetings - ~~BP9014~~

~~Legal~~ References:

Government Code Sections 54954.3, 54957.5; Education Code 72121.5

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

- There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda. Members wishing to present such items shall submit a written request at the beginning of the meeting to the Chancellor that summarizes the item and provides his or her name, address or college of attendance, and organizational affiliation, if any. No action may be taken by the Board on such items.
- Members of the public may place items on the prepared agenda in accordance with Board Policy 9015. A written summary of the item must be submitted to the Chancellor at least 10 working days prior to the board meeting. The summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the board meeting. Written communication regarding items on the Board's agenda should reach the office of the Chancellor not later than 1 working day prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

Revised ~~May 10, 2011~~ _____ (Previously BP9014)

BP 2350 Speakers — ~~BP9014.1~~

~~Legal~~ References:

Government Code Sections 54950, et seq.; Education Code Section 72121.5

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- A person wishing to address the Board shall complete a written request to address the Board at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the President of the Board.
- Each speaker will be allowed a maximum of three minutes per topic. A total of 30 minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.
- Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

Adopted: May 10, 2011 Revised _____ (Previously BP9014.1)

BP 2355 Decorum — ~~BP9014.2~~

~~Legal~~ References:

Education Code Section 72121.5; Government Code Section 54954.3 (b)

The following will be ruled out of order by the presiding officer:

- Remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in closed session.
- Profanity, obscenity and other offensive language.
- Physical violence and/or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Signs, placards or other items that create noise or cause an obstruction of view that constitutes or would constitute a persistent disruption of the proceedings will not be permitted.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

Adopted: May 10, 2011 Revised (Previously BP9014.2)

BP 2360 Minutes – ~~BP9031~~

~~Legal~~ References:

Education Code Section 72121(a); Government Code Section 54957.5

The Chancellor shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Adopted: May 10, 2011 Revised (Previously BP9031)

BP 2365 Recording (new)

References:

Education Code Section 72121(a); Government Code Sections 54953.5 and 54953.6

If the Board causes any tape or video recording of a meeting, the recording shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Chancellor is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

Adopted

BP 2410 Setting Policy –BP9001

Legal Reference:

Education Code Section 70902; Accreditation Standard IV.B.1.b & e; Title 5 sections ~~51023.5-51023.7~~ and ~~53200-53204~~

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote in accordance with the provision of Board Policy 9023. Any adoption and/or approval of new Board policies or changes to existing Board policies must take place as part of a two meeting approval process. The first meeting will be considered the "FIRST READING, INFORMATION ONLY" of the policy or change to existing policy for the purpose of review, questions and answers, and other considerations of the recommendation. At the second meeting, it will be considered the "SECOND READING, ACTION ITEM." The Board will consider the item for action, which may have been modified at either the first or second reading. If the modification at the second reading is major, as determined by the Board, such a reading will be termed a first reading and introduced at a subsequent Board meeting as a second reading.

The RSCCD Board of Trustees believes that a major trustee role is to set policy for the District. In setting policy, the Board wants to create and work within a participatory environment with respect for students and all employee groups. For developing policies regarding the academic and professional matters numbered 1, 2, 3, 5, and 8, the Board will consult collegially with the faculty by relying primarily on the advice and judgment of the Academic Senate (per previous agreement with the Senate).*

For developing policy regarding the other five academic and professional matters, the Board will consult with the faculty through the mutual agreement process previously agreed upon. At RSCCD, the mutual agreement process is the use of the shared governance structure consisting of councils, committees, and the District Council. Further, representatives of staff and student groups are encouraged to work within the established processes to address the issues of the District.

The Board of Trustees values consensus building; however, it realizes its legal responsibility to make final decisions regarding policy.

*For the following items the Board of Trustees will rely primarily upon the advice of the Academic Senate:

1) Curriculum, including establishing prerequisites and placing courses within disciplines; 2) Degree and certificate requirements; 3) Grading policies; 5) Standard or policies regarding student preparation and success; 8) Policies for faculty professional development activities;

For the following items, the Board of Trustees will come to mutual agreement with the Academic Senate:

4) Educational program development; 6) District and college governance structures, as related to faculty roles; 7) Faculty roles and involvement in accreditation processes, including self study and annual reports; 9) Processes for program review; 10) Processes for institutional planning and budget development.

Administrative regulations are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative regulations shall be consistent with the intent of Board Policy. Administrative regulations may be revised as deemed necessary by the Chancellor. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the District website.

~~Approval of New Board Policies or Changes to Existing Board Policies – BP9023~~

~~Adopted 08/23/93~~

~~Any adoption and/or approval of new Board policies or changes to existing Board policies must take place as part of a two-meeting approval process. The first meeting will be considered the "FIRST READING, INFORMATION ONLY" of the policy or change to existing policy for the purpose of review, questions and answers, and other considerations of the recommendation. At the second meeting, it will be considered the "SECOND READING, ACTION ITEM." The Board will consider the item for action, which may have been modified at either the first or second reading. If the modification at the second reading is major, as determined by the Board, such a reading will be termed a first reading and introduced at a subsequent Board meeting as a second reading.~~

~~Adopted 03/17/97 Revised March 28, 2011~~ _____ **(Previously BP9001 and BP9023)**

BP 2430 Delegation of Authority to the Chancellor & Prerogatives – BP2112

Legal References:

Education Code Sections 70902(d), 72400; Accreditation Standard IV.B.1.j; IV.B.2

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Chancellor may delegate any powers and duties entrusted to him or her by the Board, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.

The Chancellor is expected to perform the duties contained in the Chancellor job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Chancellor.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available to all trustees.

The Chancellor shall act as the professional advisor to the Board in policy formation.

All reports, recommendations, and correspondence to the Board of Trustees from any employee shall be submitted to the chancellor for transmittal to the Board.

The chancellor or representative shall have the privilege of attending all meetings of the Board and its committees with the right to speak on all matters under discussion.

The chancellor shall have such other powers and duties as may be approved by the Board of Trustees in order to fulfill the functions of office.

Revised ~~March 28, 2011~~ _____ (Previously BP2112)

BP 2431 Chancellor Selection (new)

References:

Title 5 Sections 53000 et seq.; Accreditation Standard IV.B.1 and IV.B.1.i

In the case of a Chancellor vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

Adopted: _____, 2012

BP 2432 ~~Chief Executive Officer~~ Chancellor Succession - BP2110

References:

Education Code Sections 70902(d) and 72400; Title 5 Section 53021(b)

The Board of Trustees shall appoint a properly qualified person to be Chancellor. The chancellor shall be accountable to the Board for the administration of all district activities not reserved by the Board or by the Education Code.

In the case of a Chancellor vacancy, the board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

The Board delegates authority to the Chancellor to appoint an acting Chancellor to serve in his or her absence.

In the absence of the Chancellor and when an acting Chancellor has not been named, administrative responsibility shall reside with (in order):

- Executive Vice Chancellor, Human Resources & Educational Services
- Vice Chancellor, Business Operations & Fiscal Services
- President, Santa Ana College
- President, Santiago Canyon College

The Board shall appoint an interim Chancellor whenever the position is vacant.

Revised ~~March 28, 2011~~ _____ (Previously BP2110)

BP 2435 Evaluation of the Chancellor ~~—BP2113~~

Reference:

Accreditation Standard IV.B.1

In early ~~December~~ June of each year, the ~~chair~~ President of the Board of Trustees will schedule a meeting with the chancellor to discuss the chancellor's evaluation process.

Following that meeting, the ~~chair~~ President of the Board will indicate to the Board of Trustees in closed session that he/she has completed the scheduled conference with the chancellor.

The chancellor will prepare a self-evaluation to include progress toward achieving annual goals and long-range goals and other materials as appropriate. The self-evaluation will be available to all Board members at least two days prior to the evaluation session.

The evaluation session will be posted as required by California Code.

The Board of Trustees may opt to hold the scheduled evaluations with the chancellor present at the session, with the chancellor not present at the session, or with any combination it deems necessary.

Following the evaluation, the ~~chair~~ President of the Board of Trustees will present the results of the formal evaluation to the chancellor in writing.

The contents of the evaluation will be kept confidential unless the chancellor determines a need to discuss said content in order to address issues that have been indicated for action.

The Board shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy. The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board and the Chancellor. The criteria for evaluation shall be based on Board policy the Chancellor's job description, and performance goals and objectives developed in accordance with BP 2430 titled Delegation of Authority to the Chancellor.

Revised ~~January 11, 1993~~ _____ (Previously BP2113)

BP 2510 Participation in Local Decision Making —~~BP9033~~

~~Legal~~ References:

Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (staff), 51023.7 (students); Accreditation Standard IV.A

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for board action and administrative procedures for Chancellor action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the district:

Academic Senate(s) (Title 5, Sections 53200-53206.)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law and specified in Board Policy 9001.

Staff (Title 5, Section 51023.5.)

Staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of recognized classified and management organizations will be given every reasonable consideration.

Students (Title 5, Section 51023.7.)

The Associated Student Governments shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Student Governments will be given every reasonable consideration. The selection of student representatives to serve on district committees or task forces shall be made after consultation with the Associated Student Governments.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

Adopted: May 10, 2011; Revised _____ (Previously BP9033)

BP 2610 Presentation of Initial Collective Bargaining Proposals —~~BP9034~~

~~Legal~~ Reference:

Government Code Section 3547

The Chancellor is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the timelines established in the district's collective bargaining agreements .

Adopted: May 10, 2011; Revised _____ (Previously BP9034)

BP 2710 Conflict of Interest – BP9002.1

Legal Reference:

Government Code Sections 1090, et seq.; 1126; 87200, et seq.; Title 2, Sections 18730 et seq.

Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as board members.

A board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

A board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the district.

In compliance with law and regulation, the Chancellor shall establish administrative procedures to provide for disclosure of assets of income of board members who may be affected by their official actions, and prevent members from making or participating in the making of board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

Board members are encouraged to confer with the Board President in every case where any question arises regarding a potential conflict of interest. The Board President and Chancellor may seek counsel from the District's legal advisor if necessary.

Adopted: May 10, 2011; Revised _____ (Previously BP9002.1)

Conflict of Interest – BP3101

Adopted 12/09/02; Revised April 13, 2009

~~It is the policy of the Board to comply with the terms of Title 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission.~~

~~Board members and designated employees shall file statements of economic interests with the Chancellor or designee, who will make public, file and disseminate the statements according to government codes and local requirements. The Chancellor will maintain an administrative regulation identifying its procedures for such statements and the designations for employees.~~

~~Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as board members.~~

~~Board members and designated employees shall not be considered to be financially interested in contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.~~

~~Board members who have a remote interest in any contract considered by the Board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.~~

~~Board members and designated employees shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with or inimical to his or her duties as an officer of the district.~~

~~A Board member shall not simultaneously hold two public offices that are incompatible.~~

~~Upon leaving the Board, former members shall not, for a period of one year act as an attorney, agent, or otherwise represent for compensation others appearing before the Board.~~

~~The Board of Trustees prohibits the District from conducting any business for compensation with a former trustee for one year from the date of leaving office.~~

~~**Legal Reference:** Government Code Sections 1090, et seq.; 1126, 87200, et seq.; Title 2, California Code, Sections 18730 et seq.; RSCGD Conflict of Interest Code amendment adopted October 24, 1994.~~

BP 2715 Code of Ethics / Standards of Practice Statement of Ethical Conduct –BP9002

Reference:
Accreditation Standard IV.B.1.a, e, & h

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

- In all decisions the Board will consider the educational welfare and equality of opportunity of all students in the District.
- Trustees are elected to represent the interests and serve the needs of the entire District and to promote the mission of Rancho Santiago Community College District.
- Trustees are non-partisan elected officials and will always put District and college priorities before their own political or personal priorities.
- Trustees hold a public trust that requires and will ensure that their actions avoid conflicts of interest and any appearance of impropriety.
- Trustees will speak on behalf of the Board only when granted such authority by a majority of the Board.
- Trustees shall be respectful of others in any discussions related to the district and colleges.
- Trustees clearly articulate to the Chancellor the Board's expectations, will support the work and efforts of the Chancellor, and keep the Chancellor informed of matters related to the district and colleges.
- Trustees will respect the confidentiality of all privileged information.

- Trustees will uphold the letter and spirit of the Ralph M. Brown Act and make all official decisions and actions of the Board of Trustees in open and public meetings.
- Trustees will remain informed about the district, educational issues, and responsibilities of trusteeship, and will work in the best interest of the entire district.

The President of the Board, in consultation with the Chancellor, is authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

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

Revised: ~~September 10, 2007~~ _____ (Previously BP9002)

BP 2716 ~~Board of Trustees Political Activities~~ ~~and Solicitation of Political Contributions~~ - BP9027

~~Legal References:~~

Government Codes ~~3205~~, 8314; Education Codes 7054, 7056

The Board of Trustees of the Rancho Santiago Community College District shall abide by all State laws, Education and Government codes relating to political activities and solicitation of political contributions.

Six months prior to every general election, the Board will seek college counsel to provide the latest legal status of laws and regulations relating to solicitation of political contributions and political activities by Board members, officers, and employees of the college. This status report will be distributed to all Board members and employees groups.

Members of the Board shall not use District funds, services, communication resources, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the district. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures.

Adopted 11/25/96; Revised ~~April 13, 2009~~ _____ (Previously BP9027)

BP 2717 ~~Personal Use of Public Resources~~ —~~BP9035~~

~~Legal References:~~

Government Code Section 8314; Penal Code Section 424

No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

Adopted: May 10, 2011; Revised

(Previously BP9035)

BP 2720 Communications Among Board Members ~~—BP9036~~

Legal Reference:

Government Code Section 54952.2

A majority of the members of the Governing Board shall not, outside a regularly scheduled meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board. This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of Board, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.

Adopted: May 10, 2011; Revised

(Previously BP9036)

BP 2725 Board Member Compensation (new)

References:

Education Code Sections 1090, 35120, and 72024

Members of the Board, including the student member, who attend all board meetings shall receive \$750 per month. The board may reduce that amount by resolution. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board. However, after two absences in a calendar year, compensation will only occur by a unanimous vote of the Board.

The Board may, on an annual basis, increase the compensation of Board members by five percent. However, any increase is subject to rejection in a referendum by a majority of the voters in the District.

Adopted _____

BP 2730 Board Member Health Medical-Dental Insurance Benefits Board of Trustees Administrative ~~—BP9029~~

Legal References:

Government Code: ~~10361 Elective Officers~~ 53201 and 53208.5 Legislative Body Authorized to Provide Health & Welfare Benefits 53201 © ~~Officers and Employees Group Insurance~~ 53205 ~~Payment of Premium of Officer or Employee~~

Eligibility

~~In accordance with Sections 53201, 53205 of the Government Code, all active members of the Board of Trustees excluding the student representative, are eligible for participation in the district's group medical-dental plan.~~

Benefits

~~The district will pay the insurance premium for medical-dental coverage of eligible trustees and their eligible dependents.~~

Retired/Inactive Trustees

~~For Board members elected to a term of office before January 1, 1995, and who have served 12 years and one day as a Board member and subsequently resigns, retires, or is not re-elected to the Board, the member is to continue coverage under the district's group medical-dental insurance plans. The district will continue to pay the premium for the Board member and dependents. Surviving dependent spousal benefits will continue.~~

~~For Board members first elected to a term of office that begins after January 1, 1995, the above provision for retired/inactive Board members is not applicable based upon Government Code 53201(c). Retirees/inactive members may purchase the district's group medical-dental insurance plans at their own expense.~~

Members of the Board shall be permitted to participate in the District's health benefit programs. The benefits of members of the Board through the District's health benefits programs shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District.

Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years. All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.

Revised 08/29/2005 _____ (Previously BP9029)

BP 2735 Board Member Travel Conferences and Meetings- **BP9011**

Reference:

Education Code Section 72423

Members of the Board shall have travel expenses reimbursed whenever they travel as representatives of and perform services directed by the Board. Such board travel and reimbursement for travel by Board members outside of the district boundaries must receive prior approval from the Board of Trustees. The Executive Committee of the Board of Trustees, in consultation with the Chancellor, may provide prior authorization for such travel when needed, pending full Board approval. Standard district travel procedures and rates will be used for reimbursement. ~~(See AR 4108.)~~

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

Revised 2/5/07 _____ (Previously BP9011)

BP 2740 Board Education ~~—BP9028~~

Reference:

Accreditation Standard IV.B.1.f

The Board is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation.

To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education. Board members who attend conferences or state and national committee meetings shall provide a report on the activity to the board at the next regularly scheduled board meeting.

Adopted 03/17/97; Revised ~~May 10, 2011~~ _____ (Previously BP9028)

BP 2745 Evaluation of the Trustees Board Self-Evaluation ~~—BP 9022~~

Reference:

Accreditation Standard IV.B.1.e & g

Effective and efficient governing board operations are an integral part of sound policy making and broad oversight that lead to successful educational programs and student learning outcomes. The board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning in carrying out its responsibilities to the citizens of the Rancho Santiago Community College District.

For its self-evaluation the board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal board operations and performance. Board members shall develop goals which will be used in the self-evaluation process. A self-evaluation instrument will be based on these goals and not goals set for the district. The self-evaluation process shall include the establishment of strategies for improving board performance. Policies and goals will be reviewed and updated for the following year's self-evaluation. The student trustee will participate in the self-evaluation process.

No later than the end of September of every year the Board Policy Committee shall recommend to the full board a self-evaluation instrument and process to be used in board self-evaluation, as well as any changes to the list of individuals who will receive a copy of the instrument. The board shall promptly review and act on these recommendations. Any self-evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, criteria defining board effectiveness as defined by recognized practitioners in the field and any other criteria the board determines would enhance the goal of identifying the board's strengths and areas in which it might improve its functioning.

The board is committed to having an annual self-evaluation meeting no later than November, at a date selected at the board's annual organizational meeting. All trustees will attend this self-evaluation meeting which will be open to the public, and district students, employees, and residents will be encouraged to attend and provide input to the board at the meeting.

Board members will be given the self-evaluation instrument prior to the annual self-evaluation meeting but shall not complete the self-evaluation instrument until after the meeting. The completed and signed instrument shall be submitted to an office designated by the Board President. The results will be tabulated and discussed at the next board meeting. The results will be widely communicated and maintained in the district office. The results will be used to identify accomplishments in the past year and goals for the following year that will be reviewed and updated annually.

Some district students, employees, and residents will, because of their position or regular attendance at board meetings, have some familiarity with internal board operations and performance so as to provide meaningful input to the board in their self-evaluation process. Therefore, prior to the board's self-evaluation meeting, the board shall make available the self-evaluation instrument to a list of individuals which will include but not be limited to the associated student government presidents, presidents of the academic senates, the college presidents, the chancellor, vice chancellors, representatives of the district's employee unions, and community members who serve on the district bond oversight committees or foundations. Any input from these individuals shall be given and reviewed at the self-evaluation meeting.

In addition, any student, community member, or employee shall be entitled to provide input to the board at the board's self-evaluation meeting.

Revised ~~04-27-09~~ _____ (Previously BP9022)

BP 2750 Board Member Absence from the State

Reference:

Government Code Section 1064

No member of the Board shall be absent from the state for more than 60 days, except in any of the following situations:

- Upon business of community college district with the approval of the Board.
- With the consent of the Board for an additional period not to exceed a total absence of 90 days. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.
- For federal military deployment, not to exceed an absence of a total of six months, as a member of the Armed Forces of the United States or the California National Guard. If the absence of a member of the Board pursuant to this subdivision exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of the circumstances described in this subdivision, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.
- The term of an interim member of the Board appointed as set forth above may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.

Adopted _____

The following current board policies are not addressed in the CCLC model documents. They should be reviewed and 1) renumbered to match the CCLC structure, 2) moved to administrative regulation, or 3) eliminated.

~~Board Correspondence -- BP9010~~

~~Adopted 08/1/77~~

~~The Secretary to the Board of Trustees shall open all correspondence addressed to the Board of Trustees, and shall have such first class correspondence reproduced for presentation at a subsequent meeting of the Board of Trustees.~~

~~All communication to the Board, whether addressed to the Board of Trustees or to the chancellor, shall be acknowledged, and brought to the attention of the Board.~~

~~Order of Business -- BP9017~~

~~Revised 06/13/94~~

~~The order of business for regular Board meetings shall be determined at the annual organizational meeting.~~

~~Parliamentary Procedure -- BP9018~~

~~Adopted 08/1/77~~

~~Unless in conflict with these rules of procedures, the laws of the State of California, or the Administrative Code, Robert's Rules of Procedure as revised, shall govern the conduct of all Board meetings.~~

~~Discussion and Debate -- BP9019~~

~~Adopted 06/27/94~~

~~Limitations on Discussion and Debate~~

- ~~1. Except as expressly authorized by the Ralph M. Brown Act, no action or discussion shall be undertaken on any item not appearing on the posted agenda.~~
- ~~2. Each member of the Board has the right to speak to every debatable motion before it is finally acted upon.~~
- ~~3. When a member has begun to speak in debate, the member cannot be interrupted by another member or by the chair except for one of the following purposes, and then only when the urgency of the situation justifies it:~~
 - ~~a. A call for the orders of the day.~~
 - ~~b. The raising of question of privilege.~~
 - ~~c. A point of order.~~
 - ~~d. A call for a separate vote on one or more of a set of independent resolutions on different subjects that have been offered by a single motion.~~
 - ~~e. A request or inquiry that requires an immediate response.~~
 - ~~f. An appeal.~~
 - ~~g. An objection to the consideration of a question.~~
 - ~~h. A division of the Board.~~

~~Decorum in Debate~~

~~Debate must be confined to the merits of the pending question. Members should maintain a courteous tone, and avoid injecting a personal note into debate. To this end, members must never attack or make any allusion to the motives of members.~~

Legal References:

Government Code Section 54954.2

~~H.M. Robert, III & W.J. Evans, Robert's Rules of Order, Newly Revised (1990 ed.)~~

Alcohol Consumption — BP9021

~~Adopted 01/11/93~~

~~The Board of Trustees of the Rancho Santiago Community College District, having full legal authority and responsibility for the district, is committed to maintaining the highest standards of trusteeship and to preserving the integrity of the institution.~~

~~In conducting the business of the district, the Board of Trustees occasionally meets off campus at hotels or restaurants where alcohol is served. It is necessary, therefore, for the Board of Trustees to set policy which clearly defines its position on alcohol consumption. The Board and each of its individual members shall abide by the following edicts:~~

- ~~1. It is the policy of this Board that no alcohol will be consumed by any member of the Board of Trustees at any official meeting where the business of the district is being conducted.~~
- ~~2. It is also the policy of this Board that no public funds will be used to cover the cost of alcohol consumption at any meeting of the Board for any reason.~~

BP 2746 Board of Trustees Annual Evaluation of District Goals —BP9022.5

The board recognizes that it can better perform its policy making and broad oversight roles if it annually reviews the district's goals in addition to its own internal board operation and performance goals. Therefore, separate from the annual self-evaluation meeting, the Board President, with the assistance of the Chancellor or third party will develop a survey instrument to members of the District Citizens' Advisory Committee; District Bond Oversight Committee; local Chambers of Commerce and trade unions; community organizations; college and district foundations; federal, state, county and local elected officials who represent parts of the district; city and school district managers and superintendents; and others whom the board may feel can provide important feedback to the board. In addition, all district employees and students will be encouraged to respond to this survey instrument. The Board President shall work with the chancellor or third party to ensure the information from the survey instrument is collected.

The board will then schedule an annual meeting at a time to maximize coordination with the planning process of the district administration and colleges, to discuss district goals and use the results of the survey and any information received at the annual meeting to assist the board in assessing the areas where the district goals have been met or exceeded and those areas where improvement was needed. District goals and policies will be updated or revised as a result of the information obtained in this process. Any student, employee, or resident of the district shall also have the opportunity to attend this public meeting to provide input to the board. The results of the survey will be widely distributed and will be maintained at the district office.

Adopted May 11, 2009 _____ (Previously BP 9022.5)

~~Board Procedure for Contesting Parking Citations -- BP9024~~

~~Adopted 08/23/93~~

~~The Board of Trustees authorizes the establishment of parking procedures allowing individuals that have been cited the opportunity to contest the citation(s) using an administrative/hearing review process. Such procedures will be in compliance with all Civil, Penal and Education codes.~~

BP 2747 Historical Documents -- ~~BP 9030~~

It is the policy of this board that appropriate historical documents and writings be displayed in the board of trustees meeting room. The historical documents and writings shall be in part of the room that is accessible to the public and should include, but not necessarily be limited to, the Declaration of Independence, the Bill of Rights, the national motto, the national anthem, and the Gettysburg Address.

Adopted May 27, 2008 (Previously BP 9030)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**HUMAN RESOURCES AND EDUCATIONAL SERVICES**

To:	Board of Trustees	Date: September 24, 2012
Re:	Approval of Modification to Santa Ana College Mission Statement and Vision Themes	
Action:	Request for Approval	

BACKGROUND

The Santa Ana College Council is recommending revisions to the college's mission statement.

ANALYSIS

As a result of a recommendation received at Santa Ana College's Mid-Cycle Planning Retreat on March 2, 2012 and feedback received from all the participatory governance committees, the proposed revisions were developed by the College's Institutional Effectiveness and Assessment Committee and approved by the College Council.

RECOMMENDATION

It is recommended that the Board of Trustees approve the revisions to the Santa Ana College Mission Statement and Vision Themes.

Fiscal Impact: None	Board Date: September 24, 2012
Item Prepared by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Item Submitted by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

Santa Ana College Mission Statement and Vision Themes

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

Vision Themes

- I. Student Achievement;
- II. Use of Technology;
- III. Innovation;
- IV. Community;
- V. Workforce Development;
- VI. ~~New~~ Emerging American Community