

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**  
**Board of Trustees (Regular meeting)**  
**Monday, October 9, 2017**  
**Santiago Canyon College**  
**8045 E. Chapman Ave., Room H-106**  
**Orange, CA 92869**

**This meeting will include a teleconference location:**  
**12 East Erie Street, 9<sup>th</sup> Floor Conference Room, Chicago, Illinois**

**District Mission**

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

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

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

**Americans with Disabilities Acts (ADA)**

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

**A G E N D A**

**1.0 PROCEDURAL MATTERS**

**4:30 p.m.**

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 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 25, 2017

**Action**

1.6 Approval of Consent Calendar Action

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

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

1.7 Recognition of Faculty by Board of Trustees

1.8 Presentation on National Council of Examiners for Engineering and Surveying (NCEES) 2017 Surveying Education Award

1.9 Presentation on Santiago Canyon College (SCC) Water Program

1.10 Presentation on Santiago Canyon College Marketing Plan

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the Chancellor

2.2 Reports from College Presidents

- Enrollment
- Facilities
- College activities
- Upcoming events

2.3 Report from Student Trustee

2.4 Reports from Student Presidents

- Student activities

2.5 Report from Classified Representative

2.6 Reports from Academic Senate Presidents

- Senate meetings

2.7 Reports from Board Committee Chairpersons

- Board Policy Committee

**3.0 INSTRUCTION**

\*3.1 Approval of Clinical Affiliation Agreement with Illumination Foundation Action

The administration recommends approval of the clinical affiliation agreement with the Illumination Foundation located in Irvine, California, as presented.

\*3.2 Approval of Clinical Affiliation Agreement with Doctor's Ambulance Action

The administration recommends approval of the clinical affiliation agreement Doctor's Ambulance located in Laguna Hills, California, as presented.

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

- \*3.3 Approval of Renewal of Hope Builders Instructional Services Agreement for Construction Action  
The administration recommends approval of the renewal of the Hope Builders Instructional Services Agreement for program year 2017-2018.
- 3.4 Approval of Memorandum of Understand (MOU) between Hope Builders, Santa Ana College (SAC) School of Continuing Education, Southwest Carpenters Training Fund, and Santiago Canyon College Apprenticeship Program Action  
The administration recommends approval of the MOU between Hope Builders, SAC School of Continuing Education, Southwest Carpenters Training Fund, and SCC Apprenticeship program for academic year 2017-2018.

#### **4.0 BUSINESS OPERATIONS/FISCAL SERVICES**

- \*4.1 Approval of Payment of Bills Action  
The administration recommends payment of bills as submitted.
- \*4.2 Approval of Budget Increases/Decreases and Budget Transfers Action  
The administration recommends approval of budget increases, decreases and transfers from September 13-25, 2017.
- \*4.3 Approval of 2016-2017 CCFS-311 Annual Budget and Financial Report, including Gann Appropriation Limit Action  
The administration recommends approval of the 2016-2017 Annual Budget and Financial Report as presented pending any audit adjustments and establishing the district's 2017-2018 Gann Limit in the amount of \$264,469,343.
- \*4.4 Acceptance of Completion of Bid #1331 for Barrier Removal Path of Travel Improvements at Santiago Canyon College and Approval of Recording of Notice of Completion Action  
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- \*4.5 Approval of Agreement with Ghatoade Bannon Architects, LLP for Professional Design Services for new Safety and Security Offices at Santiago Canyon College Action  
The administration recommends approval of the agreement with Ghatoade Bannon Architects, LLP for professional design services for the new Safety and Security Offices at SCC as presented.

- \*4.6 Approval of Change Order #1 for SJD & B, Inc. for Bid #1328 for American with Disabilities Act (ADA) Improvements at 1937 West Chapman Avenue, Orange, California, for Orange Education Center (OEC) Action  
The administration recommends approval of change order #1 for SJD & B, Inc. for Bid #1328 for ADA improvements at 1937 West Chapman Avenue, Orange, California, for OEC as presented.
- \*4.7 Acceptance of Completion of Bid #1328 for ADA Improvements at 1937 West Chapman Avenue, Orange, California, for the Orange Education Center and Approval of Recording of Notice of Completion Action  
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- \*4.8 Approval of Independent Contractor Action  
The administration recommends approval of the following independent contractor: Codestorm to support the Los Angeles/Orange County Regional Consortium (LAOCRC) in achieving its goals to modernize and improve user experience of the LAOCRC website by designing and developing a modern website. Dates of service are October 10, 2017, through June 30, 2018. The fee is estimated at \$21,800.
- \*4.9 Approval of Independent Contractor Action  
The administration recommends approval of the following independent contractor: Nicholas Kremer to perform Chair activities within specified timelines as part of the Vocational Education Research and Accountability Technical Advisory Committee (VERATAC) that advises the California Community College Chancellor's Office on the implementation of the accountability provisions in the Carl D. Perkins Act. Dates of service are October 10, 2017, through June 30, 2018. The fee is estimated at \$16,025.
- \*4.10 Approval of Independent Contractor Action  
The administration recommends approval of the following independent contractor: Nueva Vista Media, Inc. to produce innovative media resources and website to raise Career Technical Education awareness among students, their influencers, key stakeholders and others about the variety of career pathways available through CTE programs at the Orange County region's nine community colleges. Dates of service are October 10, 2017, through June 30, 2018. The fee is estimated at \$49,950.
- \*4.11 Approval of Reappointments for the Measure Q Citizens' Bond Oversight Committee Action  
The administration recommends approval of the reappointments of the Measure Q Citizens' Bond Oversight Committee for the 2018 calendar year as presented.

## 5.0 GENERAL

- \*5.1 Approval of Resource Development Items Action  
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- California Career Pathways Trust – Orange County Careers Pathways Partnership (CCPT-OCCPP) – Year 4 (SAC) \$ 45,500
  - California Career Pathways Trust – Orange County Careers Pathways Partnership (CCPT-OCCPP) – Year 4 (SCC) \$ 76,431
  - Innovation and Effectiveness Grant (SCC) \$200,000
  - Upward Bound Math & Science Program II – Year 1 (SCC) \$263,938
  - Urban Agriculture Community-Based Research Experience (U-ACRE 3.0) – Year 2 (SAC) \$ 16,500
  - Veterans Upward Bound Program II – Year 1 (SAC) \$263,938
- \*5.2 Approval of Sub-Agreement between RSCCD and City of Santa Ana for Community Colleges Basic Skills and Student Outcomes Transformation Program (#DO-17-2058-01) Action  
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- \*5.3 Approval of Fourth Amendment to Sub-Agreement between RSCCD and Project Tomorrow for California Career Pathways Trust Grant – Year 3 Action  
The administration recommends approval of the amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- \*5.4 Approval of Fifth Amendment to Sub-Agreement between RSCCD and Project Tomorrow for California Career Pathways Trust Grant – Year 4 Action  
The administration recommends approval of the amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

- \*5.5 Approval of First Amendment to Sub-Agreement between RSCCD and South Orange County Community College District for the Career Technical Education (CTE) Data Unlocked Initiative Action  
The administration recommends approval of the first amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- \*5.6 Approval of Service Agreement with Economic Modeling, LLC aka Economic Modeling Specialists International (EMSI) for Strong Workforce Program – Regional Funds Initiative (Project 1) Action  
The administration recommends approval of the agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- \*5.7 Approval of Service Agreement with Economic Modeling, LLC aka Economic Modeling Specialists International for Strong Workforce Program – Regional Funds Initiative (Project 2) Action  
The administration recommends approval of the agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 5.8 First Reading of Board Policies Action  
The following policies are presented for a first reading as an information item:
- Board Policy (BP) 3310 Records Retention and Destruction
  - BP 3821 Gift Ban Policy
  - BP 6330 Purchasing
  - BP 6332 Competitive Bidding, and Quotations and Contracts Policies
  - BP 6505 Inventory Order Quantity and Storage Contracts
  - BP 7330 Communicable Disease
  - BP 7340 Leaves
- 5.9 Adoption of Board of Trustees Annual Self-Evaluation Instrument, List of Designated Recipients, and Self-Evaluation Timeline Action  
It is recommended that the board adopt the self-evaluation survey instrument, list of designated individuals who will receive the survey, and self-evaluation timeline.
- 5.10 Board Member Comments Information

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

## **RECESS TO CLOSED SESSION**

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
  - a. Full-time Faculty
  - b. Part-time Faculty
  - c. Classified Staff
  - d. Student Workers
  - e. Professional Experts
  - g. Other Educational and Classified Administrators
    - (1) Internal Audit Manager

## **RECONVENE**

### **Issues discussed in Closed Session (Board Clerk)**

#### **Public Comment**

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

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

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

## **6.0 HUMAN RESOURCES**

- |     |   |                      |
|-----|---|----------------------|
| 6.1 | <b><u>Management/Academic Personnel</u></b>   | <b><u>Action</u></b> |
|     | <ul style="list-style-type: none"><li>• Approval of Appointments</li><li>• Approval of 2017-2018 Contract Extension Days</li><li>• Approval of 2017-2018 Contract Stipends</li><li>• Approval of Beyond Contract/Overload Stipends</li><li>• Approval of Part-time New Hires/Rehires</li></ul>                            |                      |
| 6.2 | <b><u>Classified Personnel</u></b>  | <b><u>Action</u></b> |
|     | <ul style="list-style-type: none"><li>• Approval of New Classifications</li><li>• Approval of New Appointments</li><li>• Approval of Hourly Ongoing to Contract Assignments</li><li>• Approval of Longevity Increments</li><li>• Approval of Out of Class Assignments</li><li>• Approval of Changes in Position</li></ul> |                      |

6.2 Classified Personnel

- Approval of Changes in Salary Placements
- Approval of Temporary to Hourly Ongoing Assignments
- Ratification of Resignations/Retirements
- Approval of Temporary Assignments
- Approval of Changes in Temporary Assignments
- Approval of Additional Hours for Ongoing Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Community Service Presenters and Stipends
- Approval of Volunteers
- Approval of Student Assistant Lists

6.3 Approval of Fringe Benefit Providers for Calendar Year 2018

Action

It is recommended that the board approve the renewal of the insurance programs at the negotiated rates, add Kaiser as an additional health benefit provider, and authorize the chancellor or his designee to enter into the appropriate agreements with the fringe benefit providers from January 1, 2018 to December 31, 2018.

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on October 23, 2017, at Santa Ana College, 1530 W. 17<sup>th</sup> Street, Santa Ana, California.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**

**2323 North Broadway, #107**

**Santa Ana, CA 92706**

**Board of Trustees  
(Regular meeting)**

**Monday, September 25, 2017**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 5:00 p.m. by Ms. Nelida Mendoza. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. Larry Labrado, and Mr. Gregory Pierot. Mr. John Hanna, Mr. Zeke Hernandez and Mr. Phillip Yarbrough were present via teleconference.

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

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Juan Esqueda, Student President, Santa Ana College (SAC).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Ms. Alvarez and seconded by Mr. Labrado to approve addendums for Item 6.1 (Management/Academic Personnel) and Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

1.4 Public Comment

Dr. Regina Rei Lamourelle and Mr. Kelvin Leeds spoke regarding the district's proposal to FARSCCD.

1.5 Approval of Minutes

It was moved by Ms. Alvarez and seconded by Mr. Labrado to approve the minutes of the meeting held September 11, 2017. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

## 1.6 Approval of Consent Calendar

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

### 3.1 Approval of Amendment to Lease Agreement for Santa Ana College Arts Gallery Space at Santora Building in Santa Ana

The board approved the amendment to the lease agreement for the SAC Arts Gallery Space in the Santora Building located in Santa Ana, California.

### 3.2 Approval of Amendment to Clinical Training Affiliation Agreement for Nursing, Occupational Therapy Assistant (OTA), Pharmacy Technician, Speech Therapy, Emergency Medical Technician (EMT), and Medical Assistant Programs – Children’s Hospital of Orange County (CHOC) – Without Instructor

The board approved the amendment to the clinical training affiliation agreement for Nursing, OTA, Pharmacy Technician, Speech Therapy, EMT, and Medical Assistant Programs with CHOC located in Orange, California, as presented.

### 3.3 Approval of Health Sciences Program Agreement Renewal with Regents of University of California

The board approved the Health Sciences Program Agreement Renewal with the Regents of the University of California located in Irvine, California, as presented.

### 4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

### 4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers from July 1, 2017, to September 12, 2017.

### 4.4 Approval of Amendment to Agreement with Marx Okubo Associates, Inc. for Districtwide Access Compliance Consulting Services for Various Sites

The board approved the amendment to the agreement with Marx Okubo Associates, Inc. for districtwide access compliance consulting services for various sites as presented.

### 4.5 Approval of Agreement for Central Plant Maintenance and Operations Services at Santa Ana College

The board approved the agreement for Central Plant Maintenance and Operations at SAC with ACCO Engineered Systems, Inc. as presented.

1.6 Approval of Consent Calendar (cont.)

4.6 Approval of Purchase Orders

The board approved the purchase order listing for the period July 16, 2017, through August 26, 2017.

5.1 Approval of Resource Development Items

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

- Basic Skills Initiative (SAC & Santiago Canyon College [SCC]) \$728,221
- Child Development Training Consortium (SAC & SCC) \$ 22,100
- Equality Employment Opportunity (EEO) – Diversity Allocation Funds (District) \$ 50,000
- Student Support Services – Regular Program – Year 3 (SCC) \$232,265
- Student Support Services – Veterans Program – Year 3 (SAC) \$232,265
- Student Support Services – Regular V – Year 2 (SAC) \$308,638
- Talent Search IV – Year 5 (SAC) \$381,792

5.2 Approval of Sub-Agreement between RSCCD and Friendly Center for Assembly Bill (AB) 104 Adult Education Block Grant (#DO-17-2224-03)

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

5.3 Approval of Sub-Agreement between RSCCD and Santa Ana Unified School District for AB 104 Adult Education Block Grant (#DO-17-2224-04)

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

5.4 Approval of First Amendment to Sub-Agreement between RSCCD and State Center Community College District for Career Technical Education (CTE) Data Unlocked Initiative

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

5.5 Approval of First Amendment to Sub-Agreement between RSCCD and WestEd for CTE Data Unlocked Initiative

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

1.6 Approval of Consent Calendar (cont.)

5.6 Approval of Training Agreement with Entrepreneurial Learning Initiative, Inc. for Strong Workforce Program – Regional Funds Initiative

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

5.7 Approval of Sub-Agreement between RSCCD and Orange County Superintendent of Schools for Strong Workforce Program – Regional Funds Initiative (DO #17-2185-16)

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

5.8 Approval of First Amendments to Sub-Agreements between RSCCD and Santa Barbara Community College District and State Center Community College District for CTE Data Unlocked Initiative

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

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the Chancellor

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

2.2 Reports from College Presidents

The following college representatives provided reports to the board:

Dr. John Hernandez, President, Santiago Canyon College  
Dr. Linda Rose, President, Santa Ana College

NOTE: At the April 24, 2017, board meeting Ms. Barrios asked that the enrollment reports presented by the college presidents be attached to the minutes.

2.3 Report from Student Trustee

Mr. Pierot 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:

Mr. Juan Esqueda, Student President, Santa Ana College  
Mr. Edward Hou, Student President, Santiago Canyon College

## 2.5 Report from Classified Representative

Ms. Diane Vincent, Administrative Secretary, Continuing Education, Instruction and Community Services, Santiago Canyon College, provided a report to the board on behalf of the classified staff.

## 2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

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

## 2.7 Informational Presentation on Student Success Scorecard

Ms. Janice Love, Director of College Research, SAC; and Mr. Aaron Voelcker, Dean of Institutional Effectiveness, Library and Learning Support Services, SCC; provided a report on the 2017 Student Success Scorecard for Santa Ana College and Santiago Canyon College. The annual report is based upon college data submitted to the state through the Chancellor's Office management information system. Mr. Voelcker reviewed the background of the report including Assembly Bill 1417 and legislation authorizing the California Community Colleges Chancellor's Office (CCCCO) to design and implement a performance measurement system. The outcomes of the report are for the system as a whole and for individual colleges, and are not designed to rank colleges but to provide a consistent set of data for colleges to evaluate its progress over time. The scorecard shows how colleges perform on metrics designed to identify achievement gaps in three primary areas of the community college mission: basic skills, career technical education, and transfer. The report is available to the public on the CCCCCO website. Mr. Voelcker reviewed the 2015-2016 institutional profile for each college including a description of the college; annual unduplicated headcount of students, gender, age, and ethnicity of students; full-time equivalent student (FTES) information; course sections (credit and non-credit); median credit section size; percentage of full-time faculty; percentage of first generation students; and student counseling ratio

Mr. Voelcker and Ms. Love reviewed SAC and SCC data compared to the state average of the following seven momentum points: (1) remedial, (2) transfer level, (3) persistence, (4) 30+ units, (5) completion, (6) career development and college preparation, and (7) career technical education, and data for each indicator as described according to those who are "prepared" and those who are "unprepared" for college work. Mr. Voelcker stated that it was important to be able to track the information included in the scorecard so the colleges could build better programs,

## 2.7 Informational Presentation on Student Success Scorecard (cont.)

but the data did have limitations and shouldn't be taken out of context. Mr. Voelcker shared the following limitations: Students who do not have social security numbers are not included in the cohort data and the scorecard report is not a good source of information to track a student's year-to-year success. He also stated that the cohorts were being tracked for a six-year period (2011-2012 through 2015-2016).

Ms. Alvarez thanked staff for providing additional information that was requested during last year's presentation. She indicated that the data provided showed some RSCCD student figures had improved and others had declined. Ms. Alvarez asked if there were procedures on the improved figures that might be followed to improve the declined figures. Mr. Voelcker indicated that there were many initiatives that may contribute to the increases in the report but it takes time to see the full benefit of the initiatives. He reported that the campuses evaluate the initiatives independently through the Student Equity and Success Committee and the Integrated Plan (previously known as the Student Equity Report). He explained that as a condition of funding for each of the initiatives, it is the duty of whoever is managing that particular initiative to evaluate the effectiveness of that initiative or activity. Staff track the figures to see what is working or not working so those funds are allocated to the programs that have the greatest impact for student success.

Ms. Alvarez asked if the individuals in charge of the program are the ones evaluating the programs. Mr. Voelcker indicated the individuals in charge of the program, along with the Office of Institutional Effectiveness and Research, evaluate the programs. He further stated that when an activity is proposed for funding, it has to be approved by the Office of Institutional Effectiveness and Research which validates the method of evaluation and also begins collecting data needed for the evaluations.

Ms. Love indicated that she also works with different programs at SAC and she recently attended an intensive training on the California Guided Pathways project which plans to rank the programs that are successful. She plans to begin a study to review SAC's programs to determine which programs are the most successful and what components may have contributed to the success of those programs.

Ms. Alvarez asked for the measures that staff is using to evaluate the programs, how often the results are provided, and what is being done with the results.

Mr. Voelcker stated that he uses research to analyze the data for the evaluations. He gave an example of a program that used a logic model when the program began that indicated the outcomes that would be reached.

Ms. Alvarez asked if the evaluations that occurred reconciled with the local data that was provided. She asked if research had provided data on the programs' success in

## 2.7 Informational Presentation on Student Success Scorecard (cont.)

offering students what is needed to assist them in their education endeavors. Ms. Alvarez asked if the district is making the necessary decisions to support the programs that are successful.

Mr. Voelcker explained that there are different perspectives with which to review programs. He explained that if you review a program from an equity perspective, there are some programs that are not doing well, but if you take that disaggregation by a demographic root and look at the program as a whole, the average is that it is a benefit to our students. He used the embedded tutoring program at SCC as an example of a program that was not funded again by the Student Equity and Success Committee because it did not achieve the expected results. Mr. Voelcker indicated that the Research Department now approves the programs' evaluations.

Ms. Alvarez indicated she is interested in the local evaluations at each college and will forward written questions to staff. She thanked Ms. Love and Mr. Voelcker for the presentation.

Dr. Rose stated that as a requirement of the California Guided Pathways project at SAC, staff have begun reviewing every program as part of a planning process which includes the colleges' accreditation, planning documents, etc.

Ms. Alvarez indicated that State Chancellor Eloy Oakley spoke regarding the California Guided Pathways project at the recent National Association of Latino Elected and Appointed Officials (NALEO) conference she attended. She asked if SCC is also participating in the California Guided Pathways project. Dr. Hernandez indicated that SCC did not apply for the California Guided Pathways project but plans to participate in obtaining information from the state on the project. Ms. Alvarez asked that SAC share with SCC the data obtained as a participant of the California Guided Pathways project.

Mr. Hanna asked that the campus presidents include in their October 9, 2017, report to the board which programs listed in the CTE Metric Skills Builder slide (in PowerPoint presentation) require a state-mandated license to practice that profession.

## 2.8 Reports from Board Committee Chairpersons

Mr. Hernandez and Mr. Perez provided a report on the September 21, 2017, Orange County Community Colleges Legislative Task Force meeting.

## 3.0 INSTRUCTION

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

#### **4.0 BUSINESS OPERATIONS/FISCAL SERVICES**

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

##### **4.3 Adoption of Resolution No. 17-23 – Conflict of Interest Code**

It was moved by Mr. Labrado and seconded by Ms. Barrios to adopt Resolution No. 17-23 – Conflict of Interest Code as presented. Discussion ensued. Mr. Hanna asked that the motion be amended to include the following in Section 2 of the resolution: *“This section will not abrogate to BP 2710 and 3821.”* The amended motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot’s vote was aye.

#### **5.0 GENERAL**

Items 5.1 through 5.8 were approved as part of Item 1.6 (Consent Calendar).

##### **5.9 Board Member Comments**

Mr. Hernandez and Ms. Alvarez provided a report on the NALEO California Statewide Policy Institute on Higher Education: Leadership to Meet the Needs of the 21st Century event they attended on September 22-23 in Carlsbad, California. Mr. Hernandez and Ms. Alvarez asked that the materials provided by NALEO at the conference be distributed to the trustees and academic senate presidents.

Ms. Alvarez asked that the Board Legislative Committee discuss Assembly Bill (AB) 847 Academic Senates: Membership at its October 12, 2017, meeting. Mr. Hanna asked that this item also be put on the agenda for the Board Policy Committee’s meeting to be held on October 3, 2017.

Ms. Alvarez asked that the colleges inform students of monies awarded to Cal Grant recipients who did not collect the monies awarded to them.

At the NALEO conference, Ms. Alvarez indicated that participants were encouraged to work regionally with other community colleges, universities, and the business community. She asked that the business community be invited to the joint meeting with Santa Ana Unified School District (SAUSD) on October 16 and if that is not possible, they be invited to a follow-up meeting. Mr. Hanna asked that invitations to attend the October 16, 2017, meeting be sent to the members of chambers in the Rancho district, Orange County Central Labor Council, etc. He indicated that the business community is welcome to attend, but the agenda has already been set and asked that after the October 16, 2017, meeting, another meeting be held to focus on the K-14 perspective of career technical pathways.

### 5.9 Board Member Comments (cont.)

Mr. Hernandez reported that he attended the Board of Governors (BOG) meeting at Santa Ana College on September 18 and 19, 2017. He commended students for their participation and SAC staff on hosting the BOG events.

Mr. Yarbrough reported that he and Mr. Hernandez plan to provide a presentation on Deferred Action for Childhood Arrivals (DACA) at the Association of Community College Trustees (ACCT) Annual Leadership Congress on September 27, 2017. He asked that the presentation be placed on the district's website.

Mr. Hanna and Ms. Alvarez thanked Mr. Hernandez and Mr. Yarbrough for their work on the DACA presentation and expressed their support for the DACA students.

Mr. Hanna thanked Dr. Rodríguez and Dr. Rose for hosting a reception for the Board of Governors on September 18, 2017. He indicated that the BOG spoke highly of SAC staff who were committed to serving students even in the midst of major construction on campus.

Since three board members were participating in the meeting via telephone, Mr. Hanna thanked the four remaining board members for their attendance at the meeting to meet quorum requirements.

### **RECESS TO CLOSED SESSION**

The board convened into closed session at 7:39 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
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources  
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)  
California School Employees Association (CSEA), Chapter 579
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

Mr. Pierot left the meeting at the beginning of closed session.

Mr. Yarbrough left the meeting (via telephone) at the end of closed session.

## **RECONVENE**

The board reconvened at 8:30 p.m.

### **Closed Session Report**

Ms. Barrios reported that during closed session the board discussed public employment, anticipated/potential litigation, and labor negotiations, and the board authorized a settlement of potential litigation in exchange for a monetary payment that involved other non-monetary provisions.

### **Public Comment**

There were no public comments.

## **6.0 HUMAN RESOURCES**

### **6.1 Management/Academic Personnel**

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

- Approve Adjusted Effective Dates for Salary Placement/Change in Grade Level
- Approve Changes of Effective Date for Ratification of Resignation/Retirement
- Approve Hiring of Long-term Substitutes per Education Code 87481 & 87482
- Approve Changes of Location
- Approve 2017-2018 Contract Stipends
- Approve Final Salary Placements
- Approve 2017-2018 Contract Extension Days
- Approve Adjusted Effective Dates/Reasons for Leave of Absence
- Approve Leaves of Absence
- Approve Beyond Contract/Overload Stipends
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record

### **6.2 Classified Personnel**

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

- Approve New Appointments
- Approve Changes in Position
- Approve Changes in Salary Placement

6.2 Classified Personnel (cont.)

- Approve Out of Class Assignments
- Approve Leaves of Absence
- Approve Temporary to Hourly Ongoing Assignments
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Authorization for Board Travel/Conferences

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

6.4 Adoption of Resolution No. 17-24 authorizing payment to Trustee Absent from Board Meetings

It was moved by Mr. Labrado and seconded by Ms. Alvarez to adopt Resolution No. 17-24 for authorization of payment to Mr. Phil Yarbrough for his absence from the September 11, 2017, board meeting due to illness. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza.

7.0 ADJOURNMENT –

The next regular meeting of the Board of Trustees will be held at Santiago Canyon College, 8045 E. Chapman Ave., Orange, California, on October 9, 2017.

There being no further business, Ms. Mendoza declared the meeting adjourned at 8:34 p.m., in remembrance of the victims of the recent natural disasters and asked that we keep the victims, family, and survivors in our prayers.

Respectfully submitted,

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Raúl Rodríguez, Ph.D., Chancellor

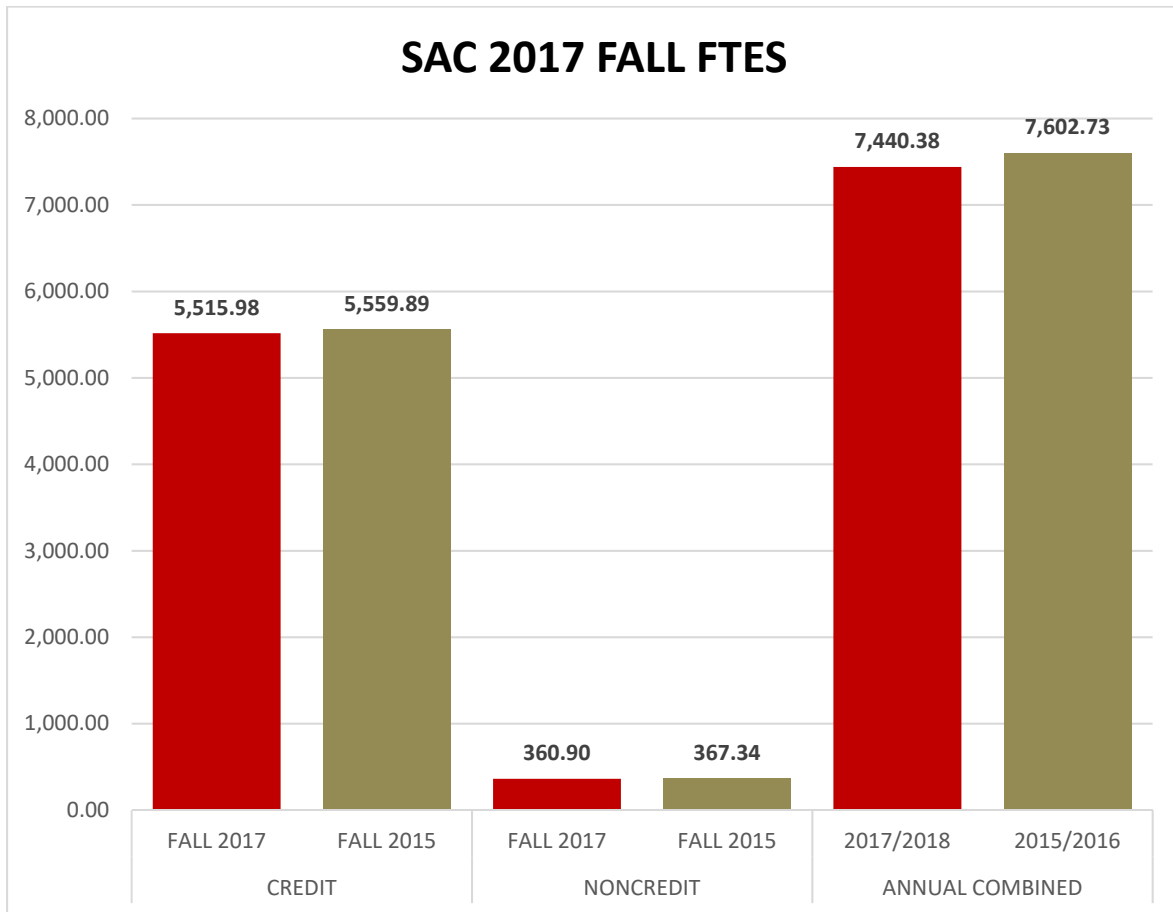
Approved: \_\_\_\_\_ Clerk of the Board

Minutes approved: October 9, 2017



## SAC 2017 FALL ENROLLMENT SNAPSHOT

Date: 09/22/17



### PROJECTED FTES

TERMS	2017/2018	DIFF	PCT
CREDIT FALL TARGET	6,882		
CREDIT FALL PROJECTION	6,882	0	0%
NONCREDIT FALL TARGET	1,750		
NONCREDIT FALL PROJECTION	1,750	0	0%
COMBINED ANNUAL TARGET	20,407		
COMBINED ANNUAL PROJECTION	20,407	0	0%

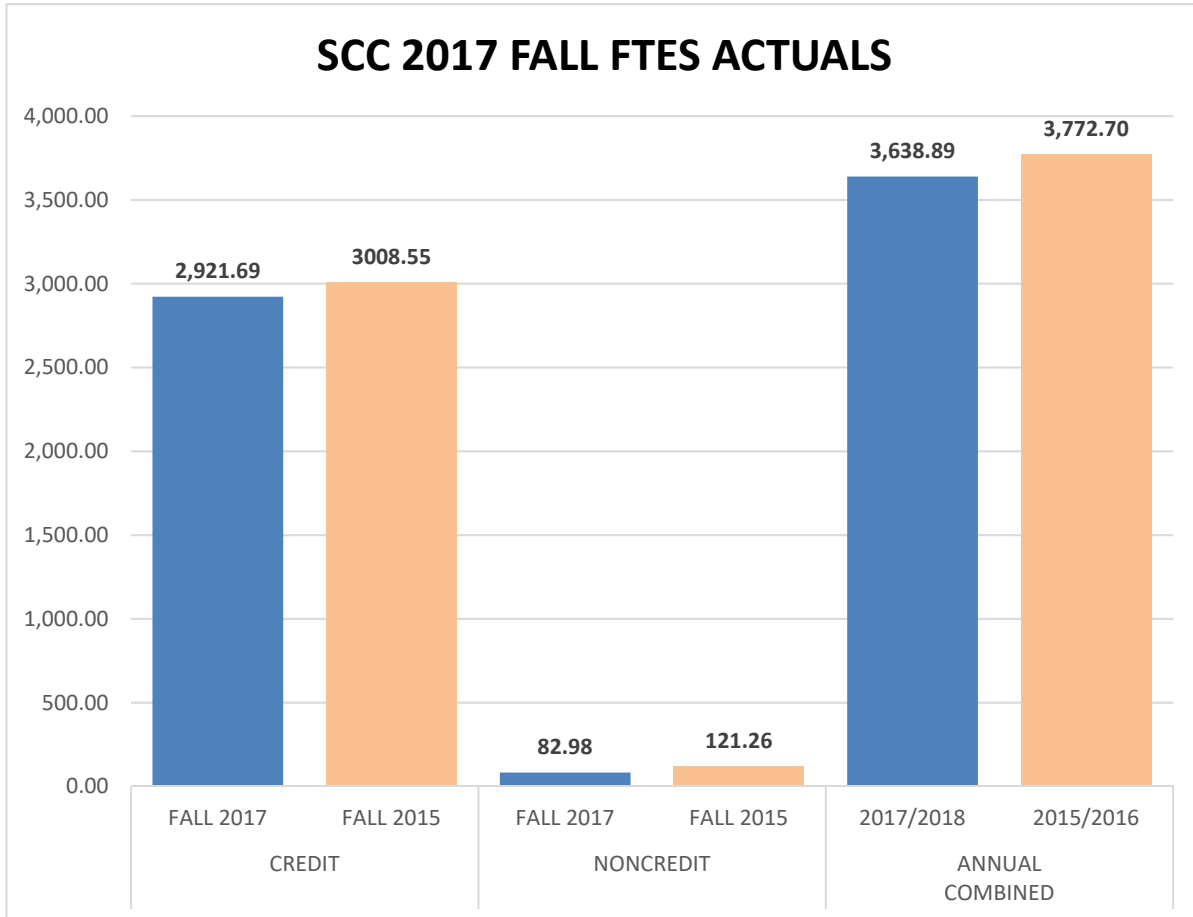
**SOURCES:**

Executive Dashboard - RG540 report



## SCC 2017 FALL ENROLLMENT SNAPSHOT

Date: 09/22/17



### PROJECTED FTES

TERMS	2017/2018	DIFF	PCT
CREDIT FALL TARGET	3033		
CREDIT FALL PROJECTION	3013	-20	-0.7%
NONCREDIT FALL TARGET	400		
NONCREDIT FALL PROJECTION	400	0	0.0%
COMBINED ANNUAL TARGET	8502		
COMBINED ANNUAL PROJECTION	8502	0	0.0%

**SOURCES:**

Executive Dashboard

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

To: Board of Trustees	Date: October 9, 2017
Re: Approval of Clinical Affiliation Agreement with Illumination Foundation	
Action: Request for Approval	

**BACKGROUND**

Students in the Nursing program are required to participate in clinical rotation activities at sites throughout the community in order to gain practical field experiences and to apply knowledge and skills learned in college classes. The proposed Clinical Affiliation Agreement with the Illumination Foundation, located in Irvine, California, will yield appropriate clinical rotation activities for the Nursing program.

**ANALYSIS**

The Clinical Affiliation Agreement with the Illumination Foundation covers the scope of the program's operations of the facility, as well as other issues relating to the responsibilities for both parties. The Clinical Affiliation Agreement with the Illumination Foundation has been reviewed by the college and district. The Clinical Affiliation Agreement with the Illumination Foundation carries no costs or other financial arrangements.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this Clinical Affiliation Agreement with the Illumination Foundation, located in Irvine, California, as presented.

Fiscal Impact: None	Board Date: October 9, 2017
Prepared by: Carol Comeau, Interim Vice President of Academic Affairs Rebecca Miller, MSN, Associate Dean of Health Sciences	
Submitted by: Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

## **CLINICAL AFFILIATION AGREEMENT**

This standard Clinical Affiliation Agreement (the "Agreement") is made and entered into between the **Rancho Santiago Community College District**, a public educational agency ("District") located in Santa Ana, California, and Illumination Foundation ("Community Health Facility") located in Irvine, California.

WHEREAS, District and Community Health Facility desire to contribute to community health education;

WHEREAS, District operates Santa Ana College ("College") and College is a duly accredited educational institution that conducts the program(s) described and identified herein this Agreement (the "Program");

WHEREAS, District has obtained all necessary licenses, consents and/or approvals to conduct the Program from the State of California and any other applicable government agency;

WHEREAS, Community Health Facility operates a recuperative care facility and has obtained all necessary licenses, consents, and approvals;

WHEREAS, as part of the Program, students are required to participate in a clinical experience rotation;

WHEREAS, District desires to affiliate with the Community Health Facility in order that students may participate in a clinical experience rotation at the Community Health Facility; and

WHEREAS, District and Community Health Facility desire to enter into this Agreement to memorialize their respective rights, duties, and obligations with respect to the clinical experience rotation of students of the College's Program.

**For purposes of this Agreement, the following definitions shall apply:**

"District" shall refer to the Rancho Santiago Community College District, its member Colleges, the District's Governing Board, and each of their trustees, employees, agents, representatives, successors and assigns;

"College" shall refer to Santa Ana College, and each of its employees, agents, representatives and assigns;

"Community Health Facility" shall refer to Illumination Foundation, its parents, subsidiaries, related companies, and each of their officers, directors, employees, agents, representatives, successors, and assigns;

The "Program" shall refer to the Clinical training in health science programs; and

**NOW, THEREFORE**, in consideration of the following covenants, conditions and agreements, the parties hereto agree as follows:

#### **TERMS**

1. Clinical Experience Rotation. Community Health Facility agrees to provide students of the Program who are specified by College with a clinical experience rotation ("Rotation"), in accordance with standards established by governmental agencies and recognized professional accrediting agencies, and subject to the terms and conditions of this Agreement.
2. Development of Curriculum. College shall be fully responsible for the development, planning, and administration of the program, including, without limitation, programming, administration, matriculation, promotion and graduation. College acknowledges and agrees that the Rotation is intended to meet certain educational performance objectives, and College shall provide a copy of such performance objectives to Community Health Facility on or before student placement. Community Health Facility shall be fully responsible for the availability and appropriateness of the learning environment in relation to the program's written objectives.
3. Exposure to Bloodborne Pathogens. Program students and college faculty will comply with the final regulations issued by the Occupational Safety and Health Administration governing employee exposure to bloodborne pathogens in the workplace under Section VI(b) of the Occupational Safety and Health Act of 1970, which regulations became effective March 6, 1992 (the "Regulations"), including but not limited to responsibility as the employer to

provide all program students with (a) information and training about the hazards associated with blood and other potentially infectious materials, (b) information and training about the protective measures to be taken to minimize the risk of occupational exposure to bloodborne pathogens, (c) training in the appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials, and (d) information as to the reasons the program student should participate in hepatitis B vaccination and post-exposure evaluation and follow-up. District's responsibility with respect to the Regulations also shall include the provision of the hepatitis B vaccination or documentation of declination in accordance with the Regulations.

4. Applicable Procedure: Acceptance. College agrees to provide Community Health Facility with a list of the name(s) of students who will be participating in a rotation.
5. Nondiscrimination. The parties agree not to discriminate in the selection, placement or evaluation of any student or faculty member because of race, creed, national origin, religion, sex, marital status, age, handicap, and/or medical condition. The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator.
6. Academic Year. The academic year consists of Fall, and Spring semesters, Summer session and Winter break intersession.
7. Rotation Schedule. The rotation schedule shall be determined by College and Community Health Facility and may be amended from time to time by agreement of the parties. The number of students in each rotation shall be limited to a number mutually agreed upon by both parties, not to exceed the number specified by the accrediting agency(s).
8. Orientation. Community Health Facility and College shall provide an orientation for assigned faculty and students participating in each rotation.
9. Compliance with Community Health Facility Rules. Community Health Facility shall make available all applicable governing instruments, policies and procedures, rules and regulations

of Community Health Facility to each student participating in a rotation, and student shall comply with these rules.

In providing the students with the clinical rotation that is the subject of this Agreement, Community Health Facility shall comply with all applicable laws, rules, regulations, statutes, policies, procedures, and ordinances and shall be consistent with the professional standards of a health care agency.

10. Confidentiality of Patient Records. Students and faculty understand and agree that Community Health Facility's patient files are confidential.
11. Clinical Coordinator (College). College agrees to designate a coordinator for each program. The coordinator, who may be an academic instructor, shall be responsible for all teaching activities.
12. Clinical Advisor (Community Health Facility). Community Health Facility agrees to designate a clinical advisor or coordinator who shall provide input to the clinical performance and evaluation of student(s), be a resource person for College's faculty and students, and shall communicate with the clinical coordinator designated by College regarding the proposed curriculum and the performance of individual students and shall arrange formal orientation to the facility for the faculty and students.
13. Supervision of Students. The supervision and direction of students while on site at Community Health Facility shall be the responsibility of the Clinical Coordinator (College) or designee as guided by the instructional objectives. No direct, hands-on patient care shall be provided by participating students at Community Health Facility, except in accordance with all applicable laws, Community Health Facility and Medical Staff rules, regulations, policies and procedures. District recognizes the patients' rights to refuse care provided by a student at Community Health Facility.
14. Removal of Students. Community Health Facility retains the right to exclude any student at any time from any clinical area. Any student who is asked to leave by Community Health Facility shall do so promptly and without protest. Community Health Facility shall also have the right, at any time, to request College to remove a student permanently from the rotation. Except as otherwise proved under any approachable policies, procedures, rules, regulations, and/or under any law, any such removal shall not require compliance with any notice, hearing or other procedural requirements.

15. Patient Care. Nothing in this Agreement shall be construed as conferring any right or duty upon College, its students or faculty members, to control or direct patient care or operations at Community Health Facility. Community Health Facility shall maintain sole responsibility and accountability for patient care and shall provide adequate staffing in number and competency to ensure safe and continuous health care during the term of this Agreement.
16. Student Evaluation. In the case of direct supervision of the students by the Clinical Instructor (College), he/she shall be responsible for student(s) evaluation. Unless otherwise mutually agreed between the Clinical Coordinator (College) and the Clinical Advisor (Community Health Facility), Community Health Facility may be responsible for submitting input to the Clinical Coordinator evaluating and appropriately documenting the performance of each student in the clinical rotation. The appropriate forms shall be provided by the Clinical Coordinator. Nothing herein shall be construed as a guarantee by or obligation of Community Health Facility regarding the performance of any student during the rotation. College shall keep records on the progress and evaluation of each student's clinical experience during a rotation for a period of three (3) years following the end of the specific rotation in which the student is involved.
17. Ongoing Communication. College has the privilege of regularly scheduled meetings with Community Health Facility staff, including both selected unit personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating College's health care programs at a mutually agreed upon time.
18. Materials. College agrees to provide students with all educational material required during the clinical program.
19. Medical Library. Community Health Facility agrees to provide students with access to the Medical Library, if applicable, during its normal business hours.
20. No Payments or Other Remuneration. College agrees that no fees or monetary payments of any kind shall be exchanged between Community Health Facility, its agents and employees, and College, its agents, employees and students under the terms of this Agreement. Further, neither College, its staff members, nor other representatives, shall attempt to bill or collect from any patient or from any other source fees for services provided to patients by said student.

The only exception shall be when Community Health Facility and College mutually agree to pay a Clinical Advisor a stipend for duties directly related to College's program.

21. No Right to Employment. The parties agree that the students of College shall not be considered employees, agents or volunteers of Community Health Facility, nor shall any student be entitled to any right, compensation, or other benefits normally afforded to employees of Community Health Facility, including but not limited to, Social Security, unemployment and workers' compensation insurance.
  
22. Insurance Carried by the District. District shall assure coverage of professional liability insurance for each student participating in the Rotation of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. District shall provide workers' compensation coverage for students participating in the rotation. These coverage's are in effect while the student is on-site at Community Health Facility.
  
23. Insurance Carried by Community Health Facility. Community Health Facility shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes thirty (30) days notice of cancellation, modification, or reduction in said insurance. Community Health Facility shall deliver certificate(s) of insurance under Community Health Facility's comprehensive general liability insurance policy on or before the date of execution of this agreement. Upon request, District shall be provided a copy of said policy. Community Health Facility shall carry professional liability insurance for itself and each of its employee(s), partners, and/or representatives providing professional services at Community Health Facility, except for District's students and College faculty, in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. Community Health Facility shall provide District with thirty (30) days written notice prior to cancellation, or reduction in said insurance. Upon request, District shall be provided a copy of said policy.

Community Health Facility shall provide workers' compensation coverage for each of its employees.

24. Student Health Records. Any student participating in a rotation shall, at the request of Community Health Facility, provide a current statement from his or her physician that the student is in good health and capable of participating in the rotation. Community Health Facility, upon request, may require that any student returning from an extended absence caused by illness or injury submit to a physical examination or present a statement from a physician indicating that the student is capable of resuming clinical activities. Any such physical examination shall be the financial responsibility of the student.

Any student participating in a rotation shall provide verification of annual T.B. screening, immune status for mumps, rubeola, rubella, and chicken pox, hepatitis B (or signed waiver for hepatitis B).

25. Student Medical Care. To the extent that any first aid or emergency care is required in connection with an injury or illness incurred by a student during performance of his/her clinical training during a rotation, the student shall be treated by Community Health Facility as appropriate.

26. Confidentiality of Student Record. Community Health Facility shall keep confidential and shall not disclose to any person or entity (i) student application; (ii) student health records or reports; and/or (iii) any student records as defined in California Education Code Section 76210 and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. paragraph 1232(g), concerning any student participating in the rotation, unless disclosure is authorized by (i) the student in writing, or (ii) disclosure is ordered by a court of competent jurisdiction.

Community Health Facility shall adopt and enforce whatever policies and procedures are necessary to protect the confidentiality of student records as defined herein.

27. Verification. College warrants and represents that it has obtained all necessary approvals and consents from any and all agencies to enable Community Health Facility to offer the rotation to College's students participating in the Program. If requested by Community Health Facility, College will provide Community Health Facility with verification that the Program is duly licensed, duly accredited and/or certified, as applicable, by appropriate agencies. District covenants and agrees that at all times during the term hereof it shall retain such licensure, accreditation and/or certification, and its Program and faculty members shall continue to meet any and all federal, state and local requirements.

28. Indemnification. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or non-performance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
29. Governing Law. This Agreement shall be governed by and constructed in accordance with the laws of the State of California.
30. Assignment. Neither party hereto may assign this Agreement or delegate its duties hereunder without the prior written consent of the other party which can and may be withheld by either party in its sole and absolute discretion.
31. Effective Date Termination. This Agreement shall become effective on October 9, 2017 and shall remain in effect until October 8, 2022, unless sooner terminated by either party in accordance with this section. Either party may terminate this Agreement without cause by giving ninety (90) days prior written notice to the other party of its intention to terminate. In the event a rotation is in progress, any written notice to terminate with or without cause shall become effective at the expiration of the rotation. Notwithstanding the foregoing, in the event the Program is discontinued by College during its Term, this Agreement shall immediately terminate without further action by the parties hereto.
32. Notices. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal deliver, or by U. S. mail. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of ten (10) days after mailing.

Mail to:

**To Community Health Facility:**

Illumination Foundation  
2691 Richter Ave, Suite 107  
Irvine, CA 92606

**To College:**

Director of Nursing  
Santa Ana College  
1530 West 17<sup>th</sup> Street  
Santa Ana, CA 92706

**With a copy to:**

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

33. Entire Agreement. This Agreement and all attachments hereto, constitute the entire agreement of the parties. There are no representations, covenants or warranties other than those expressly stated herein. No waivers or modification of any of the terms hereof shall be valid unless in writing and signed by both parties.

**Community Health Facility**

By: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Rancho Santiago Community College District**

By: \_\_\_\_\_

Typed Name: Peter J. Hardash

Title: Vice Chancellor, Business Operations/Fiscal Services

Date: \_\_\_\_\_

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

To: Board of Trustees	Date: October 9, 2017
Re: Approval of Clinical Affiliation Agreement with Doctor's Ambulance	
Action: Request for Approval	

**BACKGROUND**

Students in the Emergency Medical Technician program are required to participate in clinical rotation activities at sites throughout the community in order to gain practical field experiences and to apply knowledge and skills learned in college classes. The proposed Clinical Affiliation Agreement with the Doctor's Ambulance, located in Laguna Hills, California, will yield appropriate clinical rotation activities for the Emergency Medical Technician program.

**ANALYSIS**

The Clinical Affiliation Agreement with the Doctor's Ambulance covers the scope of the program's operations of the facility, as well as other issues relating to the responsibilities for both parties. The Clinical Affiliation Agreement with Doctor's Ambulance has been reviewed by the college and district. The Clinical Affiliation Agreement with Doctor's Ambulance carries no costs or other financial arrangements.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this Clinical Affiliation Agreement with Doctor's Ambulance, located in Laguna Hills, California, as presented.

Fiscal Impact: None	Board Date: October 9, 2017
Prepared by: Carol Comeau, Interim Vice President of Academic Affairs Rebecca Miller, MSN, Associate Dean of Health Sciences	
Submitted by: Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

## CLINICAL AFFILIATION AGREEMENT

This standard Clinical Affiliation Agreement (the "Agreement") is made and entered into between the **Rancho Santiago Community College District**, a public educational agency ("District") located in Santa Ana, California, and Doctor's Ambulance ("Clinical Facility") located in Laguna Hills, California.

WHEREAS, District and Clinical Facility desire to contribute to community health education;

WHEREAS, District operates Santa Ana College ("College") and College is a duly accredited educational institution that conducts the program(s) described and identified herein this Agreement (the "Program");

WHEREAS, District has obtained all necessary licenses, consents and/or approvals to conduct the Program from the State of California and any other applicable government agency;

WHEREAS, Clinical Facility operates a duly licensed health care agency and has obtained all necessary licenses, consents, and approvals;

WHEREAS, as part of the Program, students are required to participate in a clinical experience rotation;

WHEREAS, District desires to affiliate with the Clinical Facility in order that students may participate in a clinical experience rotation at the Clinical Facility; and

WHEREAS, District and Clinical Facility desire to enter into this Agreement to memorialize their respective rights, duties, and obligations with respect to the clinical experience rotation of students of the College's Program.

### **For purposes of this Agreement, the following definitions shall apply:**

"District" shall refer to the Rancho Santiago Community College District, its member Colleges, the District's Governing Board, and each of their trustees, employees, agents, representatives, successors and assigns;

"College" shall refer to Santa Ana College, and each of its employees, agents, representatives and assigns;

"Clinical Facility" shall refer to Doctor's Ambulance, its parents, subsidiaries, related companies, and each of their officers, directors, employees, agents, representatives, successors, and assigns;

The "Program" shall refer to the Clinical training in health science programs; and

**NOW, THEREFORE**, in consideration of the following covenants, conditions and agreements, the parties hereto agree as follows:

### **TERMS**

1. Clinical Experience Rotation. Clinical Facility agrees to provide students of the Program who are specified by College with a clinical experience rotation ("Rotation"), in accordance with standards established by governmental agencies and recognized professional accrediting agencies, and subject to the terms and conditions of this Agreement.
2. Development of Curriculum. College shall be fully responsible for the development, planning, and administration of the program, including, without limitation, programming, administration, matriculation, promotion and graduation. College acknowledges and agrees that the Rotation is intended to meet certain educational performance objectives, and College shall provide a copy of such performance objectives to Clinical Facility on or before student placement. Clinical Facility shall be fully responsible for the availability and appropriateness of the learning environment in relation to the program's written objectives.
3. Exposure to Bloodborne Pathogens. Program students and college faculty will comply with the final regulations issued by the Occupational Safety and Health Administration governing employee exposure to bloodborne pathogens in the workplace under Section VI(b) of the Occupational Safety and Health Act of 1970, which regulations became effective March 6, 1992 (the "Regulations"), including but not limited to responsibility as the employer to provide all program students with (a) information and training about the hazards associated with blood and other potentially infectious materials, (b) information and training about the protective measures to be taken to minimize the risk of occupational exposure to bloodborne pathogens, (c) training in the appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials, and (d) information as to the reasons the program student should participate in hepatitis B vaccination and post-

exposure evaluation and follow-up. District's responsibility with respect to the Regulations also shall include the provision of the hepatitis B vaccination or documentation of declination in accordance with the Regulations.

4. Applicable Procedure: Acceptance. College agrees to provide Clinical Facility with a list of the name(s) of students who will be participating in a rotation.
5. Nondiscrimination. The parties agree not to discriminate in the selection, placement or evaluation of any student or faculty member because of race, creed, national origin, religion, sex, marital status, age, handicap, and/or medical condition. The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator.
6. Academic Year. The academic year consists of Fall, and Spring semesters, Summer session and Winter break intersession.
7. Rotation Schedule. The rotation schedule shall be determined by College and Clinical Facility and may be amended from time to time by agreement of the parties. The number of students in each rotation shall be limited to a number mutually agreed upon by both parties, not to exceed the number specified by the accrediting agency(s).
8. Orientation. Clinical Facility and College shall provide an orientation for assigned students participating in each rotation.
9. Compliance with Clinical Facility Rules. Clinical Facility shall make available all applicable governing instruments, policies and procedures, rules and regulations of Clinical Facility to each student participating in a rotation, and student shall comply with these rules.

In providing the students with the clinical rotation that is the subject of this Agreement, Clinical Facility shall comply with all applicable laws, rules, regulations, statutes, policies, procedures, and ordinances and shall be consistent with the professional standards of a health care agency.

10. Confidentiality of Patient Records. Students and faculty understand and agree that Clinical Facility's patient files are confidential.
11. Clinical Coordinator (College). College agrees to designate a coordinator for each program. The coordinator, who may be an academic instructor, shall be responsible for all teaching activities.
12. Clinical Advisor (Clinical Facility). Clinical Facility agrees to designate a clinical advisor or coordinator who shall provide input to the clinical performance and evaluation of student(s), be a resource person for College's faculty and students, and shall communicate with the clinical coordinator designated by College regarding the proposed curriculum and the performance of individual students and shall arrange formal orientation to the facility for the faculty and students.
13. Supervision of Students. The supervision and direction of students while on site at Clinical Facility shall be the responsibility of the Clinical Coordinator (College) or designee as guided by the instructional objectives. No direct, hands-on patient care shall be provided by participating students at Clinical Facility, except in accordance with all applicable laws, Clinical Facility and Medical Staff rules, regulations, policies and procedures. District recognizes the patients' rights to refuse care provided by a student at Clinical Facility.
14. Removal of Students. Clinical Facility retains the right to exclude any student at any time from any clinical area. Any student who is asked to leave by Clinical Facility shall do so promptly and without protest. Clinical Facility shall also have the right, at any time, to request College to remove a student permanently from the rotation. Except as otherwise proved under any approachable policies, procedures, rules, regulations, and/or under any law, any such removal shall not require compliance with any notice, hearing or other procedural requirements.
15. Patient Care. Nothing in this Agreement shall be construed as conferring any right or duty upon College, its students or faculty members, to control or direct patient care or operations at Clinical Facility. Clinical Facility shall maintain sole responsibility and accountability for patient care and shall provide adequate staffing in number and competency to ensure safe and continuous health care during the term of this Agreement.

16. Student Evaluation. In the case of direct supervision of the students by the Clinical Instructor (College), he/she shall be responsible for student(s) evaluation. Unless otherwise mutually agreed between the Clinical Coordinator (College) and the Clinical Advisor (Clinical Facility), Clinical Facility may be responsible for submitting input to the Clinical Coordinator evaluating and appropriately documenting the performance of each student in the clinical rotation. The appropriate forms shall be provided by the Clinical Coordinator. Nothing herein shall be construed as a guarantee by or obligation of Clinical Facility regarding the performance of any student during the rotation. College shall keep records on the progress and evaluation of each student's clinical experience during a rotation for a period of three (3) years following the end of the specific rotation in which the student is involved.
  
17. Ongoing Communication. College has the privilege of regularly scheduled meetings with Clinical Facility staff, including both selected unit personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating College's health care programs at a mutually agreed upon time.
  
18. Materials. College agrees to provide students with all educational material required during the clinical program.
  
19. Medical Library. Clinical Facility agrees to provide students with access to the Medical Library, if applicable, during its normal business hours.
  
20. No Payments or Other Remuneration. College agrees that no fees or monetary payments of any kind shall be exchanged between Clinical Facility, its agents and employees, and College, its agents, employees and students under the terms of this Agreement. Further, neither College, its staff members, nor other representatives, shall attempt to bill or collect from any patient or from any other source fees for services provided to patients by said student.  
  
The only exception shall be when Clinical Facility and College mutually agree to pay a Clinical Advisor a stipend for duties directly related to College's program.
  
21. No Right to Employment. The parties agree that the students of College shall not be considered employees, agents or volunteers of Clinical Facility, nor shall any student be entitled to any right, compensation, or other benefits normally afforded to employees of Clinical Facility, including but not limited to, Social Security, unemployment and workers' compensation insurance.

22. Insurance Carried by the District. District shall assure coverage of professional liability insurance for each student participating in the Rotation of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. District shall provide workers' compensation coverage for students participating in the rotation. These coverage's are in effect while the student is on-site at Clinical Facility.

23. Insurance Carried by Clinical Facility. Clinical Facility shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes thirty (30) days notice of cancellation, modification, or reduction in said insurance. Clinical Facility shall deliver certificate(s) of insurance under Clinical Facility's comprehensive general liability insurance policy on or before the date of execution of this agreement. Upon request, District shall be provided a copy of said policy. Clinical Facility shall carry professional liability insurance for itself and each of its employee(s), partners, and/or representatives providing professional services at Clinical Facility, except for District's students and College faculty, in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. Clinical Facility shall provide District with thirty (30) days written notice prior to cancellation, or reduction in said insurance. Upon request, District shall be provided a copy of said policy.

Clinical Facility shall provide workers' compensation coverage for each of its employees.

24. Student Health Records. Any student participating in a rotation shall, at the request of Clinical Facility, provide a current statement from his or her physician that the student is in good health and capable of participating in the rotation. Clinical Facility, upon request, may require that any student returning from an extended absence caused by illness or injury submit to a physical examination or present a statement from a physician indicating that the student is capable of resuming clinical activities. Any such physical examination shall be the financial responsibility of the student.

Any student participating in a rotation shall provide verification of annual T.B. screening, immune status for mumps, rubeola, rubella, and chicken pox, hepatitis B (or signed waiver for hepatitis B).

25. Student Medical Care. To the extent that any first aid or emergency care is required in connection with an injury or illness incurred by a student during performance of his/her clinical training during a rotation, the student shall be treated by Clinical Facility as appropriate.
26. Confidentiality of Student Record. Clinical Facility shall keep confidential and shall not disclose to any person or entity (i) student application; (ii) student health records or reports; and/or (iii) any student records as defined in California Education Code Section 76210 and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. paragraph 1232(g), concerning any student participating in the rotation, unless disclosure is authorized by (i) the student in writing, or (ii) disclosure is ordered by a court of competent jurisdiction.

Clinical Facility shall adopt and enforce whatever policies and procedures are necessary to protect the confidentiality of student records as defined herein.

27. Verification. College warrants and represents that it has obtained all necessary approvals and consents from any and all agencies to enable Clinical Facility to offer the rotation to College's students participating in the Program. If requested by Clinical Facility, College will provide Clinical Facility with verification that the Program is duly licensed, duly accredited and/or certified, as applicable, by appropriate agencies. District covenants and agrees that at all times during the term hereof it shall retain such licensure, accreditation and/or certification, and its Program and faculty members shall continue to meet any and all federal, state and local requirements.
28. Indemnification. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or non-performance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
29. Governing Law. This Agreement shall be governed by and constructed in accordance with the laws of the State of California.

30. Assignment. Neither party hereto may assign this Agreement or delegate its duties hereunder without the prior written consent of the other party which can and may be withheld by either party in its sole and absolute discretion.
31. Effective Date Termination. This Agreement shall become effective on October 9, 2017 and shall remain in effect until October 8, 2022, unless sooner terminated by either party in accordance with this section. Either party may terminate this Agreement without cause by giving ninety (90) days prior written notice to the other party of its intention to terminate. In the event a rotation is in progress, any written notice to terminate with or without cause shall become effective at the expiration of the rotation. Notwithstanding the foregoing, in the event the Program is discontinued by College during its Term, this Agreement shall immediately terminate without further action by the parties hereto.
32. Notices. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal deliver, or by U. S. mail. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of ten (10) days after mailing.

Mail to:

**To Clinical Facility:**

Doctor's Ambulance  
23091 Terra Drive  
Laguna Hills, CA 92653

**To College:**

Director of Nursing  
Santa Ana College  
1530 West 17<sup>th</sup> Street  
Santa Ana, CA 92706

**With a copy to:**

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

33. Entire Agreement. This Agreement and all attachments hereto, constitute the entire agreement of the parties. There are no representations, covenants or warranties other than those expressly stated herein. No waivers or modification of any of the terms hereof shall be valid unless in writing and signed by both parties.

**Clinical Facility**

**Rancho Santiago Community College  
District**

By: \_\_\_\_\_

By: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Typed Name: Peter J. Hardash

Title: \_\_\_\_\_

Title: Vice Chancellor, Business  
Operations/Fiscal Services

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

To: Board of Trustees	Date: October 9, 2017
Re: Approval of Renewal of Hope Builders Instructional Services Agreement for Construction Technology	
Action: Request for Approval - Renewal	

**BACKGROUND**

One of our newest state-approved certificate program is in Construction Technology which Santa Ana College School of Continuing Education started offering at Hope Builders in April 2015. This continuing partnership was established to fill a gap in entry level construction employment opportunities for at-risk youth who are no longer in school and unable to access existing programs due to life instability issues and low math skills (5th – 8th grade level). As a result of their participation in the Hope Builders/Santa Ana College coursework, students are more prepared to meet the requirements for participation in established industry programs. Santa Ana College School of Continuing Education would like to continue offering this program during the 2017-2018 fiscal year as this is an area of high employment potential in our community, and there is a high student demand for these courses. The Hope Builders Instructional Services Agreement SAC-17-054 is effective October 10, 2017, to June 30, 2018.

**ANALYSIS**

For 2017-2018, Santa Ana College proposes to contract with Hope Builders to provide 25,000 student attendance hours in Vocational Construction Technology at the rate of \$2.50 per attendance hour.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the renewal of the Hope Builders Instructional Services Agreement for program year 2017-2018.

Fiscal Impact:	\$62,500	Board Date: October 9, 2017
Prepared by:	James Kennedy, Ed.D., Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

## **HOPE BUILDERS**

### **INSTRUCTIONAL SERVICES AGREEMENT**

THIS AGREEMENT, made and entered into on the 10th day of October 2017, between Rancho Santiago Community College District, County of Orange, State of California, on behalf of Santa Ana College, hereinafter called the "DISTRICT" and HOPE BUILDERS, 801 North Broadway, Santa Ana, California 92701-3423, herein referred to as "HOPE BUILDERS."

#### WITNESSETH

WHEREAS, the Governing Board of the District has approved the contracting out of the vocational education programs pursuant to Education Code 78015; and

WHEREAS, through this Agreement with HOPE BUILDERS, the DISTRICT intends to provide a vocational education program for the benefit of eligible students of the DISTRICT, under the State Plan for Vocational Education and the Federal Carl D. Perkins Vocational and Technology Education Act of 1998, in order to prepare such students for a vocation in Construction Technology occupations; and

WHEREAS, the DISTRICT also intends to limit the hours of instruction to a maximum of 25,000 student attendance hours for the Agreement. Other students may attend as private enrollees of HOPE BUILDERS but such enrollment shall not exceed a number at which the DISTRICT funded program may operate effectively; and

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

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

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

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

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

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

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

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

All the above recitals are true and correct.

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**1. HOPE BUILDERS RESPONSIBILITIES**

HOPE BUILDERS shall provide vocational instruction, training, facility, equipment, supervision, and other services for all enrolled students not to exceed a maximum of 25,000 student hours during the 2017/2018 school year (10/10/2017 through 6/30/2018). The vocational instructional program will be offered through Santa Ana College School of Continuing Education CTE/Vocational Construction Technology program. Instruction time shall be provided by HOPE BUILDERS for all students who wish such instruction during school holidays (excluding legal holidays) and winter recess provided such instructional time does not exceed total hours stipulated within this Agreement.

- A. All students shall be under the direct supervision of instructors with a valid credential for community college services or meet minimum qualifications in the area to be taught, such credential to be registered with the Orange County Department of Education and the DISTRICT.
- B. Instruction to be claimed for apportionment under this contract is under the immediate supervision and control of an employee of DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in vocational subjects in a California community college.
- C. Where the instructor is not a paid employee of DISTRICT, DISTRICT shall enter into a written agreement with each instructor who is conducting instruction for which FTES are to be reported. Instructors paid by HOPE BUILDERS shall enter into individual instructor services agreements with DISTRICT. These instructor agreements are included herein as APPENDIX A, and by this reference are incorporated into this Agreement.
- D. HOPE BUILDERS shall provide all necessary instructional supplies and equipment for the students covered by the Agreement. All material and equipment supplied by HOPE BUILDERS shall remain the property of HOPE BUILDERS and shall not be removed from the premises without permission of HOPE BUILDERS.

- E. Except as noted in this Agreement, HOPE BUILDERS shall not charge students receiving instruction and training under this Agreement additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this contract.
- F. HOPE BUILDERS will provide those administrative functions essential for the operation of its facilities at its own expense.
- G. HOPE BUILDERS shall provide all students who complete the program job placement services. Record of such placement services shall be kept and reported to the DISTRICT annually.
- H. HOPE BUILDERS shall be in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the U.S. Presidential Executive Order 11246, and subsequent amendments (if applicable) and the intent of the Board of Governors of the California Community Colleges affirmative action resolution adopted April 12, 1973, and all applicable local, state, and federal health and safety regulations.
- I. HOPE BUILDERS's courses shall be held at facilities that are clearly identified as being open to the general public. Enrollment in the courses is open to any person who has been admitted to the college and has met any applicable prerequisites.

**2. CURRICULUM**

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

**3. DISTRICT RESPONSIBILITIES**

- A. DISTRICT is responsible for the education program conducted at this site.
- B. The DISTRICT shall provide the normal administrative functions including admissions, counseling, registration, achievement records, and awarding of completion Certificates comparable to those maintained for any student of the DISTRICT.
- C. Procedures, Terms, and Conditions. The enrollment period for these vocational classes, the student enrollment fees, the number of class hours sufficient to meet

the stated performance objectives, the supervision and evaluation of students, and the withdrawal of students prior to completion of a course are determined by DISTRICT.

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

**4. RESPONSIBILITIES OF HOPE BUILDERS AND DISTRICT**

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

**5. PAYMENT**

The DISTRICT shall pay to HOPE BUILDERS on a monthly basis within thirty (30) days of receipt of invoice with accompanying attendance sheets at \$2.50 per hour for

each student positive attendance hour certified to the DISTRICT for actual attendance during the preceding month at HOPE BUILDERS's place of instruction for all properly enrolled students who are in good standing with the DISTRICT. Such payment to be considered in full payment to cover all contract cost of operating said instructional program. Total hours shall not exceed a maximum of 25,000 actual student hours of attendance under this contract.

- A. HOPE BUILDERS states that 50% of the above hourly rate represents actual costs of instructors including all salary and related benefits and 50% of the above hourly rate represents other costs of operations.
- B. The DISTRICT shall pay to HOPE BUILDERS for each student trainee throughout his or her enrollment the hourly rate in force at the time of the trainee's entry into the program or an amount not to exceed the rate charged.
- C. In the event a DISTRICT student withdraws from the program of instruction, or because of failure to attend scheduled instruction, is dropped from the program, the DISTRICT shall be responsible to HOPE BUILDERS for payment for only the actual hours of authorized attendance of such students prior to the drop or withdrawal date.

**6. COSTS PER STUDENT**

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

**7. REIMBURSEMENT PER STUDENT**

HOPE BUILDERS shall not be reimbursed for more than 25,000 hours of instruction for any one student in Construction Technology. Exceptions to these limits will only be allowed with the prior consultation and approval of the District.

**8. NEW STUDENTS**

HOPE BUILDERS agrees to accept new students in programs during each enrollment period established by the DISTRICT and according to College enrollment procedures provided that 25,000 student attendance hours are not exceeded.

**9. SUPERVISION**

The 25,000 hours of approved instruction and training shall be given under the direct supervision of California licensed instructors holding valid California teaching credentials authorizing services in the area of clerical/office occupations in vocational programs in a community college or possessing equivalent qualifications established by the DISTRICT, and all DISTRICT students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors.

**10. BILLING**

HOPE BUILDERS shall submit and certify statements and billings at the end of each month on the forms provided by the DISTRICT to:

Nilo E. Lipiz  
Dean of Instruction and Student Services  
Santa Ana College School of Continuing Education  
Centennial Education Center  
2900 W. Edinger, Santa Ana, CA 92704-3902

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

**11. ATTENDANCE**

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

**12. RECORDS**

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

**13. REPORT**

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

**14. TRANSFER STUDENTS**

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

**15. CERTIFICATION BY DISTRICT**

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

**16. INSURANCE**

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

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

Such insurance shall be endorsed as follows:

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

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

**17. INDEMNIFICATION**

Each party to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense, including reasonable attorney fees, arising out of any liability or

claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

**18. EFFECTIVE DATE**

This Agreement shall become effective October 10, 2017, and shall be reviewed periodically by the parties hereto. Any amendment or adjustments reasonably necessary shall be made from time to time by mutual agreement. HOPE BUILDERS shall notify the DISTRICT of any change in facility location during the period of this Agreement. The DISTRICT reserves the right to terminate this Agreement due to a facility change that the DISTRICT determines to be inadequate for instructional purposes.

**19. TERMINATION**

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

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

**20. NOTICE**

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

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

TO CONTRACTOR:           HOPE BUILDERS  
801 North Broadway  
Santa Ana, CA 92701-3423

**21. EXPIRATION DATE**

This Agreement shall expire on June 30, 2018.

**22. APPROVAL**

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

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Signature:

Date:

---

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

**HOPE BUILDERS**

Signature:

Date:

---

Shawna Smith, Executive Director  
HOPE BUILDERS  
801 North Broadway  
Santa Ana, CA 92701-3423  
(714) 543-5105

## **APPENDIX A**

### **INDIVIDUAL INSTRUCTOR SERVICES AGREEMENT**

- John M. Puckett

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
INDIVIDUAL INSTRUCTOR SERVICES AGREEMENT

With Instructors from a Public Agency or Private Organization  
Pursuant to District's Instructional Services Agreement  
With a Public Agency or Private Organization

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as DISTRICT, is authorized pursuant to Title 5 of the California Administrative Code, to enter into a written contract with

John M. Puckett  
(name) \_\_\_\_\_, an instructor, hereinafter known as

INSTRUCTOR, who is employed by HOPK BUILDERS

which is either a public agency or private organization, and is hereafter referred to as ENTITY.

INSTRUCTOR agrees to participate in the delivery of approved curriculum from the relevant college within DISTRICT, which will be either Santa Ana College or Santiago Canyon College. INSTRUCTOR acknowledges that DISTRICT shall have the primary right to control and direct the instructional activities of INSTRUCTOR while INSTRUCTOR is conducting a class or classes given through an Instructional Services Agreement between DISTRICT and ENTITY.

The delivery of the curriculum will be in compliance with the provisions of the signed Instructional Services Agreement signed by ENTITY and DISTRICT, and with the catalog and the course outlines from Santa Ana College or Santiago Canyon College. Curriculum materials, testing and grading procedures, and materials and services such as those that DISTRICT provides to its hourly instructors on campus, may be provided by DISTRICT to INSTRUCTOR.

INSTRUCTOR is, and at all times shall be, an employee of ENTITY and not of DISTRICT. The DISTRICT will not be obligated to make any payment to INSTRUCTOR for services delivered under the Instructional Services Agreement, and will not be responsible for benefits including and not limited to, workers compensation, medical insurance, vacation, sick leave, or any other employee benefits that would otherwise accrue to faculty members. All salary and benefits payable or owing to INSTRUCTOR are the sole responsibility and liability of the employer who has signed the Instructional Services Agreement with the District.

IN WITNESS WHEREOF, the parties have executed the Agreement on the date set forth below.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

John M. Puckett \_\_\_\_\_ [Signature] \_\_\_\_\_ 9/14/17  
Instructor Name (print) Instructor Signature Date

Nilo E. Lipiz \_\_\_\_\_ [Signature] \_\_\_\_\_ 9/12/17  
Dean Name Dean Signature Date

\_\_\_\_\_  
Allaire Winter, Assistant Vice Chancellor, Human Resources Date

ISA Standard Agreement, RC-05-025, Basic

Revised 06/01/2017

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

To: Board of Trustees	Date: October 9, 2017
Re: Approval of Memorandum of Understanding between Hope Builders, Santa Ana College School of Continuing Education, Southwest Carpenters Training Fund, and Santiago Canyon College Apprenticeship Program	
Action: Request for Approval - Renewal	

**BACKGROUND**

The renewal of the Memorandum of Understanding (MOU) between Hope Builders and the Southwest Carpenters Training Fund in association with the Santiago Canyon College Apprenticeship Program and the Santa Ana College School of Continuing Education is a companion agreement to the renewal of the Hope Builders Instructional Services Agreement.

**ANALYSIS**

The renewal of this MOU maintains that students completing the Construction Technology Program offered at Hope Builders, in collaboration with Santa Ana College School of Continuing Education, will be referred to the Southwest Carpenters Training Fund Program offered in partnership with the Santiago Canyon College Apprenticeship Program to be considered for apprenticeship enrollment.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this Memorandum of Understanding between Hope Builders, Santa Ana College School of Continuing Education, Southwest Carpenters Training Fund, and Santiago Canyon College Apprenticeship Program for program year 2017-2018.

Fiscal Impact: \$ 0	Board Date: October 9, 2017
Prepared by: James Kennedy, Ed.D., Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by: Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

## **SOUTHWEST CARPENTERS TRAINING**

### **MEMORANDUM OF UNDERSTANDING**

#### **Apprenticeship Direct Entry**

This Memorandum of Understanding (MOU) is entered into by and between Southwest Carpenters Training Fund (SWCTF) program in partnership with Santiago Canyon College and Hope Builders in collaboration with Santa Ana College School of Continuing Education.

#### **A. Purpose**

The purpose of this Agreement is to support the above mentioned Hope Builders effort to provide its participants with skills suitable for entry into various construction apprenticeship programs registered with the Division of Apprenticeship Standards (DAS) and administered by SWCTF, and to establish the conditions and procedures, herein agreed to, for the apprenticeship program referral and intake process.

This partnership may provide direct entry to successful completers in the Santiago Canyon College, Hope Builders, in collaboration with Santa Ana College School of Continuing Education meeting the qualifications set out in section C paragraphs 2 and 5 below.

#### **B. Roles and Responsibilities**

1. The role and responsibility of the Southwest Carpenters Training Fund (SWCTF) is to administer the day-to-day operations of the Joint Apprenticeship and Training Programs established by the Joint Apprenticeship and Training Committees (JATC). These duties include implementing the policy and procedures outlined in the approved program standards related to the intake of apprentices as found in Appendix D, Qualification and Selection Procedures, and to disseminate information on apprenticeship opportunities to organizations and agencies engaged in education and workforce development. Under this Agreement, SWCTF will establish direct entry provisions for participants meeting the requirements as stated below, and in accordance with the provisions of Section VII of Appendix D, and A-2 of Appendix A of the aforementioned standards.
2. The role and responsibility of Hope Builders (HB) in collaboration with Santa Ana College (SAC) shall be to provide the SWCTF with documentation describing the participant intake/vetting process, work readiness skills covered, curricula outline, training direction, and safety instruction conducted by the program. Pre-apprenticeship programs must meet the pre-apprentice hours listed in applicable contract bargaining agreement (CBA). Additionally, the program must provide the projected participation goal for the period covered under this Agreement. Under this Agreement, HB will work with SWCTF to determine the eligibility of program participants to receive direct entry status.

## **C. Procedures**

During the period covered by this Agreement:

1. SWCTF shall review for suitability the curricula of the HB program. In cases where there are possible skill deficiencies for entry level success, SWCTF may require the program to supplement training with recommended materials (Career Connections).
2. Program participants will be required to:
  - a. Perform satisfactorily on all soft skill components (i.e. technology, basic math, interview skills, communication)
  - b. Perform at the highest percentile for construction skill related subjects (i.e. 90-100% without a graded curve; includes both written and performance testing)
  - c. Complete all required program elements successfully
  - d. Maintain an attendance record of a minimum of 95% of total hours
3. SWCTF staff shall compare the active number of journeyman and apprentices in a registered program at the initial date and at least every six months thereafter, to determine and report to the JATC the number of apprenticeship slots available to direct entrants on a periodic (quarterly) basis. The minimum number of guaranteed slots available under this Agreement shall be six (6) per cohort over a twelve-month period.
4. HB shall report to SWCTF the names, contact information, trade interest, and performance status (score/grade as stated in C2 a-d) of interested participants and provide interested participants with the information regarding direct entry to the applicable trade program. The names reported shall be in descending order of the highest scores during report period.
5. SWCTF will provide instructions to successful candidates that meet the eligibility requirements listed above stating how to appear before the Joint Apprenticeship and Training Committee (JATC) and request consideration for direct entry. Hope Builders will provide all completers with information sheets on "How-to-Join" which list the process for apprenticeship application to the desired trade program.
6. Both parties agree that the partnership's success depends on the availability of job opportunities, and that, at times, job opportunities may be limited due to many variables including a downturn in construction or the economy. When these conditions exist, one or both parties may give a thirty-day notice to terminate this Agreement and each party shall be held harmless.

## **D. Reporting and Funding**

Each party to this Agreement will collect and disseminate reports on outcomes related to the roles and responsibilities described above and agree to share information as required or requested. Furthermore, each party will maintain separate funding.

**E. Timeframe**

This Memorandum of Understanding will commence on October 10, 2017, and will dissolve on June 30, 2018.

This Memorandum of Understanding is the complete Agreement between the parties signed below. The Agreement may only be amended by written agreement signed by each of the parties involved.

**Southwest Carpenters Training Fund**

Authorized Official Signature:

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Printed Name and Title: Louis Ontiveros, Director  
Address: 533 S. Fremont Street  
Los Angeles, CA 90071  
Telephone: (213) 739-9339  
E-Mail Address: [lontiveros@swctf.org](mailto:lontiveros@swctf.org)

**Hope Builders**

Authorized Official Signature:

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Printed Name and Title: Shawna Smith, Executive Director  
Address: 801 N. Broadway  
Santa Ana, CA 92701-3423  
Telephone: (714) 543-5105, Ext. 109  
E-Mail Address: [ssmith@tallersanjose.org](mailto:ssmith@tallersanjose.org)

**Rancho Santiago Community College District**

Authorized Official Signature:

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Printed Name and Title: Peter J. Hardash, Vice Chancellor  
Address: 2323N. Broadway  
Santa Ana, CA 92706  
Telephone: (714) 480-7340  
E-Mail Address: [hardash\\_peter@rscdd.edu](mailto:hardash_peter@rscdd.edu)

Rancho Santiago Comm Coll District

Board Meeting of 10/09/17

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 09/13/17 Thru 09/26/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65434	General Fund Unrestricted	0.00	138.00	-138.00	92*0492639	92*0492639
65445	General Fund Unrestricted	2,102,625.58	0.00	2,102,625.58	92*0492821	92*0492835
65450	General Fund Unrestricted	5,566.31	0.00	5,566.31	92*0492855	92*0492873
65451	General Fund Unrestricted	15,175.37	0.00	15,175.37	92*0492880	92*0492885
65453	General Fund Unrestricted	98,460.74	0.00	98,460.74	92*0492897	92*0492898
65454	General Fund Unrestricted	2,600.32	0.00	2,600.32	92*0492900	92*0492910
65455	General Fund Unrestricted	2,821.50	0.00	2,821.50	92*0492918	92*0492919
65459	General Fund Unrestricted	16,210.46	0.00	16,210.46	92*0492928	92*0492940
65460	General Fund Unrestricted	4,101.76	0.00	4,101.76	92*0492941	92*0492951
65461	General Fund Unrestricted	141,984.22	12,475.69	129,508.53	92*0492953	92*0492956
65462	General Fund Unrestricted	195.72	0.00	195.72	92*0492959	92*0492959
65463	General Fund Unrestricted	2,423.76	0.00	2,423.76	92*0492965	92*0492965
65464	General Fund Unrestricted	3,148.00	0.00	3,148.00	92*0492966	92*0492991
65468	General Fund Unrestricted	22,411.38	0.00	22,411.38	92*0493035	92*0493048
65474	General Fund Unrestricted	41,807.90	0.00	41,807.90	92*0493082	92*0493088
65475	General Fund Unrestricted	22,316.62	0.00	22,316.62	92*0493089	92*0493101
65480	General Fund Unrestricted	22,104.83	0.00	22,104.83	92*0493131	92*0493134
65481	General Fund Unrestricted	51,477.90	0.00	51,477.90	92*0493138	92*0493152
65482	General Fund Unrestricted	4,113.98	0.00	4,113.98	92*0493159	92*0493163
65483	General Fund Unrestricted	342.96	0.00	342.96	92*0493164	92*0493164
65484	General Fund Unrestricted	205.00	0.00	205.00	92*0493166	92*0493177
65486	General Fund Unrestricted	16,997.88	0.00	16,997.88	92*0493186	92*0493201
65487	General Fund Unrestricted	15,163.91	0.00	15,163.91	92*0493203	92*0493209
65488	General Fund Unrestricted	45,849.19	0.00	45,849.19	92*0493211	92*0493222
<b>Total Fund 11 General Fund Unrestricted</b>		<b>\$2,638,105.29</b>	<b>\$12,613.69</b>	<b>\$2,625,491.60</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65356	General Fund Restricted	0.00	600.00	-600.00	92*0491944	92*0491944
65445	General Fund Restricted	6,754.55	0.00	6,754.55	92*0492822	92*0492834
65450	General Fund Restricted	3,310.63	0.00	3,310.63	92*0492860	92*0492868
65451	General Fund Restricted	22,074.93	0.00	22,074.93	92*0492874	92*0492883
65453	General Fund Restricted	1,370.17	0.00	1,370.17	92*0492888	92*0492896
65454	General Fund Restricted	115,661.05	0.00	115,661.05	92*0492899	92*0492903
65455	General Fund Restricted	1,384.24	0.00	1,384.24	92*0492911	92*0492917
65459	General Fund Restricted	4,610.82	0.00	4,610.82	92*0492929	92*0492937
65460	General Fund Restricted	17,573.10	0.00	17,573.10	92*0492942	92*0492952
65462	General Fund Restricted	3,554.25	0.00	3,554.25	92*0492957	92*0492964
65468	General Fund Restricted	22,024.89	0.00	22,024.89	92*0493027	92*0493043
65472	General Fund Restricted	3,016.28	0.00	3,016.28	92*0493059	92*0493067
65473	General Fund Restricted	23,528.64	0.00	23,528.64	92*0493068	92*0493080
65479	General Fund Restricted	9,016.26	0.00	9,016.26	92*0493118	92*0493130
65480	General Fund Restricted	16,947.75	0.00	16,947.75	92*0493132	92*0493137
65482	General Fund Restricted	29,985.37	0.00	29,985.37	92*0493153	92*0493161
65486	General Fund Restricted	1,240.46	0.00	1,240.46	92*0493195	92*0493202
65489	General Fund Restricted	8,473.32	0.00	8,473.32	92*0493223	92*0493239
65490	General Fund Restricted	8,456.06	0.00	8,456.06	92*0493240	92*0493253
<b>Total Fund 12 General Fund Restricted</b>		<b><u>\$298,982.77</u></b>	<b><u>\$600.00</u></b>	<b><u>\$298,382.77</u></b>		

Checks Written for Period 09/13/17 Thru 09/26/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65450	GF Unrestricted One-Time Func	2,445.00	0.00	2,445.00	92*0492864	92*0492864
65451	GF Unrestricted One-Time Func	261.23	0.00	261.23	92*0492877	92*0492877
65455	GF Unrestricted One-Time Func	1,124.96	0.00	1,124.96	92*0492913	92*0492913
65460	GF Unrestricted One-Time Func	11,890.00	0.00	11,890.00	92*0492947	92*0492947
65473	GF Unrestricted One-Time Func	1,076.80	0.00	1,076.80	92*0493081	92*0493081
65482	GF Unrestricted One-Time Func	6,000.00	0.00	6,000.00	92*0493160	92*0493160
65483	GF Unrestricted One-Time Func	9,000.00	0.00	9,000.00	92*0493165	92*0493165
65488	GF Unrestricted One-Time Func	10,365.29	0.00	10,365.29	92*0493210	92*0493210
<b>Total Fund 13 GF Unrestricted One-Time</b>		<b><u>\$42,163.28</u></b>	<b><u>\$0.00</u></b>	<b><u>\$42,163.28</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65447	Child Development Fund	16,989.41	0.00	16,989.41	92*0492837	92*0492852
65452	Child Development Fund	1,284.42	0.00	1,284.42	92*0492886	92*0492887
65456	Child Development Fund	6,782.97	0.00	6,782.97	92*0492920	92*0492922
65466	Child Development Fund	3,617.23	0.00	3,617.23	92*0493008	92*0493023
65478	Child Development Fund	8,745.66	0.00	8,745.66	92*0493109	92*0493117
65485	Child Development Fund	3,434.38	0.00	3,434.38	92*0493178	92*0493185
<b>Total Fund 33 Child Development Fund</b>		<b>\$40,854.07</b>	<b>\$0.00</b>	<b>\$40,854.07</b>		

Checks Written for Period 09/13/17 Thru 09/26/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65449	Capital Outlay Projects Fund	1,579.43	0.00	1,579.43	92*0492854	92*0492854
65457	Capital Outlay Projects Fund	21,610.80	0.00	21,610.80	92*0492923	92*0492924
65465	Capital Outlay Projects Fund	101,289.37	0.00	101,289.37	92*0492992	92*0493007
65470	Capital Outlay Projects Fund	135,923.07	0.00	135,923.07	92*0493052	92*0493057
65477	Capital Outlay Projects Fund	37,055.65	0.00	37,055.65	92*0493105	92*0493108
<b>Total Fund 41 Capital Outlay Projects Fun</b>		<b>\$297,458.32</b>	<b>\$0.00</b>	<b>\$297,458.32</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65448	Bond Fund, Measure Q	5,922.52	0.00	5,922.52	92*0492853	92*0492853
65458	Bond Fund, Measure Q	1,693,646.83	0.00	1,693,646.83	92*0492925	92*0492927
65467	Bond Fund, Measure Q	163,474.37	0.00	163,474.37	92*0493024	92*0493026
65469	Bond Fund, Measure Q	80,895.73	0.00	80,895.73	92*0493049	92*0493051
<b>Total Fund 43 Bond Fund, Measure Q</b>		<b><u>\$1,943,939.45</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,943,939.45</u></b>		

Checks Written for Period 09/13/17 Thru 09/26/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65471	Property and Liability Fund	1,575.00	0.00	1,575.00	92*0493058	92*0493058
65476	Property and Liability Fund	35,721.87	0.00	35,721.87	92*0493102	92*0493104
<b>Total Fund 61 Property and Liability Fund</b>		<u><u>\$37,296.87</u></u>	<u><u>\$0.00</u></u>	<u><u>\$37,296.87</u></u>		

Checks Written for Period 09/13/17 Thru 09/26/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65446	Workers' Compensation Fund	29,653.71	0.00	29,653.71	92*0492836	92*0492836
65491	Workers' Compensation Fund	220,425.00	0.00	220,425.00	92*0493254	92*0493254
<b>Total Fund 62 Workers' Compensation Fu</b>		<b><u>\$250,078.71</u></b>	<b><u>\$0.00</u></b>	<b><u>\$250,078.71</u></b>		

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**SUMMARY**

Total Fund 11 General Fund Unrestricted	2,625,491.60
Total Fund 12 General Fund Restricted	298,382.77
Total Fund 13 GF Unrestricted One-Time Fund	42,163.28
Total Fund 33 Child Development Fund	40,854.07
Total Fund 41 Capital Outlay Projects Fund	297,458.32
Total Fund 43 Bond Fund, Measure Q	1,943,939.45
Total Fund 61 Property and Liability Fund	37,296.87
Total Fund 62 Workers' Compensation Fund	250,078.71
Grand Total:	<u><u>\$5,535,665.07</u></u>

Checks Written for Period 09/13/17 Thru 09/26/17

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
311709316	Bookstore Fund	1,247.90	463.60	784.30	31*0108235	31*0108237
311709423	Bookstore Fund	601,100.81	394,206.15	206,894.66	31*0108238	31*0108246
311709526	Bookstore Fund	288,870.80	0.00	288,870.80	31*0108247	31*0108250
<b>Total Fund 31 Bookstore Fund</b>		<u><u>\$891,219.51</u></u>	<u><u>\$394,669.75</u></u>	<u><u>\$496,549.76</u></u>		

Checks Written for Period 09/13/17 Thru 09/26/17

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
711709423	Associated Students Fund	4,653.14	0.00	4,653.14	71*0008119	71*0008136
711709526	Associated Students Fund	446.50	0.00	446.50	71*0008137	71*0008138
<b>Total Fund 71 Associated Students Fund</b>		<b><u>\$5,099.64</u></b>	<b><u>\$0.00</u></b>	<b><u>\$5,099.64</u></b>		

Checks Written for Period 09/13/17 Thru 09/26/17

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
761709316	Community Education Fund	6,484.88	0.00	6,484.88	76*0007254	76*0007255
761709423	Community Education Fund	5,510.00	0.00	5,510.00	76*0007256	76*0007256
761709526	Community Education Fund	14,100.00	0.00	14,100.00	76*0007257	76*0007258
<b>Total Fund 76 Community Education Fund</b>		<b><u><u>\$26,094.88</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$26,094.88</u></u></b>		

Checks Written for Period 09/13/17 Thru 09/26/17

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
791709316	Diversified Trust Fund	1,331.76	100.00	1,231.76	79*0020970	79*0020974
791709423	Diversified Trust Fund	24,858.62	2,500.00	22,358.62	79*0020975	79*0020994
791709526	Diversified Trust Fund	5,458.98	182.16	5,276.82	79*0020995	79*0021008
<b>Total Fund 79 Diversified Trust Fund</b>		<u><u>\$31,649.36</u></u>	<u><u>\$2,782.16</u></u>	<u><u>\$28,867.20</u></u>		

Checks Written for Period 09/13/17 Thru 09/26/17

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
811709316	Diversified Agency Fund	2,784.13	100.00	2,684.13	81*0048052	81*0048055
811709423	Diversified Agency Fund	38,699.83	0.00	38,699.83	81*0048056	81*0048084
811709526	Diversified Agency Fund	7,494.97	0.00	7,494.97	81*0048085	81*0048096
<b>Total Fund 81 Diversified Agency Fund</b>		<u><u>\$48,978.93</u></u>	<u><u>\$100.00</u></u>	<u><u>\$48,878.93</u></u>		

**SUMMARY**

Total Fund 31 Bookstore Fund	496,549.76
Total Fund 71 Associated Students Fund	5,099.64
Total Fund 76 Community Education Fund	26,094.88
Total Fund 79 Diversified Trust Fund	28,867.20
Total Fund 81 Diversified Agency Fund	48,878.93
<b>Grand Total:</b>	<b><u><u>\$605,490.41</u></u></b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**BUDGET BOARD REPORT**  
**From 09/13/2017 To 09/25/2017**  
**Board Meeting on 10/09/2017**

**BACKGROUND**

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

**ANALYSIS**

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

<b>BUDGET TRANSFERS</b>	<b>From</b>	<b>To</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>		
2000 CLASSIFIED SALARIES		708
3000 EMPLOYEE BENEFITS		42
4000 SUPPLIES & MATERIALS		9,627
5000 OTHER OPERATING EXP & SERVICES	12,377	
6000 CAPITAL OUTLAY		2,000
	<b>\$12,377</b>	<b>\$12,377</b>
<b>Total Transfer Fund 11</b>		
<b><u>Fund 12: General Fund Restricted</u></b>		
1000 ACADEMIC SALARIES		52,136
2000 CLASSIFIED SALARIES		108,390
3000 EMPLOYEE BENEFITS		49,725
4000 SUPPLIES & MATERIALS	7,004	
5000 OTHER OPERATING EXP & SERVICES	280,693	
6000 CAPITAL OUTLAY		64,818
7000 OTHER OUTGO		12,628
	<b>\$287,697</b>	<b>\$287,697</b>
<b>Total Transfer Fund 12</b>		
<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>		
4000 SUPPLIES & MATERIALS		3,199
5000 OTHER OPERATING EXP & SERVICES		135,110
6000 CAPITAL OUTLAY		124,705
7900 RESERVE FOR CONTINGENCIES	263,014	
	<b>\$263,014</b>	<b>\$263,014</b>
<b>Total Transfer Fund 13</b>		
<b><u>Fund 33: Child Development Fund</u></b>		
2000 CLASSIFIED SALARIES	15,000	
3000 EMPLOYEE BENEFITS	1,161	
4000 SUPPLIES & MATERIALS		16,161
	<b>\$16,161</b>	<b>\$16,161</b>
<b>Total Transfer Fund 33</b>		
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>		
5000 OTHER OPERATING EXP & SERVICES		1,150
6000 CAPITAL OUTLAY		61,850
7900 RESERVE FOR CONTINGENCIES	63,000	
	<b>\$63,000</b>	<b>\$63,000</b>
<b>Total Transfer Fund 41</b>		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**BUDGET BOARD REPORT**  
From 09/13/2017 To 09/25/2017  
Board Meeting on 10/09/2017

BU0070

<b>BUDGET TRANSFERS</b>	<b>From</b>	<b>To</b>
<b><u>Fund 79: Diversified Trust Fund</u></b>		
4000 SUPPLIES & MATERIALS		1,939
5000 OTHER OPERATING EXP & SERVICES		44,475
7900 RESERVE FOR CONTINGENCIES	46,414	
	<b>\$46,414</b>	<b>\$46,414</b>

<b>BUDGET INCREASES AND DECREASES</b>	<b>Revenue</b>	<b>Appropriation</b>
<b><u>Fund 12: General Fund Restricted</u></b>		
8600 STATE REVENUES	(127,071)	
8800 LOCAL REVENUES	8,500	
2000 CLASSIFIED SALARIES		26,572
3000 EMPLOYEE BENEFITS		5,785
4000 SUPPLIES & MATERIALS		1,799
5000 OTHER OPERATING EXP & SERVICES		(203,767)
7000 OTHER OUTGO		51,040
	<b>\$(118,571)</b>	<b>\$(118,571)</b>

<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>		
8800 LOCAL REVENUES	3,015	
6000 CAPITAL OUTLAY		3,015
	<b>\$3,015</b>	<b>\$3,015</b>

<b><u>Fund 33: Child Development Fund</u></b>		
8100 FEDERAL REVENUES	17,958	
2000 CLASSIFIED SALARIES		5,693
3000 EMPLOYEE BENEFITS		11,574
5000 OTHER OPERATING EXP & SERVICES		691
	<b>\$17,958</b>	<b>\$17,958</b>

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

**RECOMMENDATION**

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

BU0070

**BUDGET BOARD REPORT**

From 09/13/2017 To 09/25/2017

Board Meeting on 10/09/2017

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

<b>BUDGET TRANSFERS</b>	<b>From</b>	<b>To</b>
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**Fund 12: General Fund Restricted**

<b>B021802</b>	<b>09/15/17</b>		
2000	CLASSIFIED SALARIES		125,757
3000	EMPLOYEE BENEFITS		86,586
5000	OTHER OPERATING EXP & SERVICES	212,343	

<b>Total Reference B021802</b>	<b>\$212,343</b>	<b>\$212,343</b>
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**Reason:** Special Project Adjustment  
**Description:** Fd reorgs Admin Secty/Bus. Svcs. coord for LAORC funded by Strong Workforce Program. Revised budget: fund positions plus Asst.Vice Chancellor salary/benefits.

<b>B021812</b>	<b>09/18/17</b>		
1000	ACADEMIC SALARIES	23,296	
2000	CLASSIFIED SALARIES		7,158
3000	EMPLOYEE BENEFITS	20,274	
4000	SUPPLIES & MATERIALS		2,755
5000	OTHER OPERATING EXP & SERVICES		26,912
6000	CAPITAL OUTLAY		4,245
7000	OTHER OUTGO		2,500

<b>Total Reference B021812</b>	<b>\$43,570</b>	<b>\$43,570</b>
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**Reason:** Special Project Adjustment  
**Description:** Make adjustments to exstg 17/18 Carryforward Equity Bgt

<b>B021814</b>	<b>09/18/17</b>		
1000	ACADEMIC SALARIES	19,441	
3000	EMPLOYEE BENEFITS	11,118	
5000	OTHER OPERATING EXP & SERVICES		30,559

<b>Total Reference B021814</b>	<b>\$30,559</b>	<b>\$30,559</b>
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**Reason:** Special Project Adjustment  
**Description:** Cover 4 personnel and benefits BSI/SAC

<b>B021840</b>	<b>09/20/17</b>		
5000	OTHER OPERATING EXP & SERVICES	70,000	
6000	CAPITAL OUTLAY		70,000

<b>Total Reference B021840</b>	<b>\$70,000</b>	<b>\$70,000</b>
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**Reason:** Special Project Adjustment  
**Description:** Move funds to cover Microphone system for Phillips Hall and two other RAR items to upgrade equipment at Theater Dept.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

BU0070

**BUDGET BOARD REPORT**

From 09/13/2017 To 09/25/2017

Board Meeting on 10/09/2017

**BUDGET TRANSFERS**

		From	To
<b>B021860</b>	<b>09/20/17</b>		
1000	ACADEMIC SALARIES		48,367
2000	CLASSIFIED SALARIES		15,007
4000	SUPPLIES & MATERIALS		999
5000	OTHER OPERATING EXP & SERVICES	64,373	
<b>Total Reference B021860</b>		<b>\$64,373</b>	<b>\$64,373</b>

**Reason:** Special Project Adjustment  
**Description:** Excess funds from partners needed for program enhancement for Pathways to Teaching

<b>B021863</b>	<b>09/20/17</b>		
2000	CLASSIFIED SALARIES	7,700	
3000	EMPLOYEE BENEFITS	5,000	
4000	SUPPLIES & MATERIALS	8,694	
5000	OTHER OPERATING EXP & SERVICES		38,665
6000	CAPITAL OUTLAY	17,271	
<b>Total Reference B021863</b>		<b>\$38,665</b>	<b>\$38,665</b>

**Reason:** Special Project Adjustment  
**Description:** SW purchase/installation. Glenda Lane replacement-Eff. 11/1/18.

**Fund 13: GF Unrestricted One-Time Funds**

<b>B021817</b>	<b>09/18/17</b>		
5000	OTHER OPERATING EXP & SERVICES		22,500
6000	CAPITAL OUTLAY		94,400
7900	RESERVE FOR CONTINGENCIES	116,900	
<b>Total Reference B021817</b>		<b>\$116,900</b>	<b>\$116,900</b>

**Reason:** Adjustment  
**Description:** Allocate funds for various equipment & furniture purchases

<b>B021833</b>	<b>09/19/17</b>		
5000	OTHER OPERATING EXP & SERVICES		40,000
7900	RESERVE FOR CONTINGENCIES	40,000	
<b>Total Reference B021833</b>		<b>\$40,000</b>	<b>\$40,000</b>

**Reason:** Adjustment  
**Description:** Repair water damage in Bldg. U

<b>B021835</b>	<b>09/19/17</b>		
5000	OTHER OPERATING EXP & SERVICES		90,000
6000	CAPITAL OUTLAY		12,891
7900	RESERVE FOR CONTINGENCIES	102,891	
<b>Total Reference B021835</b>		<b>\$102,891</b>	<b>\$102,891</b>

**Reason:** Adjustment  
**Description:** Cover Central Plant contract with ACCO & projector install

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

BU0070

**BUDGET BOARD REPORT**

From 09/13/2017 To 09/25/2017

Board Meeting on 10/09/2017

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b>B021848</b>	<b>09/20/17</b>		
5000	OTHER OPERATING EXP & SERVICES		2,000
7900	RESERVE FOR CONTINGENCIES	2,000	
<b>Total Reference B021848</b>		<b>\$2,000</b>	<b>\$2,000</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	Move funds to cover rental of Spot cooler for U Building		
<b>B021849</b>	<b>09/20/17</b>		
6000	CAPITAL OUTLAY		1,223
7900	RESERVE FOR CONTINGENCIES	1,223	
<b>Total Reference B021849</b>		<b>\$1,223</b>	<b>\$1,223</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	Move funds to cover 5 office chairs for CJ.		
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>			
<b>B021844</b>	<b>09/20/17</b>		
6000	CAPITAL OUTLAY		63,000
7900	RESERVE FOR CONTINGENCIES	63,000	
<b>Total Reference B021844</b>		<b>\$63,000</b>	<b>\$63,000</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Allocate funds to various objects.		
<b><u>Fund 79: Diversified Trust Fund</u></b>			
<b>B021779</b>	<b>09/13/17</b>		
4000	SUPPLIES & MATERIALS	1,036	
5000	OTHER OPERATING EXP & SERVICES		2,500
7900	RESERVE FOR CONTINGENCIES	1,464	
<b>Total Reference B021779</b>		<b>\$2,500</b>	<b>\$2,500</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	To pay invoice for Latino Health Access Sponsor table		
<b>B021832</b>	<b>09/19/17</b>		
5000	OTHER OPERATING EXP & SERVICES		500
7900	RESERVE FOR CONTINGENCIES	500	
<b>Total Reference B021832</b>		<b>\$500</b>	<b>\$500</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Allocate funds to cover 17/18 International Office's water		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

BU0070

**BUDGET BOARD REPORT**

From 09/13/2017 To 09/25/2017

Board Meeting on 10/09/2017

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b>B021851</b>	<b>09/20/17</b>		
4000	SUPPLIES & MATERIALS		3,000
5000	OTHER OPERATING EXP & SERVICES		41,450
7900	RESERVE FOR CONTINGENCIES	44,450	
<b>Total Reference B021851</b>		<b>\$44,450</b>	<b>\$44,450</b>
<b>Reason:</b> Adjustment			
<b>Description:</b> Allocate fds for 11 printers/related exps around SAC campus and for food expenses-Auxiliary Svcs.			

<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b><u>Fund 12: General Fund Restricted</u></b>			
<b>B021801</b>	<b>09/15/17</b>		
8600	STATE REVENUES	40,000	
2000	CLASSIFIED SALARIES		26,572
3000	EMPLOYEE BENEFITS		13,428
<b>Total Reference B021801</b>		<b>\$40,000</b>	<b>\$40,000</b>
<b>Reason:</b> New Budget			
<b>Description:</b> GO-Biz CIP new grant FY 17/18 (SBDC) Board approved 9/11/17.			
<b>B021855</b>	<b>09/20/17</b>		
8600	STATE REVENUES	(61,646)	
5000	OTHER OPERATING EXP & SERVICES		(61,646)
<b>Total Reference B021855</b>		<b>\$(61,646)</b>	<b>\$(61,646)</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Relinquished funds from OC TPP partners to be redistributed to Santa Ana College (\$61,646) and Orange Unified School District (\$40,500 additional).			

<b>B021871</b>	<b>09/21/17</b>		
8600	STATE REVENUES	61,646	
5000	OTHER OPERATING EXP & SERVICES		10,606
7000	OTHER OUTGO		51,040
<b>Total Reference B021871</b>		<b>\$61,646</b>	<b>\$61,646</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Additional funds needed for SACs OCTPP Y4 17-18 budget-extra funding given back by other partners within the same grant for redistribution.			

<b>B021879</b>	<b>09/22/17</b>		
8600	STATE REVENUES	(178,463)	
5000	OTHER OPERATING EXP & SERVICES		(178,463)
<b>Total Reference B021879</b>		<b>\$(178,463)</b>	<b>\$(178,463)</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Adjust IE FY17/18			

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

To:	Board of Trustees	Date: October 9, 2017
Re:	Approval of the 2016-17 CCFS-311 Annual Budget and Financial Report, including the Gann Appropriation 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 Annual Budget and Financial Report (CCFS-311) to the Chancellor's Office by October 10<sup>th</sup> 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 54.06% for 2016-17); 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, the Interfund Transfer Report, the Receipt and Expenditures of Lottery Proceeds, Details of Education Protection Account (EPA) funds, and the Pension Costs Report which estimates future STRS and PERS costs through 2020-21.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2016-17 CCFS-311 Annual Budget and Financial Report as presented pending any audit adjustments and establish the District's 2017-18 Gann Limit in the amount of \$264,469,343.

Fiscal Impact:	Not applicable	Board Date: October 9, 2017
Prepared by:	Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**ANNUAL FINANCIAL AND BUDGET REPORT**  
(Financial Report for Fiscal Year 2016-2017)  
(Budget Report for Fiscal Year 2017-2018)

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, 2017. Please submit the report to :

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

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 870

Name: RANCHO SANTIAGO

	Object Code	Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	
		ECS 84362 A	ECS 84362 B	Excluded	
Academic Salaries		Instructional Salary Cost	Total CEE	Activities	
		AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
<b>Instructional Salaries</b>					
Contract or Regular	1100	27,875,156	27,875,156		27,875,156
Other	1300	25,434,404	25,434,404		25,434,404
<b>Total Instructional Salaries</b>		53,309,560	53,309,560	0	53,309,560
<b>Non-Instructional Salaries</b>					
Contract or Regular	1200		12,521,873	323,390	12,845,263
Other	1400		1,364,460		1,364,460
<b>Total Non-Instructional Salaries</b>		0	13,886,333	323,390	14,209,723
<b>Total Academic Salaries</b>		53,309,560	67,195,893	323,390	67,519,283
<b>Classified Salaries</b>					
<b>Non-Instructional Salaries</b>					
Regular Status	2100		23,536,033	2,580,911	26,116,944
Other	2300		1,419,585	488,271	1,907,856
<b>Total Non-Instructional Salaries</b>		0	24,955,618	3,069,182	28,024,800
<b>Instructional Aides</b>					
Regular Status	2200	657,681	657,681		657,681
Other	2400	1,978,286	1,978,286		1,978,286
<b>Total Instructional Aides</b>		2,635,967	2,635,967	0	2,635,967
<b>Total Classified Salaries</b>		2,635,967	27,591,585	3,069,182	30,660,767
<b>Employee Benefits</b>	3000	21,679,003	45,613,673	1,476,278	47,089,951
<b>Supplies and Materials</b>	4000		1,018,167	40,573	1,058,740
<b>Other Operating Expenses</b>	5000	4,080,449	16,299,592	316,670	16,616,262
<b>Equipment Replacement</b>	6420				0
<b>Total Expenditures Prior to Exclusions</b>		81,704,979	157,718,910	5,226,093	162,945,003

SUPPLEMENTAL DATA

S11 GENERAL FUND - UNRESTRICTED SUBFUND

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 870

Name: RANCHO SANTIAGO

		Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	
		ECS 84362 A	ECS 84362 B	Excluded	
Exclusions		Instructional Salary Cost	Total CEE	Activities	
		AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
<b>Activities to Exclude</b>	<b>TOP Code</b>				
Instructional Staff-Retirees' Benefits and Retirement Incentives	5900	2,868,168	2,868,168		2,868,168
Student Health Services Above Amount Collected	6441		154,003		154,003
Student Transportation	6491				0
Noninstructional Staff-Retirees' Benefits and Retirement Incentives	6740		3,886,478		3,886,478
<b>Objects to Exclude</b>	<b>Object Code</b>				
Rents and Leases	5060		640,665	19,627	660,292
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		4,324,568		4,324,568

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For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 870

Name: RANCHO SANTIAGO

		Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	
		ECS 84362 A	ECS 84362 B	Excluded	
	Object	Instructional Salary Cost	Total CEE	Activities	
	Code	AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
Capital Outlay	6000				
Library Books	6300				0
Equipment	6400				
Equipment - Additional	6410				0
Equipment - Replacement	6420				0
Total Equipment		0	0	0	0
Total Capital Outlay		0	0	0	0
Other Outgo	7000				0
<b>Total Exclusions</b>		2,868,168	11,873,882	19,627	11,893,509
<b>Total for ECS 84362, 50% Law</b>		78,836,811	145,845,028	5,206,466	151,051,494
<b>Percent of CEE (Instructional Salary Cost / Total CEE)</b>		54.06%	100.00%		
<b>50% of Current Expense of Education</b>			72,922,514		
<b>Nonexempted (Remaining) Deficiency from second preceeding Fiscal Year</b>					
<b>Amount Required to be Expended for Salaries of Classroom Instructors</b>		78,836,811	145,845,028	5,206,466	151,051,494
<b>Reconciliation to Unrestricted General Fund Expenditures</b>					
<b>Total Expenditures Prior to Exclusions</b>		81,704,979	157,718,910	5,226,093	162,945,003
<b>Capital Expenditures</b>	6000	1,416,325	3,662,705	2,314,510	5,977,215
<b>Equipment Replacement (Back out)</b>	6420		0	0	0
<b>Total Unrestricted General Fund Expenditures</b>		83,121,304	161,381,615	7,540,603	168,922,218

For Year Ended June 30, 2017

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	11	12	10
		General Fund Unrestricted	General Fund Restricted	General Fund COMBINED
<b>ASSETS</b>				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111	1,600,702	3,423	1,604,125
In County Treasury	9112	46,960,975	34,878,445	81,839,420
Cash With Fiscal Agents	9113			0
Revolving Cash Accounts	9114	100,000		100,000
Investments (at cost)	9120			0
Accounts Receivable	9130	3,033,449	9,579,353	12,612,802
Due from Other Funds	9140	1,894,411		1,894,411
Inventories, Stores, and Prepaid Items	9200			
Inventories and Stores	9210			0
Prepaid Items	9220	1,147,750	232,888	1,380,638
<b>TOTAL ASSETS</b>		54,737,287	44,694,109	99,431,396
<b>LIABILITIES</b>				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510	3,952,886	1,787,617	5,740,503
Accrued Salaries and Wages Payable	9520	9,668,545	2,249,518	11,918,063
Compensated Absences Payable Current	9530			0
Due to Other Funds	9540	2,261,790		2,261,790
Temporary Loans	9550			0
Current Portion of Long-Term Debt	9560			0
Deferred Revenues	9570	3,599,749	37,026,792	40,626,541
<b>TOTAL LIABILITIES</b>		19,482,970	41,063,927	60,546,897

For Year Ended June 30, 2017

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	11	12	10
		General Fund Unrestricted	General Fund Restricted	General Fund COMBINED
<b>FUND BALANCE (NON-GASB 54)</b>				
Fund Balance Reserved	9710			0
NonCash Assets	9711	136,139		136,139
Amounts Restricted by Law for Specific Purposes	9712	78,351		78,351
Reserve for Encumbrances Credit	9713	476,454		476,454
Reserve for Encumbrances Debit	9714			0
Reserve for Debt Services	9715			0
Assigned/Committed	9754			0
Unassigned	9790			0
Total Fund Balance		690,944	0	690,944
<b>Fund Balance (GASB 54)</b>	9750			
Nonspendable Fund Balance	9751			0
Restricted Fund Balance	9752	1,970,000		1,970,000
Committed Fund Balance	9753			0
Assigned Fund Balance	9754	23,691,741	3,630,182	27,321,923
Total Designated Fund Balance		25,661,741	3,630,182	29,291,923
Uncommitted Fund Balance	9790	8,901,632		8,901,632
<b>TOTAL FUND EQUITY</b>		35,254,317	3,630,182	38,884,499
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		54,737,287	44,694,109	99,431,396

- 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, 2017

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
<b>ASSETS</b>				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111			
In County Treasury	9112	24,805,790		
Cash With Fiscal Agents	9113			
Investments (at cost)	9120			
Accounts Receivable	9130			
Due from Other Funds	9140			
<b>TOTAL ASSETS</b>		24,805,790	0	0
<b>LIABILITIES</b>				
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			
<b>TOTAL LIABILITIES</b>		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, 2017

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
<b>FUND BALANCE (NON-GASB 54)</b>				
Fund Balance Reserved	9710			
NonCash Assets	9711			
Amounts Restricted by Law for Specific Purposes	9712			
Reserve for Encumbrances Credit	9713			
Reserve for Encumbrances Debit	9714			
Reserve for Debt Services	9715	24,805,790		
Assigned/Committed	9754			
Unassigned	9790			
<b>Total Fund Balance</b>		24,805,790	0	0
<b>Fund Balance (GASB 54)</b>	9750			
Nonspendable Fund Balance	9751			
Restricted Fund Balance	9752			
Committed Fund Balance	9753			
Assigned Fund Balance	9754			
Total Designated Fund Balance		0	0	0
Uncommitted Fund Balance	9790			
<b>TOTAL FUND EQUITY</b>		24,805,790	0	0
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		24,805,790	0	0

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

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

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
<b>ASSETS</b>							
Cash, Investments, and Receivables	9100						
Cash:							
Awaiting Deposit and in Banks	9111	2,886,571					
In County Treasury	9112			1,427,517			
Cash With Fiscal Agents	9113						
Revolving Cash Accounts	9114	12,000					
Investments (at cost)	9120						
Accounts Receivable	9130	1,239,706		628,234			
Due from Other Funds	9140			140,000			
Inventories, Stores, and Prepaid Items	9200						
Inventories and Stores	9210	1,381,562					
Prepaid Items	9220						
<b>TOTAL ASSETS</b>		5,519,839	0	2,195,751	0	0	0
<b>LIABILITIES</b>							
Current Liabilities and Deferred Revenue	9500						
Accounts Payable	9510	101,030		65,734			
Accrued Salaries and Wages Payable	9520	103,839		406,094			
Compensated Absences Payable Current	9530						
Due to Other Funds	9540	550,801		500,000			
Temporary Loans	9550						
Current Portion of Long-Term Debt	9560						
Deferred Revenues	9570			513,482			
<b>TOTAL LIABILITIES</b>		755,670	0	1,485,310	0	0	0

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

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

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
<b>FUND BALANCE (NON-GASB 54)</b>							
Fund Balance Reserved	9710	0	0	0	0	0	0
NonCash Assets	9711	1,381,562	0	0	0	0	0
Amounts Restricted by Law for Specific Purposes	9712	0	0	0	0	0	0
Reserve for Encumbrances Credit	9713	0	0	0	0	0	0
Reserve for Encumbrances Debit	9714	0	0	0	0	0	0
Reserve for Debt Services	9715	0	0	0	0	0	0
Assigned/Committed	9754	0	0	0	0	0	0
Unassigned	9790	0	0	0	0	0	0
<b>Total Fund Balance</b>		1,381,562	0	0	0	0	0
<b>Fund Balance (GASB 54)</b>	9750						
Nonspendable Fund Balance	9751	0	0	0	0	0	0
Restricted Fund Balance	9752	0	0	0	0	0	0
Committed Fund Balance	9753	0	0	0	0	0	0
Assigned Fund Balance	9754	3,382,607	0	710,441	0	0	0
<b>Total Designated Fund Balance</b>		3,382,607	0	710,441	0	0	0
Uncommitted Fund Balance	9790	0	0	0	0	0	0
<b>TOTAL FUND EQUITY</b>		4,764,169	0	710,441	0	0	0
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		5,519,839	0	2,195,751	0	0	0

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	41	42	43
		Capital Outlay Projects Fund	Revenue Bond Construction Fund	General Obligation Bond Fund
<b>ASSETS</b>				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111	5,292		
In County Treasury	9112	71,371,534		9,650,701
Cash With Fiscal Agents	9113			
Revolving Cash Accounts	9114			
Investments (at cost)	9120			
Accounts Receivable	9130			
Due from Other Funds	9140	365,687		
Inventories, Stores, and Prepaid Items	9200			
Inventories and Stores	9210			
Prepaid Items	9220			224,573
<b>TOTAL ASSETS</b>		71,742,513	0	9,875,274
<b>LIABILITIES</b>				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510	508,850		449,260
Accrued Salaries and Wages Payable	9520			
Compensated Absences Payable Current	9530			
Due to Other Funds	9540	124,006		
Temporary Loans	9550			
Current Portion of Long-Term Debt	9560			
Deferred Revenues	9570	71,836		
<b>TOTAL LIABILITIES</b>		704,692	0	449,260

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	41	42	43
		Capital Outlay Projects Fund	Revenue Bond Construction Fund	General Obligation Bond Fund
<b>FUND BALANCE (NON-GASB 54)</b>				
Fund Balance Reserved	9710			
NonCash Assets	9711			
Amounts Restricted by Law for Specific Purposes	9712			
Reserve for Encumbrances Credit	9713	5,285,593		
Reserve for Encumbrances Debit	9714			
Reserve for Debt Services	9715			
Assigned/Committed	9754			
Unassigned	9790			
<b>Total Fund Balance</b>		5,285,593	0	0
<b>Fund Balance (GASB 54)</b>	9750			
Nonspendable Fund Balance	9751			
Restricted Fund Balance	9752			
Committed Fund Balance	9753			
Assigned Fund Balance	9754	65,752,228		9,426,014
<b>Total Designated Fund Balance</b>		65,752,228	0	9,426,014
Uncommitted Fund Balance	9790			
<b>TOTAL FUND EQUITY</b>		71,037,821	0	9,426,014
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		71,742,513	0	9,875,274

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2017

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	51	52	53	59
		Bookstore Fund	Cafeteria Fund	Farm Operations Fund	Other Enterprise Fund
<b>ASSETS</b>					
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				
<b>Fixed Assets</b>	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				
<b>Total Fixed Assets</b>		0	0	0	0
<b>TOTAL ASSETS</b>		0	0	0	0

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2017

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	51	52	53	59
		Bookstore Fund	Cafeteria Fund	Farm Operations Fund	Other Enterprise Fund
<b>LIABILITIES</b>					
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
<b>TOTAL LIABILITIES</b>	968	0	0	0	0

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2017

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	51 Bookstore Fund	52 Cafeteria Fund	53 Farm Operations Fund	59 Other Enterprise Fund
<b>FUND EQUITY</b>					
Fund Balance Reserved	9710				
NonCash Assets	9711				
Amounts Restricted by Law for Specific Purposes	9712				
Reserve for Encumbrances Credit	9713				
Reserve for Encumbrances Debit	9714				
Reserve for Debt Services	9715				
Assigned/Committed	9754				
Unassigned	9790				
Total Reserved Fund Balance		0	0	0	0
<b>Fund Balance (GASB 54)</b>	9750				
Nonspendable Fund Balance	9751				
Restricted Fund Balance	9752				
Committed Fund Balance	9753				
Assigned Fund Balance	9754				
Total Designated Fund Balance		0	0	0	0
Uncommitted(Unrestricted) Fund Balance	9790				
<b>Other Equity</b>	9800				
Contributed Capital	9810				
Retained Earnings	9850				
Investment in General Fixed Assets	9890				
<b>TOTAL FUND EQUITY</b>		0	0	0	0
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		0	0	0	0

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 870

Name: RANCHO SANTIAGO

Description	CA	61	69
	(Object)	Self-Insurance Fund	Other Internal Service Fund
<b>ASSETS</b>			
Cash, Investments, and Receivables	9100		
Cash:			
Awaiting Deposit and in Banks	9111		
In County Treasury	9112	11,860,115	53,962,281
Cash With Fiscal Agents	9113	35,000	
Revolving Cash Accounts	9114		
Investments (at cost)	9120		151,558
Accounts Receivable	9130		
Due from Other Funds	9140	1,126,273	124,019
Student Loans Receivable	9150		
Inventories, Stores, and Prepaid Items	9200		
Inventories and Stores	9210		
Prepaid Items	9220		
<b>Fixed Assets</b>	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		
<b>Total Fixed Assets</b>		0	0
<b>TOTAL ASSETS</b>		13,021,388	54,237,858

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 870

Name: RANCHO SANTIAGO

Description	CA	61	69
	(Object)	Self-Insurance Fund	Other Internal Service Fund
<b>LIABILITIES</b>			
Current Liabilities and Deferred Revenue	9500		
Accounts Payable	9510	26,624	
Accrued Salaries and Wages Payable	9520	21,913	
Compensated Absences Payable Current	9530		
Due to Other Funds	9540	32,296	200,382
Temporary Loans	9550		
Current Portion of Long-Term Debt	9560	400,000	65,186,819
Deferred Revenues	9570		
Total Current Liabilities and Deferred Revenue		480,833	65,387,201
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
<b>TOTAL LIABILITIES</b>	968	480,833	65,387,201

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 870

Name: RANCHO SANTIAGO

Description	CA	61	69
	(Object)	Self-Insurance Fund	Other Internal Service Fund
<b>FUND EQUITY</b>			
Fund Balance Reserved	9710		
NonCash Assets	9711		
Amounts Restricted by Law for Specific Purposes	9712		(11,149,343)
Reserve for Encumbrances Credit	9713	20,476	
Reserve for Encumbrances Debit	9714		
Reserve for Debt Services	9715		
Assigned/Committed	9754		
Unassigned	9790		
Total Reserved Fund Balance		20,476	(11,149,343)
<b>Fund Balance (GASB 54)</b>	9750		
Nonspendable Fund Balance	9751		
Restricted Fund Balance	9752	12,520,079	
Committed Fund Balance	9753		
Assigned Fund Balance	9754		
Total Designated Fund Balance		12,520,079	0
Uncommitted(Unrestricted) Fund Balance	9790		
<b>Other Equity</b>	9800		
Contributed Capital	9810		
Retained Earnings	9850		
Investment in General Fixed Assets	9890		
<b>TOTAL FUND EQUITY</b>		12,540,555	(11,149,343)
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		13,021,388	54,237,858

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	71	72	73	74	75	76	77	79
		Associated Students Trust Fund	Student Representation Fee Trust Fund	Student Body Center Fee Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Investment Trust Fund	Deferred Compensation Trust Fund	Other Trust Fund
<b>ASSETS</b>									
Cash, Investments, and Receivables	9100								
Cash:									
Awaiting Deposit and in Banks	9111	302,573	11,714		266,096				2,548,956
In County Treasury	9112				1,208,889				12
Cash With Fiscal Agents	9113								
Revolving Cash Accounts	9114								900
Investments (at cost)	9120								
Accounts Receivable	9130	554,059	105,777		1,463,894				99,596
Due from Other Funds	9140								532,209
Student Loans Receivable	9150				(7,774)				
Inventories, Stores, and Prepaid Items	9200								
Inventories and Stores	9210								
Prepaid Items	9220								
<b>Fixed Assets</b>	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								
<b>Total Fixed Assets</b>		0	0	0	0	0	0	0	0
<b>TOTAL ASSETS</b>		856,632	117,491	0	2,931,105	0	0	0	3,181,673

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	71	72	73	74	75	76	77	79
		Associated Students Trust Fund	Student Representation Fee Trust Fund	Student Body Center Fee Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Investment Trust Fund	Deferred Compensation Trust Fund	Other Trust Fund
<b>LIABILITIES</b>									
Current Liabilities and Deferred Revenue	9500								
Accounts Payable	9510	3,108	42,248						156,310
Accrued Salaries and Wages Payable	9520	6,128							54,679
Compensated Absences Payable Current	9530								
Due to Other Funds	9540	61,985							449,883
Temporary Loans	9550								
Current Portion of Long-Term Debt	9560								
Deferred Revenues	9570				1,767,281				
Total Current Liabilities and Deferred Revenue		71,221	42,248	0	1,767,281	0	0	0	660,872
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
<b>TOTAL LIABILITIES</b>	968	71,221	42,248	0	1,767,281	0	0	0	660,872

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	71	72	73	74	75	76	77	79
		Associated Students Trust Fund	Student Representation Fee Trust Fund	Student Body Center Fee Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Investment Trust Fund	Deferred Compensation Trust Fund	Other Trust Fund
<b>FUND EQUITY</b>									
Fund Balance Reserved	9710								
NonCash Assets	9711								
Amounts Restricted by Law for Specific Purposes	9712								
Reserve for Encumbrances Credit	9713								
Reserve for Encumbrances Debit	9714								
Reserve for Debt Services	9715								
Assigned/Committed	9754								
Unassigned	9790								
Total Reserved Fund Balance		0	0	0	0	0	0	0	0
<b>Fund Balance (GASB 54)</b>	9750								
Nonspendable Fund Balance	9751								
Restricted Fund Balance	9752	785,411							2,520,801
Committed Fund Balance	9753								
Assigned Fund Balance	9754		75,243		1,163,824				
Total Designated Fund Balance		785,411	75,243	0	1,163,824	0	0	0	2,520,801
Uncommitted(Unrestricted) Fund Balance	9790								
<b>Other Equity</b>	9800								
Contributed Capital	9810								
Retained Earnings	9850								
Investment in General Fixed Assets	9890								
<b>TOTAL FUND EQUITY</b>		785,411	75,243	0	1,163,824	0	0	0	2,520,801
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		856,632	117,491	0	2,931,105	0	0	0	3,181,673

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2016-2017

District ID: 870

Name: RANCHO SANTIAGO

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted	Restricted	General Fund
		Actual	Actual	Actual
<b>Federal Revenues</b>	8100			
Forest Revenues	8110	9,909		9,909
Higher Education Act	8120		3,267,422	3,267,422
Workforce Investment Act	8130		162,021	162,021
Temporary Assistance for Needy Families (TANF)	8140		104,795	104,795
Student Financial Aid	8150		4,591	4,591
Veterans Education	8160			0
Vocational and Technical Education Act (VATEA)	8170		1,352,133	1,352,133
Other Federal Revenues	8190		4,761,065	4,761,065
<b>Total Federal Revenues</b>	8100	9,909	9,652,027	9,661,936
<b>State Revenues</b>	8600			
General Apportionments	8610			0
Apprenticeship Apportionment	8611	2,778,062		2,778,062
State General Apportionment	8612	53,726,458		53,726,458
Other General Apportionment	8613	899,991		899,991
General Categorical Programs	8620			
Child Development	8621			0
Extended Opportunity Programs and Services(EOPS)	8622		2,064,619	2,064,619
Disabled Students Programs and Services(DSPS)	8623		1,987,255	1,987,255
Temporary Assistance for Needy Families (TANF)	8624			0
California Work Opportunity and Responsibility to Kids (CalWORKs)	8625		521,740	521,740
Telecommunications and Technology Infrastructure Program (TTIP)	8626		2,064	2,064
Other General Categorical Programs	8627		18,229,174	18,229,174

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2016-2017

District ID: 870

Name: RANCHO SANTIAGO

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted	Restricted	General Fund
		Actual	Actual	Actual
<b>EPA Proceeds</b>	8630	22,186,845		22,186,845
<b>Reimbursable Categorical Programs</b>	8650			
Instructional Improvement Grant	8651			0
Other Reimbursable Categorical Programs	8652		24,253,389	24,253,389
<b>State Tax Subventions</b>	8670			
Homeowners' Property Tax Relief	8671	282,136		282,136
Timber Yield Tax	8672	4		4
Other State Tax Subventions	8673			0
<b>State Non-Tax Revenues</b>	8680			
State Lottery Proceeds	8681	4,324,568	1,437,686	5,762,254
State Mandated Costs	8685	3,469,310		3,469,310
Other State Non-Tax Revenues	8686			0
Other State Revenues	8690	3,398,303	391,041	3,789,344
<b>Total State Revenues</b>	8600	91,065,677	48,886,968	139,952,645

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2016-2017

District ID: 870

Name: RANCHO SANTIAGO

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted Actual	Restricted Actual	General Fund Actual
<b>Local Revenues</b>	8800			
Property Taxes	8810			
Tax Allocation, Secured Roll	8811	44,221,208		44,221,208
Tax Allocation, Supplemental Roll	8812	1,226,014		1,226,014
Tax Allocation, Unsecured Roll	8813	1,386,744		1,386,744
Prior Years Taxes	8816	490,436		490,436
Education Revenues Augmentation Fund (ERAF)	8817	18,917,141		18,917,141
Redevelopment Agency Funds - Pass Through	8818	565,445		565,445
Redevelopment Agency Funds - Residual	8819	5,032,170		5,032,170
Redevelopment Agency Funds - Asset Liquidation	8819.1	70,563		70,563
Contributions, Gifts, Grants, and Endowments	8820			0
Contract Services	8830			
Contract Instructional Services	8831		40,545	40,545
Other Contract Services	8832		31,021	31,021
Sales and Commissions	8840			0
Rentals and Leases	8850	522,537		522,537
Interest and Investment Income	8860	808,845		808,845
Student Fees and Charges	8870			
Community Services Classes	8872			0
Dormitory	8873			0
Enrollment	8874	8,850,604		8,850,604
Contra Revenue Account	8874.1			0
Field Trips and Use of Nondistrict Facilities	8875			0
Health Services	8876		1,172,900	1,172,900
Instructional Materials Fees and Sales of Materials	8877		107,845	107,845
Insurance	8878			0
Student Records	8879	180		180
Nonresident Tuition	8880	3,247,986		3,247,986
Parking Services and Public Transportation	8881		690,914	690,914
Other Student Fees and Charges	8885	8,873	30,348	39,221
Other Local Revenues	8890	68,988	212,577	281,565
<b>Total Local Revenues</b>	8800	85,417,734	2,286,150	87,703,884
<b>Total Revenues</b>		176,493,320	60,825,145	237,318,465

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2016-2017

District ID: 870

Name: RANCHO SANTIAGO

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted	Restricted	General Fund
		Actual	Actual	Actual
<b>Other Financing Sources</b>	8900			
Proceeds of General Fixed Assets	8910	24,476		24,476
Proceeds of Long-Term Debt	8940			0
Incoming Transfers -- (8981/8982/8983)	898#	124,006		124,006
<b>Total Other Financing Sources</b>	8900	148,482	0	148,482
<b>Total Revenues and Other Financing Sources</b>		176,641,802	60,825,145	237,466,947

For Actual Year: 2016-2017

Budget Year: 2017-2018

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				
Agriculture and Natural Resources	0100			27			27
Architecture and Environmental Design	0200						0
Environmental Sciences and Technologies	0300						0
Biological Sciences	0400	3,443,959	85,356	135,269	194,529		3,859,113
Business and Management	0500	4,224,259	22	177,408	353,752		4,755,441
Communications	0600	768,166		42,860	248,008		1,059,034
Computer and Information Science	0700	1,282,477	4	31,895	66,309		1,380,685
Education	0800	3,905,426	157,272	332,353	69,606		4,464,657
Engineering and Related Industrial Technology	0900	1,975,766	11,573	2,493,195	512,603		4,993,137
Fine and Applied Arts	1000	4,137,748	2,536	202,429	217,804		4,560,517
Foreign language	1100	1,523,310		217	1,101		1,524,628
Health	1200	4,102,225	167	81,371	107,658		4,291,421
Consumer Education And Home Economics	1300	1,837,439		46,858	21,997		1,906,294
Law	1400	391,134		4,053	21,653		416,840
Humanities(Letters)	1500	9,387,873	1,087	1,221	5,867		9,396,048
Library Science	1600	30,547					30,547
Mathematics	1700	7,429,776	13,729	24,372	43,064		7,510,941
Military Studies	1800						0
Physical Sciences	1900	4,239,683	63,487	100,606	26,847		4,430,623
Psychology	2000	1,278,852					1,278,852
Public Affairs and Services	2100	4,952,460		1,773,019	490,323		7,215,802
Social Sciences	2200	5,165,151	2,447	6,152			5,173,750
Commercial Services	3000			233,226			233,226
Interdisciplinary Studies	4900	16,843,878	152,383	1,097,144	1,490,074		19,583,479
Instruc Staff-Retirees' Bnfts & Retire Incents	5900	2,868,168					2,868,168
<b>Sub-Total Instructional Activites</b>		79,788,297	490,063	6,783,675	3,871,195		90,933,230
<b>Total Expenditures for GF Activities*</b>		79,944,637	96,473,520	41,897,925	10,277,177	10,530,209	239,123,468

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

For Actual Year: 2016-2017

Budget Year: 2017-2018

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				
Instructional Administration and Governance	6000						
Academic Administration	6010		14,417,147	539,568	372,492		15,329,207
Course and Curriculum Development	6020		332,556	18,674	4,796		356,026
Academic / Faculty Senate	6030		547,707				547,707
Other Instructional Administration & Governance	6090		226,781	333,921			560,702
<b>Total Instructional Admin. &amp; Governance</b>		0	15,524,191	892,163	377,288	0	16,793,642
Instructional Support Services	6100						
Learning Center	6110	156,340	360,799	25,035			542,174
Library	6120		2,697,115	50,049	241,096		2,988,260
Media	6130		563,702	1,561			565,263
Museums and Galleries	6140						0
Academic Information Systems and Technology	6150						0
Other Instructional Support Services	6190		4,306,648	577,535	81,250		4,965,433
<b>Total Instructional Support Services</b>		156,340	7,928,264	654,180	322,346	0	9,061,130
Admissions and Records	6200		4,409,620	28,885	468,310		4,906,815
Student Counseling and Guidance	6300						
Counseling and Guidance	6310		10,331,173	117,748	76,248		10,525,169
Matriculation and Student Assessment	6320		1,480,713	90,836	17,240		1,588,789
Transfer Programs	6330		1,317,298	143,874			1,461,172
Career Guidance	6340		240,192	11,798			251,990
Other Student Counseling and Guidance	6390						0
<b>Total Student Counseling and Guidance</b>		0	13,369,376	364,256	93,488	0	13,827,120

For Actual Year: 2016-2017

Budget Year: 2017-2018

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		1,469,083	208,007	63,879		1,740,969
Extended Opportunity Programs and Services (EOPS)	6430		2,083,766	55,662	10,827		2,150,255
Health Services	6440		1,308,067	82,026	7,793		1,397,886
Student Personnel Administration	6450		360,298				360,298
Financial Aid Administration	6460		2,498,823	61,264	8,430		2,568,517
Job Placement Services	6470		805,835	1,785			807,620
Veterans Services	6480		505,441	9,800	6,967		522,208
Miscellaneous Student Services	6490		8,153,568	1,908,008	694,886		10,756,462
<b>Total Other Student Services</b>		0	17,184,881	2,326,552	792,782	0	20,304,215
Operation and maintenance of Plant	6500						
Building Maintenance and Repairs	6510		1,111,575	1,394,821	197,780		2,704,176
Custodial Services	6530		4,005,154	281,719	13,131		4,300,004
Grounds Maintenance and Repairs	6550		438,117	384,942	73,734		896,793
Utilities	6570			3,369,047			3,369,047
Other Operations and Maintenance of Plant	6590			6,714			6,714
<b>Total Operation and Maintenance of Plant</b>	6500	0	5,554,846	5,437,243	284,645	0	11,276,734
<b>Planning, Policymaking and Coordinations</b>	6600		2,318,883	879,608	3,452		3,201,943

\* California Work Opportunity and Responsibility to Kids (CalWORKS).

For Actual Year: 2016-2017

Budget Year: 2017-2018

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		372,828	274,128	12,849		659,805
Fiscal Operations	6720		2,945,716	211,457			3,157,173
Human Resources Management	6730		1,402,873	186,717	1		1,589,591
Noninstruct Staff Retirees' Benefits & Retirement *	6740		3,886,478				3,886,478
Staff Development	6750		385,741	842,818			1,228,559
Staff Diversity	6760			9,809			9,809
Logistical Services	6770		3,186,062	2,557,279	349,418		6,092,759
Management Information Systems	6780		6,390,664	2,840,779	1,235,056		10,466,499
Other General Institutional Support Services	6790		4,025,325	16,606,109	99,084		20,730,518
<b>Total General Institutional Support Services</b>	6700	0	22,595,687	23,529,096	1,696,408	0	47,821,191
Community Services & Economic Development	6800						
Community Recreation	6810						0
Community Service Classes	6820						0
Community Use of Facilities	6830		210,265	2,055			212,320
Economic Development	6840		1,922,544	591,903	10,175		2,524,622
Other Community Services & Economic Development	6890		220,438	22,667			243,105
<b>Total Community Services</b>	6800	0	2,353,247	616,625	10,175	0	2,980,047

\* Noninstructional Staff Retirees' Benefits & Retirement Incentives.

For Actual Year: 2016-2017

Budget Year: 2017-2018

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		87,515				87,515
Child Development Centers	6920						0
Farm Operations	6930						0
Food Services	6940						0
Parking	6950		1,802,156	133,278	47,519		1,982,953
Student and Co-Curricular Activities	6960		256,728	75,955			332,683
Student Housing	6970						0
Other Ancillary Services	6990		674,482				674,482
<b>Total Ancillary Services</b>	6900	0	2,820,881	209,233	47,519	0	3,077,633
Auxiliary Operations	7000						
Contract Education	7010			4,791	2,865		7,656
Other Auxiliary Operations	7090		716,671				716,671
<b>Total Auxiliary Operations</b>	7000	0	716,671	4,791	2,865	0	724,327

For Actual Year: 2016-2017

Budget Year: 2017-2018

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				
<b>Physical Property and Related Acquisitions</b>	7100		1,206,910	171,618	2,306,704		3,685,232
Long-Term Debt and Other Financing	7200						
Long_Term Debt	7210						0
Tax revenue Anticipation Notes	7220						0
Other Financing	7290						0
<b>Total Long-Term Debt and Other Financing</b>	7200	0	0	0	0	0	0
Transfers, Student Aid and Other Outgo	7300						
Transfers	7310					9,389,992	9,389,992
Student Aid	7320					1,140,217	1,140,217
Other Outgo	7390						0
<b>Total Transfers, Student Aid and Other Outgo</b>	7300	0	0	0	0	10,530,209	10,530,209
<b>Sub-Total Non-Instructional Activites</b>		156,340	95,983,457	35,114,250	6,405,982	10,530,209	148,190,238
<b>Total Expenditures General Fund: activities *</b>		79,944,637	96,473,520	41,897,925	10,277,177	10,530,209	239,123,468

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

Gann Appropriations Limit

GANN Report

DISTRICT NAME: RANCHO SANTIAGO

I.	2017-2018 Appropriations Limit:			
A.	2016-2017 Appropriations Limit:			\$254,675,700
B.	2017-2018 Price Factor:	1.0369		
C.	Population factor:			
	1. 2015-2016 Second Period Actual FTES	28,889.40		
	2. 2016-2017 Second Period Actual FTES	28,931.71		
	3. 2016-2017 Population change factor (C2/C1)	1.0015		
D.	2016-2017 Limit adjusted by inflation and population factors (A * B * C.3)			\$264,469,343
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)			\$264,469,343
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.	2017-2018 Appropriations Limit (D + E.3 - F.3)			\$264,469,343
II.	2017-2018 Appropriations Subject to Limit:			
A.	State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)			80,174,620
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)			292,411
C.	Local Property taxes			74,418,388
D.	Estimated excess Debt Service taxes			0
E.	Estimated Parcel taxes, Square Foot taxes, etc.			0
F.	Interest on proceeds of taxes			280,117
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates			838,263
H.	2017-2018 Appropriations Subject to Limit			\$154,327,273

For Actual Year: 2016-2017

Budget Year: 2017-2018

General Fund

Description	Object Code	Fund: 11 UNRESTRICTED SUBFUND		Fund: 12 RESTRICTED SUBFUND		Fund: 10 TOTAL	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100	9,909		9,652,027	8,041,791	9,661,936	8,041,791
State Revenues	8600	91,065,677	90,291,866	48,886,968	78,278,258	139,952,645	168,570,124
Local Revenues	8800	85,417,734	87,067,347	2,286,150	2,941,539	87,703,884	90,008,886
<b>Total Revenues</b>		176,493,320	177,359,213	60,825,145	89,261,588	237,318,465	266,620,801
<b>EXPENDITURES:</b>							
Academic Salaries	1000	67,519,283	68,442,059	10,423,308	10,231,880	77,942,591	78,673,939
Classified Salaries	2000	30,660,767	32,715,298	12,882,793	14,930,977	43,543,560	47,646,275
Employee Benefits	3000	47,089,952	53,352,804	7,842,054	10,063,261	54,932,006	63,416,065
Supplies and Materials	4000	1,058,740	1,072,131	2,721,168	3,587,070	3,779,908	4,659,201
Other Operating Expenses and Services	5000	16,616,262	21,598,569	21,501,755	47,964,469	38,118,017	69,563,038
Capital Outlay	6000	5,977,215	2,482,607	4,299,962	4,095,916	10,277,177	6,578,523
<b>Total Expenditures</b>		168,922,219	179,663,468	59,671,040	90,873,573	228,593,259	270,537,041
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		7,571,101	(2,304,255)	1,154,105	(1,611,985)	8,725,206	(3,916,240)
<b>Other Financing Sources</b>	8900	148,482	5,000			148,482	5,000
<b>Other Outgo</b>	7000	9,399,551	1,750,000	1,130,658	960,216	10,530,209	2,710,216
<b>Net Increase/(Decrease) in Fund Balance</b>		(1,679,968)	(4,049,255)	23,447	(2,572,201)	(1,656,521)	(6,621,456)
<b>BEGINNING FUND BALANCE:</b>							
Net Beginning Balance, July 1	9010	36,934,285	35,254,317	3,606,735	3,630,182	40,541,020	38,884,499
Prior Years Adjustments	9020					0	
Adjusted Beginning Balance	9030	36,934,285		3,606,735		40,541,020	
<b>Ending Fund Balance, June 30</b>		35,254,317	31,205,062	3,630,182	1,057,981	38,884,499	32,263,043

For Actual Year: 2016-2017

Budget Year: 2017-2018

**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
<b>REVENUES:</b>							
Federal Revenues	8100						
State Revenues	8600	162,565					
Local Revenues	8800	29,184,316	24,809,224				
<b>Total Revenues</b>		29,346,881	24,809,224	0	0	0	0
Other Financing Sources	8900						
Interfund Transfers In	8981						
Other Incoming Transfers	8983						
<b>Total Other Financing Sources</b>		0	0	0	0	0	0
Other Outgo	7000						
Debt Retirement (Long Term Debt)	7100						
Debt Reduction	7110	17,171,366	17,592,284				
Debt Interest and Other Service Charges	7120	13,835,077	12,995,923				
Transfers Outgoing	7300 & 7400						
Reserve for Contingencies	7900						
<b>Total Other Outgo</b>	7000	31,006,443	30,588,207	0	0	0	0
<b>Net Other Financing Sources / (Other Outgo)</b>	8900 & 7000	(31,006,443)	(30,588,207)	0	0	0	0
<b>Net Increase/Decrease in Fund Balance</b>		(1,659,562)	(5,778,983)	0	0	0	0
<b>BEGINNING FUND BALANCE:</b>							
Net Beginning Balance, July 1	9010	26,465,352	24,805,790		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	26,465,352			0		0
<b>Ending Fund Balance, June 30</b>		24,805,790	19,026,807	0	0	0	0

For Actual Year: 2016-2017

Budget Year: 2017-2018

Special Revenue Funds

Description	Object	FUND: 31		FUND 32		FUND 33	
	Code	BOOKSTORE FUND		CAFETERIA FUND		CHILD DEVELOPMENT FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100					2,317,147	1,294,158
State Revenues	8600					4,274,259	4,640,012
Local Revenues	8800	6,205,445	6,404,819			380,522	599,050
<b>Total Income</b>		6,205,445	6,404,819	0	0	6,971,928	6,533,220
<b>Expenditures</b>							
Academic Salaries	1000					2,325,338	2,088,439
Classified Salaries	2000	850,137	1,021,146			1,899,963	2,148,659
Employee Benefits	3000	290,858	399,629			1,780,858	1,643,367
Supplies and Materials	4000	4,156,108	4,930,155			331,157	344,355
Other Operating Expenses and Services	5000	200,720	305,996			470,878	555,124
Capital Outlay	6000		55,000			53,962	9,715
<b>Total Expenditures</b>		5,497,823	6,711,926	0	0	6,862,156	6,789,659
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		707,622	(307,107)	0	0	109,772	(256,439)
<b>Other Financing Sources</b>	8900					140,000	250,000
<b>Other Outgo</b>	7000	631,100	239,045				13,473
<b>Net Increase/(Decrease) in Fund Balance</b>		76,522	(546,152)	0	0	249,772	(19,912)
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010	4,689,581	4,764,169		0	460,669	710,441
Prior Years Adjustments	9020	(1,934)					
Adjusted Beginning Balance	9030	4,687,647			0	460,669	
<b>Ending Fund Balance, June 30</b>		4,764,169	4,218,017	0	0	710,441	690,529

For Actual Year: 2016-2017

Budget Year: 2017-2018

Special Revenue Funds

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

For Actual Year: 2016-2017

Budget Year: 2017-2018

Capital Projects Funds

Description	Object	FUND: 41		FUND 42		FUND 43	
	Code	CAPITAL QUTLAY PROJECTS FUND		REVENUE BOND CONSTRUCTION FUND		GENERAL OBLIGATION BOND FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100						
State Revenues	8600	4,313,866	2,364,832				
Local Revenues	8800	4,160,704	4,055,161	12,442		238,272	350,000
<b>Total Income</b>		8,474,570	6,419,993	12,442	0	238,272	350,000
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000	12,140	21,525				
Other Operating Expenses and Services	5000	76,800	390,353	1,781		21,397	65,000
Capital Outlay	6000	7,367,149	52,540,043	1,541,023		32,476,106	136,933,879
<b>Total Expenditures</b>		7,456,089	52,951,921	1,542,804	0	32,497,503	136,998,879
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		1,018,481	(46,531,928)	(1,530,362)	0	(32,259,231)	(136,648,879)
<b>Other Financing Sources</b>	8900	10,399,412	1,500,000				128,000,000
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		11,417,893	(45,031,928)	(1,530,362)	0	(32,259,231)	(8,648,879)
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010	59,619,928	71,037,821	1,530,362	0	41,685,245	9,426,014
Prior Years Adustments	9020						
Adjusted Beginning Balance	9030	59,619,928		1,530,362		41,685,245	
<b>Ending Fund Balance, June 30</b>		71,037,821	26,005,893	0	0	9,426,014	777,135

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

870 RANCHO SANTIAGO

For Actual Year: 2016-2017

Budget Year: 2017-2018

Enterprise Funds

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

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

870 RANCHO SANTIAGO

For Actual Year: 2016-2017

Budget Year: 2017-2018

Enterprise Funds

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

For Actual Year: 2016-2017

Budget Year: 2017-2018

Internal Service Funds

Description	Object	FUND: 61		FUND 69			
	Code	SELF-INSURANCE FUND		OTHER INTERNAL SERVICES FUND			
		Actual	Budget	Actual	Budget		
<b>REVENUES:</b>							
Local Revenues	8800	4,987,158	4,708,725	12,525,249	12,297,578		
Other Financing Sources	8900						
<b>Total Income</b>		4,987,158	4,708,725	12,525,249	12,297,578		
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000	166,490	164,919				
Employee Benefits	3000	90,537	99,058	11,722,578	11,722,578		
Supplies and Materials	4000	1,066	47,889				
Other Operating Expenses and Services	5000	3,510,835	4,554,981	33,350	35,000		
Capital Outlay	6000	5,644	81,950				
<b>Total Expenditures</b>		3,774,572	4,948,797	11,755,928	11,757,578		
<b>Net Profit or Loss</b>		1,212,586	(240,072)	769,321	540,000		
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		1,212,586	(240,072)	769,321	540,000		
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010	11,327,969	12,540,555	(11,918,664)	(11,149,343)		
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	11,327,969		(11,918,664)			
<b>Ending Fund Balance, June 30</b>		12,540,555	12,300,483	(11,149,343)	(10,609,343)		

For Actual Year: 2016-2017

Budget Year: 2017-2018

**Fiduciary Funds Group**

Description	Object	FUND: 71		FUND 72		FUND 73	
	Code	ASSOCIATED STUDENTS TRUST FUND	REPRESENTATION FEE TRUST FUND	Actual	Budget	Actual	Budget
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800	549,690	557,020	104,851	104,853		
<b>Total Income</b>		549,690	557,020	104,851	104,853	0	0
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000	41,981	56,493				
Employee Benefits	3000	2,188	4,507				
Supplies and Materials	4000						
Other Operating Expenses and Services	5000	139,525	402,661	102,200	95,452		
Capital Outlay	6000		13,271				
<b>Total Expenditures</b>		183,694	476,932	102,200	95,452	0	0
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		365,996	80,088	2,651	9,401	0	0
<b>Other Financing Sources</b>	8900						
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		365,996	80,088	2,651	9,401	0	0
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010	419,415	785,411	72,592	75,243		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	419,415		72,592		0	
<b>Ending Fund Balance, June 30</b>		785,411	865,499	75,243	84,644	0	0

For Actual Year: 2016-2017

Budget Year: 2017-2018

**Fiduciary Funds Group**

Description	Object	FUND: 74		FUND 75		FUND 76	
	Code	FINANCIAL AID TRUST FUND		SCHOLARSHIP & LOAN TRUST FUND		INVESTMENT TRUST FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100	22,116,950	26,650,765				
State Revenues	8600	3,136,451	2,243,050				
Local Revenues	8800	8,004	15,225				
<b>Total Income</b>		25,261,405	28,909,040	0	0	0	0
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000	56,721	93,079				
Capital Outlay	6000						
<b>Total Expenditures</b>		56,721	93,079	0	0	0	0
<b>Excess/(Deficiency) of Revenues over Expenditures</b>		25,204,684	28,815,961	0	0	0	0
<b>Other Financing Sources</b>	8900						
<b>Other Outgo</b>	7000	25,266,039	28,910,815				
<b>Net Increase/(Decrease) in Fund Balance</b>		(61,355)	(94,854)	0	0	0	0
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010	1,225,179	1,163,824		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	1,225,179		0		0	
<b>Ending Fund Balance, June 30</b>		1,163,824	1,068,970	0	0	0	0

For Actual Year: 2016-2017

Budget Year: 2017-2018

**Fiduciary Funds Group**

Description	Object	FUND: 77		FUND 79	
	Code	DEFERRED COMPENSATION TRUST FUND		OTHER TRUST FUNDS	
		Actual	Budget	Actual	Budget
<b>REVENUES:</b>					
Federal Revenues	8100				
State Revenues	8600			2,576	
Local Revenues	8800			2,660,167	2,473,725
<b>Total Income</b>		0	0	2,662,743	2,473,725
<b>Expenditures</b>					
Academic Salaries	1000			30,199	33,428
Classified Salaries	2000			486,722	570,080
Employee Benefits	3000			171,039	216,885
Supplies and Materials	4000			204,214	169,302
Other Operating Expenses and Services	5000			1,383,255	1,269,108
Capital Outlay	6000			189,447	621,349
<b>Total Expenditures</b>		0	0	2,464,876	2,880,152
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		0	0	197,867	(406,427)
<b>Other Financing Sources</b>	8900			631,100	420,129
<b>Other Outgo</b>	7000			1,209,412	203,316
<b>Net Increase/(Decrease) in Fund Balance</b>		0	0	(380,445)	(189,614)
<b>Beginning Fund Balance:</b>					
Net Beginning Balance, July 1	9010		0	2,901,246	2,520,801
Prior Years Adjustments	9020				
Adjusted Beginning Balance	9030	0		2,901,246	
<b>Ending Fund Balance, June 30</b>		0	0	2,520,801	2,331,187

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2016-2017

District ID: 870

Name: RANCHO SANTIAGO

Fund Number In	Fund Name	Fund Number Out	Fund Name	Amount Transferred
33	CHILD DEVELOPMENT FUND	11	UNRESTRICTED SUBFUND	140,000
41	CAPITAL OUTLAY PROJECTS FUND	11	UNRESTRICTED SUBFUND	9,250,000
79	OTHER TRUST FUNDS	31	BOOKSTORE FUND	631,100
11	UNRESTRICTED SUBFUND	41	CAPITAL OUTLAY PROJECTS FUND	124,006
41	CAPITAL OUTLAY PROJECTS FUND	79	OTHER TRUST FUNDS	1,149,412

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Unrestricted			Restricted Prop 20		
Lottery Adjustments and Proceeds:							
Net Beginning Balance, July 1	9010					1,294,432	
Adjustments	9020						
Adjusted Beginning Balance	9030		0			1,294,432	
Actual Fiscal Year Data							
State Lottery Proceeds:	8681		4,324,568			1,437,686	
		Instructional & Institutional Unrestricted				Instructional Materials Propostition 20	Total
		Instructional Activities (AC 0100-5900)	Support Activities (AC 6000-6700)	Support Activities (AC 6800-7390)	Total Unrestricted	Instructional (AC 0100-4900)	
<b>Expenditures</b>							
Academic Salaries	1000				0		0
Classified Salaries	2000				0		0
Employee Benefits	3000				0		0
<b>Supplies &amp; Materials</b>	4000						
Software	4100				0	60,726	60,726
Books, Magazines, & Periodicals	4200				0	93,019	93,019
Instructional Supplies & Materials	4300				0	1,175,755	1,175,755
Noninstructional Supplies & Mtrls	4400				0		0
<b>Total Supplies and Materials</b>		0	0	0	0	1,329,500	1,329,500
Other Operating Expenses and Services	5000		4,324,568		4,324,568	14,875	4,339,443
Capital Outlay	6000						
Library Books	6300				0	184,304	184,304
Equipment	6400						
Equipment - Additional	6410				0		0
Equipment - Replacement	6420				0		0
<b>Total Capital Outlay</b>		0	0	0	0	184,304	184,304
Other Outgo	7000				0		0
<b>Total Expenditures</b>		0	4,324,568	0	4,324,568	1,528,679	5,853,247
<b>Ending Balance</b>					0	1,203,439	1,203,439

Activity Classification	Activity Code	Unrestricted			Restricted Prop 20		
Lottery Adjustments and Proceeds:							
Net Beginning Balance, July 1	9010					1,203,439	
Adjustments	9020						
Adjusted Beginning Balance	9030		0			1,203,439	
Budget Fiscal Year Data							
State Lottery Proceeds:	8681		4,122,815			1,355,446	
		<b>Instructional &amp; Institutional Unrestricted</b>				<b>Instructional Materials Proposition 20</b>	<b>Total</b>
		<b>Instructional Activities</b> (AC 0100-5900)	<b>Support Activities</b> (AC 6000-6700)	<b>Support Activities</b> (AC 6800-7390)	<b>Total Unrestricted</b>	<b>Instructional</b> (AC 0100-4900)	
<b>Expenditures</b>							
Academic Salaries	1000				0		0
Classified Salaries	2000				0		0
Employee Benefits	3000				0		0
<b>Supplies &amp; Materials</b>	4000						
Software	4100				0	174,446	174,446
Books, Magazines, & Periodicals	4200				0	134,207	134,207
Instructional Supplies & Materials	4300				0	1,958,750	1,958,750
Noninstructional Supplies & Mtrls	4400				0		0
<b>Total Supplies and Materials</b>		0	0	0	0	2,267,403	2,267,403
Other Operating Expenses and Services	5000		3,933,630		3,933,630	27,170	3,960,800
Capital Outlay	6000						
Library Books	6300				0	264,312	264,312
Equipment	6400						
Equipment - Additional	6410				0		0
Equipment - Replacement	6420				0		0
<b>Total Capital Outlay</b>		0	0	0	0	264,312	264,312
Other Outgo	7000				0		0
<b>Total Expenditures</b>		0	3,933,630	0	3,933,630	2,558,885	6,492,515
<b>Ending Balance</b>					189,185	0	

Annual Financial and Budget Report

For Actual Year: 2016-2017

District ID: 870

Name: RANCHO SANTIAGO

<b>EPA Revenue</b>	22,186,845
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Activity Classification	Activity Code	Salaries and Benefits	Operating Expenses	Capital Outlay	Total
		(Obj 1000-3000)	(Obj 4000-5000)	(Obj 6000)	
Instructional Activities	0100-5900	22,186,845	0	0	22,186,845
<b>TOTAL</b>		22,186,845	0	0	22,186,845

Annual Financial and Budget Report

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 870

Name: RANCHO SANTIAGO

Fiscal Year	STRS	PERS	Total	Increase	
	Amount	Amount		Amount	Rate
2015-16	11,502,190	4,707,635	16,209,825	N/A	N/A
2016-17	12,632,832	5,868,146	18,500,978	2,291,153	14.13%
2017-18	15,046,249	7,319,363	22,365,612	3,864,634	20.89%
2018-19	16,266,470	8,288,964	24,555,434	2,189,822	9.79%
2019-20	17,511,096	9,328,389	26,839,485	2,284,051	9.30%
2020-21	18,176,735	10,506,404	28,683,139	1,843,654	6.87%

<b>Does the district have a plan to fund these expenses through 2020-21?</b>
No
<b>Explain Yes or No</b>
The District will need to make budget reductions in excess of any new revenue to pay for these cost increase in each budget year.

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

To:	Board of Trustees	Date: October 9, 2017
Re:	Accept the Completion of Bid #1331 for Barrier Removal Path of Travel Improvements at Santiago Canyon College and Approve a Recording of a Notice of Completion	
Action:	Request for Acceptance and Approval	

**BACKGROUND:**

On August 15, 2017, the Board of Trustees approved a contract with Golden Gate Steel, Inc. dba Golden Gate Construction for Bid #1331 for Barrier Removal Path of Travel Improvements at Santiago Canyon College. The project was completed on September 15, 2017. The project is one of several projects to correct the Americans with Disabilities Act (ADA) deficiencies. The project consisted of repairs to exterior site concrete throughout the campus walkways. The specific scope of work included grinding down uneven concrete and filling in gaps along walkways with sealant material to create a smoother walking surface.

**ANALYSIS:**

The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was \$51,445.

The project was funded by Capital Outlay Funds and Scheduled Maintenance Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees Accept the Project as Complete and Approve the Filing of a Notice of Completion with the County as presented.

Fiscal Impact:	N/A	Board Date: October 9, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**RECORDING REQUESTED BY:**  
**Rancho Santiago Comm. College District**  
**2323 N. Broadway**  
**Santa Ana, CA 92706-1640**

**AND WHEN RECORDED MAIL TO:**

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

**THIS SPACE FOR RECORDER'S USE ONLY**

**NO FEES CHARGED PER GOVERNMENT CODE §27383**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
2323 N. Broadway  
Santa Ana, CA 92706-1640

## **NOTICE OF COMPLETION**

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located 8045 East Chapman Avenue, Orange, caused improvements to be made to the property to with: Bid #1331 for Barrier Removal Path of Travel Improvements at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 15th day of August, 2017, which contract was made with Golden Gate Steel, Inc. dba Golden Gate Construction PO 18-P0047966 as contractor; that said improvements were completed on the 15th day of September, 2017 and accepted by formal action of the governing Board of said District on the 9th day of October, 2017; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is American Contractors Indemnity Company.

I, the undersigned, say: I am the Chancellor of the Rancho Santiago Community College District the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 2017 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by \_\_\_\_\_

R. Raúl Rodríguez, Chancellor

Rancho Santiago Community College District

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, by \_\_\_\_\_, proved to me on this basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Signature \_\_\_\_\_ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

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

To:	Board of Trustees	Date: October 9, 2017
Re:	Approval of Agreement with Ghatoade Bannon Architects, LLP for Professional Design Services for new Safety & Security Offices at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

This is a new agreement for architectural services related to the new Safety & Security portables at Santiago Canyon College. The District is need of professional services for program, design, and construction administration services to design new portables. The portables will serve as the operations center for the safety and security department. The safety and security department does not have a permanent and adequate operations center and is currently located at U Village portables temporarily until new portables are constructed. In order to safely serve and protect the college and to provide a secure educational environment, the department requires an operations center which can accommodate new offices and staff workstations, an emergency operation center with generator power backup, parking spaces, cart chargers, locker rooms with showers, appropriate storage for weapons, and emergency supplies.

**ANALYSIS:**

A Request for Proposal (RFP) #1718-172 for professional design services for new Safety & Security Offices at Santiago Canyon College was advertised July 12, 2017 to twelve (12) pre-qualified firms with a due date of August 2, 2017. Due to a lack of responses received, the District re-advertised this RFP for a second time on the District website on August 3, 2017 with a due date of August 18, 2017 to increase the number of responses. The District received three (3) proposals from Architecture 9 PLLLP (Rancho Cucamonga), Ghatoade Bannon Architects, LLP (Costa Mesa) and Lentz Morrissey Architecture, Inc. (Santa Ana). A selection committee reviewed the proposals on August 22, 2017. The committee interviewed Lentz Morrissey Architecture, Inc. and Ghatoade Bannon Architects, LLP on September 6, 2017 and Architecture 9 PLLLP on September 11, 2017. The selection committee recommends Ghatoade Bannon Architects, LLP after a thorough review based upon the culmination of their RFP response and responsiveness, qualifications, interviews, experience, team members, reference checks, approach to the project, fee, schedule, knowledge, experience, and ability to meet the anticipated schedule.

The services covered by this agreement shall commence October 10, 2017 and end December 31, 2018. The contract is a not to exceed fee of \$30,000, which includes \$5,000 in reimbursables. The District has reviewed the fee and finds it reasonable and within industry standards.

This agreement is funded by Capital Outlay Funds.

**RECOMMENDATION:**

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

Fiscal Impact:	\$30,000 (includes reimbursables)	Board Date: October 9, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

# Board Agreement Summary

**Board Date: 10/9/17**

Project: New Safety & Security Offices

Site: **Santiago Canyon College**

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Consultants: **Ghatoade Bannon Architects, LLP**

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Type of Service: Professional Design Services

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Agreement Summary	Amount	Reimbursables	Start	Duration	
				End	
Original Contract Amount	\$25,000.00	\$ 5,000.00	10/10/2017		12/31/2018
<b>Total Agreement Amount</b>	<b>\$30,000.00</b>				

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**AGREEMENT NO: 0246.00/ DESCRIPTION:**

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

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**Total Proposed Amount:** **\$30,000.00**

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**Contract End Date:** **12/31/2018**

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

To:	Board of Trustees	Date: October 9, 2017
Re:	Approval of Change Order #1 for SJD & B, Inc. for Bid #1328 for ADA Improvements at 1937 West Chapman Avenue, Orange for the Orange Education Center	
Action:	Request for Approval	

**BACKGROUND:**

On July 17, 2017, the Board of Trustees approved a contract with SJD & B, Inc. for Bid #1328 for American with Disabilities Act (ADA) Improvements at 1937 West Chapman Avenue, Orange. The Santiago Canyon College requested a review of accessibility into the leased building located at 1937 West Chapman Avenue in the City of Orange. An accessibility evaluation discovered multiple non-compliant barrier access problems that require corrections to provide the necessary access for students, staff and visitors. The proposed improvements include asphalt and concrete path of travel repairs from the existing accessible parking spaces to the entrance of the building, new exterior and interior signage, and desk counter modifications. According to the lease agreement with the building owner, the district is required to make the necessary accessibility improvements if deficiencies are discovered. These proposed improvements were submitted and approved by the City of Orange as a voluntary correction and were approved by the landlord.

**ANALYSIS:**

Change Order #1 increases the contract amount by \$1,973 and extends the contract duration by 10 days. The scope of work under this change order includes accommodating a late request by the building landlord/owner to change material from asphalt to concrete for an accessible parking location. The requested change required removal and replacement of the asphalt to concrete. This change order covers the cost for the material change from asphalt to concrete material only as labor costs were already covered. The contractor needed additional time to complete this change. The change order covers the cost of the material change and provides a time extension of 10 days.

The costs indicated in the change order are considered fair, reasonable and within industry standards. The change order for the project is 4.04% of the construction cost. The increase to the contract amount associated with this change order is \$1,973. The contract amount has been increased from \$48,800 to \$50,773. Pursuant to Administrative Regulation 6600, staff has approved this change order.

If Change Order #1 is approved, a Notice of Completion is on the same agenda for approval to close out the contract.

The project is funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #1 for SJD & B, Inc. for Bid #1328 for American with Disabilities Act (ADA) Improvements at 1937 West Chapman Avenue, Orange for the Orange Education Center as presented.

Fiscal Impact:	\$1,973	Board Date: October 9, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Board Date: October 9, 2017  
 Project/Bid No. 1328  
 Site: Santiago Canyon College  
 Change Order (CO) No. : 1

Project Name: OEC Chapman Site ADA Improvements  
 Contractor: SJD&B, Inc.  
 Contract #: 18-P0047483

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
07/19/17	45	09/02/17	0	10	9/12/2017

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$48,800.00	
Previous Change Orders	0	\$0.00	0.00%
<b>This Change Order</b>	<b>1</b>	<b>\$1,973.00</b>	<b>4.04%</b>
<b>Total Change Order (s)</b>		<b>\$1,973.00</b>	<b>4.04%</b>
<b>Revised Contract Amount</b>		<b>\$50,773.00</b>	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	The building Landlord/Owner requested a change in materials from asphalt to concrete to match existing site materials for an accessible parking location. The requested change required removal and replacement of the asphalt to concrete. This contract change order covers the cost for the material change from asphalt to concrete material.	Owner	5	10	\$0.00	\$1,973.00	<b>\$1,973.00</b>
Subtotal					\$0.00	\$1,973.00	<b>\$1,973.00</b>
<b>Grand Total</b>							<b>\$1,973.00</b>

**Reason Code**

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

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

To:	Board of Trustees	Date: October 9, 2017
Re:	Accept the Completion of Bid #1328 for ADA Improvements at 1937 West Chapman Avenue, Orange for the Orange Education Center and Approve a Recording of a Notice of Completion	
Action:	Request for Acceptance and Approval	

**BACKGROUND:**

On July 17, 2017, the Board of Trustees approved a contract with SJD & B, Inc. for Bid #1328 for American with Disabilities Act (ADA) Improvements at 1937 West Chapman Avenue, Orange. The project was completed on September 12, 2017.

**ANALYSIS:**

The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was \$50,773.

The project was funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees Accept the Project as Complete and Approve the Filing of a Notice of Completion with the County as presented.

Fiscal Impact:	N/A	Board Date: October 9, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**RECORDING REQUESTED BY:**  
**Rancho Santiago Comm. College District**  
**2323 N. Broadway**  
**Santa Ana, CA 92706-1640**

**AND WHEN RECORDED MAIL TO:**

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

**THIS SPACE FOR RECORDER'S USE ONLY**

**NO FEES CHARGED PER GOVERNMENT CODE §27383**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
2323 N. Broadway  
Santa Ana, CA 92706-1640

## **NOTICE OF COMPLETION**

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Orange Education Center, located 1937 West Chapman Avenue, Orange, caused improvements to be made to the property to with: Bid #1328 for ADA Improvements at 1937 West Chapman Ave, Orange for the Orange Education Center, the contract for the doing of which was heretofore entered into on the 18th day of July, 2017, which contract was made with SJD & B, Inc. PO 18-P0047483 as contractor; that said improvements were completed on the 12th day of September, 2017 and accepted by formal action of the governing Board of said District on the 9th day of October, 2017; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is International Fidelity Insurance Company.

I, the undersigned, say: I am the Chancellor of the Rancho Santiago Community College District the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 2017 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by \_\_\_\_\_

R. Raúl Rodríguez, Chancellor  
Rancho Santiago Community College District

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, proved to me on this basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Signature \_\_\_\_\_ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
Board Meeting: October 9, 2017

INDEPENDENT CONTRACTORS

Codestorm

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C – Biography

Service: To support the Los Angeles/Orange County Regional Consortium (LAOCRC) in achieving its goals to modernize and improve user experience of the LA/OC Regional Consortia website by designing and developing a modern website.

Date(s) of Service: October 10, 2017 through June 30, 2018

Fee: \$21,800.00

Requested by: Gustavo Chamorro

Funded by: LA/OC Regional Consortia  
12-2200-679000-53306-5100

Note: The vendor's legal name is Codestorm, however, it is listed as Code Storm on their proposal

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this 10th of October, 2017 by and between Codestorm herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an INDEPENDENT CONTRACTOR specially trained to perform special services; and

WHEREAS the DISTRICT and INDEPENDENT CONTRACTOR mutually agree that the INDEPENDENT CONTRACTOR is specially qualified for and shall provide special services to the DISTRICT that no employee of the DISTRICT is qualified to perform and shall provide the following specific services:

**TO SUPPORT THE LOS ANGELES/ORANGE COUNTY REGIONAL CONSORTIUM (LAOCRC) IN ACHIEVING ITS GOALS TO MODERNIZE AND IMPROVE USER EXPERIENCE OF THE LAOCRC WEBSITE BY DESIGNING AND DEVELOPING A MODERN WEBSITE PER THE SUBMITTED PROPOSAL FOR SERVICES.**

WHEREAS the Governing Board has determined that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform the special services required, and

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at Twenty One Thousand Eight Hundred Dollars & No Cents (\$21,800.00).

The contracted services are to commenced on or about October 10, 2017 and completed on or about, but not later than June 30, 2018.

WHEREAS the INDEPENDENT CONTRACTOR in the performance of this agreement shall be and act as an INDEPENDENT CONTRACTOR providing the necessary tools and equipment and provide the Board of Trustees a final finished report and/or product within the prescribed time allocated, and

WHEREAS the INDEPENDENT CONTRACTOR shall assume all other expenses incurred in connection with the performance of this contract and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this agreement, the INDEPENDENT CONTRACTOR is not an officer, agent or employee of the DISTRICT, and

WHEREAS the INDEPENDENT CONTRACTOR shall provide worker's compensation insurance or self-insure services, and

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

- a) Contractor agrees to defend, indemnify, and hold harmless the Rancho Santiago Community District (District), its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising of activities of the Contractor, its subcontractors, or those of any of its officers, agents, or employees or volunteers, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the property of the District, or loss or theft of such property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on the premises. Contractor further agrees to waive all rights of subrogation against the District. The provisions of the Article do not apply to any damage or losses caused by the negligence of the District or any of its agents or employees.

WHEREAS the DISTRICT may at any time, with or without reason, terminate this AGREEMENT in whole or in part and compensate INDEPENDENT CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by INDEPENDENT CONTRACTOR and shall specify the date of termination.

WHEREAS the parties to this agreement, under penalty of perjury, certify that all of the above items are to the best of their knowledge true and correct statements.

IN WITNESS where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO  
COMMUNITY COLLEGE DISTRICT

\_\_\_\_\_  
Signature

By \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Peter J. Hardash  
Printed Name

\_\_\_\_\_  
Title

Vice Chancellor of Business  
Operations/Fiscal Services  
Title

\_\_\_\_\_  
Address City/State

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Proposal for Services

### Overview

Code Storm is pleased to submit this proposal for services to support the Los Angeles/Orange County Regional Consortium in achieving its goals to modernize and improve user experience of the Los Angeles/Orange County Regional Consortium website.

### Objective

- Design and develop a modern website
- Improve user experience and user interface
- Develop an easy-to-use admin panel with webpage editing capabilities
- Structure information in a clear and logical format
- Implement modern, state-of-the-art backend system to facilitate LA/OC region processes

### Proposal

Code Storm has developed a solution to create a modernized, user friendly website for the Los Angeles/Orange County Regional Consortium.

### Execution Strategy

Our execution strategy incorporates proven software development methodologies, talented developers, and a highly responsive approach to managing deliverables. Below is a description of our project methods, including how the project will be developed and a proposed timeline of events.

## Attachment "B"

### Technical/Project Approach

Our strategy for developing a project are as follows:

- **Agile Development Methodology**
  - The Agile development process is an alternative to traditional development processes. Agile development focuses on breaking down a large project into smaller pieces and developing the project one piece at a time, reviewing each completed piece with the LA/OCRC, and making changes as necessary.
- **Revisions**
  - We will remain in constant contact as we develop the project in order to ensure features align with the Los Angeles/Orange County Regional Consortiums vision and requirements.
- **Deliver Pre-Development**
  - Before the final launch of the newly designed LA/OCRC website, we will have a beta period where users can thoroughly test features. Having a beta period allows us to have users mimic regular use to ensure all requested and desired features are implemented and working as desired. The beta period also allows us to find and resolve any undesired side effects. Following the beta period, we will collect and evaluate feedback and make revisions to the design and functionality of the website if needed.
- **Optimization**
  - Using tools such as heat maps, recordings, polls, and analytics, we will optimize the website to better fit the needs of users.

### Tools

- Responsive Design using HTML5 and CSS3
- Bootstrap
- PHP 7.1
- Laravel 5.5 with MVC Pattern
- JavaScript/jQuery
- GitHub – Repository/Versioning Software

# Attachment "B"

## Project Deliverables

Deliverable	Description
LA/OCRC Website	A redesigned website for the LA/OCRC

## Timeline for Execution

Description	
Website Map and Wireframe - an overview of the website structure and layout	October
Finalize design and desired list of functionalities	October
Frontend Design - Design of the website	October - November
Backend Functionality - Functionality of the website	October - November
Frontend Review - Review progress of the frontend design	Mid-November
Backend Review - Review progress of backend functionality	Mid-November
Beta Testing - A soft launch of the website in order to test features	Mid-November
Website Launch - Official launch of website	Early December
(Optional) Website Revision - Revision or changes of the website if desired	Late December

## Supplied Material

The following materials are to be supplied by the Los Angeles/Orange County Regional Consortia for this project. For Code Storm to meet project milestones, this material must be supplied on schedule. The due dates included in the following table represent our best guess based on current proposed project dates:

Materials to be supplied by the Los Angeles/Orange County Regional Consortium *	Due Date**
Access to current hosting and domain name services	October
Color Scheme (If needed)	October
Finalized list of required functionalities and features	October
High Quality Logo with Transparent Background	October

\* Please note, this list is not exhaustive and may change

\*\*We cannot be responsible for cost overruns caused by client's failure to deliver materials by agreed-upon due dates.

# Attachment "B"

## Pricing

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 30 days from the date of this proposal:

Services Cost: Frontend Development	Price
300 hours of frontend development at \$30/hr	\$9,000.00
Services Cost: Backend Development	
320 hours of backend development at \$40/hr	\$12,800.00
<b>Estimated Total</b>	<b>\$21,800.00</b>

*Disclaimer: The prices listed in the preceding table are an estimate for the services discussed. This summary is not a warranty of final price. Estimates are subject to change if project specifications are changed or costs for services change before a contract is executed.*

## Qualifications

Code Storm is comprised of two full stack developers, James and Stephanie, with several years of experience in frontend and backend development.

### Notable Projects:

- **DesertColleges.org** <<http://www.desertcolleges.org/>> - Redesign of the Inland Empire/Desert College's website.
- **RegionalCTE.org** <<https://www.regionalcte.org/>> - Development of the statewide program submission website.

### Specializations:

- James has experience as a backend developer and as a cyber security researcher.
- Stephanie has experience in web development for the Inland Empire/Desert Regional Consortium and is familiar with Regional Consortia Processes.

Our combined experience in these areas will help us develop a secure website with a focus on user experience specific to LA/OC regional members.

## Attachment "B"

### Conclusion

We look forward to working with the Los Angeles/Orange County Regional Consortium and supporting your efforts to improve <http://www.laocrc.org/>. We are confident that we can meet the challenges ahead, and stand ready to partner with you in delivering an effective solution.

If you have questions on this proposal, feel free to contact Stephanie Gallo at your convenience by email at [stephaniegallo07@gmail.com](mailto:stephaniegallo07@gmail.com) or by phone at (951) 208 - 5594. We will be in touch with you to arrange a follow-up meeting regarding the proposal.

Thank you for your time and consideration,

Stephanie Gallo  
[stephaniegallo07@gmail.com](mailto:stephaniegallo07@gmail.com)  
(951) 208 - 5594

James Luevano  
[james.luevano@gmail.com](mailto:james.luevano@gmail.com)  
(951) 389 - 4738

## BIOGRAPHY



Code Storm is a web development company based in Riverside County. We offer an extensive range of services focused on unique solutions. Our speciality is developing custom web applications for educational organizations.

### What We Do

Our experienced developers focus on creating websites that are tailor made to address your organization's needs. We analyze issues, taking into account both current and prospective issues. We then architect a solution set on solving those issues and delivering a first-class user experience. Once the proposed solution is approved, we start coding and designing your software solution. Along the way, we rigorously test its stability to ensure successful launch. Once complete, we work closely with you to release the application and to enable you to fully utilize its features.

### Our Vision

To serve businesses and organizations in our community in implementing proven web solutions for their unique problems. We strive to make the lives of our clients easier with innovative solutions that are tailored to meet the needs of each client.

### Our Values

We value honesty, integrity, the ability to adapt and learn, the ability to accept constructive criticism and improve from it. We are passionate about web technologies and building a better internet for users and organizations. We strive to meet our client's needs in a timely manner.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
Board Meeting: October 9, 2017

INDEPENDENT CONTRACTORS

Nicholas Kremer

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To perform Chair activities within specified timelines as part of the Vocational Education Research and Accountability Technical Advisory Committee (VERATAC) that advises the California Community College Chancellor’s Office on the implementation of the accountability provisions in the Carl D. Perkins Act.

Date(s) of Service: October 10, 2017 through June 30, 2018

Fee: \$16,025.00

Requested by: Enrique Perez

Funded by: Resource Development  
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this 10th of October, 2017 by and between Nicholas Kremer herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an INDEPENDENT CONTRACTOR specially trained to perform special services; and

WHEREAS the DISTRICT and INDEPENDENT CONTRACTOR mutually agree that the INDEPENDENT CONTRACTOR is specially qualified for and shall provide special services to the DISTRICT that no employee of the DISTRICT is qualified to perform and shall provide the following specific services:

**TO PERFORM CHAIR ACTIVITIES WITHIN SPECIFIED TIMELINES AS PART OF THE VOCATIONAL EDUCATION RESEARCH AND ACCOUNTABILITY COMMITTEE (VERATAC) THAT ADVISES THE CALIFORNIA COMMUNITY COLLEGE CHANCELLOR'S OFFICE ON THE IMPLEMENTATION OF THE ACCOUNTABILITY PROVISIONS IN THE CARL D. PERKINS ACT PER SUBMITTED WORKPLAN.**

WHEREAS the Governing Board has determined that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform the special services required, and

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at Sixteen Thousand Twenty Five Dollars & No Cents (\$16,025.00).

The contracted services are to commenced on or about October 10, 2017 and completed on or about, but not later than June 30, 2018.

WHEREAS the INDEPENDENT CONTRACTOR in the performance of this agreement shall be and act as an INDEPENDENT CONTRACTOR providing the necessary tools and equipment and provide the Board of Trustees a final finished report and/or product within the prescribed time allocated, and

WHEREAS the INDEPENDENT CONTRACTOR shall assume all other expenses incurred in connection with the performance of this contract and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this agreement, the INDEPENDENT CONTRACTOR is not an officer, agent or employee of the DISTRICT, and

WHEREAS the INDEPENDENT CONTRACTOR shall provide worker's compensation insurance or self-insure services, and

**Attachment "A"**

**PO# 18-P**

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

- a) Contractor agrees to defend, indemnify, and hold harmless the Rancho Santiago Community District (District), its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising of activities of the Contractor, its subcontractors, or those of any of its officers, agents, or employees or volunteers, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the property of the District, or loss or theft of such property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on the premises. Contractor further agrees to waive all rights of subrogation against the District. The provisions of the Article do not apply to any damage or losses caused by the negligence of the District or any of its agents or employees.

WHEREAS the DISTRICT may at any time, with or without reason, terminate this AGREEMENT in whole or in part and compensate INDEPENDENT CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by INDEPENDENT CONTRACTOR and shall specify the date of termination.

WHEREAS the parties to this agreement, under penalty of perjury, certify that all of the above items are to the best of their knowledge true and correct statements.

IN WITNESS where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO  
COMMUNITY COLLEGE DISTRICT

\_\_\_\_\_  
Signature

By \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Peter J. Hardash  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Vice Chancellor of Business  
Operations/Fiscal Services  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Attachment "B"

### VERATAC – Budget Summary 2017-18

Category	Amount
1000	-
2000	-
3000	-
4000	125
5000	34,375
6000	-
Sub	34,600
Indirect	1,384
Total	35,984

### VERATAC – Budget Detail 2017-18

Category	Descriptions	Calculation	Amount	Nick Kremer	
1000			-	-	
2000			-	-	
3000			-	-	
4000	Supplies		125	125	
5000			-	-	
5100	Chair	150 hours@\$75	11,250	11,250	
5100	Facilitator	200 hours @ 25	5,000	-	
	Catering service	3 @350	1,050	1,050	
	Chair Travel	3 meet @ 700	2,100	2,100	
		CCCAOE	1,500	1,500	
	Member travel *		-	-	
	Air	8 members *3 meet*\$400	9,600	-	
	Mileage/park	8 members*3@325	975	-	
5940	Contract to produce infogram	1 @ 3,000	3,000	-	
<b>Subtotal</b>			<b>34,600</b>	<b>16,025</b>	
7000	Indirect	36,500*04	1,384	-	
<b>Total</b>			<b>\$ 35,984</b>	<b>\$ 16,025</b>	

\* = Members will have to submit an invoice with receipts and W-9 form.

To reimburse for travel, we will need to create a PR that includes the following:

- Receipts
- W-9 Form
- Mileage claims should have a MapQuest showing the total roundtrip mileage
- Agenda
- Copy of the Grant allowing expenditures
- Charge to 5210 Conference Expenses

Attachment “B”

**WORKPLAN**  
 Performance Funding Period: Oct. 10, 2017 to June 30, 2018

**VERATAC--Statewide Workforce Research and Accountability Committee**  
 District: Rancho Santiago CCD

**\*OBJECTIVE No. 1 Provide input into the implementation of workforce accountability provisions in Strong Workforce and other WED initiatives**

<b>Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Persons</b>
1.1 Provide input into the Strong Workforce common measures	Agenda, minutes and written recommendations when appropriate.	Ongoing	Committee
1.2 Provide input into the Launchboard	Agenda, minutes and written recommendations when appropriate	As needed	Committee
1.3 Review each of the systems (Perkins, Common Measures, Scorecard and Wage tracker) at least once each year.	Written Recommendations as appropriate	Oct. 2017-June 2018	Project director

**\*OBJECTIVE No. 2 Review and advise on Scorecard CTE measures and other non-WED workforce accountability indicators**

<b>Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Persons</b>
2.1 Participate in Scorecard workgroup	Submit committee recommendations	October 2017	Project director
2.2 Monitor implementation of WIOA accountability and the impact on the colleges.	Submission of recommendations	Oct. 2017-June 2018	Project director and project monitor

**\*OBJECTIVE No. 3 Disseminate results of Committee work**

<b>Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Persons</b>
3.1 Prepare at least one infogram on workforce accountability (may require supplemental funding)	Infogram	April 2018	Committee with contractor
3.2 Make conference presentation(s) on third party certification issues	Presentation	April 2018	Chair
3.3 Post related information on website	Website	Ongoing	Project assistant

**\*OBJECTIVE No. 4 Prepare input into the reauthorization of the Perkins Act (pending Congressional action)**

<b>Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Persons</b>
4.1 Monitor reauthorization of the Perkins Act in Congress with a focus on accountability.	Agenda item for committee meetings	Oct. 2017 to June 2018	Project director and project monitor
4.2 Identify specific issues of concern to the committee to prepare input and make recommendations.	Recommendations as appropriate	As needed	Project director, project monitor and committee
4.3 Review and provide guidance on the implementation of the Perkins Act remediation/sanctions process.	Recommendations as appropriate	As needed	Chair, Perkin’s monitor, and committee

**WORKPLAN**

Performance Funding Period: Oct. 10, 2017 to June 30, 2018

Attachment “B”

**VERATAC--Statewide Workforce Research and Accountability Committee  
District: Rancho Santiago CCD**

**\*OBJECTIVE No. 5 Support work of sub-group (Statewide Pathways Alignment-SPA)**

<b>Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Persons</b>
5.1 Support sector alignment	Comment and input into reports to full committee	Oct 2017, Feb and June 2018	Chair, Kathy Booth
5.2 Support development of adult education accountability tools	Comment and input into reports to full committee	Oct 2017, Feb and June 2018	Chair, Kathy Booth

**\*OBJECTIVE No. 6 Identify and disseminate workforce related reports and research particularly in the area of incorporating licensure and certification into accountability measures.**

<b>Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Persons</b>
6.1 Analyze work being done at national level by the Credentials Coalition, Connecting Credentials and the Workforce Data Quality Initiative	Summary of cogent information and implications. Written recommendations if appropriate.	October 2017 and June 2018	Chair
6.2 Receive and support reports on California efforts to develop data exchange and licensure /certification tracking	Written recommendation/comments as appropriate.	Ongoing	Committee
6.3 Monitor other accountability related research and interpret the implications for accountability.	Written recommendation/comments as appropriate	Ongoing	Committee
6.4 Review and highlight academic research that informs the implementation of workforce programs.	Agenda and minutes	Ongoing	Committee

4.9 (7)

<b>*OBJECTIVE No. 7 Manage VERATAC and conduct advisory meetings</b>			
<b>Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Persons</b>
7.1 Conduct at least three advisory committee meetings at which accountability issues are on the agenda and discussed.	Agendas, minutes and written recommendations	Oct 2017, Feb and June 2018	Chair, Facilitator
7.1.1 Reimburse documented necessary and reasonable travel expenses of committee members.	Fiscal reports	Oct 2017, Feb and June 2018	RSCCD
7.1.2 Prepare meeting minutes	Minutes	Oct 2017, Feb and June 2018	Chair, Facilitator
7.2 Maintain informational website (workforceaccountability.org)	Website	Ongoing	Facilitator

## Attachment "C"

Nick Kremer

Nick Kremer has been a workforce development consultant since 2011. He has worked on national projects such as Breaking Through and Credentials that Work. He currently serves as the chair of a field-based workforce accountability committee advisory to the California Community Colleges Chancellors Office. During the 2015-16 academic year, he served as interim co-chair of the Los Angeles/Orange County Consortium. After serving as an administrator at four different California community colleges, he retired in 2011 with 11 years of service as an Executive Dean at Cerritos College. He served on the board of the National Council for Workforce Education from 2009 to 2015.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
Board Meeting: October 9, 2017

INDEPENDENT CONTRACTORS

Nueva Vista Media, Inc.

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To produce innovative media resources and website to raise Career Technical Education (CTE) awareness among students, their influencers, key stakeholders and others about the variety of career pathways available through CTE programs at the Orange County Region's nine community colleges.

Date(s) of Service: October 10, 2017 through June 30, 2018

Fee: \$49,950.00

Requested by: Gustavo Chamorro

Funded by: LA/OC Regional Consortia  
12-2185-679000-53306-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this 10th of October, 2017 by and between Nueva Vista Media, Inc. herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an INDEPENDENT CONTRACTOR specially trained to perform special services; and

WHEREAS the DISTRICT and INDEPENDENT CONTRACTOR mutually agree that the INDEPENDENT CONTRACTOR is specially qualified for and shall provide special services to the DISTRICT that no employee of the DISTRICT is qualified to perform and shall provide the following specific services:

**TO PRODUCE INNOVATIVE MEDIA RESOURCES AND WEBSITE TO RAISE CAREER TECHNICAL EDUCATION (CTE) AWARENESS AMONG STUDENTS, THEIR INFLUENCERS, KEY STAKEHOLDERS AND OTHERS ABOUT THE VARIETY OF CAREER PATHWAYS AVAILABLE THROUGH CTE PROGRAMS AT THE ORANGE COUNTY REGION'S NINE COMMUNITY COLLEGES PER SUBMITTED WORK PLAN.**

WHEREAS the Governing Board has determined that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform the special services required, and

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at Forty Nine Thousand Nine Hundred Fifty Dollars & No Cents (\$49,950.00).

The contracted services are to commenced on or about October 10, 2017 and completed on or about, but not later than June 30, 2018.

WHEREAS the INDEPENDENT CONTRACTOR in the performance of this agreement shall be and act as an INDEPENDENT CONTRACTOR providing the necessary tools and equipment and provide the Board of Trustees a final finished report and/or product within the prescribed time allocated, and

WHEREAS the INDEPENDENT CONTRACTOR shall assume all other expenses incurred in connection with the performance of this contract and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this agreement, the INDEPENDENT CONTRACTOR is not an officer, agent or employee of the DISTRICT, and

WHEREAS the INDEPENDENT CONTRACTOR shall provide worker's compensation insurance or self-insure services, and

**Attachment "A"**

**PO# 18-P**

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

- a) Contractor agrees to defend, indemnify, and hold harmless the Rancho Santiago Community District (District), its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising of activities of the Contractor, its subcontractors, or those of any of its officers, agents, or employees or volunteers, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the property of the District, or loss or theft of such property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on the premises. Contractor further agrees to waive all rights of subrogation against the District. The provisions of the Article do not apply to any damage or losses caused by the negligence of the District or any of its agents or employees.

WHEREAS the DISTRICT may at any time, with or without reason, terminate this AGREEMENT in whole or in part and compensate INDEPENDENT CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by INDEPENDENT CONTRACTOR and shall specify the date of termination.

WHEREAS the parties to this agreement, under penalty of perjury, certify that all of the above items are to the best of their knowledge true and correct statements.

IN WITNESS where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO  
COMMUNITY COLLEGE DISTRICT

\_\_\_\_\_  
Signature

By \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Peter J. Hardash  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Vice Chancellor of Business  
Operations/Fiscal Services  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Address City/State

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Nueva Vista Media, Inc.**

## **Career Technical Education Marketing Work Plan**

### **1) Formative research and development phase – Completed by 11/30/17**

Overview: Nueva Vista Media will utilize focus group findings to identify effective CTE messaging for OC Region – nine colleges and the School of Continuing Education at NOCCCD. Work closely with the Orange County Region CTE Marketing Committee to ensure media resources help young people understand CTE and career pathways, help counselors understand the relevance of technical training and how to help students initiate a career pathway. An Orange County Region CTE website will be created to serve as a gateway to CTE programs at the nine college campuses.

Establish Objectives of Research including:

- Composition & Selection of Focus Group (Students, Counselors, Employers)
- Develop Focus Group Questionnaire/Survey
- Develop 3 Concepts Based on Chancellor's Task Force
- Test Concepts with Target Audience
- Develop Marketing & Outreach Plan

### **2) Marketing and Outreach Resources – Completed by 1/30/18**

Overview: Nueva Vista Media will utilize the recommendations from the California Community Colleges Chancellor's Strong Work Force Task Force for a statewide branding campaign for career technical education programs to develop and produce region-based & culturally relevant radio spots, social media videos, PSAs and a custom website featuring the nine college campuses.

Nueva Vista Media will produce Three PSAs, Two radio spots, & Two Videos (November/December) to raise CTE awareness among students, their influencers, key stakeholders and others about the variety of career pathways available through CTE programs at the Orange County Region's nine community colleges an School of Continuing Education at NOCCCD -- leading to good-paying jobs, and ultimately careers.

- Production of Three PSAs, Two Videos, Two Radio Spots, Print
- Testing of PSAs and Radio Spots, and Videos
- Submit Marketing Roll-Out Plan to Region CTE Marketing Committee

## Attachment "B"

### **3) Media Placement and Digital Roll Out, and Social Media Monitoring - Completed by 3/1/18**

Overview: Upon approval of Marketing Plan by the CTE Marketing Committee, Nueva Vista will work closely with the Committee to secure media distribution and placement of radio spots, PSAs, and Online Media Resources.

Nueva Vista Media will monitor effectiveness of marketing campaign by measuring:

- Website visits and Social Media – establish a baseline of data from past year then track differences from January 2018 through March 2018.
- Number of earned media opportunities; English/Spanish radio interviews
- Paid Radio Media to promote OC CTE – target audience size
- Number of marketing collateral placed across nine college campuses, school districts, employers, and community centers
- Pre- and Post-Survey of target audience awareness of OC CTE web site and PSAs

### **4) Evaluation and reporting – 3/1/18 to 6/30/18**

Overview: Nueva Vista Media will continuously monitor OC CTE Marketing Campaign and make adjustments to maximize impact. Monthly progress reports will be presented to OC CTE Marketing Committee.

The monthly reports will provide:

- Employer & Student Testimonies
- Community & Partner Outreach logs
- Website visits, social media likes, followers, engagements
- Media placement monitoring

**Consulting Fees & Deliverables**

Nueva Vista Media will work closely with the Orange County Region CTE Marketing Committee to produce innovative media resources & website to raise CTE awareness among students, their influencers, key stakeholders and others about the variety of career pathways available through CTE programs at the Orange County Region’s nine community colleges an School of Continuing Education at NOCCCD -- leading to good-paying jobs, and ultimately careers. Given the diversity in the OC Region, Nueva Vista Media will produce media materials in three languages – English, Spanish, and Vietnamese to ensure maximum impact and buy-in from target audiences.

**Conduct Formative Research .....\$12,500**

- Customize communication tools to ensure message relevancy for students
- Utilize focus group findings to identify effective CTE messaging for OC Region – nine colleges and the School of Continuing Education at NOCCCD
- Maximize CTE marketing/outreach communication tools

**Develop Marketing and Outreach Strategies.....\$11,200**

- Concept development for media production based on focus group findings
- Digital strategy roll out and ongoing social media monitoring
- Media Placement and Outreach to gain earned Media

**Radio PSA Spots – Includes three radio spots.....\$3,800**

**PSA, Videos, & Social Media Campaign.....\$19,650**

Includes two videos, three PSAs and graphics for print.

**Evaluation and reporting.....\$2,800**

- Outreach logs; Website visits, social media likes, followers, engagements
- Media placement monitoring
- Monthly progress & Quarterly reports

**Total: \$49,950**

## Autobiography and Projects

### **Miguel Orozco, President, Nueva Vista Media Bio**



After graduating with a B.A. in Economics, Miguel started his career in Washington DC as a Congressional Hispanic Caucus Intern and continued to work on the Hill as a U.S. Senate staffer. Miguel obtained a Master's degree in Public and International Affairs from the University of Pittsburgh and worked on helping low-income working families and at-risk youth.

With over 20 years of experience in media production, Miguel has collaborated on film and Latino media outreach campaigns for the U.S. Department of Labor, USA Funds, and W.K. Kellogg Foundation. In 2006, Miguel co-founded Novelas Educativas, LLC to produce and distribute educational films. In 2007, Miguel launched Nueva Vista Media, Inc. - a digital media company that develops outreach strategies and multi-platform campaigns for educational foundations and institutions.

Nueva Vista Media has since created Latino outreach campaigns for the National Council of La Raza, the U.S. Dept. of Education, Los Angeles County-USC Hospital, and a National Parent Engagement Campaign sponsored by the Hispanic Scholarship Fund and the Ad Council.

Miguel completed the UCLA Extension Screenwriting Program. He is a member of the National Association of Latino Independent Producers (NALIP) and was selected to NALIP's prestigious Latino Writer's Lab. Additionally, Miguel has directed and produced two theater productions.

### Additional Production Services

- Producing broadcast quality PSAs and Industrial Videos
- Conducting focus groups (English and Spanish) in diverse communities to refine/customize message and identify unique needs for cultural relevancy
- Developing ground and Internet strategies that combine Canvass-like techniques, Social Network sites with real-time communication via texting and twittering to communicate relevant messages, deliver consistent information, and build trust
- Attracting celebrities to generate necessary buzz and increase web traffic; and have key messages forwarded via email, be the subject of blogs and be featured in "mainstream" media
- Conducting Training on how to set-up community events that focus on awareness and increase family participation
- Building virtual portfolios that features success stories and program impact

### Clients & Campaigns

#### **Orange County Health Care Agency – Eat. Breathe. Play. Campaign**



Nueva Vista Media conducted formative research via countywide focus groups (African-American, Latinos, and Vietnamese) and surveys to develop tri-lingual marketing resources and tools for the MyHealthOC.org campaign. This successful campaign focused on real-life stories from OC residents. Formative research helped in the development of concepts, identification of personal stories and the

## Attachment "C"

best channels of communication, community knowledge and practices regarding the campaigns slogan: Eat. Play. Breathe.

Nueva Vista Media produced PSAs, Radio Spots, and Print Collateral for Posters and Bus Shelters featuring inspirational and powerful stories from OC residents helped to communicate how to prevent chronic diseases and how these individuals now help their families prevent the same diseases.

### Rancho Santiago Community College District – STEM Novela



Nueva Vista Media worked closely with the Santa Ana College Digital Media Center to produce two original Novelas: "Soldando Mi Futuro" and "El Gran Reto" to help increase enrollment for STEM careers. After conducting a focus group of faculty, students, and industry experts scripts were developed to address two main issues: cultural barriers that prevented young women from enrolling into STEM-related classes (i.e. Welding) and the lack of awareness from Latino parents about the importance of math for

STEM careers. The Novelas helped to introduce the Career Academy Scholars Program (CASP) at Santa Ana College and STEM Career Pathways. Most importantly, the Novelas helped to inspire Latino parents and their children. The Novelas were produced in 2012 and are still being watched throughout the district.

### LA Community College District (LACCD) – Foster Youth Campaign



LACCD is the largest community college district in the nation with 230,000 students and Nueva Vista Media worked closely with their nine campuses to address the issue of foster youth not accessing resources to help transition into college and succeed. Nationally, 29% of former foster youth in community colleges are homeless, and only 2% obtain an academic degree. The film narrative "Unwanted" was based on the stories from LACCD students and how they overcame challenges with

assistance from community colleges. The film inspired students, yet also provided public awareness and helped education stakeholders understand the challenges foster youth encounter.

### California Endowment "StrikeOut" – Docudrama Film



Nueva Vista Media collaborated with the Dolores Huerta Foundation and The California Endowment to produce "StrikeOut" - a Docu-drama about the School-to-Prison Pipeline and a culture of extreme disciplining of young black and brown youth within the school system. Many of the disciplinary actions focus on people of color due to fear, misconceptions, and low

regard/value of their lives. "StrikeOut" provided a glimpse into the devastating reality of the students and families living in the school-to-prison pipeline. "StrikeOut" was produced to help raise awareness among administrators, law enforcement, parents, teachers, and policymakers. The film was screened in Bakersfield at Maya Cinema and over 400 students and their families attended the screening, including members of the media (newspaper and TV)-- leading to very high level of public awareness.

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

To:	Board of Trustees	Date: October 9, 2017
Re:	Approval of Reappointments for the Measure Q Citizens' Bond Oversight Committee	
Action:	Request for Approval	

**BACKGROUND**

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

**ANALYSIS**

The committee terms are based on the calendar year. Per section 5.4 – Citizens' Bond Oversight Committee Bylaws - Terms, committee members may serve up to three two-year terms. Therefore, we recommend that the committee for the 2018 calendar year be as follows:

<b>Name</b>	<b>Membership Category</b>	<b>Recommended Action</b>
Erik Peterson	SAC Student	Reappoint (one year term)
Jim Hossfeld	Community at Large #1	Reappoint (second two year term)
Irma Avila Macias	Community at Large #2	Reappoint (third two year term)
Kenneth Nguyen	Community at Large #3	Reappoint (third two year term)
Manuel Peña	Community at Large #4	Reappoint (one year term)
David Brandt	Community at Large #5	Reappoint (one year term)

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the reappointments of the Measure Q Citizens' Bond Oversight Committee for the 2018 calendar year as presented.

Fiscal Impact:	None	Board Date: October 9, 2017
Prepared by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Educational Services

To:	Board of Trustees	Board Date: October 9, 2017
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

**ANALYSIS**

Items for the following categorical program were developed:

	<b><u>Project Title</u></b>	<b><u>Award Date</u></b>	<b><u>Amount</u></b>
1.	<p>California Career Pathways Trust - Orange County Careers Pathways Partnership (CCPT-OCCPP) – Year 4 (SAC)</p> <p>Orange County Department of Education received a five-year grant award from the California Department of Education for the California Career Pathways Trust (CCPT) grant. Funding was awarded to the Orange County Careers Pathways Partnership (OCCPP) project for regional consortia. Santa Ana College will develop a new medical devices career pathway with high schools and universities that will include stackable certificates and degree. (17/18). <i>SAC will leverage resources that include in-kind contributions that total \$61,267 for year 4.</i></p>	7/27/2017	\$45,500
2.	<p>California Career Pathways Trust - Orange County Careers Pathways Partnership (CCPT-OCCPP) – Year 4 (SCC)</p> <p>Orange County Department of Education received a five-year grant award from the California Department of Education for the California Career Pathways Trust (CCPT) grant. Funding was awarded to the Orange County Careers Pathways Partnership (OCCPP) project for regional consortia. Santiago Canyon College will implement biotechnology pathways that will include stackable certificates and degree. (17/18). <i>No match required for year 4.</i></p>	7/27/2017	\$76,431
3.	<p>Innovation and Effectiveness Grant (SCC)</p> <p>Funds from the California Community Colleges Chancellor’s Office – Institutional Effectiveness Partnership Initiative (IEPI) Program through Santa Clarita Community College District (SCCCD) to expand technical assistance by identifying technology to manage the college’s integrated planning processes from the assessment and disaggregation of student learning outcome data. (17/18). <i>No match required.</i></p>	9/19/2017	\$200,000

Fiscal Impact: \$866,307.00	Board Date: October 9, 2017
Item Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
<p>4. Upward Bound Math &amp; Science Program II – Year 1 (SCC)            First year of a five-year federal grant award from the U.S. Department of Education to increase the number of low-income and potentially first-generation college students that enroll in and complete college STEM degree programs, by providing comprehensive educational and support services for disadvantaged high schools students from local high schools in the Orange Unified School District. (17/18). <i>No match required.</i></p>	9/6/2017	\$263,938
<p>5. Urban Agriculture Community-Based Research Experience (U-ACRE 3.0) – Year 2 (SAC)            Second year of a four-year sub-award grant from California State University, Fullerton to serve as a partner in their U.S. Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA), Hispanic-Serving Institutions (HSI) Education Grants Program. Project U-ACRE will enhance the student research experience through community engagement, faculty-mentoring support, and engaging in sustainability internships to enrich students’ experiential leaning and support their achievement. (17/18). <i>No match required.</i></p>	10/1/2017	\$16,500
<p>6. Veterans Upward Bound Program II – Year 1 (SAC)            First year of a five-year federal grant award from the U.S. Department of Education to identify veterans who have not yet enrolled in college, and recruit them to participate in a college preparation program featuring comprehensive assessment, targeted academic skill development, career exploration and preparation, tutoring, referrals to veterans assistance services, and college and financial aid advisement and application completion assistance, in order to increase the number of veterans who enroll in college and complete a certificate or degree and successfully enter employment. (17/18). <i>No match required.</i></p>	9/7/2017	\$263,938

**RECOMMENDATION**

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

Fiscal Impact: \$866,307.00	Board Date: October 9, 2017
Item Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**SPECIAL PROJECT DETAILED BUDGET #2188**

**NAME: California Careers Pathway Trust Orange County Pathways Partnership (CCPT OCCPP)**

**Santa Ana College**

**FISCAL YEAR: 2017/2018**

CONTRACT PERIOD: 07/01/14 - 06/30/2018  
 CONTRACT INCOME: \$ 68,786  
 16/17 EXPENDITURES: \$ (68,350)  
**2017/18 CARRYOVER: \$ 436**  
 Year 4 Budget \$ 45,500  
**Total (Carryover + Yr. 4) \$ 45,936**

PROJ. DIR. BART HOFFMAN  
 PROJ. ADM. KIMBERLY MATHEWS  
 DATE: 10/09/17

**Prime Sponsor: California Department of Education**  
**Fiscal Agent: OC Department of Education**  
**Agreement #: 40946**

Datatel String	Description	Debit	Credit
12-2188-000000-10000-8659	Other Reimb Categorical All		45,936
12-2188-095600-15755-5950	Software License and Fees :	13,900	
12-2188-095600-15755-6411	Equip-All Other > \$5,000 :	-	
12-2188-095650-15756-6411	Equip-All Other > \$5,000 :	-	
12-2188-619000-15205-1480	Part-Time Reassigned Time :	795	
12-2188-619000-15205-2320	Classified Employees - Hourly	26,500	
12-2188-619000-15205-3115	STRS - Non-Instructional :	115	
12-2188-619000-15205-3325	Medicare - Non-Instructiona	396	
12-2188-619000-15205-3335	PARS - Non-Instructional	345	
12-2188-619000-15205-3435	H & W - Retiree Fund Non-In	991	
12-2188-619000-15205-3515	SUI - Non-Instructional : C	13	
12-2188-619000-15205-3615	WCI - Non-Instructional : C	614	
12-2188-619000-15205-5220	Mileage/Parking Expenses	500	
12-2188-679000-10000-5865	Indirect Costs : Santa Ana	1,767	
<b>Totals for PROJECT: 2188</b>	<b>CA Career Pathway Trust</b>	<b>45,936</b>	<b>45,936</b>

In-Kind Contribution from SAC			
1000	Jennette Lona, Counselor @ \$50.96/hr	31,065	
	Michael Buechler, Machine Tech Instructor (2-13)		
	George Moreno, Welding Instructor (5-16)		
	Nick Singh, Machine Tech Instructor (3-15)		
	Kathy Takahashi, Biology Instruction (7-14)		
2000	Kimberly Mathews, Director of Special Program (H-	12,545	
	Theresa Hagelbarger, Job Developer (12-2)		
3000	Benefits	17,657	
<b>Total In-Kind contribution from SAC</b>		<b>61,267</b>	

**SPECIAL PROJECT DETAILED BUDGET #2188**

**NAME: California Careers Pathway Trust Orange County Pathways Partnership (CCPT OCCPP)  
Santiago Canyon College  
FISCAL YEAR: 2017/2018**

CONTRACT PERIOD: 07/01/14 - 06/30/2018  
 CONTRACT INCOME: \$ 141,467  
 16/17 EXPENDITURES: \$ (115,308)  
**2017/18 CARRYOVER: \$ 26,159**  
 YEAR 4 ALLOCATION \$ 76,431  
**Total (Carryover + Yr. 4) \$ 102,590**

PROJ. ADM. VON LAWSON  
 PROJ. DIR. ELIZABETH ARTEAGA  
 DATE: 10/09/17

**Prime Sponsor: California Department of Education  
 Fiscal Agent: OC Department of Education  
 Agreement #: 40946**

Datatel String	Description	Debit	Credit
12-2188-000000-20000-8659	Other Reimb Categorical All		102,590
12-2188-043000-25162-1310	Part-Time Instructors : Bio	8,210	
12-2188-043000-25162-3111	STRS - Instructional : Biol	1,185	
12-2188-043000-25162-3321	Medicare - Instructional :	119	
12-2188-043000-25162-3431	H & W - Retiree Fund Inst :	298	
12-2188-043000-25162-3511	SUI - Instructional : Biolo	4	
12-2188-043000-25162-3611	WCI - Instructional : Biolo	185	
12-2188-043000-25162-4310	Instructional Supplies : Bi	10,000	
12-2188-043000-25162-5605	Contracted Repair Services	-	
12-2188-043000-25162-6409	Equip-All Other >\$200 < \$1,	5,000	
12-2188-043000-25162-6410	Equip-All Other >\$1,000<\$5,	10,000	
12-2188-043000-25162-6411	Equip-All Other > \$5,000 :	5,000	
12-2188-619000-25162-2320	Classified Employees - Hour	18,403	
12-2188-619000-25162-2340	Student Assistants - Hourly	7,785	
12-2188-619000-25162-3325	Medicare - Non-Instructiona	267	
12-2188-619000-25162-3335	PARS - Non-Instructional :	239	
12-2188-619000-25162-3435	H & W - Retiree Fund Non-In	707	
12-2188-619000-25162-3515	SUI - Non-Instructional : B	9	
12-2188-619000-25162-3615	WCI - Non-Instructional : B	590	
12-2188-619000-25162-4610	Non-Instructional Supplies	-	
12-2188-619000-25162-5100	Contracted Services : Biolo	18,000	
12-2188-619000-25162-5220	Mileage/Parking Expenses :	300	
12-2188-619000-25162-5800	Advertising : Biology	500	
12-2188-619000-25162-5900	Other Operating Exp & Servi	1,000	
12-2188-619000-25162-5940	Reproduction/Printing Expen	1,000	
12-2188-675000-25162-5210	Conference Expenses : Biolo	9,686	
12-2188-679000-20000-5865	Indirect Costs : Santiago C	4,103	
<b>Totals for PROJECT: 2188</b>	<b>CA Career Pathway Trust</b>	<b>102,590</b>	<b>102,590</b>

**SPECIAL PROJECT DETAILED BUDGET # 2xxx**

**NAME: Innovation and Effectiveness Grant**

**FISCAL YEAR: 2017/2018**

CONTRACT PERIOD: 11/01/17 TO 10/31/2018

CONTRACT INCOME: \$200,000

PROJ. ADM. Aaron Voelcker

PROJ. DIR. Aaron Voelcker

**Prime Sponsor: CCC Chancellor's Office**

Date: 9/26/17

**Fiscal Agent: Santa Clarita CCD -**

***Institutional Effectiveness Partnership Initiative (IEPI)***

**CFDA #: N/A; Award #: N/A**

<b>GL Accounts</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
12-2xxx-000000-20000-8699	Other Misc State Revenue : Santiago Canyon College		200,000
12-2xxx-632000-25055-4610	Non-Instructional Supplies	2,000	
12-2xxx-632000-25055-4710	Food and Food Services Supplies	3,000	
12-2xxx-632000-25055-5100	Contracted Services <i>- Training &amp; Development of training materials</i>	40,000	
12-2xxx-632000-25055-5940	Reproduction/Printing Expenses <i>- Training materials (for homegrown solution)</i>	5,000	
12-2xxx-632000-25055-5950	Software License & Fees <i>- Acquisition and Implementation of commercial solution</i>	150,000	
	<b>Total Project - I</b>	<b>200,000</b>	<b>200,000</b>

**SPECIAL PROJECT DETAILED BUDGET # 1740**

**NAME: Upward Bound Math and Science Program II - Year 1 of 5 (SCC)**

**FISCAL YEAR: 2017/2018 and 2018/2019**

**CONTRACT PERIOD: 10/1/17 - 9/30/18**

**CONTRACT AMOUNT: \$263,938**

**CFDA #: 84.047M**

**PRIME SPONSOR: U.S. Department of Education**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: P047M170394**

**PROJ. ADM. Loretta Jordan**

**PROJ. DIR. LaKyshia Perez, Interim**

**Date: 9/25/2017**

GL Account String	Description	New Budget	
		Debit	Credit
12-1740-000000-20000-8120	Higher Education Act : Santiago Canyon College		263,938
12-1740-679000-20000-5865	Indirect Costs : Santiago Canyon College (8%) <i>Exclude stipends paid to students, summer residential program and non-residential meals for summer prg.</i>	17,640	
<b>12-1740-619000-29920-1480</b>	<b>Part-Time Reassigned Time : Upward Bound</b> <b>(2) Instructors for Science Saturdays</b> <b>\$37.50/hr. x 6 hrs./wk. x 16 wks.</b>	<b>7,200</b>	
12-1740-619000-29920-3115	STRS - Non-Instructional : Upward Bound	1,039	
12-1740-619000-29920-3325	Medicare - Non-Instructional : Upward Bound	104	
12-1740-619000-29920-3435	H & W - Retiree Fund Non-Inst : Upward Bound	261	
12-1740-619000-29920-3515	SUI - Non-Instructional : Upward Bound	4	
12-1740-619000-29920-3615	WCI - Non-Instructional : Upward Bound	162	
<b>12-1740-649000-29920-2110</b>	<b>Classified Management : Upward Bound</b> <b>Director, Special Programs @ 50% (H-4)</b>	<b>47,286</b>	
<b>12-1740-649000-29920-2310</b>	<b>Classified Employees - Ongoing : Upward Bound</b> <b>Student Services Coordinator @ 100% (0.475 FTE)</b> <b>(2) Student Services Specialists @ 100% (0.475 FTE)</b> <b>Administrative Clerk @ 50% (0.475 FTE)</b>	<b>78,394</b>	
<b>12-1740-649000-29920-2320</b>	<b>Classified Employees - Hourly : Upward Bound</b> <b>(2) Residential Assts. x \$12/hr. x 40 hrs./wk. x 2 wks.</b>	<b>1,920</b>	
<b>12-1740-649000-29920-2340</b>	<b>Student Assistants - Hourly : Upward Bound</b> <b>(2) Tutors x \$12.25/hr. x 14 hrs./wk. x 32 wks.</b> <b>(2) Tutors x \$12.25/hr. x 6 hrs./wk. x 32 wks.</b> <b>Pre-Service Training</b> <b>(4) Tutors x \$12.25/hr. x 4 hrs./day x 8 days</b> <b>On-Going Training</b> <b>(4) Tutors x \$12.25/hr. x 2 hrs./day x 16 days</b>	<b>18,816</b>	
12-1740-649000-29920-3215	PERS - Non-Instructional : Upward Bound	7,471	
12-1740-649000-29920-3315	OASDHI - Non-Instructional : Upward Bound	4,098	
12-1740-649000-29920-3325	Medicare - Non-Instructional : Upward Bound	2,123	
12-1740-649000-29920-3335	PARS - Non-Instructional : Upward Bound	1,044	
12-1740-649000-29920-3415	H & W - Non-Instructional : Upward Bound	16,305	
12-1740-649000-29920-3435	H & W - Retiree Fund Non-Inst : Upward Bound	5,315	
12-1740-649000-29920-3515	SUI - Non-Instructional : Upward Bound	64	
12-1740-649000-29920-3615	WCI - Non-Instructional : Upward Bound	3,294	

**SPECIAL PROJECT DETAILED BUDGET # 1740**

**NAME: Upward Bound Math and Science Program II - Year 1 of 5 (SCC)**

**FISCAL YEAR: 2017/2018 and 2018/2019**

**CONTRACT PERIOD: 10/1/17 - 9/30/18**

**CONTRACT AMOUNT: \$263,938**

**CFDA #: 84.047M**

**PRIME SPONSOR: U.S. Department of Education**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: P047M170394**

**PROJ. ADM. Loretta Jordan**

**PROJ. DIR. LaKyshia Perez, Interim**

**Date: 9/25/2017**

GL Account String	Description	New Budget	
		Debit	Credit
12-1740-649000-29920-3915	Other Benefits - Non-Instruct : Upward Bound	0	
12-1740-649000-29920-4310	Instructional Supplies : Upward Bound	960	
12-1740-649000-29920-4610	Non-Instructional Supplies : Upward Bound	600	
12-1740-649000-29920-4710	Food and Food Service Supplies : Upward Bound - End-of-the-Year banquet for UBMS participants \$900 - Non-residential meals for Summer Program \$2,000	2,900	
12-1740-649000-29920-5100	Contracted Services : Upward Bound - (3) Consultants/Subject Area Experts to develop and deliver high school-level discipline content @ \$50/hr. x 30 hrs. = \$4,500 - Princeton Review to provide an in-person SAT preparatory course to 25 UBMS students in preparation for the June SAT test. \$367 - 2-week Summer Residential Program at a university for 50-60 students and 4 staff members. \$21,800 Other contracted services \$5,961	32,628	
12-1740-649000-29920-5220	Mileage/Parking Expenses : Upward Bound	204	
12-1740-649000-29920-5850	Fingerprinting : Upward Bound Fingerprinting and live scan for tutors to work at school sites: \$100 x 2 tutors	200	
12-1740-649000-29920-5966	Transportation - Student : Upward Bound Students Travel/Cultural Event: Transportation rental fees (1) bus at \$675/bus for 2 campus tours (regular year) and 4 field trips (Summer Program)	4,050	
12-1740-675000-29920-5210	Conference Expenses : Upward Bound - National Conference \$1,975 - Regional Conference \$1,150 - TRIO professional development training \$171	3,296	
12-1740-732000-29920-7650	Stipends Paid to Students : Upward Bound Stipends at \$40/stipend x 50 UBMS students	2,000	
12-1740-732000-29920-7670	Other Exp Paid for Students : Upward Bound Admission fees cultural events/educational sites: \$19/ea. x 60 students x 4 sites	4,560	
<b>Total 1740 - UBMS II Yr. 1 FY 17-18 (SCC)</b>		<b>263,938</b>	<b>263,938</b>

**SPECIAL PROJECT DETAILED BUDGET #1723**

**NAME: United States Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA)  
Hispanic-Serving Institutions (HSI) Education Grants Program - Urban Agriculture Community-Based  
Research Experience (U-ACRE 3.0) - Santa Ana College  
FISCAL YEAR 2017/2018**

CONTRACT PERIOD: 09/01/2017 - 08/31/2018 (Year 2)

PROJ. ADM. Michelle Priest

CONTRACT INCOME:

PROJ. DIR. A. Kimo Morris

FY 16/17 Year 1 \$16,500

Date: 9/25/2017

FY 16/17 Expenses **(\$1,165)**

Prime Sponsor: USDA/National Institute of Food and Agriculture

FY 17/18 Carryover \$15,335

Fiscal Agent: CSU Fullerton Auxiliary Services Corporation

FY 17/18 Year 2 \$16,500

Prime Award No.: 2016-38422-25550

Total Budget \$31,835

Sub-Award No.: S-6286-SAC

CFDA No. 10.223

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1723_000000_10000_8199	Other Federal Revenues : Santa Ana College		15,335		31,835		16,500
<b>A. Senior/Key Person</b>							
12_1723_679000_10000_5865	Indirect Costs : Santa Ana College (28%) Exclude all participant support costs.	1,094		2,188		1,094	
12_1723_619000_16410_1483	<b>Beyond Contr - Reassigned Time : Biology</b> Dr. Kimo Morris, PI at SAC (stipend) - Oversee program components and experiential learning, faculty mentor to students, guide students through development and implementation of research projects, and attend mentor meetings/workshops. FY 16/17 stipend: \$3,325 FY 17/18 stipend: \$3,207	3,325		6,532		3,207	
12_1723_619000_16410_3115	STRS - Non-Instructional : Biology	418		881		463	
12_1723_619000_16410_3325	Medicare - Non-Instructional : Biology	48		94		46	
12_1723_619000_16410_3435	H & W - Retiree Fund Non-Inst : Biology	33		149		116	
12_1723_619000_16410_3515	SUI - Non-Instructional : Biology	2		4		2	
12_1723_619000_16410_3615	WCI - Non-Instructional : Biology	80		152		72	
<b>B. Other Personnel</b>							
12_1723_647000_16410_2340	<b>Student Assistants - Hourly : Biology</b>	3,000		3,000		0	
12_1723_647000_16410_3315	OASDHI - Non-Instructional : Biology	66		66		0	
12_1723_647000_16410_3325	Medicare - Non-Instructional : Biology	16		16		0	

5.1 (8)

**SPECIAL PROJECT DETAILED BUDGET #1723**

**NAME: United States Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA)  
Hispanic-Serving Institutions (HSI) Education Grants Program - Urban Agriculture Community-Based  
Research Experience (U-ACRE 3.0) - Santa Ana College  
FISCAL YEAR 2017/2018**

CONTRACT PERIOD: 09/01/2017 - 08/31/2018 (Year 2)

PROJ. ADM. Michelle Priest

CONTRACT INCOME:

PROJ. DIR. A. Kimo Morris

FY 16/17 Year 1 \$16,500

Date: 9/25/2017

FY 16/17 Expenses **(\$1,165)**

Prime Sponsor: USDA/National Institute of Food and Agriculture

FY 17/18 Carryover \$15,335

Fiscal Agent: CSU Fullerton Auxiliary Services Corporation

FY 17/18 Year 2 \$16,500

Prime Award No.: 2016-38422-25550

Total Budget \$31,835

Sub-Award No.: S-6286-SAC

CFDA No. 10.223

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1723_647000_16410_3435	H & W - Retiree Fund Non-Inst : Biology	109		109		0	
12_1723_647000_16410_3615	WCI - Non-Instructional : Biology	68		68		0	
<b>C. Equipment Description</b>							
<b>D. Travel</b>							
<b>E. Participant Support</b>							
12_1723_675000_16410_5905	Other Participant Travel Exp : Biology Travel for students to attend professional conferences and make presentations.	835		2,835		2,000	
12_1723_732000_16410_7630	Supplies Paid for Students : Biology lab supplies/materials for students for experiential learning to enhance student learning with a focus on sustainability community research.	2,000		4,000		2,000	
12_1723_732000_16410_7650	Stipends Paid to Students : Biology Stipends for students (five students at \$1,500/per year) - will be involved in community research, participate in service-learning internship classes and in local community projects, and will be provided peer mentoring and participate in group meetings and presentations.	4,241		11,741		7,500	
<b>Total 1723 - USDA U-ACRE Yr. 2 17/18</b>		<b>15,335</b>	<b>15,335</b>	<b>31,835</b>	<b>31,835</b>	<b>16,500</b>	<b>16,500</b>

5.1 (9)

**SPECIAL PROJECT DETAILED BUDGET # 1745**  
**NAME: Veterans Upward Bound Program II - Year 1 of 5 (SAC)**  
**FISCAL YEAR: 2017/2018 and 2018/2019**

CONTRACT PERIOD: 10/1/2017 - 9/30/2018

PROJ. ADM.: Alicia Kruienza

CONTRACT INCOME: \$263,938

PROJ. DIR.: Brenda Estrada

CFDA #: 84.047V

Date: 9/25/2017

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: P047V170042

GL Account String	Description	New Budget	
		Debit	Credit
12-1745-000000-10000-8120	Higher Education Act : Santa Ana College		263,938
12-1745-679000-10000-5865	Indirect Costs : Santa Ana College (8%) Exclude stipends paid to students	19,195	
12-1745-499900-18200-1310	Part-Time Instructors : SAC Continuing Ed-Instructi Adjunct Instructor, \$51.64/hr. x 6 hrs./wk. x 12 wks.	3,627	
12-1745-499900-18200-3111	STRS - Instructional : SAC Continuing Ed-Instructio	523	
12-1745-499900-18200-3321	Medicare - Instructional : SAC Continuing Ed-Instru	53	
12-1745-499900-18200-3431	H & W - Retiree Fund Inst : SAC Continuing Ed-Instr	132	
12-1745-499900-18200-3511	SUI - Instructional : SAC Continuing Ed-Instruction	2	
12-1745-499900-18200-3611	WCI - Instructional : SAC Continuing Ed-Instruction	82	
12-1745-499900-19725-4310	Instructional Supplies : Veterans Resource Center Supplies, textbooks and reference materials for VUB participants, and other supplies for educational activities. \$70/month x 12 months	840	
12-1745-631000-19725-1430	Part-Time Counselors : Veterans Resource Center Adjunct Counselor, \$57.35/hr. x 10 hrs./wk. x 36 wks.	20,646	
12-1745-631000-19725-3115	STRS - Non-Instructional : Veterans Resource Center	2,979	
12-1745-631000-19725-3325	Medicare - Non-Instructional : Veterans Resource Ce	299	
12-1745-631000-19725-3435	H & W - Retiree Fund Non-Inst : Veterans Resource C	749	
12-1745-631000-19725-3515	SUI - Non-Instructional : Veterans Resource Center	10	
12-1745-631000-19725-3615	WCI - Non-Instructional : Veterans Resource Center	465	
12-1745-648000-19725-2110	Classified Management : Veterans Resource Center Brenda Estrada, Director Special Programs (50%) (H-2)	43,306	
12-1745-648000-19725-2130	Classified Employees : Veterans Resource Center Abel Arredondo, Student Program Spec. (10-6 +5%L)	58,196	
12-1745-648000-19725-2340	Student Assistants - Hourly : Veterans Resource (3) Tutors \$14.25/hr. x 15 hrs./wk. x 44 wks.	28,215	
12-1745-648000-19725-3215	PERS - Non-Instructional : Veterans Resource Center	16,037	
12-1745-648000-19725-3315	OASDHI - Non-Instructional : Veterans Resource Cent	6,465	
12-1745-648000-19725-3325	Medicare - Non-Instructional : Veterans Resource Ce	1,512	
12-1745-648000-19725-3415	H & W - Non-Instructional : Veterans Resource Cente	26,865	
12-1745-648000-19725-3435	H & W - Retiree Fund Non-Inst : Veterans Resource C	4,809	
12-1745-648000-19725-3515	SUI - Non-Instructional : Veterans Resource Center	52	
12-1745-648000-19725-3615	WCI - Non-Instructional : Veterans Resource Center	2,981	
12-1745-648000-19725-3915	Other Benefits - Non-Instruct : Veterans Resource C	2,765	

**SPECIAL PROJECT DETAILED BUDGET # 1745**  
**NAME: Veterans Upward Bound Program II - Year 1 of 5 (SAC)**  
**FISCAL YEAR: 2017/2018 and 2018/2019**

**CONTRACT PERIOD: 10/1/2017 - 9/30/2018**  
**CONTRACT INCOME: \$263,938**  
**CFDA #: 84.047V**  
**PRIME SPONSOR: U.S. Department of Education**  
**FISCAL AGENT: Rancho Santiago CCD**  
**PRIME AWARD #: P047V170042**

**PROJ. ADM.: Alicia Kruienza**  
**PROJ. DIR.: Brenda Estrada**  
**Date: 9/25/2017**

GL Account String	Description	New Budget	
		Debit	Credit
12-1745-648000-19725-4610	Non-Instructional Supplies : Veterans Resource Cent Office supplies: paper reams, folders, binders, filing folders, labels, toner, post-it notes, pens, pencils and other as needed. \$85/month x 12 months	1,020	
12-1745-648000-19725-4710	Food and Food Service Supplies : Veterans Resource Food for VUB program trainings or workshops, campus visits, and VUB program recognition ceremony.	770	
12-1745-648000-19725-5100	Contracted Services : Veterans Resource Center	6,080	
12-1745-648000-19725-5220	Mileage/Parking Expenses : Veterans Resource Center	973	
12-1745-648000-19725-5300	Inst Dues & Memberships : Veterans Resource Center National Association of Veteran's Upward Bound	150	
12-1745-648000-19725-5940	Reproduction/Printing Expenses : Veterans Resource	500	
12-1745-648000-19725-5950	Software License and Fees : Veterans Resource Cente TRIO Student Access database and maintenance support service fee	2,000	
12-1745-675000-19725-5210	Conference Expenses : Veterans Resource Center - National Conference \$2,016 - Director & Specialist/Counselor travel: Regional Conference \$1,241 x 2 = \$2,482 - TRIO professional dvlp. training \$271 x 2 = \$542	5,040	
12-1745-732000-19725-7650	Stipends Paid to Students : Veterans Resource \$40/stipend x 40 VUBP students x 3 stipends	4,800	
12-1745-732000-19725-7670	Other Exp Paid for Students : Veterans Resource Admission fees cultural events/educational sites: \$22.50/ea. x 40 participants x 2 sites	1,800	
<b>Total 1745 - VUBP II Yr. 1 FY 17/18 (SAC)</b>		<b>263,938</b>	<b>263,938</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: October 9, 2017
Re: Approval of Sub-Agreement between RSCCD and City of Santa Ana for the Community Colleges Basic Skills and Student Outcomes Transformation Program (#DO-17-2058-01)	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District on behalf of Santa Ana College received a grant award entitled, Community Colleges Basic Skills and Student Outcomes Transformation Program, grant award #15-068-035 from the California Community Colleges Chancellor's Office, Academic Affairs Division. The grant award amount is \$1,500,000, and the performance period is July 1, 2016 through July 30, 2019 (three-year implementation period). The purpose of the program is to improve the progression rate of basic skills students from remedial education to college level instruction. Colleges that receive funding will need to implement or expand evidence-based practices and principles that are innovative, sustainable and redesign in the areas of assessment, student services, and instruction that are geared toward improving basic skills students' progress toward college readiness at a faster rate. The intent of the program is to move a greater proportion of basic skills students from remedial instruction to college-level instruction in a shorter time period than what the college is currently achieving.

**ANALYSIS**

Basic Skills and Student Outcomes Transformation Program funds will be sub-awarded to the City of Santa Ana – Santa Ana WORK Center to provide Santa Ana College adult education students with workforce education services that include comprehensive assessment, case management, supportive services and job development/job creation. Santa Ana College School of Continuing Education will work collaboratively with the Santa Ana WORK Center to provide job development services that include employment referrals and job placement to eligible students. The enclosed sub-agreement (#DO-17-2058-01) outlines the terms of the project. The period of performance for this agreement is from October 10, 2017 to June 30, 2018. The total cost shall not exceed \$91,906.00.

The project director is Nilo Lipiz, Dean of Instruction & Student Services, and the project administrator is Dr. James Kennedy, Vice President of Continuing Education.

**RECOMMENDATION**

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

Fiscal Impact: \$91,906.00 (grant-funded)	Board Date: October 9, 2017
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
CITY OF SANTA ANA**

This sub-agreement (hereinafter “Agreement”) is entered into on this 9<sup>th</sup> day of October 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and the City of Santa Ana, a charter city and municipal corporation duly organized and existing under the Constitution and laws of the State of California (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received a grant award entitled, “Community Colleges Basic Skills and Student Outcomes Transformation Program” Prime Award #15-068-035 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office, Academic Affairs Division (hereinafter “PRIME SPONSOR”) that provides funding to competitively selected colleges for use to adopt or expand the use of evidence-based models of academic assessment, placement, remediation, and student support in order to accelerate the progress of underprepared students toward accomplishing educational and career goals.

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

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

NOW, THEREFORE, the Parties agree as follows:

1. Statement of Work  
SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.
2. Period of Performance  
The period of performance for this Agreement shall be from October 10, 2017 through June 30, 2018.
3. Total Cost  
The total cost to RSCCD for performance of this Agreement shall not exceed **\$91,906.00** USD.
4. Budget  
SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Project Budget (*Exhibit B*), which by reference is incorporated into this Agreement.

5. Payment

Disbursement of funds will begin upon RSCCD's receipt of the fully executed Agreement and a detailed invoice for the disbursement. RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

6. Invoices

Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment. SUBCONTRACTOR shall submit invoices on or before the 15<sup>th</sup> day of the month following the month in which SUBCONTRACTOR's services are performed. Final payment is contingent upon successful completion of the Scope of Work (*Exhibit A*), upon receipt of a final invoice requesting payment due by **July 6, 2018**, and the Project Director's certification of the final report. Invoices should be submitted to the following address:

Rancho Santiago Community College District  
Santa Ana College School of Continuing Education  
Centennial Education Center  
Attn.: Nilo Lipiz, Dean of Instruction & Student Services  
2900 W. Edinger Avenue  
Santa Ana, CA 92704

7. Reporting

- (a) Progress Reports. Through this Agreement, SUBCONTRACTOR agrees to provide data and submit reports consistent with the scope of Work (*Exhibit A*), upon request, for the duration of the Grant.
- (b) Final Reports. SUBCONTRACTOR agrees to submit a final expenditure report and a final project report summarizing completion of the project consistent with the scope of Work (*Exhibit A*). The final reports are due **July 6, 2018**.
- (c) SUBCONTRACTOR will submit reports to the Project Director via email at Lipiz\_Nilo@sac.edu in a timely manner.

8. Expenditure of Grant Funds

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

9. Time Extensions

RSCCD will not be requesting a time extension for program activities from the PRIME SPONSOR. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **June 30, 2018**.

10. Independent Contractor

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

11. Subcontract Assignment

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

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

12. Rules for Deliverables

- (a) Any document or written report prepared in whole or in part by Parties shall reference the funding source (Basic Skills and Student Outcomes Transformation Program) relating to the preparation of such document or written report.
- (b) All products resulting from this Agreement or its subcontracts in whole or in part shall reference the California Community Colleges, Chancellor's Office and the specific funding source (Basic Skills and Student Outcomes Transformation Program).
- (c) All references to the project shall include the phrase, "funded in part by the California Community Colleges, Chancellor's Office."

13. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of five (5) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

14. Audit

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

15. Insurance

The Parties are self-insured public entities for the purposes of professional liability, general liability and workers' compensation. Each Party warrant that through its program of self-insurance it has adequate liability, general liability and workers' compensation to provide coverage for liabilities arising out of the Parties performance of this contract.

16. Mutual Indemnification

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

17. Termination

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

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

18. Disputes

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

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

criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

19. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

**Rancho Santiago Community College District:**

**Primary Contact:**

Nilo Lipiz, Dean of Instruction & Student Services  
Santa Ana College School of Continuing Education  
Centennial Education Center  
2900 W. Edinger Avenue  
Santa Ana, CA 92704  
(714) 241-5724; Lipiz\_Nilo@sac.edu

**Fiscal Contact:**

Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services  
2323 North Broadway, Ste. 404-1  
Santa Ana, CA 92706  
(714) 480-7340, Hardash\_Peter@rsccd.edu

**SUBCONTRACTOR:**

City of Santa Ana

**Primary Contact:**

Carlos de la Riva, WORK Center Director  
Community Development Agency, Santa Ana WORK Center  
1000 E. Santa Ana Blvd., Suite 200  
Santa Ana, CA 92701  
(714) 565-2629; cdelariva@santa-ana.org

**Fiscal Contact:**

Susan Gorospe, Management Analyst  
20 Civic Center Plaza  
Santa Ana, CA 92701  
(714) 647-5379; sgorospe@santa-ana.org

20. Unenforceable Provision

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the Parties agree that all other provisions of this Agreement remain in full force and effect and shall not be affected thereby.

21. Waiver

Any waiver by RSCCD of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term. Failure on the part of RSCCD to require full, exact, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms of this Agreement, or stopping RSCCD from enforcing the terms of this Agreement.

22. Severability

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way.

23. Amendments

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

As the Agreement is contingent upon the availability of funds, and is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

24. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, eff. 05/2015 and Article II, eff. 05/2014), as set forth and incorporated into this Agreement by reference. As the Grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

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

25. Assurances

By signing this Agreement, the Parties certify they will comply with the Grant Legal Terms and Conditions as outlined in Article I and Article II provided by the California Community Colleges Chancellor's Office, as set forth and incorporated into this Agreement by reference.

By signing this Agreement, the Parties certify they will comply with state and federal requirements for Standards of Conduct, Workers' Compensation Insurance, Participation in

*Sub-Agreement between RSCCD and City of Santa Ana*

Grant-Funded Activities, Non-Discrimination, Accessibility for Persons with Disabilities, Drug-Free Workplace Certification, Intellectual Property, and Debarment and Suspension, and will adhere to these legal standards and requirements in the performance of work related to this Agreement.

**26. Total Agreement**

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

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

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: City of Santa Ana

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter J. Hardash  
Vice Chancellor

Name: \_\_\_\_\_

Title: Business Operations/Fiscal Services

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Board Approval Date: October 9, 2017

\_\_\_\_\_  
**Employer/Taxpayer Identification Number (EIN)**

List of Exhibits

- Exhibit A: Scope of Work  
Exhibit B: Project Budget  
Exhibit C: Legal Terms and Conditions (Articles I and Article II)

**CITY OF SANTA ANA  
SCOPE OF WORK**

**BACKGROUND**

For over 20 years, the City of Santa Ana's WORK Center has demonstrated its abilities in designing, implementing and managing a full array of workforce development programs to area residents. In 1996, the City of Santa Ana further expanded its services by opening the Santa Ana W/O/R/K Center and later partnering with various agencies, including the State Employment Development Department, Orange County Social Services Agency, Department of Rehabilitation, Rancho Santiago Community College District, Goodwill Industry and community-based organizations to ensure a comprehensive and integrated service delivery in a One-Stop environment. These services have benefited youth, adults, dislocated workers, and families on-aid.

In response to the Workforce Innovation and Opportunity Act's (WIOA) vision, the WORK Center is taking a leadership role by broadening and strengthening the current network of partnerships. WIOA's centerpiece to build a better aligned workforce system is a more holistic approach to the programs, especially the Title I programs and the Title II adult basic education program. There are numerous instances where WIOA either requires or facilitates better coordination between these programs. The WORK Center's primary role is to bridge gaps and coordinate services among such partners to ensure that job seekers are provided comprehensive services, including participant co-enrollment.

**PLANNED APPROACH**

The Santa Ana WORK Center, will assume the responsibility to insure that WIOA eligible students enrolled at Santa Ana College eligible participants receive needed WIOA services. These services may include one or more of the following services:

1. **Comprehensive Assessment:** This activity is designed to determine the skills, interests, abilities, educational requirements and supportive service needs for the participants. The assessment will be the basis for the development of an Individual Employment Plan (IEP) that will outline the strategies required for success in the program.
2. **Counseling/Case Management:** This activity will insure that each participant receives individualized attention during all aspects of the project. The Case Manager will act as liaison with the training provider, supportive services providers and other agencies to insure that the participant successfully completes training. The Case Manager will evaluate the, perhaps, differing needs of the incumbent workers and dislocated workers participating in this project.
3. **Supportive Services:** As part of the IEP, supportive services will be identified and the participant will receive assistance in those services. Supportive services include but not limited to, transportation assistance, clothing assistance, assistance with tool purchases or testing fees.
4. **Job Development/Job Creation:** The Employer Services team will interact, with the local business community. The goal is to insure that sufficient employment opportunities are created for WIOA eligible students who are co-enroll in this program.

**PROJECT BUDGET**

	<b>Administrative Cost (Not to Exceed 10%)</b>	<b>Total Program Cost</b>	<b>Match/In Kind</b>
<b>Personnel Salaries</b>			
1 Workforce Specialist II-.50 FTE		\$37,885.00	
1 Sr. Special Employment Counselor-PTE		\$15,605.00	
1 Sr. Special Employment Counselor-PTE		\$15,605.00	
<b>Benefits</b>			
1 Workforce Specialist II-.50 FTE		\$15,154.00	
1 Sr. Special Employment Counselor-PTE		\$1,130.00	
1 Sr. Special Employment Counselor-PTE		\$1,130.00	
<b>Total Personnel Salaries &amp; Benefits</b>	<b>\$0.00</b>	<b>\$86,509.00</b>	
<b>Operating Expenses</b>			
Rent		\$0.00	
Utilities		\$0.00	
Phones		\$0.00	
Internet Fees		\$0.00	
Parking Fees		\$0.00	
Security		\$0.00	
IT Maintenance		\$0.00	
Insurance		\$0.00	
Equipment rental fees*		\$0.00	
Equipment rental fees*		\$0.00	
Vehicle lease*		\$0.00	
Office expenses (consumables)		\$0.00	
Accounting Services		\$0.00	
Legal Services		\$0.00	
Auditing Services		\$0.00	
Indirect Cost*		\$5,397.00	
Staff Training		\$0.00	
Staff Conferences		\$0.00	
Roadtrip Nation - Youth Program		\$0.00	
Participant Wages*		\$0.00	
Supportive Services*		\$0.00	
Participant Incentives*		\$0.00	
Youth Conferences		\$0.00	
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$5,397.00</b>	<b>\$0.00</b>
<b>GRAND TOTAL (Personnel + Operating)</b>	<b>\$0.00</b>	<b>\$91,906.00</b>	<b>\$0.00</b>

**Chancellor's Office, California Community Colleges**

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**ARTICLE I**

(For VTEA, FII and other grants commencing July 1st)  
(Effective May 2015)

**Community Colleges Basic Skills and Student Outcomes Transformation  
Program  
Program-Specific Legal Terms and Conditions**

**ARTICLE II**

**Standard Legal Terms and Conditions**  
(Effective May 2014)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: October 9, 2017
Re: Approval of Fourth Amendment to Sub-Agreement between RSCCD and Project Tomorrow for the California Career Pathways Trust Grant – Year 3	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District, on behalf of Santiago Canyon College, received a California Career Pathways Trust grant award from the California Department of Education for the Orange County Teacher Pathway Partnership (OC TPP) project. The partnership includes community colleges, a California State University, K-12 school districts, non-profit and community partners, WIBs, and business partners. The OC TPP will develop articulated pathways to postsecondary education and establish connections among businesses, K–12 schools, and community colleges to better prepare students for the 21<sup>st</sup> century workplace and provide real-world experience and hands-on learning. Students will build skills in an integrated, standards-based academic and career-relevant sequenced curriculum, be able to earn certificates and state-approved licenses for early entrance into employment as paraprofessionals, and will be in pathways that culminate in a post-baccalaureate teaching credential. The grant award is \$6 million and the grant term is July 1, 2014 through June 30, 2019 (five-year project cycle).

**ANALYSIS**

The enclosed fourth amendment represent an extension to the performance period of Grant year 3 from July 1, 2014 through June 30, 2017, to be extended to September 30, 2017 for project partner Project Tomorrow (#DO-14-2501-05.04).

The project administrator is Ruth Babeshoff and the project director is Janis Perry.

**RECOMMENDATION**

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

Fiscal Impact: none	Board Date: October 9, 2017
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**FOURTH AMENDMENT TO AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
PROJECT TOMORROW**

This fourth amendment (hereinafter “Amendment”) is entered into on this 9<sup>th</sup> day of October 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Project Tomorrow (hereinafter “SUBCONTRACTOR”) to amend that certain Agreement #DO-14-2501-05 dated October 13, 2014 (Grant year 1), the First Amendment #DO-14-2501-05.01 dated August 17, 2015 (Grant year 2), the Second Amendment #DO-14-2501-05.02 dated September 12, 2016 (Grant year 2 extension of term), and the Third Amendment #DO-14-2501-05.03 (Grant year 3) dated September 12, 2016 between the parties with a term of July 1, 2014 through June 30, 2017 (hereinafter “Term”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

**WHEREAS**, RSCCD received a grant award entitled “California Career Pathways Trust,” Prime Award #14-25239-6668-00 (hereinafter “Grant”) from the California Department of Education (hereinafter “PRIME SPONSOR”). The purpose of the Grant is to develop and provide an articulated Careers in Education pathway to postsecondary education aligned with regional economic sectors and establish career pathway programs that connect businesses, K–12 schools, and community colleges to better prepare students for the 21<sup>st</sup> century workplace and provide real-world experience and hands-on learning for students;

**WHEREAS**, funding was awarded to the Orange County Teacher Pathway Partnership (hereinafter “OC TPP”) program for a regional consortium including community colleges, a California State University, K-12 school districts, non-profit and community partners, WIBs, and business partners;

**WHEREAS**, RSCCD will serve as the Fiscal Agent for the State funds received under this Grant;

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

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

**NOW, THEREFORE** it is mutually agreed by the Parties to amend the following:

**Period of Performance will be amended as follows:**

2. Period of Performance

The Term for this Agreement of July 1, 2014, through June 30, 2017, **shall be extended to September 30, 2017**, for the Grant year 3 (fiscal year 2016/2017). NOTE: The entire term of the Grant is for five years from July 1, 2014 - June 30, 2019, with Grant funds available for four years, from July 1, 2014 - June 30, 2018 and a Grant sustainability cycle of July 1, 2018 - June 30, 2019. RSCCD will develop amendments to the Agreement on an annual basis, rather than for the entire Term.

SUBCONTRACTOR with a balance of unspent Grant funds in year 3 (fiscal year 2016/2017) agrees to provide the Project Director with a budget narrative that identifies the spending plan for any remaining funds for year 3 for the Term of this Agreement.

SUBCONTRACTOR with a balance of match commitment funds in year 3 (fiscal year 2016/2017) agrees to provide the Project Director with a budget narrative that identifies matching costs for any remaining match balance for year 3 for the Term of this Agreement.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this Amendment, remain unchanged.

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

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: Project Tomorrow

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter J. Hardash  
Vice Chancellor

Name: \_\_\_\_\_

Title: Business Operations/Fiscal Services

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Board Approval Date: October 9, 2017

95-4581958  
Employer/Taxpayer Identification Number (EIN)

**AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
PROJECT TOMORROW**

This agreement (hereinafter “Agreement”) is entered into on this 13<sup>th</sup> day of October, 2014 between Rancho Santiago Community College District (hereinafter “RSCCD”) and *Project Tomorrow* (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

**WHEREAS**, RSCCD has received a grant award entitled California Career Pathways Trust (Grant No. 14-25239-6668-00) (hereinafter “Grant”) from the California Department of Education (hereinafter “PRIME SPONSOR”). The purpose of the Grant is to develop and provide an articulated Careers in Education pathway to postsecondary education aligned with regional economic sectors and establish career pathway programs that connect businesses, K–12 schools, and community colleges to better prepare students for the 21<sup>st</sup> century workplace and provide real-world experience and hands-on learning for students;

**WHEREAS**, funding was awarded to the Orange County Teacher Pathway Partnership (hereinafter “OC TPP”) program for a regional consortium including community colleges, a California State University, K-12 school districts, non-profit and community partners, WIBs, and business partners;

**WHEREAS**, RSCCD will serve as Fiscal Agent for the State funds received under this Grant;

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

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

**NOW, THEREFORE** RSCCD and SUBCONTRACTOR do covenant and agree as follows:

**ARTICLE I**

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work described in the Scope of Work (*Exhibit A*) and in the Grant Application (*Exhibit B*), which by reference are incorporated into this Agreement.

2. **Period of Performance**

The period of performance for this Agreement shall be from July 1, 2014 through June 30, 2015. NOTE: The entire term of the Grant is for five years from July 1, 2014 to June 30, 2019, with grant funds available for four years, from July 1, 2014 – June 30, 2018. RSCCD will develop agreements on an annual basis, rather than for the entire term.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed **\$36,600** USD.

4. Matching Cost

SUBCONTRACTOR agrees to provide the match of **\$100,710**, detailed in the Budget and Budget Narrative, approved in the grant application, for the time period of this Agreement (refer to Article I.2. "Period of Performance").

5. Budget, Payment and Invoicing

(a) Budget. SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Budget and Budget Narrative (*Exhibit C*), and which by this reference is incorporated herein and made a part hereof as if fully set forth. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures exceed 10 percent of the authorized budget item total in the Budget.

(b) Payments. Beginning upon execution of this Agreement, no more often than once per quarter, and upon receipt of SUBCONTRACTOR's invoice by RSCCD, RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

(c) Invoices. Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment (refer to Invoice Template, *Exhibit D*). Back-up documentation includes, but is not limited to, ledgers, journals, time sheets, invoices, bank statements, canceled checks, receipts, receiving records, and records of services provided. Final payment is contingent upon completion of Scope of Work as described in *Exhibit A*. SUBCONTRACTOR shall submit invoices on or before the 15<sup>th</sup> day of each quarter. Submit invoices to the following address:

**ATTN: Janis Perry, OC TPP Project Director**  
**Santiago Canyon College**  
**8045 East Chapman Avenue**  
**Orange, CA 92869**

6. Reporting

(a) Progress Reports. SUBCONTRACTOR agrees to submit quarterly progress reports (*Exhibit E*), in reference to the Scope of Work (*Exhibit A*) included in this Agreement, and submit quarterly match reports, as applicable. Reports are due on a quarterly basis as follows: October 30<sup>th</sup>, January 30<sup>th</sup>, April 30<sup>th</sup>, and July 30<sup>th</sup>. If the report due date falls on a weekend or holiday, the report will be due the day before the due dates listed above.

(b) Annual Report. SUBCONTRACTOR agrees to submit an annual expenditure report, an annual progress report and an end-of-year project report to show (1) student momentum points, (2) program outcomes measures, and (3) program deliverables are being met as they affect the services hereunder consistent with the Scope of Work, *Exhibit A*.

(c) Match Reports. SUBCONTRACTOR shall submit itemized reports of the match contribution, as applicable, indicating the in-kind or cash value of the contribution, and include back documentation. Refer to the Match Sources Report template, *Exhibit F*.

7. Expenditure of Grant Funds.

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

8. Modifications

The Parties hereto agree that program components and service levels detailed in the Scope of Work may be modified so long as the Total Cost under this Agreement is not increased and the Scope of Work and objectives of the program are not significantly altered. However, any such modification shall not be made without the prior written notification of RSCCD and acceptance by SUBCONTRACTOR. Any requests for changes in the Scope of Work and objectives require written approval and should be coordinated through RSCCD for submission to the PRIME SPONSOR.

9. Time Extensions. As the full term of the Grant is from July 1, 2014 to June 30, 2019, and agreements will be developed on an annual basis for the entire term of the Grant, extensions will be addressed through annual modifications to Agreements, including revised Scope of Works, Budgets and Budget Narratives, to extend the term and increase the total costs for work to be performed in the new project year: e.g., 2015/2016, 2016/2017 and 2017/2018. NOTE: As Grant funds are only available from July 1, 2014 to June 30, 2018, time extensions for use of Grant funds will be possible up to but not beyond June 30, 2018, and require approval by RSCCD.

10. Sub-Contract Assignment

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

SUBCONTRACTOR shall insure that all sub-contracts for services and contracted staff are procured in a manner consistent with SUBCONTRACTOR policies.

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

11. Record Keeping

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

12. Audit

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

13. Mutual Indemnification

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

14. Termination

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

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

15. Disputes

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

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within

thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

**Rancho Santiago Community College District**  
**Attn: Peter J. Hardash, Vice Chancellor**  
**Business Operations and Fiscal Services**  
**2323 North Broadway, Ste. 404-1**  
**Santa Ana, CA 92706**  
**(714) 480-7340, [hardash\\_peter@rsccd.edu](mailto:hardash_peter@rsccd.edu)**

**Santiago Canyon College**  
**Attn: Janis Perry, OC TPP Project Director**  
**8045 East Chapman Avenue**  
**Orange, CA 92869**  
**(714) 628-4779, [perry\\_janis@sccollege.edu](mailto:perry_janis@sccollege.edu)**

**Project Tomorrow**  
**Main Contact: Julie Evans, Chief Executive Officer**  
**15707 Rockfield Blvd., Ste. 250**  
**Irvine, CA 92618**  
**949-609-4660 ext. 15, [jevans@tomorrow.org](mailto:jevans@tomorrow.org)**

**Fiscal Contact: Tina Kreditor, Accounting Manager**  
**15707 Rockfield Blvd., Ste. 250**  
**Irvine, CA 92618**  
**949-609-4660 ext. 14, [tkreditor@tomorrow.org](mailto:tkreditor@tomorrow.org)**

17. Total Agreement

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

18. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the

amendment is made in writing and signed by an authorized official of both Parties.

**ARTICLE II**

1. Legal Terms and Conditions

This project will be implemented in accordance with the conditions defined in the Grant Award Notification (*Exhibit G*), the California Department of Education, California Career Pathways Trust – Request for Applications (*Exhibit H*), AB86, Section 48 Statues of 2013 (*Exhibit I*), and California Department of Education General Assurances and Certifications (*Exhibit J*), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

**IN WITNESS WHEREOF**, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of this 13<sup>th</sup> day of October 2014.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

By: 

Name: Peter J. Hardash  
Vice Chancellor

Title: Business Operations/Fiscal Services

Date: 10/21/14

Board Approval Date: October 13, 2014

SUBCONTRACTOR: PROJECT  
TOMORROW

By: 

Name: Mike Evans

Title: CEO

Date: 10/24/14

95-4581958

**Employer/Taxpayer Identification Number (EIN)**

**LIST OF EXHIBITS**

Exhibit A	Subcontractor's Scope of Work
Exhibit B	California Career Pathways Trust Grant Application
Exhibit C	Budget and Budget Narrative
Exhibit D	Invoice Template
Exhibit E	Progress Report Template
Exhibit F	Match Sources Report Template
Exhibit G	Grant Award Notification
Exhibit H	California Career Pathways Trust – Request for Applications
Exhibit I	AB86, Section 48 Statues of 2013
Exhibit J	California Department of Education General Assurances & Certifications

**FIRST AMENDMENT TO AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
PROJECT TOMORROW**

This **FIRST AMENDMENT** is entered into this 17<sup>th</sup> day of August 2015, between Rancho Santiago Community College District (hereinafter "RSCCD") and Project Tomorrow (hereinafter "SUBCONTRACTOR") to amend that certain Agreement between the parties dated October 13, 2014, with a term of July 1, 2014 through June 30, 2015, (hereinafter "Term"). RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

**WHEREAS**, RSCCD received a grant award entitled California Career Pathways Trust (Grant No. 14-25239-6668-00) (hereinafter "Grant") from the California Department of Education (hereinafter "PRIME SPONSOR"). The purpose of the Grant is to develop and provide an articulated Careers in Education pathway to postsecondary education aligned with regional economic sectors and establish career pathway programs that connect businesses, K-12 schools, and community colleges to better prepare students for the 21<sup>st</sup> century workplace and provide real-world experience and hands-on learning for students;

**WHEREAS**, funding was awarded to the Orange County Teacher Pathway Partnership (hereinafter "OC TPP") program for a regional consortium including community colleges, a California State University, K-12 school districts, non-profit and community partners, WIBs, and business partners;

**WHEREAS**, RSCCD will serve as the Fiscal Agent for the State funds received under this Grant;

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

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

**NOW, THEREFORE** it is mutually agreed by the Parties to amend the following:

**ARTICLE I**

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work described in the Scope of Work (**Exhibit A-1**) and in the Grant Application (*Exhibit B*), which by reference are incorporated into this Agreement.

2. **Period of Performance**

The Term for this Agreement of July 1, 2014, through June 30, 2015, shall be extended to June 30, 2016. NOTE: The entire term of the Grant is for five years from July 1, 2014 to June 30, 2019, with Grant funds available for four years, from July 1, 2014 – June 30, 2018. RSCCD will develop amendments to the Agreement on an annual basis, rather than for the entire Term.

3. Total Cost

The total cost to RSCCD for the Term of this Agreement shall be amended from \$36,600.00 to \$97,200.00 USD, which is comprised of year 1 funds at \$36,600.00 (2014/2015) and year 2 funds at \$60,600.00 (2015/2016) in accordance with the Budget and Budget Narrative for year 2 (Exhibit C-1), which by this reference is incorporated into this Agreement.

SUBCONTRACTOR with a balance of unspent Grant funds in year 1 (2014/2015) agrees to provide the Project Director with a budget narrative that identifies the spending plan for any remaining funds for year 1 for the Term of this Agreement.

4. Matching Cost

SUBCONTRACTOR agrees to provide the match as amended from \$100,710.00 to \$230,900.00 USD as detailed in the Budget and Budget Narrative for year 2 (Exhibit C-1) for the Term of this Agreement (refer to Article I.2. "Period of Performance"). This reflects an increase of the match amount by \$130,190.00 USD.

SUBCONTRACTOR with a balance of match commitment in year 1 (2014/2015) agrees to provide the Project Director with a budget narrative that identifies matching costs for any remaining match balance for year 1 for the Term of this Agreement..

9. Time Extensions. As the full term of the Grant is from July 1, 2014 to June 30, 2019, and amendments to the Agreement will be developed on an annual basis for the entire term of the Grant, extensions will be addressed through annual modifications to the Agreement, including revised Scope of Works, Budgets and Budget Narratives, to extend the term and increase the total costs for work to be performed in the new project year: e.g., 2015/2016, 2016/2017 and 2017/2018. NOTE: As Grant funds are only available from July 1, 2014 to June 30, 2018, time extensions for use of Grant funds will be possible up to but not beyond June 30, 2018, and require approval by RSCCD.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this FIRST AMENDMENT, remain unchanged.

**IN WITNESS WHEREOF**, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this FIRST AMENDMENT to the Agreement to be executed as of this 17<sup>th</sup> day August 2015.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SUBCONTRACTOR: Project Tomorrow

By: 

By: 

Name: Peter J. Hardash  
Vice Chancellor

Name: Julie Elias

Title: Business Operations/Fiscal Services

Title: CEO

Date: 8/17/15

Date: 9/2/15

95-4581958

Employer/Taxpayer Identification Number (EIN)

### Orange County Teacher Pathway Partnership – Project Tomorrow Activities Plan – Program Year 2015-16

Requirement	Activities to meet requirement	Program year	Person(s) responsible
<b>Instruction:</b>			
Integrated Academic and Career-based courses	<ul style="list-style-type: none"> <li>Project Tomorrow (PT) will provide access to the OST version of the YouthTEACH2Learn curriculum as well as the necessary training and support for implementation in the Educators Rising California chapters.</li> </ul>	Summer '15 - Summer '16	Program Manager
	<ul style="list-style-type: none"> <li>PT Project Manager will provide support to chapter advisers to manage all aspects of the YT2L and Educators Rising California sites.</li> </ul>	Fall '15 – Summer '16	Program Manager
	<ul style="list-style-type: none"> <li>PT will provide the full-year version of the YT2L curriculum for implementation at El Modena and Canyon high schools, as well as provide necessary training and support:                             <ul style="list-style-type: none"> <li>Students will be provided a YT2L guide and four additional reading books</li> <li>PT will provide supplies for after school lessons</li> <li>PT will provide a set of tablet computers and customized instruction in integrating instructional technology into teaching</li> <li>PT will coordinate transportation of high school students to elementary sites for clinical teaching experiences.</li> </ul> </li> </ul>	Summer '15 – Summer '16	Program Manager
	<ul style="list-style-type: none"> <li>PT Research Analyst will design and implement formative and summative evaluation of the impact of the program on students interested in teaching as a career</li> </ul>	Summer '15 – Summer '16	Research Analyst
Soft skills contextualized in CTE	<ul style="list-style-type: none"> <li>PT will work with the schools/advisors and recruit students for six Educators Rising California chapters.</li> <li>PT will work with each school advisor to register their chapter with the national Educators Rising so that they can be officially recognized.</li> <li>PT will provide polo shirts for YT2L/Educators Rising California students.</li> </ul>	Fall '15	Program Manager District Leads
Dual enrollment/early admission into aligned postsecondary career programs			
Classed offered at alternative sites			
<b>Experiential Learning</b>			
Work-based learning and job-shadowing and volunteer			

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Requirement	Activities to meet requirement	Program year	Person(s) responsible
opportunities			
Paid or unpaid internships, employment opportunities			
<b>Services:</b>			
Support services, career exploration and planning, field trips, guest speakers			
Transition Services			
Mentoring			
<b>Professional Development:</b>			
Industry sector skills analysis			
Professional development for faculty	<ul style="list-style-type: none"> <li>Project Tomorrow (PT) will plan and implement a 2 day summer training institute for YT2L/Educators Rising advisors, including development and distribution of training materials.</li> </ul>	Summer '15	Director of Advancement
	<ul style="list-style-type: none"> <li>Project Tomorrow will facilitate ongoing professional development, including a community of practice meeting regularly throughout the year, a virtual learning community, and opportunities to observe one another's teaching, using a classroom observation protocol to guide a plan-observe-debrief peer coaching cycle, at least once during the year.</li> </ul>	Fall '15 – Summer '16	Program Manager
Pre-service teachers (students on pathway) professional development/enrichment	<ul style="list-style-type: none"> <li>PT will provide access to four webinars/online conferences for students to hear from national experts on teaching and learning.</li> </ul>	Fall '15 – Summer '16	Program Manager
	<ul style="list-style-type: none"> <li>PT will work with Santiago Canyon College to plan and implement the annual Tomorrow's Teachers Conference:                             <ul style="list-style-type: none"> <li>Identify date and facilities</li> <li>Workshops and speakers</li> <li>Judges for the competitions</li> <li>Food and other logistics (i.e. parking, technology, outreach)</li> </ul> </li> <li>PT will design the competitions component for the conference.</li> <li>PT will provide access to one local education conference for a select group of Educators Rising California pre-service teachers.</li> </ul>	Fall '15 – Spring '16	Program Manager
Advisory group participation	<ul style="list-style-type: none"> <li>PT representatives (Project Manager and Director of Advancement) will participate on the Orange County Education Pathway Industry Council.</li> </ul>	Fall '15 and Spring '16	Program Manager Director of Advancement

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**ORANGE COUNTY TEACHER PATHWAY PROGRAM (OC TPP)**  
**Budget Year: 2015-16 (Year 2) - BUDGET NARRATIVE**  
**SUB-CONTRACTOR: Project Tomorrow**

Exhibit C-1

<b>Budget Narrative – Year 2 (2015-16) (MATCH)</b>	<b>Amount</b>
<b>PT In-kind contributions</b>	
Licensed access to full year YT2L curriculum; valued at 25,000 per site x 2 YT2L school sites	50,000
Licensed access to OST version of YT2L curriculum; valued at 15,000 per site x 4 CFEA chapters	60,000
20 hours of customization of YT2L curriculum (curriculum specialist staff time - 100/hr; 2 YT2L sites)	4,000
Access to managed online social networking site for program participants (20 hours of online support staff time - 50/hr; 2 YT2L sites)	2,000
CFEA conference participation for CFEA only students (50 per student - 20 students per chapter x 4 chapters)	4,000
CFEA conference participation for YT2L students (50 per student x 22 students)	1,100
Access to 4 webinars/online conferences for students to hear from national education experts (20 hours of online support staff time - \$50/hr)	1,000
YT2L/CFEA polo shirts for students (shirts = \$15 each x 130 students)	1,950
Hospitality for teacher summer training institute	200
Repurpose of FEA competition materials and eval rubric for senior capstone project	0
Conference registration for local education conference (such as CSTA) - student rate of \$100 and teacher rate of \$250 (25 students and 1 teacher from the project cohort will attend each year)	2,750
Substitute days for professional development (2 days x 4 YT2L teachers x \$223.75)	1,790
Administrative oversight by PT Director of Advancement, including participation on the Advisory Group	1,400
<b>Total - PT In-kind Contribution per year</b>	<b>130,190</b>

**ORANGE COUNTY TEACHER PATHWAY PROGRAM (OC TPP)**  
**Budget Year: 2015-16 (Year 2) - BUDGET NARRATIVE**  
**SUB-CONTRACTOR: Project Tomorrow**

Exhibit C-1

<b>Budget Narrative – Year 2 (2015-16) (FUNDED)</b>	<b>Amount</b>
<b>Salaries, stipends and benefits</b>	
Annual stipend for CFEA teacher - advisor (1500 per year stipend x 6 chapters – the 4 standalone chapters + the two YT2L classes)	9,000
Stipend for YT2L/CFEA teachers to attend 2 day summer training institute (stipend = 300 x 5 teacher/advisors)	1,500
Stipend for YT2L/CFEA teachers to participate in quarterly online community of practice (8 teachers x 8 hours x \$25/hr)	1,600
PT Project Manager salary (PM will manage all aspects of the project including the YT2L sites and the CFEA chapters)	
25% FTE of 60000	15,000
PT Project Manager benefits - 20% of salary	3,000
PT Research Analyst salary (RA will collect and analyze data on the impact of this program on students interested in teaching as a career pathway)	
10% of 60000	6,000
PT Research Analyst benefits - 20% of salary	1,200
<b>Subtotal</b>	<b>37,300</b>
<b>Books, Supplies, Student Materials, Teacher Materials</b>	
Teacher training materials - 250 per teacher/advisor x 6	1,500
Student YT2L curricular guide and portfolio - 50 per student in 2 YT2L classes only (50 students)	2,500
Student CFEA YT2L guide - 25 per student in CFEA chapters only (80 students)	2,000
Collection of 4 additional reading books for students - 50 per YT2L and CFEA students (130 students)	6,500
Supplies for YT2L students' field study lessons - 50 per lesson; 8 lessons per year; 2 YT2L classes	800
Supplies for CFEA students after school lessons - 50 per lesson, 6 lessons per year (4 CFEA chapters)	1,200
Class set of 5 tablet computers for instruction on how to integrate technology into lessons - 500 per tablet with data plan for 2 YT2L classes only	5,000

**ORANGE COUNTY TEACHER PATHWAY PROGRAM (OC TPP)**  
**Budget Year: 2015-16 (Year 2) - BUDGET NARRATIVE**  
**SUB-CONTRACTOR: Project Tomorrow**

Exhibit C-1

<b>Budget Narrative – Year 2 (2015-16) (FUNDED)</b>	<b>Amount</b>
<b>Subtotal</b>	<b>19,500</b>
<b>Travel and conferences</b>	
Student transportation to school sites for field study - 8 trips / bus service of 150 per trip for 2 YT2L sites only	2,400
CFEA conference participation for YT2L students (50 per student x 28 students)	1,400
<b>Subtotal</b>	<b>3,800</b>
<b>Total - Grant Expenses per year</b>	<b>60,600</b>

**SECOND AMENDMENT TO AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
PROJECT TOMORROW**

This second amendment (hereinafter "Amendment") is entered into on this 12<sup>th</sup> day of September 2016, between Rancho Santiago Community College District (hereinafter "RSCCD") and Project Tomorrow (hereinafter "SUBCONTRACTOR") to amend that certain Agreement #DO-12-2501-05 dated October 13, 2014, and the First Amendment #DO-12-2501-05.01 dated August 17, 2015, between the parties with a term of July 1, 2014 through June 30, 2016 (hereinafter "Term"). RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

**WHEREAS**, RSCCD received a grant award entitled "California Career Pathways Trust," Prime Award #14-25239-6668-00 (hereinafter "Grant") from the California Department of Education (hereinafter "PRIME SPONSOR"). The purpose of the Grant is to develop and provide an articulated Careers in Education pathway to postsecondary education aligned with regional economic sectors and establish career pathway programs that connect businesses, K-12 schools, and community colleges to better prepare students for the 21<sup>st</sup> century workplace and provide real-world experience and hands-on learning for students;

**WHEREAS**, funding was awarded to the Orange County Teacher Pathway Partnership (hereinafter "OC TPP") program for a regional consortium including community colleges, a California State University, K-12 school districts, non-profit and community partners, WIBs, and business partners;

**WHEREAS**, RSCCD will serve as the Fiscal Agent for the State funds received under this Grant;

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

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

**NOW, THEREFORE** it is mutually agreed by the Parties to amend the following:

**Period of Performance will be amended as follows:**

**2. Period of Performance**

The Term for this Agreement of July 1, 2014, through June 30, 2016, shall be extended to **September 30, 2016**, for the Grant year 2 (fiscal year 2015/2016). NOTE: The entire term of the Grant is for five years from July 1, 2014 - June 30, 2019, with Grant funds available for four years, from July 1, 2014 - June 30, 2018 and a Grant sustainability cycle of July 1, 2018 - June 30, 2019. RSCCD will develop amendments to the Agreement on an annual basis, rather than for the entire Term.

SUBCONTRACTOR with a balance of unspent Grant funds in year 2 (2015/2016) agrees to provide the Project Director with a budget narrative that identifies the spending plan for any remaining funds for year 2 for the Term of this Agreement.

SUBCONTRACTOR with a balance of match commitment funds in year 2 (2015/2016) agrees to provide the Project Director with a budget narrative that identifies matching costs for any remaining match balance for year 2 for the Term of this Agreement.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this Amendment, remain unchanged.

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

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

By: \_\_\_\_\_



Name: Peter J. Hardash

Vice Chancellor

Title: Business Operations/Fiscal Services

Date: \_\_\_\_\_

9/13/16

Board Approval Date: September 12, 2016

SUBCONTRACTOR: Project Tomorrow

By: \_\_\_\_\_



Name: Julie A. Evans

Title: CEO

Date: \_\_\_\_\_

9/20/16

95-4581958

Employer/Taxpayer Identification Number (EIN)

**THIRD AMENDMENT TO AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
PROJECT TOMORROW**

This third amendment (hereinafter "Amendment") is entered into on this 12<sup>th</sup> day of September 2016, between Rancho Santiago Community College District (hereinafter "RSCCD") and Project Tomorrow (hereinafter "SUBCONTRACTOR") to amend that certain Agreement #DO-12-2501-05 dated October 13, 2014, the First Amendment #DO-12-2501-05.01 dated August 17, 2015, and the Second Amendment #DO-12-2501-05.02 dated September 12, 2016, between the parties with a term of July 1, 2014 through September 30, 2016 (hereinafter "Term"). RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

**WHEREAS**, RSCCD received a grant award entitled "California Career Pathways Trust," Prime Award #14-25239-6668-00 (hereinafter "Grant") from the California Department of Education (hereinafter "PRIME SPONSOR"). The purpose of the Grant is to develop and provide an articulated Careers in Education pathway to postsecondary education aligned with regional economic sectors and establish career pathway programs that connect businesses, K-12 schools, and community colleges to better prepare students for the 21<sup>st</sup> century workplace and provide real-world experience and hands-on learning for students;

**WHEREAS**, funding was awarded to the Orange County Teacher Pathway Partnership (hereinafter "OC TPP") program for a regional consortium including community colleges, a California State University, K-12 school districts, non-profit and community partners, WIBs, and business partners;

**WHEREAS**, RSCCD will serve as the Fiscal Agent for the State funds received under this Grant;

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

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

**NOW, THEREFORE** it is mutually agreed by the Parties to amend the following:

**Statement of Work will be amended as follows:**

1. Statement of Work

SUBCONTRACTOR agrees to perform the work described in the Scope of Work (**Exhibit A-2**) and in the Grant Application (*Exhibit B*), which by reference are incorporated into this Agreement.

**Period of Performance will be amended as follows:**

2. Period of Performance

The Term for this Agreement of July 1, 2014, through September 30, 2016, **shall be extended to June 30, 2017**, for the Grant year 3 (fiscal year 2016/17). NOTE: The entire term of the Grant is for five years from July 1, 2014 - June 30, 2019, with Grant funds available for four years, from

July 1, 2014 - June 30, 2018 and a Grant sustainability cycle of July 1, 2018 - June 30, 2019. RSCCD will develop amendments to the Agreement on an annual basis, rather than for the entire Term.

**Total Cost will be amended as follows:**

3. Total Cost

The total cost to RSCCD for the Term of this Agreement shall be **\$149,600.00** USD in accordance with the Budget and Budget Narrative for Grant year 3 (fiscal year 2016/2017) (**Exhibit C-2**), which by this reference is incorporated into this Agreement.

**Matching Cost will be amendment as follows:**

4. Matching Cost

SUBCONTRACTOR agrees to provide match commitment funds of **\$190,190.00** USD as detailed in the Budget and Budget Narrative for Grant year 3 (fiscal year 2016/2017) (**Exhibit C-2**) for the Term of this Agreement (refer to "Period of Performance").

**Time Extensions will be amended as follows:**

9. Time Extensions

As the full term of the Grant is from July 1, 2014 through June 30, 2019, and amendments to the Agreement will be developed on an annual basis for the entire term of the Grant, extensions will be addressed through annual modifications to the Agreement, including revised Scope of Works, Budgets and Budget Narratives, to extend the term and increase the total costs for work to be performed in the new project year. NOTE: As Grant funds are only available from July 1, 2014 - June 30, 2018, time extensions for use of Grant funds will be possible up to but not beyond June 30, 2018, and require approval by RSCCD.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this Amendment, remain unchanged.

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

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

By: \_\_\_\_\_

Name: Peter J. Hardash

Vice Chancellor

Title: Business Operations/Fiscal Services

Date: \_\_\_\_\_

9/13/16

SUBCONTRACTOR: Project Tomorrow

By: \_\_\_\_\_

Name: Juli Evans

Title: CEO

Date: \_\_\_\_\_

9/20/16

95-4581958

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: September 12, 2016

**Orange County Teacher Pathway Partnership – Activities Plan – Program Year 2016-2017**

**Partner: Project Tomorrow**

Requirement	Activities to meet requirement	Program year 2016-17	Person(s) responsible
<b>Instruction:</b>			
Integrated Academic and Career-based courses	<ul style="list-style-type: none"> <li>• Project Tomorrow (PT) will provide access to the OST version of the YouthTEACH2Learn curriculum as well as the necessary training and support for implementation in the Educators Rising California chapters.</li> </ul>	Summer '16 - Summer '17	Program Manager
	<ul style="list-style-type: none"> <li>• PT Project Manager will provide support to chapter advisers to manage all aspects of the YT2L and Educators Rising California sites.                             <ul style="list-style-type: none"> <li>○ Support may include suggested activities, coordination of field trips, such as with Inside the Outdoors for high school students to learn about outdoor education, and coordination of chapter and class supplies</li> </ul> </li> </ul>	Fall '16 – Summer '17	Program Manager
	<ul style="list-style-type: none"> <li>• PT will provide the full-year version of the YT2L curriculum for implementation at El Modena, Canyon, Orange, and Villa Park high schools, as well as provide necessary training and support:                             <ul style="list-style-type: none"> <li>○ Students will be provided a YT2L guide, and additional reading books</li> <li>○ PT will provide supplies for hands-on science lessons</li> <li>○ PT will provide customized instruction in integrating instructional technology into teaching, including access to and training for use of the EdModo YT2L flipped learning modules covering education technology basics</li> </ul> </li> <li>• Student Instructional Assistants will help teachers with class activities weekly, including preparing for lessons, observing students, and providing students feedback on lesson planning and delivery</li> </ul>	Summer '16 – Summer '17	Program Manager Student Instructional Assistants

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Requirement	Activities to meet requirement	Program year 2016-17	Person(s) responsible
	<ul style="list-style-type: none"> <li>PT will design and implement formative and summative evaluation of the impact of the program on students interested in teaching as a career</li> </ul>	Summer '16 – Summer '17	Program Manager
Soft skills contextualized in CTE	<ul style="list-style-type: none"> <li>PT will work with the schools/advisors and recruit students for eight Educators Rising California chapters.</li> <li>PT will work with each school advisor to register their chapter with the national Educators Rising so that they can be officially recognized.</li> <li>PT will provide shirts for YT2L/Educators Rising California students.</li> <li>Student Instructional Assistants will support Educators Rising California chapters, attending meetings, mentoring students, coordinating speakers and visits to/from local colleges, etc.</li> </ul>	Fall '16  Fall '16  Fall '16	Program Manager District Leads Student Instructional Assistants
Dual enrollment/early admission into aligned postsecondary career programs			
Classed offered at alternative sites			
<b>Experiential Learning:</b>			
Work-based learning and job-shadowing and volunteer opportunities			
Paid or unpaid internships, employment opportunities	<ul style="list-style-type: none"> <li>PT will provide completion awards to students completing internships in after-school or other education programs in OUSD, SAUSD, and SCC</li> </ul>	Fall '16, Spring '17	Director of Advancement
<b>Services:</b>			
Support services, career exploration and planning, field trips, guest speakers			
Transition Services			
Mentoring			

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Requirement	Activities to meet requirement	Program year 2016-17	Person(s) responsible
<b>Professional Development:</b>			
Industry sector skills analysis			
Professional development for faculty	<ul style="list-style-type: none"> <li>Project Tomorrow (PT) will plan and implement a 2 day summer training institute for YT2L/Educators Rising California advisors, including development and distribution of training materials.</li> </ul>	Summer '16	Program Manager
	<ul style="list-style-type: none"> <li>Project Tomorrow will facilitate ongoing professional development, including a community of practice meeting regularly throughout the year, a virtual learning community, and opportunities to observe one another's teaching.</li> </ul>	Fall '16 – Summer '17	Program Manager
Pre-service teachers (students on pathway) professional development/enrichment	<ul style="list-style-type: none"> <li>PT will provide access to four webinars/online conferences for students to hear from national experts on teaching and learning.</li> <li>PT will provide independent certifications to students completing the "Teaching Science with Digital Resources" module</li> <li>PT will develop and test five additional modules to certify student knowledge and skills in industry valued topics such as instructional technology, math and science teaching, and/or supporting English Language Learners</li> </ul>	Fall '16 – Summer '17	Program Manager
	<ul style="list-style-type: none"> <li>PT will work with Santiago Canyon College to plan and implement the annual Tomorrow's Teachers Conference:                             <ul style="list-style-type: none"> <li>Identify date and facilities</li> <li>Workshops and speakers</li> <li>Judges for the competitions</li> <li>Food and other logistics (i.e. parking, technology, outreach)</li> </ul> </li> <li>PT will design the competitions component for the conference.</li> <li>PT will support attendance at the national Educators Rising conference for a select group of pathway students.</li> </ul>	Fall '16 – Spring '17	Program Manager
Advisory group participation	<ul style="list-style-type: none"> <li>PT representatives will participate on the Orange County Education Pathway Industry Council.</li> </ul>	Fall '16 and Spring '17	Director of Advancement

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**California Career Pathways Trust Grant  
Budget Narrative 2016-17 – Revised (Year 3)  
Partner: Project Tomorrow**

**Exhibit C-2**

<b>Budget Narrative – Year 3 (2016-17)</b>	<b>Amount</b>
<b>In-kind Contributions (Match)</b>	
<b>Certificated Salaries</b>	
Administrative oversight by PT CEO	5,190
<b>Books and Supplies</b>	
YT2L/Educators Rising CA polo shirts for students (shirts = \$15 each x 180 students)	2700
Hospitality for teacher summer training institute	300
<b>Services and Other Operating Expenditures</b>	
Licensed access to full year YT2L curriculum; valued at 25,000 per site x 4 YT2L school sites	100000
Completion Scholarships for Professional Internships at Santiago Canyon College, Orange Unified School District, and Santa Ana Unified School District (Rates vary by district; 140 students participating)	65,000
Customization of YT2L curriculum (curriculum specialist staff time - 100/hr; 4 YT2L sites)	3,000
Access to managed online social networking site for program participants (20 hours of online support staff time - 50/hr; 4 YT2L sites)	4000
<b>Travel and Conferences</b>	
Tomorrow's Teachers conference participation for students (50 per student – 180 students)	9,000
Access to 4 webinars/online conferences for students to hear from national education experts (20 hours of online support staff time - \$50/hr)	1000
<b>Total – In-kind Contribution per year</b>	<b>190,190</b>
<b>Grant Expenses (Funded)</b>	
<b>Certificated Salaries</b>	
Annual stipend for Educators Rising CA teacher - advisor (1,500 per year stipend x 8 chapters – the 4 standalone chapters + the 4 YT2L classes)	12,000
Stipend for teachers to attend 2 day summer training institute (stipend = 300 x 6 teacher/advisors)	1,800
Stipend for teachers to participate in a community of practice (\$25/hr)	800
PT Project Manager salary (PM will manage all aspects of the project including the YT2L sites, the Educators Rising CA chapters, the development of new certification modules, and the Student Instructional Assistants)	
67% FTE of 60000	40,000

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**California Career Pathways Trust Grant  
Budget Narrative 2016-17 – Revised (Year 3)  
Partner: Project Tomorrow**

**Exhibit C-2**

PT Director of Advancement Salary (To provide oversight, including participation on the Advisory Group)	6,000
Stipend for scoring portfolios for the Teaching Science with Digital Resources certification (\$200/entry x 25 certifications)	5,000
Stipend for development of new certification modules (\$100/hour x 50 hours = \$5,000/module x 5 modules)	25,000
Student Instructional Assistants: To support 4 YT2L and 8 Ed Rising CA teacher leaders with instruction, lesson development cycle, career exploration, and flipped learning modules (2 SIAs x \$15/hr x 10hrs/wk x 30 wks)	9,000
<b>Certificated Salaries Subtotal</b>	<b>99,600</b>
<b>Benefits</b>	
PT Project Manager, Director of Advancement, SIAs benefits – 20% of salary	<b>11,000</b>
<b>Books and Supplies</b>	
Teacher training materials - 200 per teacher/advisor x 7	1,400
Student YT2L curricular guide and portfolio - 50 per student in 4 YT2L classes only (80 students)	4,000
Student Ed Rising CA YT2L guide - 25 per student in Ed Rising CA chapters only (100 students)	2,500
Collection of additional reading books for students – (\$800 per school)	6,400
Lesson Supplies for YT2L students' field study lessons (corresponding to materials list in YT2L for hands-on science lessons) - 50 per lesson; 8 lessons per year; 4 YT2L classes	1600
Supplies for Ed Rising CA activities (e.g. after-school lessons, field trips, teacher appreciation week, etc.) – (\$200 per school x 4 schools)	800
Class set of computers for instruction on how to integrate technology into lessons - 4 YT2L classes only	10000
<b>Subtotal</b>	<b>26,700</b>
<b>Travel and Conferences</b>	
Student transportation and fees to accompany elementary YT2L sites to Inside the Outdoors	4800
Tomorrow's Teachers Conference participation (\$50/student x 80)	4,000
Educators Rising national conference participation (\$500 x 7 students)	3,500
<b>Subtotal</b>	<b>12,300</b>
<b>Total - Grant Expenses per year</b>	<b>149,600</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: October 9, 2017
Re: Approval of Fifth Amendment to Sub-Agreement between RSCCD and Project Tomorrow for the California Career Pathways Trust Grant – Year 4	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District, on behalf of Santiago Canyon College, received a California Career Pathways Trust grant award from the California Department of Education for the Orange County Teacher Pathway Partnership (OC TPP) project. The partnership includes community colleges, a California State University, K-12 school districts, non-profit and community partners, WIBs, and business partners. The OC TPP will develop articulated pathways to postsecondary education and establish connections among businesses, K–12 schools, and community colleges to better prepare students for the 21<sup>st</sup> century workplace and provide real-world experience and hands-on learning. Students will build skills in an integrated, standards-based academic and career-relevant sequenced curriculum, be able to earn certificates and state-approved licenses for early entrance into employment as paraprofessionals, and will be in pathways that culminate in a post-baccalaureate teaching credential. The grant award is \$6 million and the grant term is July 1, 2014 through June 30, 2019 (five-year project cycle).

**ANALYSIS**

The enclosed fifth amendment to the agreement represents year 4 (FY 2017/18) of funding for this project to amend the performance period of July 1, 2014 through September 30, 2017, to be extended to June 30, 2018, and to designate the award amount for project partner Project Tomorrow as listed below:

<b><u>Sub-Contractor</u></b>	<b><u>Amendment No.</u></b>	<b><u>Grant Funds</u></b>	<b><u>In-Kind Match</u></b>
Project Tomorrow	DO-14-2501-05.05	\$125,600.00	\$280,490.00

The project administrator is Ruth Babeshoff and the project director is Janis Perry.

**RECOMMENDATION**

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

Fiscal Impact: \$125,600.00 (grant-funded)	Board Date: October 9, 2017
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**FIFTH AMENDMENT TO AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
PROJECT TOMORROW**

This fifth amendment (hereinafter “Amendment”) is entered into on this 9<sup>th</sup> day of October 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Project Tomorrow (hereinafter “SUBCONTRACTOR”) to amend that certain Agreement #DO-14-2501-05 dated October 13, 2014 (Grant year 1), the First Amendment #DO-14-2501-05.01 dated August 17, 2015 (Grant year 2), the Second Amendment #DO-14-2501-05.02 dated September 12, 2016 (Grant year 2 extension of term), the Third Amendment #DO-14-2501-05.03 dated September 12, 2016 (Grant year 3), and the Fourth Amendment #DO-14-2501-05.04 dated October 9, 2017 (Grant year 3 extension of term) between the parties with a term of July 1, 2014 through September 30, 2017 (hereinafter “Term”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

**WHEREAS**, RSCCD received a grant award entitled “California Career Pathways Trust,” Prime Award #14-25239-6668-00 (hereinafter “Grant”) from the California Department of Education (hereinafter “PRIME SPONSOR”). The purpose of the Grant is to develop and provide an articulated Careers in Education pathway to postsecondary education aligned with regional economic sectors and establish career pathway programs that connect businesses, K–12 schools, and community colleges to better prepare students for the 21<sup>st</sup> century workplace and provide real-world experience and hands-on learning for students;

**WHEREAS**, funding was awarded to the Orange County Teacher Pathway Partnership (hereinafter “OC TPP”) program for a regional consortium including community colleges, a California State University, K-12 school districts, non-profit and community partners, WIBs, and business partners;

**WHEREAS**, RSCCD will serve as the Fiscal Agent for the State funds received under this Grant;

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

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

**NOW, THEREFORE** it is mutually agreed by the Parties to amend the following:

**Statement of Work will be amended as follows:**

1. Statement of Work

SUBCONTRACTOR agrees to perform the work described in the Scope of Work (**Exhibit A-3**) and in the Grant Application (*Exhibit B*), which by reference are incorporated into this Agreement.

**Period of Performance will be amended as follows:**

2. Period of Performance

The Term for this Agreement of July 1, 2014, through September 30, 2017, **shall be extended to June 30, 2018**, for the Grant year 4 (fiscal year 2017/18). NOTE: The entire term of the Grant is for five years from July 1, 2014 - June 30, 2019, with Grant funds available for four years, from July 1, 2014 - June 30, 2018 and a Grant sustainability cycle of July 1, 2018 - June 30, 2019. RSCCD will develop amendments to the Agreement on an annual basis, rather than for the entire Term.

**Total Cost will be amended as follows:**

3. Total Cost

The total cost to RSCCD for the Term of this Agreement shall be **\$125,600.00** USD in accordance with the Budget and Budget Narrative for Grant year 4 (fiscal year 2017/2018) (**Exhibit C-3**), which by this reference is incorporated into this Agreement.

**Matching Cost will be amendment as follows:**

4. Matching Cost

SUBCONTRACTOR agrees to provide match commitment funds of **\$280,490.00** USD as detailed in the Budget and Budget Narrative for Grant year 4 (fiscal year 2017/2018) (**Exhibit C-3**) for the Term of this Agreement (refer to “Period of Performance”).

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this Amendment, remain unchanged.

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

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: Project Tomorrow

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter J. Hardash  
Vice Chancellor

Name: \_\_\_\_\_

Title: Business Operations/Fiscal Services

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Board Approval Date: October 9, 2017

95-4581958  
Employer/Taxpayer Identification Number (EIN)

Orange County Teacher Pathway Partnership – Activities Plan – Program Year 2017-18 – Project Tomorrow

Requirement	Activities to meet requirement	Program year	Person(s) responsible
<b>Instruction:</b>			
5.4 (4)	<ul style="list-style-type: none"> <li>• Project Tomorrow (PT) will provide access to the OST version of the YouthTEACH2Learn curriculum as well as the necessary training and support for implementation in the Educators Rising California chapters.</li> </ul>	July 2017 – June 2018	Program Manager/Coordinator
	<ul style="list-style-type: none"> <li>• PT will provide support to chapter advisers to manage all aspects of the YT2L and Educators Rising California sites.                             <ul style="list-style-type: none"> <li>○ Support may include suggested activities, coordination of field trips, such as with Inside the Outdoors for high school students to learn about outdoor education, and coordination of chapter and class supplies.</li> </ul> </li> </ul>	July 2017 – June 2018	Program Manager/Coordinator
	<ul style="list-style-type: none"> <li>• PT will provide the full-year version of the YT2L curriculum for implementation at El Modena, Canyon, Orange, and Villa Park high schools, as well as provide necessary training and support:                             <ul style="list-style-type: none"> <li>○ Students will be provided a YT2L student guide, and additional reading books</li> <li>○ PT will provide funding to support supplies for hands-on science lessons</li> <li>○ PT will provide customized instruction in integrating instructional technology into teaching, including access to and training for use of the EdModo YT2L flipped learning modules covering education technology basics</li> <li>○ PT will secure classroom licenses for digital resources that can supplement how the high school students learn about using technology within elementary students.</li> </ul> </li> <li>• Student Instructional Assistants will help teachers with class activities weekly, including preparing for lessons, observing students, and providing students feedback on lesson planning and delivery.</li> </ul>	July 2017 – June 2018	Program Manager/Coordinator Student Instructional Assistants

Requirement	Activities to meet requirement	Program year	Person(s) responsible
	<ul style="list-style-type: none"> <li>• PT will design and implement formative and summative evaluation of the impact of the program on students and teachers in the program. Data will be collected from:                             <ul style="list-style-type: none"> <li>○ High school students in YT2L classes – how the program impacted their interest in teaching and self-efficacy around career in teaching</li> <li>○ High school students in Educators Rising chapters – how participation impacted their interest in teaching and self-efficacy around career in teaching</li> <li>○ Elementary students taught by high school students – value/impact of the learning experience on their education</li> <li>○ Elementary teachers – value/impact of the learning experience on their students, impact on their teaching practice</li> <li>○ High school teachers - how the program impacted their students’ interest in teaching and self-efficacy around career in teaching</li> </ul> </li> <li>• PT will host an open house at Canyon, El Modena and Villa Park High Schools in spring 2018 to highlight the results of this program to the community and potential new funders as part of a sustainability plan.</li> <li>• PT will create and publish an external report on the program results in July 2018.</li> </ul>	July 2017 – June 2018	Program Manager/Coordinator CEO Research Analyst
Soft skills contextualized in CTE	<ul style="list-style-type: none"> <li>• PT will work with the schools/advisors and recruit students for eight Educators Rising California chapters.</li> <li>• PT will work with each school advisor to register their chapter with the national Educators Rising so that they can be officially recognized.</li> <li>• PT will provide shirts for YT2L/Educators Rising California students.</li> <li>• PT will implement regional and state student leadership positions.</li> <li>• Student Instructional Assistants will support Educators Rising California chapters, attending meetings, mentoring students, coordinating speakers and visits to/from local colleges, etc.</li> </ul>	Fall 2017	Program Manager/Coordinator District Leads Student Instructional Assistants

5.4 (5)

Requirement	Activities to meet requirement	Program year	Person(s) responsible
Dual enrollment/early admission into aligned postsecondary career programs			
<b>Experiential Learning</b>			
	<ul style="list-style-type: none"> <li>PT will provide completion awards to students completing internships in after-school or other education programs in OUSD, SAUSD, and SCC</li> </ul>	July 2017 – June 2018	Program Manager/Coordinator
<b>Services:</b>			
Transition Services			
Mentoring			
<b>Professional Development:</b>			
5.4 (6)	<ul style="list-style-type: none"> <li>PT will plan and implement a 2 day summer training institute for YT2L/Educators Rising California advisors, including development and distribution of training materials.</li> </ul>	July 2017	Program Manager/Coordinator CEO
	<ul style="list-style-type: none"> <li>PT will facilitate ongoing professional development, including a community of practice meeting regularly throughout the year, a virtual learning community, and opportunities to observe peers’ teaching.</li> <li>PT will support membership for the YT2L teachers and Educators Rising advisors in a professional association to further their developing proficiency in the use of digital tools within teaching and learning.</li> </ul>	July 2017 – June 2018	Program Manager/Coordinator

Requirement	Activities to meet requirement	Program year	Person(s) responsible
Pre-service teachers (students on pathway) professional development/enrichment	<ul style="list-style-type: none"> <li>• PT will provide access to eight webinars/online conferences for students to hear from national experts on teaching and learning.</li> <li>• PT will develop three online courses that support advanced teaching principles for high school students. Students will have access to the self-paced courses in spring 2018 and have the opportunity to earn a micro-credential on the course topics.</li> </ul>	July 2017 – June 2018	Program Manager/Coordinator CEO
	<ul style="list-style-type: none"> <li>• PT will work with Santiago Canyon College to plan and implement the annual Tomorrow’s Teachers Conference:                             <ul style="list-style-type: none"> <li>• Identify date and facilities</li> <li>• Workshops and speakers</li> <li>• Judges for the competitions</li> <li>• Food and other logistics (i.e. parking, technology, outreach)</li> </ul> </li> <li>• PT will design and implement the competitions component for the conference.</li> <li>• PT will support attendance at the national Educators Rising conference for a select group of pathway students.</li> </ul>	July 2017 – June 2018	Program Manager/Coordinator CEO
Advisory group participation	<ul style="list-style-type: none"> <li>• PT representatives will participate on the Orange County Education Pathway Industry Council.</li> </ul>	July 2017 – June 2018	CEO

**California Career Pathways Trust**  
**2017-18 Budget Narrative Revision**  
**Consortium Name: OCTTP - Project Tomorrow**

Expenditures Code	Original	Revised	Sources of Local Match		Budget Item Totals
	Career Pathways Program (Dollar Value)	Career Pathways Program (Dollar Value)	District Match	Business/Community Match	
<b>1000 - Certificate Salaries</b>					
♦ Project Manager (50% FTE)	30,000	30,000			30,000
♦ Project Coordinator (25% FTE)	10,000	10,000			10,000
♦ Research Analyst (10% FTE)	12,000	6,000			6,000
♦ Annual stipends for teachers and advisors	16,000	15,000			15,000
Training stipends for teachers and advisors	2,000	1,800			1,800
♦ CEO administrative oversight				5,190	5,190
<b>Subtotal - Certificated Salaries</b>	<b>70,000</b>	<b>62,800</b>	<b>-</b>	<b>5,190</b>	<b>67,990</b>
<b>2000 - Classified Salaries</b>					
♦ Student instructional aides		9,000			9,000
♦ Professional internships for students				65,000	65,000
♦					-
♦					-
♦					-
<b>Subtotal - Classified Salaries</b>	<b>-</b>	<b>9,000</b>	<b>-</b>	<b>65,000</b>	<b>74,000</b>
<b>3000 - Employee Benefits</b>					
Benefits for PT staff - 20% of salary	10,400	9,200			9,200
♦					-
<b>Subtotal - Employee Benefits</b>	<b>10,400</b>	<b>9,200</b>	<b>-</b>	<b>-</b>	<b>9,200</b>
<b>4000 - Books and Supplies</b>					
♦ YT2L curriculum for classes and chapters				190,000	190,000
♦ YT2L curriculum customization				3,000	3,000
♦ Online networking and professional sharing site for teachers				4,000	4,000

**California Career Pathways Trust**  
**2017-18 Budget Narrative Revision**  
**Consortium Name: OCTTP - Project Tomorrow**

Expenditures Code	Original	Revised	Sources of Local Match		Budget Item Totals
	Career Pathways Program (Dollar Value)	Career Pathways Program (Dollar Value)	District Match	Business/Community Match	
♦ Student polo shirts				2,700	2,700
Teachers training materials	2,000	2,000			2,000
Student curriculum guides for classes and chapters	8,500	6,500			6,500
Reading books for students in YT2L classes	9,500	4,800			4,800
Leadership materials for Educators Rising student leaders		1,000			1,000
Supplies for student developed lessons for elementary classrooms	3,000	2,500			2,500
Digital support tools	15,000	15,000			15,000
Online courses and digital badging development and implementation					
♦					-
<b>Subtotal - Books and Supplies</b>	<b>38,000</b>	<b>31,800</b>	<b>-</b>	<b>199,700</b>	<b>231,500</b>
<b>5000 - Services and Other Operating Expenditures (other than travel)</b>					
♦ Hospitality for summer teacher training				600	600
♦					-
♦					-
♦					-
♦					-
<b>Subtotal - Services &amp; Other Operating Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600</b>	<b>600</b>
<b>5200 - Travel and Conferences</b>					
♦ Conference participation for students				9,000	9,000
♦ Access to online conferences for students				1,000	1,000
♦ Transportation for student field trips	7,200	4,800			4,800

**California Career Pathways Trust  
2017-18 Budget Narrative Revision  
Consortium Name: OCTTP - Project Tomorrow**

Expenditures Code	Original	Revised	Sources of Local Match		Budget Item Totals
	Career Pathways Program (Dollar Value)	Career Pathways Program (Dollar Value)	District Match	Business/Community Match	
♦ Travel for conferences for students		8,000			8,000
<b>Subtotal - Travel and Conferences</b>	<b>7,200</b>	<b>12,800</b>	<b>-</b>	<b>10,000</b>	<b>22,800</b>
<b>6000 - Capital Outlays (per unit cost less than \$5,000)</b>					
♦					-
♦					-
<b>Subtotal - Capital Outlays</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>7000 - Indirect Charges (CDE approved rates apply)</b>					
♦ Indirect Costs (4%) (excluded services contracts)					-
<b>Subtotal - Indirect Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTALS</b>	<b>125,600</b>	<b>125,600</b>	<b>-</b>	<b>280,490</b>	<b>406,090</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Date: October 9, 2017
Re:	Approval of First Amendment to Sub-Agreement between RSCCD and South Orange County Community College District for the Career Technical Education (CTE) Data Unlocked Initiative	
Action:	Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the California Community College Chancellor's Office's Career Technical Education (CTE) Data Unlocked Initiative to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges. As the Fiscal Agent, RSCCD will develop sub-agreements with CTE Data Unlocked Initiative implementation partners selected by the California Community Colleges Chancellor's Office.

**ANALYSIS**

To support colleges to build capacity to implement Strong Workforce Taskforce Recommendations and collect metrics for the Strong Workforce Program, the Chancellor's Office allocated \$50,000 grant awards to all colleges and continuing education centers in the state. The timeline for the Fiscal Agent to disburse these awards was from 7/1/16 – 10/31/17. However, the Chancellor's Office will allow colleges to use the funds for three years from the start date, 7/1/16. Irvine Valley College requested an amendment to their agreement to document the three-year period of performance allowed by the Chancellor's Office. An amendment to the sub-agreement has been developed accordingly.

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

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

Fiscal Impact: none	Board Date: October 9, 2017
Prepared by: Sarah Santoyo, Executive Director of Resource Development	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**FIRST AMENDMENT TO GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

This **First Amendment** to the grant sub-agreement (hereinafter “Agreement”) is entered into on this 9th day of October, 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and South Orange County Community College District (hereinafter “SUBCONTRACTOR”), on behalf of Irvine Valley College, to amend that certain Agreement (DO-17-2220-48) between the parties which commenced on July 19, 2016; and

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

WHEREAS, PRIME SPONSOR and SUBCONTRACTOR want to revise the Term of the Agreement;

NOW, THEREFORE, the Parties mutually agree as follows:

**Item 2. Period of Performance is amended as follows:**

2. Period of Performance

The period of performance for this Agreement shall be from July 1, 2016 through October 31, 2017. The end date listed for the period of performance indicates the end of the Agreement between RSCCD and SUBCONTRACTOR. However, the PRIME SPONSOR allows the SUBCONTRACTOR to continue to use funds to achieve the college’s goals for CTE data management and capacity development for three years from the project start date.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this FIRST AMENDMENT, remain unchanged.

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

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: *South Orange County  
Community College District*

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

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

Board Approval Date: October 9, 2017

\_\_\_\_\_  
Employer/Taxpayer Identification Number (EIN)

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter "Agreement") is entered into on this 18<sup>th</sup> day of July, 2016, between Rancho Santiago Community College District (hereinafter "RSCCD") and South Orange County Community College District (hereinafter "SUBCONTRACTOR"), on behalf of the Irvine Valley College. RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

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

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

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

NOW, THEREFORE, the Parties hereby agree as follows:

**ARTICLE I**

1. **Statement of Work**

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

2. **Period of Performance**

The period of performance for this Agreement shall be from July 19, 2016 through October 31, 2017.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$50,000.00 USD.

2. **Budget**

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

3. **Payment**

A one-time payment of the total cost will be issued to SUBCONTRACTOR upon RSCCD's receipt of the fully executed Agreement and an invoice for payment indicating that the required training has been completed. Payment to the SUBCONTRACTOR will not exceed the amount listed above under Article I.3. "Total Costs".

4. **Invoices**

One invoice is to be submitted for payment for the total costs of the agreement that includes a statement indicating the date(s) the training was completed. Invoices must include the Agreement number (refer to footer), and should be submitted to the following address:

Rancho Santiago Community College District  
ATTN: Sarah Santoyo, Director of Grants  
2323 North Broadway, Suite 350  
Santa Ana, CA 92706  
Santoyo\_Sarah@rsccd.edu

5. **Reporting**

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

6. **Expenditure of Grant Funds**

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

7. **Modifications**

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

8. **Time Extensions**

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

2. Independent Contractor

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

3. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by the PRIME SPONSOR. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

4. Record Keeping

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

5. Audit

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

6. Mutual Indemnification

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

7. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of

mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

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

2. Disputes

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

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

3. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

**RSCCD: Primary Contact:**  
Sarah Santoyo, Director of Grants  
2323 N. Broadway, Suite 350  
Santa Ana, CA 92706  
(714) 480-7466; [santovo\\_sarah@rsccd.edu](mailto:santovo_sarah@rsccd.edu)

**Fiscal Representative:**  
Rancho Santiago Community College District  
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services  
2323 North Broadway, Ste. 404-1  
Santa Ana, CA 92706  
(714) 480-7340, [hardash\\_peter@rsccd.edu](mailto:hardash_peter@rsccd.edu)

**SUBCONTRACTOR:**

**Primary Contact:**  
Corine Doughty  
Dean, Instruction, EWD  
5500 Irvine Center Dr.  
Irvine, CA 92618  
cdoughty@ivc.edu  
(949) 282-2730

2. Total Agreement

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

3. Amendments

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

**ARTICLE II**

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/16 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances


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

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

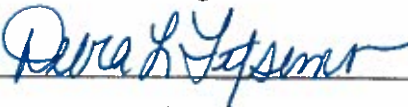
Sub-Agreement between RSCCD and South Orange County Community College District

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

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

By:   
Name: Peter J. Hardash  
Title: Vice Chancellor  
Business Operations/Fiscal Services  
Date: 7/19/16  
Board Approval Date: July 18, 2016

SUBCONTRACTOR: South Orange  
County Community College District

By:   
Name: Dr Debra L. Fitzsimons  
Vice Chancellor Business Services  
Title:  
Date: 8/25/16  
Employer/Taxpayer Identification Number (EIN)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: October 9, 2017
Re: Approval of Service Agreement with Economic Modeling, LLC aka Economic Modeling Specialists International (EMSI) for the Strong Workforce Program – Regional Funds Initiative (Project 1)	
Action: Request for Approval	

**BACKGROUND**

Through the Strong Workforce Program Trailer Bill, the state allocated funds to community colleges to support collaborative regional work to improve the quality of career technical education programs, and to increase the number of students who complete these programs, and enter industry sectors with high-wage occupations in the region. Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the Los Angeles & Orange County Region’s Strong Workforce Program – Regional Funds, and is responsible for distributing funds to the region, ensuring that projects are compliant with the funding terms and conditions, providing status reports on the use of funds in the region, and developing and submitting program and expenditure reports to the Chancellor’s Office.

**ANALYSIS**

Strong Workforce Program regional funds will be allocated to the Economic Modeling, LLC, also known as Economic Modeling Specialists International (EMSI) to work collaboratively with RSCCD’s Los Angeles and Orange County Regional Consortium (LAOCRC) to support the development of economic impact studies for four community college districts in Orange County (Coastline, North Orange County, Rancho Santiago, and South Orange County). The enclosed service agreement outlines the terms of the project. The cost shall not exceed \$36,000 (includes four individual economic impact study reports at \$9,000 per study). The project performance period is 12 - 20 weeks upon execution of the service agreement.

The project director is Dr. Gustavo Chamorro, Interim Orange County Director, LAOCRC and the project administrator is Enrique Perez, Vice Chancellor of Educational Services.

**RECOMMENDATION**

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

Fiscal Impact: \$36,000.00 (grant-funded)	Board Date: October 9, 2017
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

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September 21, 2017

Rancho Santiago Community College District  
2323 N Broadway  
Santa Ana, California 92706

This letter serves as a sole source document for Emsi's Economic Impact Study (EIS). Emsi has a fully developed model designed to quantify the impacts and value of colleges and universities. Emsi's EIS is the sole source available for the following:

- A rigorous methodology that employs various counterfactuals to ensure robust and defensible spending impacts. Most studies claim all the college spending and then use some predefined multiplier to calculate the total impact. This usually looks something like "for every \$1.00 spent by the college the economy grows by \$1.45." The problem with this is that large portions of the college's revenues are derived from local sources. If those local dollars had not been spent at the college, they would have been spent locally elsewhere in the economy and would have created an impact regardless. We account for this by simulating a scenario where in-region monies are instead spent on consumer goods and savings to estimate the impact they would have if not spent by the institution.
- An alumni impact that is informed through our proprietary CIP-SOC-NAICS mappings to understand where alumni are affecting the regional economy. Our model captures the interconnection of industries, government, and households in the economy for approximately 1,100 industry sectors at the highest level of detail available in the North American Industry Classification System (NAICS) and supplies the industry-specific multipliers required to determine the impacts associated with increased activity within a given economy.

Please feel free to contact me with questions or to request additional information.

Sincerely,

*Anna Brown*

Anna Brown  
Director of Consulting



409 S. Jackson Street Moscow,  
 ID 83843  
 Tel: 208-882-3500  
 Fax: 208-882-3317  
 www.economicmodeling.com  
**Emsi Representative: Ralph Plaza**

**Service Contract:**  
**Economic Impact Study (EIS)**

This EIS work agreement between Economic Modeling, LLC of Moscow, Idaho (“Emsi”) and Rancho Santiago Community College District of Santa Ana, California (“Client”) sets forth the terms and conditions for the provision by Emsi of an economic impact study (EIS).

**I. Fee**

The fee for the EIS is \$36,000.00, payable as follows  
 \$18,000.00 due within 30 days of contract signature and execution  
 \$18,000.00 due upon completion of final report  
 Sales tax will be added when applicable

**II. Timeline and Scope of Work**

Emsi shall conduct an EIS as outlined in the the below proposal. The study period is 12-20 weeks from receipt of contract signature.

An Emsi EIS team member will contact Client’s authorized representative to determine a schedule. Emsi will work with Client’s authorized representative to adhere to the following overall timeline:

- Data collection and review phase: Six to ten weeks
- Draft phase: Four to six weeks
- Final phase: Two to four weeks

Emsi will deliver the following reports to Client:

- Main Report
- Executive Summary
- Fact Sheets
- PowerPoint Presentation

In the event that the Client fails to submit data or feedback to Emsi within the agreed upon schedule, Emsi will no longer be bound to deliver the final reports by the original deadline. Emsi may then deliver the draft reports as finals, and no further revisions will be made if Client does not respond within 60 days. Emsi will not make revisions that in the opinion of the economist preparing the study are not reasonably supported by the data.

For an additional fee Client may have an Emsi consultant travel to the Client’s offices to make a presentation of the EIS results. Please inquire for details.

Client will make available point persons to act as authorized representatives to work with Emsi on data collection, feedback on reports, submission of information to Emsi, and invoicing within the time frame above. Client’s authorized contacts are: (please complete the following before contract signature)

	<b>Invoice Contact</b>	<b>Product Contact</b>
Name:	Maria Madrigal	Gustavo Chamorro
Title:	Administrative Secretary	Interim OC Director, LAOCRC
Mailing Address:	2323 N Broadway Santa Ana, CA 92704	2323 N Broadway Santa Ana, CA 92704
Phone:	714-241-5835	714-241-5835
Fax:		

**III. Work Samples**

Unless instructed otherwise by Client, Emsi may share the deliverables with a third party as samples of work previously completed.

**IV. Responsibility for Use**

The data, reports, forecasts, and/or services provided by Emsi are generated using government data and proprietary processes. Emsi uses estimates when there are missing data points, and such estimates are subject to varying degrees of error. Emsi's data, reports, forecasts, and services may differ significantly from actual outcomes and are provided "as is," without warranty for a particular purpose or project. By purchasing this data, report, product, or service, Client agrees that Emsi shall not be liable for any indirect, incidental, special, or consequential damages, or other economic loss arising from their use. Emsi's maximum liability, whether based in contract, tort, warranty, or otherwise, shall not exceed the amount that Emsi received for the data, report, forecast, or service in question.

**V. Applicable Law**

Any litigation regarding interpretation or enforcement of this agreement shall be brought in the state of California, and this agreement shall be interpreted according to the laws of the state of California without regard to any conflict of law provisions.

**For Emsi:**

_____	_____
Authorized Signature	Date
_____	
Printed Name	
Economic Modeling, LLC	
409 South Jackson Street	
Moscow, ID 83843	

**For Client:**

_____	_____
Authorized Signature	Date
<b>Peter Hardash, Vice Chancellor</b>	
<b>Business Operations and Fiscal Services</b>	
_____	
Printed Name	
Rancho Santiago Community College District	
2323 N Broadway	
Santa Ana, California 92706	

## Scope of Work

### Economic Impact Analysis

**Operations spending impact:** Measures the direct, indirect, and induced (i.e., multiplier) employment and income effect of Client's payroll toward faculty, staff, work study students, and operations spending toward contractors and vendors on durable and non-durable goods.

**Student spending impact:** Measures the impact of new sales generated by out-of-region students and retained students who spend money on food, transportation, and other personal expenses while attending Client.

**Alumni impact:** Measures the impact of higher student earnings and the increased productivity of local businesses from human capital accumulation in the regional workforce.

### Investment Analysis

**Student perspective** – Analyzes whether students are better off attending Client than not. The analysis accounts for student costs (i.e., tuition and fees, books and supplies, and opportunity costs) and the benefits of education, measured in terms of higher earnings. Benefits are projected out into the future and discounted back to the present to derive a lifetime earnings trajectory used to estimate the students' return on investment.

**Taxpayer perspective** – Assesses the economic benefits accruing to the taxpayers that are created by Client and their students. Taxpayer benefits include the higher tax revenues and avoided social costs.

**Social perspective** – Measures the benefits to the public as whole in terms of increased earnings and a variety of external social benefits associated with increases in education, including improved health, reduced crime, and reduced welfare and unemployment claims.

# **Los Angeles Orange County Regional Consortium proposal**

## **Economic Impact Study Proposal for the LAOCRC OC Districts**

**Submitted:** September 19, 2017



**By: Ralph Plaza**

Economic Modeling Specialists International

409 S Jackson. Moscow, ID 83843 USA Tel: 208-874-3732

Fax: 208-882-3317 [www.economicmodeling.com](http://www.economicmodeling.com)



September 19, 2017

Gustavo Chamorro,

Economic Modeling Specialists International (EMSI) is pleased to submit this proposal to LAOCRC DISTRICTS.

This proposal suggests that we do an aggregate regional Economic Impact Study(EIS) for the 4 colleges districts of OCRC. Along with the other LAOCRC EIS project.

We specialize in providing economic analysis and forecasting consulting services specifically designed for the higher education community colleges and universities throughout the US, Canada and the UK.

Many colleges throughout the country rely on our Economic Impact Study to tell a powerful story. The EIS provides you the results you need to communicate to your constituents the impact that your institutions bring into the region. Essentially the EIS report captures the impact your colleges have on your service region, in a very clear and defensible manner.

We are pleased to present you with this proposal and hope it can be of great use to your organization and welcome any questions or comments about the information presented in this proposal.

Sincerely,

Ralph Plaza

Senior Account Executive

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# 1 Economic Impact Study

EMSI has a fully developed model designed to quantify the impacts and value of colleges and universities. There are two sides to EMSI's economic impact study: an economic impact analysis and an investment analysis. A profile of LAOCRC DISTRICTS and the region will also be provided to place the impact and investment analyses in context.

The economic impact analysis examines the direct and indirect multiplier effects that occur as the colleges associated with LAOCRC DISTRICTS and its employees, visitors, and students spend money in the region, as well as the economic benefits generated by students who are living and working within the local economy.

EMSI's impact model utilizes a multi- regional social accounting matrix (MR-SAM) that represents the flow of all economic transactions in an economic area. Over 1,100 industries, 16 demographic cohorts, and 750 occupations are characterized. EMSI's MR-SAM supplies the industry-specific multipliers required to determine the impacts associated with economic activity within a region.

EMSI's investment analysis indicates the strength of LAOCRC DISTRICTS as investment from the perspectives of students, taxpayers, and society as a whole. This analysis projects various benefits into the future, discounts them to current dollars, and compares the present values with the costs of generating the benefits.

## 1.1 Economic Impact Analysis

The economic impact analysis measures the net income generated in the region as a result of the presence of LAOCRC DISTRICTS colleges. Results are informed by the direct spending of LAOCRC DISTRICTS and its students in the region. These spending inputs are then funneled through EMSI's MR-SAM to calculate the value added. The resulting value added figures represent the new income in the region solely attributable to LAOCRC DISTRICTS.

Results of the economic impact analysis are broken out according to the following measures:

***Operations effect:*** Measures the direct and indirect (i.e., multiplier) employment and income effect of LAOCRC DISTRICTS payroll toward faculty, staff, work study students, and operations spending toward contractors and vendors on durable and non-durable goods.

***Student spending effect:*** Measures the impact of new sales generated by out-of-region students and commuters who spend money on food, transportation, and other personal expenses while attending LAOCRC DISTRICTS colleges.

***Student productivity effect:*** Measures the impact of higher student earnings and the increased productivity of state and local businesses from human capital accumulation in the regional workforce. The results of the student productivity effect depend upon the number of former LAOCRC DISTRICTS students (completers and non-completers) who are still active in the regional workforce. As part of the analysis, EMSI will request data from LAOCRC DISTRICTS on the

number of students whom it has served over the past 30-year period, along with their associated credit production. Where data are not available, EMSI will work with LAOCRC DISTRICTS to make inferences to fill in any gaps.

***Qualitative case study (optional):*** The purpose of the qualitative case study is to identify and highlight points of pride that are central to LAOCRC DISTRICTS's mission. These may include LAOCRC DISTRICTS's extension activities as a whole or specific Career and Technical Education (CTE) programs. Throughout the case study the story and broader impacts on the regional communities will be described and highlighted. The broader impacts may not necessarily be quantitative in nature; they may be qualitative or functional in nature.

## **1.2 Investment Analysis**

The investment analysis weighs the benefits generated by LAOCRC DISTRICTS and its students against the associated costs of supporting and attending LAOCRC DISTRICTS. The investment analysis consists of three main components: the student, the taxpayer, and the societal perspective:

***Student perspective*** – Analyzes the benefits of students attending LAOCRC DISTRICTS colleges versus not attending LAOCRC DISTRICTS colleges. The analysis accounts for student costs (i.e., tuition and fees, books and supplies, and opportunity costs) and the benefits of education, measured in terms of higher earnings. Higher student earnings are based on up-to- date regional data embedded in the EMSI model to link earnings to education levels. Benefits are projected out into the future and discounted back to the present to derive a

lifetime earnings trajectory used to estimate the students' return on investment.

***Taxpayer perspective*** – Assesses the economic feasibility of taxpayer support for LAOCRC DISTRICTS colleges by weighing state and local costs against the higher tax revenues and avoided social costs that stem from the activities of LAOCRC DISTRICTS colleges and its students. Under the taxpayer perspective, only those benefits that result in actual dollars saved or added to state and local government treasuries are counted as benefits to the taxpayers.

***Societal perspective*** – Measures the benefits to the public as a whole in terms of added taxable income and a variety of external social benefits associated with increases in education, including improved health, reduced crime, and reduced welfare and unemployment claims. These benefits accrue to all state and local residents – students, employers, and taxpayers. Under the social perspective, all benefits – regardless of recipient – will be weighed against the state and local government costs of supporting LAOCRC DISTRICTS colleges.

### **1.3 Deliverables**

The analysis as a whole generates a wealth of information. The information is broken into a number of reports varying in target audience and scope. The following deliverables will be received by LAOCRC DISTRICTS:

***Main report*** – Presents all of the findings of the analysis in the context of clearly spelled-out assumptions, theory, and data sources, along with a glossary of terms. The report will be intended mostly for economists and researchers who need to be assured that the approach and documented data sources used are fully

credible and transparent.

**Executive summary** – Contains the major findings written in layperson’s terms.

This document is suitable for popular and media circulation. **Fact sheet** –

Summarizes the main results in bullet form. Also designed for a broad audience.

In our experience, this is one of the most utilized documents. **PowerPoint** –

Presents key findings in a manner accessible to a broad audience.

## **1.4 Timeline**

The project timeframe appears in the table below. Note that EMSI’s ability to complete the project within this timeframe is dependent upon the timely completion and submission of the data and feedback from LAOCRC DISTRICTS. If LAOCRC DISTRICTS determines that more or less time is needed for the data collection and review phases, EMSI and LAOCRC DISTRICTS can adjust the target dates accordingly.

## Task Time Frame

<b>Project kickoff</b>	.....
EMSI prepares and sends data survey to LAOCRC DISTRICTS	.. ..
<b>Data collection phase</b>	.....
LAOCRC DISTRICTS complete data survey	.4-6 weeks
EMSI reviews data, works w/ LAOCRC DISTRICTS to address data issues	2-4 weeks
<b>Draft phase</b>	.....
EMSI customizes model to reflect LAOCRC DISTRICTS	1-2 weeks ..
EMSI prepares draft reports, sends to LAOCRC DISTRICTS for review	.1-2 weeks ..
LAOCRC DISTRICTS reviews draft reports, provides feedback	.2 weeks
<b>Final phase</b>	.....
EMSI incorporates final edits, formats reports, and sends finals to LAOCRC DISTRICTS	.2-4 weeks ..

<b>Total</b>	.12-20 weeks
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**Data Collection Phase**

We would need to establish a single point of contact to act as a liaison between EMSI and LAOCRC DISTRICTS. This will improve communication across both parties and will streamline the data collection process. At the start of the data collection phase, EMSI will conduct a conference call or webinar with LAOCRC DISTRICTS representative(s) to identify the target dates and go over the data requirements. EMSI will work with LAOCRC DISTRICTS through the data collection phase to make any necessary adjustments to the survey to ensure that the variables and instructions are clear to the people gathering the information. EMSI staff will also be available to review financial statements and any other relevant documents that LAOCRC DISTRICTS provides.

At any time during the data collection phase, EMSI staff will be on hand to answer questions or resolve data issues as they come up. EMSI will also review the survey once it is complete to ensure that the data elements are reasonable and accurate. If there are any variables that appear to be incorrect or out of range, EMSI will work with assigned staff to resolve the issues.

**Draft Phase**

Upon completion of the data collection phase, EMSI will generate draft reports showing the preliminary results of the analyses. EMSI will post these reports on a secure site from which LAOCRC DISTRICTS representatives connected to the

project may download them. During the draft phase, EMSI will request that LAOCRC DISTRICTS staff review the draft reports to ensure that everything is in order or if any corrections are necessary.

### **Final Phase**

With feedback from LAOCRC DISTRICTS, EMSI will prepare the final written reports. The deliverables will include charts and graphs presenting the data and results in an easy-to-understand format in order to effectively communicate the economic impact and return on investment of LAOCRC DISTRICTS to different audiences.

After the final reports have been released, EMSI consultants can be made available for an optional on-site visit to present the key findings of the analysis to LAOCRC DISTRICTS administration and local constituents. EMSI is also available to present the results via webinar or conference call. In addition, EMSI can provide examples of press releases, websites, brochures, and other promotional materials that other colleges and universities have prepared based on the results on the analysis.

## 2 Costs

### Specific Pricing for the Orange County Community College Districts

<b>Coastline Community College District</b>	<b>..\$9,000</b>
<b>North Orange County Community College District</b>	<b>..\$9,000</b>
<b>Rancho Santiago Canyon College</b>	<b>..\$9,000</b>
<b>South Orange County Community College District</b>	<b>..\$9,000..</b>
<b>Total</b>	<b>\$36,000</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: October 9, 2017
Re: Approval of Service Agreement with Economic Modeling, LLC aka Economic Modeling Specialists International (EMSI) for the Strong Workforce Program – Regional Funds Initiative (Project 2)	
Action: Request for Approval	

**BACKGROUND**

Through the Strong Workforce Program Trailer Bill, the state allocated funds to community colleges to support collaborative regional work to improve the quality of career technical education programs, and to increase the number of students who complete these programs, and enter industry sectors with high-wage occupations in the region. Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the Los Angeles & Orange County Region's Strong Workforce Program – Regional Funds, and is responsible for distributing funds to the region, ensuring that projects are compliant with the funding terms and conditions, providing status reports on the use of funds in the region, and developing and submitting program and expenditure reports to the Chancellor's Office.

**ANALYSIS**

Strong Workforce Program regional funds will be allocated to the Economic Modeling, LLC, also known as Economic Modeling Specialists International (EMSI) to work collaboratively with RSCCD's Los Angeles and Orange County Regional Consortium (LAOCRC) to support the development of economic impact studies for nine community colleges in Orange County and North Orange County Community College District/School of Continuing Education, and to develop an aggregate economic impact study for the Orange County region. The enclosed service agreement outlines the terms of the project. The cost shall not exceed \$117,000 (includes \$27,000 for the regional aggregate economic impact study and \$90,000 for ten individual economic impact study reports at \$9,000 per study). The project performance period is 12 - 20 weeks upon execution of the service agreement.

The project director is Dr. Gustavo Chamorro, Interim Orange County Director, LAOCRC and the project administrator is Enrique Perez, Vice Chancellor of Educational Services.

**RECOMMENDATION**

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

Fiscal Impact: \$117,000.00 (grant-funded)	Board Date: October 9, 2017
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

---

September 21, 2017

Rancho Santiago Community College District  
2323 N Broadway  
Santa Ana, California 92706

This letter serves as a sole source document for Emsi's Economic Impact Study (EIS). Emsi has a fully developed model designed to quantify the impacts and value of colleges and universities. Emsi's EIS is the sole source available for the following:

- A rigorous methodology that employs various counterfactuals to ensure robust and defensible spending impacts. Most studies claim all the college spending and then use some predefined multiplier to calculate the total impact. This usually looks something like "for every \$1.00 spent by the college the economy grows by \$1.45." The problem with this is that large portions of the college's revenues are derived from local sources. If those local dollars had not been spent at the college, they would have been spent locally elsewhere in the economy and would have created an impact regardless. We account for this by simulating a scenario where in-region monies are instead spent on consumer goods and savings to estimate the impact they would have if not spent by the institution.
- An alumni impact that is informed through our proprietary CIP-SOC-NAICS mappings to understand where alumni are affecting the regional economy. Our model captures the interconnection of industries, government, and households in the economy for approximately 1,100 industry sectors at the highest level of detail available in the North American Industry Classification System (NAICS) and supplies the industry-specific multipliers required to determine the impacts associated with increased activity within a given economy.

Please feel free to contact me with questions or to request additional information.

Sincerely,

*Anna Brown*

Anna Brown  
Director of Consulting



409 S. Jackson Street  
Moscow, ID 83843  
Tel: 208-882-3500  
Fax: 208-882-3317  
www.economicmodeling.com  
**Emsi Representative: Ralph Plaza**

**Service Contract:**  
**Economic Impact Study (EIS)**

This EIS agreement is made by and between Economic Modeling, LLC of Moscow, Idaho (“Emsi”) and Rancho Santiago Community College District, of Santa Ana, California (“Client”) on behalf of the Orange County Regional Consortia (OCRC) and sets forth the terms and conditions for the provision by Emsi of an economic impact study (EIS).

**I. Fee**

The fee for the EIS is as follows:

<b>Aggregate EIS:</b>	
Regional Aggregate EIS	\$27,000.00
<b>Individual EIS:</b>	
Coastline College	\$9,000.00
Orange Coast College	\$9,000.00
Golden West College	\$9,000.00
Cypress College	\$9,000.00
Fullerton College	\$9,000.00
Santa Ana College	\$9,000.00
Santiago Canyon College	\$9,000.00
Irvine Valley College	\$9,000.00
Saddleback College	\$9,000.00
School of Continuing Education at NOCCCD	<u>\$9,000.00</u>
<b>Total:</b>	<b>\$117,000.00</b>

The total fee of \$117,000.00 is payable as follows:

- \$58,500.00 due within 30 days of contract signature and execution
  - \$58,500.00 due upon completion of final Regional Aggregate EIS
- Sale tax will be added when applicable

**II. Timeline and Responsibilities**

The study period is 12-20 weeks from receipt of contract signature.

An Emsi EIS team member will contact Client’s authorized representative to determine a schedule. Emsi will work with Client’s authorized representative to adhere to the following overall timeline:

- Data collection phase: Four to six weeks
- Data review phase: Two to four weeks
- Draft phase: Four to six weeks
- Final phase: Two to four weeks

Emsi will deliver the following reports to Client for each EIS:

- Main Report
- Executive Summary
- Fact Sheets
- PowerPoint Presentation

In the event that the Client fails to submit data or feedback to Emsi within the agreed upon schedule, Emsi will no longer be bound to deliver the final reports by the original deadline. Emsi may then deliver the draft



# Los Angeles Orange County Regional (LAOCRC)

## Economic Impact Study Proposal

**Submitted:** September 19, 2017



**By: Ralph Plaza**

Economic Modeling Specialists International

409 S Jackson. Moscow, ID 83843 USA Tel: 208-874-3732

Fax: 208-882-3317 [www.economicmodeling.com](http://www.economicmodeling.com)



September 19, 2017

Gustavo Chamorro,

Economic Modeling Specialists International (EMSI) is pleased to submit this proposal to LAOCRC.

This proposal suggests that we do an aggregate regional Economic Impact Study(EIS) for the 10 colleges of LAOCRC as well as individual studies for each college of the LAOCRC including the School of Continuing Education at NOCCCD. Along with the aggregate EIS for the LAOCRC each college will have a separate analysis of their specific service area impact with their own separate set of reports described in this proposal.

We specialize in providing economic analysis and forecasting consulting services specifically designed for the higher education community colleges and universities throughout the US, Canada and the UK.

Many colleges throughout the country rely on our Economic Impact Study to tell a powerful story. The EIS provides you the results you need to communicate to your constituents the impact that your institutions bring into the region. Essentially the EIS report captures the impact your colleges have on your service region, in a very clear and defensible manner.

We are pleased to present you with this proposal and hope it can be of great use to your organization and welcome any questions or comments about the information presented in this proposal.

Sincerely,

Ralph Plaza

Senior Account Executive

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# 1 Economic Impact Study

EMSI has a fully developed model designed to quantify the impacts and value of colleges and universities. There are two sides to EMSI's economic impact study: an economic impact analysis and an investment analysis. A profile of LAOCRC and the region will also be provided to place the impact and investment analyses in context.

The economic impact analysis examines the direct and indirect multiplier effects that occur as the colleges associated with LAOCRC and its employees, visitors, and students spend money in the region, as well as the economic benefits generated by students who are living and working within the local economy. EMSI's impact model utilizes a multi-regional social accounting matrix (MR-SAM) that represents the flow of all economic transactions in an economic area. Over 1,100 industries, 16 demographic cohorts, and 750 occupations are characterized. EMSI's MR-SAM supplies the industry-specific multipliers required to determine the impacts associated with economic activity within a region.

EMSI's investment analysis indicates the strength of LAOCRC as investment from the perspectives of students, taxpayers, and society as a whole. This analysis projects various benefits into the future, discounts them to current dollars, and compares the present values with the costs of generating the benefits.

## 1.1 Economic Impact Analysis

The economic impact analysis measures the net income generated in the region as a result of the presence of LAOCRC colleges. Results are informed by the direct spending of LAOCRC and its students in the region. These spending inputs are then funneled through EMSI's MR-SAM to calculate the value added. The resulting value added figures represent the new income in the region solely attributable to LAOCRC.

Results of the economic impact analysis are broken out according to the following measures:

***Operations effect:*** Measures the direct and indirect (i.e., multiplier) employment and income effect of LAOCRC payroll toward faculty, staff, work study students, and operations spending toward contractors and vendors on durable and non-durable goods.

***Student spending effect:*** Measures the impact of new sales generated by out-of-region students and commuters who spend money on food, transportation, and other personal expenses while attending LAOCRC colleges.

***Student productivity effect:*** Measures the impact of higher student earnings and the increased productivity of state and local businesses from human capital accumulation in the regional workforce. The results of the student productivity effect depend upon the number of former LAOCRC students (completers and non-completers) who are still active in the regional workforce. As part of the analysis, EMSI will request data from LAOCRC on the number of students whom it has

served over the past 30-year period, along with their associated credit production. Where data are not available, EMSI will work with LAOCRC to make inferences to fill in any gaps.

***Qualitative case study (optional):*** The purpose of the qualitative case study is to identify and highlight points of pride that are central to LAOCRC's mission. These may include LAOCRC's extension activities as a whole or specific Career and Technical Education (CTE) programs. Throughout the case study the story and broader impacts on the regional communities will be described and highlighted. The broader impacts may not necessarily be quantitative in nature; they may be qualitative or functional in nature.

## **1.2 Investment Analysis**

The investment analysis weighs the benefits generated by LAOCRC and its students against the associated costs of supporting and attending LAOCRC. The investment analysis consists of three main components: the student, the taxpayer, and the societal perspective:

***Student perspective*** – Analyzes the benefits of students attending LAOCRC colleges versus not attending LAOCRC colleges. The analysis accounts for student costs (i.e., tuition and fees, books and supplies, and opportunity costs) and the benefits of education, measured in terms of higher earnings. Higher student earnings are based on up-to-date regional data embedded in the EMSI model to link earnings to education levels. Benefits are projected out into the future and discounted back to the present to derive a lifetime earnings trajectory used to

estimate the students' return on investment.

***Taxpayer perspective*** – Assesses the economic feasibility of taxpayer support for LAOCRC colleges by weighing state and local costs against the higher tax revenues and avoided social costs that stem from the activities of LAOCRC colleges and its students. Under the taxpayer perspective, only those benefits that result in actual dollars saved or added to state and local government treasuries are counted as benefits to the taxpayers.

***Societal perspective*** – Measures the benefits to the public as a whole in terms of added taxable income and a variety of external social benefits associated with increases in education, including improved health, reduced crime, and reduced welfare and unemployment claims. These benefits accrue to all state and local residents – students, employers, and taxpayers. Under the social perspective, all benefits – regardless of recipient – will be weighed against the state and local government costs of supporting LAOCRC colleges.

### **1.3 Deliverables**

The analysis as a whole generates a wealth of information. The information is broken into a number of reports varying in target audience and scope. The following deliverables will be received by LAOCRC:

***Main report*** – Presents all of the findings of the analysis in the context of clearly spelled-out assumptions, theory, and data sources, along with a glossary of terms. The report will be intended mostly for economists and researchers who need to be assured that the approach and documented data sources used are fully

credible and transparent.

**Executive summary** – Contains the major findings written in layperson’s terms.

This document is suitable for popular and media circulation. **Fact sheet** –

Summarizes the main results in bullet form. Also designed for a broad audience.

In our experience, this is one of the most utilized documents. **PowerPoint** –

Presents key findings in a manner accessible to a broad audience.

## **1.4 Timeline**

The project timeframe appears in the table below. Note that EMSI’s ability to complete the project within this timeframe is dependent upon the timely completion and submission of the data and feedback from LAOCRC. If LAOCRC determines that more or less time is needed for the data collection and review phases, EMSI and LAOCRC can adjust the target dates accordingly.

## Task Time Frame

<b>Project kickoff</b>	.....
EMSI prepares and sends data survey to LAOCRC	.. ..
<b>Data collection phase</b>	....
LAOCRC complete data survey	.4-6 weeks
EMSI reviews data, works w/ LAOCRC to address data issues	2-4 weeks
<b>Draft phase</b>	.....
EMSI customizes model to reflect LAOCRC	1-2 weeks ..
EMSI prepares draft reports, sends to LAOCRC for review	.1-2 weeks ..
LAOCRC reviews draft reports, provides feedback	.2 weeks
<b>Final phase</b>	.....
EMSI incorporates final edits, formats reports, and sends finals to LAOCRC	.2-4 weeks ..
<b>Total</b>	.12-20 weeks ..

## **Data Collection Phase**

We would need to establish a single point of contact to act as a liaison between EMSI and LAOCRC. This will improve communication across both parties and will streamline the data collection process. At the start of the data collection phase, EMSI will conduct a conference call or webinar with LAOCRC representative(s) to identify the target dates and go over the data requirements. EMSI will work with LAOCRC through the data collection phase to make any necessary adjustments to the survey to ensure that the variables and instructions are clear to the people gathering the information. EMSI staff will also be available to review financial statements and any other relevant documents that LAOCRC provides.

At any time during the data collection phase, EMSI staff will be on hand to answer questions or resolve data issues as they come up. EMSI will also review the survey once it is complete to ensure that the data elements are reasonable and accurate. If there are any variables that appear to be incorrect or out of range, EMSI will work with assigned staff to resolve the issues.

## **Draft Phase**

Upon completion of the data collection phase, EMSI will generate draft reports showing the preliminary results of the analyses. EMSI will post these reports on a secure site from which LAOCRC representatives connected to the project may download them. During the draft phase, EMSI will request that LAOCRC staff review the draft reports to ensure that everything is in order or if any corrections are necessary.

## **Final Phase**

With feedback from LAOCRC, EMSI will prepare the final written reports. The deliverables will include charts and graphs presenting the data and results in an easy-to-understand format in order to effectively communicate the economic impact and return on investment of LAOCRC to different audiences.

After the final reports have been released, EMSI consultants can be made available for an optional on-site visit to present the key findings of the analysis to LAOCRC administration and local constituents. EMSI is also available to present the results via webinar or conference call. In addition, EMSI can provide examples of press releases, websites, brochures, and other promotional materials that other colleges and universities have prepared based on the results on the analysis.

## **2 Costs** Reginal Pricing with Aggregate EIS

<b>Regional Aggregate EIS</b>	<b>..\$27,000</b>
<b>Coastline College</b>	<b>..\$9,000</b>
<b>Orange Coast College</b>	<b>..\$9,000</b>
<b>Golden West College</b>	<b>..\$9,000 ..</b>
<b>Cypress College</b>	<b>\$9,000</b>
<b>Fullerton College</b>	<b>..\$9,000</b>
<b>Santa Ana College</b>	<b>..\$9,000</b>
<b>Santiago Canyon College</b>	<b>..\$9,000</b>
<b>Irvine Valley College</b>	<b>..\$9,000..</b>
<b>Saddleback College</b>	<b>\$9,000 ..</b>
<b>School of Continuing Education at NOCCCD</b>	<b>\$9,000</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Office of the Chancellor

To:	Board of Trustees	Date:	October 9, 2017
Re:	First Reading of Board Policies		
Action:	Information		

**BACKGROUND**

The Board Policy Committee met on October 3, 2017 and reviewed revised policies. These policies are presented for a first reading.

**ANALYSIS**

The District subscribes to the Policy and Procedure Service of the Community College League of California (CCLC). This service provides the district with model board policies which comply with state law, Title 5 regulations and address the relevant accreditation standards. CCLC provides the District with semi-annual updates to these policies, which reflect recent changes in law, state regulations and accreditation standards. The Board Policy Committee is recommending the attached policies be updated and revised to conform to the CCLC recommendations and to reflect changes in the organization.

**RECOMMENDATION**

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

Fiscal Impact:	None	Board Date:	October 9, 2017
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor		
Submitted by:	Debra Gerard, Executive Assistant to the Chancellor		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

# BP 3310 Records Retention and Destruction

## Reference:

Title 5, Sections 59020, et seq.  
Federal Rules of Civil Procedure; Rules 16, 26, 33, 34, 37, 45

The Chancellor shall establish administrative procedures to assure the retention and destruction of all District records—including electronically stored information as defined by the Federal Rules of Civil Procedure—in compliance with Title 5. Such records shall include but not be limited to student records, employment records and financial records.

The Chancellor delegates to the Vice Chancellor of Business Operations/Fiscal Services or designee, the authority to classify all records for retention purposes, transfer the classification of records from one class to another, and certify, supervise and approve the destruction of records as long as it is not in conflict with any applicable laws.

**Revised: August 19, 2013 (Previously BP3105)**

**Revised: XXXX, 2017**

# BP 3821 Gift Ban Policy

## References:

California Code of Regulations, Title 2, Sections 18730 et seq.  
California Government Code, 87200 and 54950  
RSCCD Board Policy 6330

## Definitions

For the purposes of this policy:

1. *District* means the Rancho Santiago Community College District, including Santa Ana College, Santiago Canyon College, and the educational centers affiliated with the colleges.
2. *District officer* means every person who is elected or appointed to the District Board of Trustees.
3. *Designated employee* means every employee of the District who is designated in the District's Conflict of Interest Policy/Regulation to file a statement of economic interests and every member of a board or committee under the jurisdiction of the Board of Trustees required to file such a statement.
4. *Doing business with the District* means:
  - a. Seeking the award of a contract or grant from the District; or
  - b. Having sought the award of a contract or grant from the District in the past twelve (12) months; or
  - c. Being engaged as a lobbyist or lobbyist firm, as defined in this article, from the time of such engagement until twelve (12) months after the award of the contract grant, permit, or other entitlement for use, which was the subject of the engagement; or
  - d. Having an existing contractual relationship with the District, until twelve (12) months after the contractual obligations of all parties have been completed; or
  - e. Seeking, actively supporting, or actively opposing the issuance, by the District, of a discretionary permit, or other discretionary entitlement for use, or having done any of these things within the past twelve (12) months.
5. *Gift* shall have the meaning it is defined to have in the California Political Reform Act, and the regulations issued pursuant to that Act, except that the following shall not be deemed to be gifts:
  - a. Meals, beverages, and free admission at any event sponsored by, or for the benefit of, a bona fide educational, academic, or charitable organization, ~~and commemorative gifts from such organizations with a cumulative value from any single source of fifty dollars (\$50.00) or less during any twelve-month period.~~
  - b. Flowers, plants, balloons or similar tokens which are given to express condolences, congratulations, or sympathy for ill health, or to commemorate special occasions, provided that gifts made or received under this exemption shall not exceed a value of fifty dollars (\$50.00) from any single source in any calendar year.
  - c. A prize awarded on the basis of chance in a bona fide competition not related to the official status of the District officer or designated employee.
  - d. Gifts from any agency of a foreign sovereign nation, provided that such gifts are unconditionally donated by the District officer or designated employee to the District official designated by the Chancellor in an administrative regulation within forty-five (45) days of receipt, and the District officer or designated employee does not claim any tax deduction by virtue of such donation.

- e. Food, beverages, and free admission provided by a governmental agency or provided to the public at large, for ceremonial functions commemorating the groundbreaking, opening, or naming of a governmental facility.
  - f. ~~Food and beverages consumed by District officers or designated employees that total less than \$5.00 per occasion.~~
6. *Lobbyist* shall mean any individual, including an attorney, who is employed or contracts for consideration, other than reimbursement of reasonable travel expenses, to communicate directly with any District officer or designated employees for the purpose of seeking, actively supporting, or actively opposing the award of a contract or grant from the District or the issuance, by the District, of a discretionary permit, or other discretionary entitlement for use. An attorney shall not be considered a lobbyist when performing activities which can only be performed by a person admitted to the practice of law.
  7. *Lobbyist firm* shall mean (1) any business entity, which is employed or contracts for consideration, other than reimbursement of reasonable travel expenses, to communicate directly with a District officer or designated employee for the purpose of seeking, actively supporting or actively opposing the award of a contract or grant from the District, or the issuance, by the District, of a discretionary permit, or other discretionary entitlement for use, or (2) any business entity of which any member or employee is a lobbyist.
  8. *Principal* shall mean any individual or business entity which employees or contracts with a lobbyist or lobbyist firm for any of the purposes stated in subsection (6) or (7) of this section.
  9. An individual or business entity shall be deemed to be employed or contracting to communicate directly with a District officer or designated employee if it is reasonably foreseeable that in the course of employment or in the course of performing the contract the individual or an employee of the entity will have a telephone conversation or a discussion with any District officer or designated employee, outside of any meeting governed by the Ralph M. Brown Act (which is codified in the California Government Code commencing with section 54950), for the purpose of seeking, actively supporting, or actively opposing the award of a contract or grant from the District, or the issuance, by the District, of a discretionary permit, or other discretionary entitlement for use.
  10. An individual lobbyist who is an officer, partner or employee of his or her principal shall be deemed to be "engaged" within the meaning of this section on the first occasion on which he or she engages in a telephone conversation or discussion described in subsection (9) of this section. A lobbyist firm, or an individual lobbyist who is not an officer, partner or employee of his or her principal shall be deemed to be "engaged" within the meaning of this section upon the completion an agreement, oral or written, to provide the services specified in subsection (6) or (7) of this section.

### **Prohibitions**

1. No person who is doing business with or soliciting business from the District shall make any gift to any District officer.
2. No person who is doing business with or soliciting business from the District shall make any gift to any designated employee who, by virtue of his District employment, could make a governmental decision, participate in making a governmental decision, or use his or her official position to influence a governmental decision regarding the pending business of the donor, or who has done any of the above during the twelve (12) months preceding the donation.

3. No District officer shall solicit or accept any gift from any person whom he knows, or has reason to know, is doing business with or soliciting business from the District.
4. No designated employee shall solicit or accept any gift from any person whom he knows, or has reason to know, is doing business with or soliciting business from the District, when such employee, by virtue of his District employment, could make a governmental decision, participate in making a governmental decision, or use his or her official position to influence a governmental decision regarding the pending business of the donor, or has done any of the above during the twelve (12) months preceding the donation.
5. No District officer nor designated employee shall accept any gift when the identity of the donor is not known to the District officer or designated employee.

### **Violations and Enforcement**

1. Any District officer in violation of this policy shall be subject to removal from a position of a Board officer, removed as a Chair or member of a standing or ad hoc committee and may be censured or reprimanded pursuant to enforcement of the Board's ethics policies. The Board must take action on any alleged violation of this policy in open session.
2. Any designated employee in violation of this policy shall be subject to discipline, including reprimand, suspension and dismissal. A designated employee who sits on a board or committee under the jurisdiction of the Board of Trustees may be removed by the Board if found to be in violation of this policy.
3. The Chancellor and College Presidents will ensure there is annual training sessions on ethics for District officers and all employees, and the ethics training shall include discussions about this policy, the Board policies on ethics and updates on the Fair Political Practices Commission's rulings and policies concerning gifts. All new employees of the District must take a training course on ethics arranged by the District. While all employees are not covered by the prohibitions and restrictions of this policy, it is important that all employees are aware of the District's policy on gifts to ensure compliance.
4. The Chancellor shall establish an administrative regulation that includes appropriate exempted activities and ensures district employees and officials follow this policy.

**Adopted: April 25, 2016**

**Revised: xxxxx, 2017**

# BP 6330 Purchasing

## References:

Public Contract Code Sections 20650 and 20651  
Education Code 81656  
Government Code 1090 - Conflicts of Interest

The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions shall be reviewed by the Board every 60 days.

The Governing Board recognizes that money and money management comprise the foundation support of the whole district program. To make that support as effective as possible, the Governing Board intends:

1. to encourage advance planning through the best possible budget procedures;
2. to explore all practical sources of potential income;
3. to guide the expenditure of funds so as to extract the greatest educational returns;
4. to expect quality accounting and reporting procedures, and recognize the need for cost effective systems to support this requirement;
5. to maintain the level of unit expenditure needed to provide quality education within the ability of the community to pay.
6. to ensure that the value of goods and services is adequate for the amount of money expended; and, that specifications for material and equipment are determined (when appropriate).

The Director of Purchasing is authorized to make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Service, the Foundation for California Community Colleges and via liaison systems established with other state, county, ~~and~~ city public agencies, schools and community colleges. These types of purchases will be executed when they are in the best interest of the district relative to optimum pricing, delivery, and purchasing logistics.

### **Purchasing Code of Ethics**

It is the policy of the Governing Board to adopt the concepts in the suggested Purchasing Code of Ethics and recommended policies and procedures of the California Association of School Business Officials (CASBO). These standards are included in periodic revisions to the "School Purchasing Handbook." The following Code of Ethics is based on the CASBO model.

### **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

### **PURCHASING CODE OF ETHICS**

It is the policy of staff and Governing Board members:

1. To regard public service as a sacred trust, giving primary consideration to the interests of the college district and the community by which we are employed.
2. To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended.
3. To avoid any unfair, questionable, or unethical practices.
4. To respect our obligations and to require that obligations to our college district be respected.
5. To accord vendor representatives the same courteous treatment we would like to receive.

6. To strive constantly for the improvement of our purchasing methods and the materials we buy.
7. To assist purchasing agents of other public entities in the performance of their duties whenever possible.
8. To conduct ourselves with fairness and dignity, avoid conflicts of interest, and demand honesty in buying and selling.
9. To cooperate with all organizations and individuals engaged in enhancing the development of the purchasing profession.
10. To remember that we act as representatives of the college district and to govern ourselves accordingly.
11. To negotiate the lowest purchase prices feasible while maintaining quality products and service.
12. To adhere to all laws and regulations and to be strong advocates for the success of women, minority, and disabled veteran-owned businesses.
13. Members of the Governing Board and any district employee shall not be financially interested in any contract made by them in their official capacity; nor, shall any member of the Governing Board and any district employee be purchasers of any sale or vendors of any purchase to the district in which they are financially interested.

**Revised: September 9, 2013 (Previously BP3300, BP3302, BP3304 and BP3306)**

**References Updated: March 16, 2015**

**Revised: XXXXX, 2017**

# **BP 6332 Competitive Bidding, and Quotations and Contracts Policies**

## **Reference:**

Public Contract Code 20105 - 20113 and 20651 – 20654  
Government Contract Code 53060

A. Competitive bids are required for all public works (i.e., construction, alterations, repairs, or improvements) with costs of \$ 15,000 or more, and for all purchases of materials, supplies, ~~and~~ equipment and services with costs of \$88,300 or more (this dollar amount increases annually) including sales tax as per Public Contract Code 20651, ~~or more (sales taxes included)~~ with the following exceptions:

1. "Emergency Work" as defined by the Education Code, where time is of the essence. This is work necessary to permit the continuance of classes, and/or avoid danger to life or property.
2. "Sole Source" situations as defined by existing case law, in those instances where "competitive proposals would be unavailing or not produce an advantage."
3. Purchases through public corporations or agencies in those instances "when the Board has determined it to be in the best interests of the District, or via cooperative purchasing programs as described in BP 6330.
4. "Special Services and Advice" consulting as defined by the Government Contract Code, where persons specially trained in financial, economic, accounting, architectural, engineering, legal, or administrative matters are needed by the District.
5. Informal bidding procedures for public works projects under the Uniform Public Construction Cost Accounting Act as described in BP 6603.

B. When elements of both the "Services" and "Equipment/Supply" spending categories are combined (e.g. a printing project where the vendor provides a service and materials) the higher limit (as per Public Contract Code 20651) applies for bid requirement purposes.

C. Integral projects cannot be separated into separate components to circumvent the competitive bidding requirements.

D. Except for the items at A1-A3 above, requesting competitive quotations is preferable on those purchases which do require competitive bids, and is mandatory for those purchases over \$ 15,000 (unless the conditions at A1-A3 apply, or time is a critical constraint). Generally two (2) or three (3) quotes should be obtained. However, this will vary depending on the nature of the product, the urgency of need, and the responsiveness of vendors. The adequacy of competitive quotes shall be based on the Purchasing Director's judgment.

E. Regarding item A4, Government Contract Code Section 53060 allows for the award of contracts for Special Services and Advice without competitive bidding. However, it will be District practice that all purchases estimated to be \$ 15,000 or more will be subject to the procedure at section D above, unless that requirement is waived by the Chancellor or a Vice Chancellor in the Chancellor's absence. Purchases estimated to be greater than \$1 million will be subject to this policy without exception.

F. The Board delegates to the responsible managers authorization to make any "emergency work" purchases with cost below the amounts where competitive bids are required. Those "emergency work" purchases, with cost at or above the amounts where competitive bids are required, can be performed without competitive bidding as long as they are pre-approved by the Board and the Orange County Superintendent of Schools or executed in accordance with policy BP 6603.

**Revised: October 28, 2013 (Previously BP3307)**

**Revised: XXXX, 2017**

# BP 6505 Inventory Order Quantity and Storage Controls

The District does not maintain a central store of inventory items, except for a small dollar office supply inventory managed by the Bookstore. District policy shall be to maintain only minimal central warehouse storage, primarily for emergency storage, and for departments to order inventory in a manner which will minimize inventory carrying costs and the risk of obsolescence.

Departments should not request orders for inventory needs beyond the current fiscal period, unless there is some substantial economic benefit. The Director of Purchasing Services shall be contacted regarding exceptions and is responsible for managing the District-wide coordination of inventory orders in an effort to reduce cost and adhere to all code regulations.

Items stored at college and district office locations should be minimal and under the ultimate responsibility of the college president, vice chancellor, or designee.

Items which are obsolete or temporarily out of service and excess inventory items are stored in ~~an off-site warehouse~~ a designated area of the warehouse facility. For security and segregation of duties, this warehouse is managed by the Director of Purchasing.

**Revised: September 9, 2013 (Previously BP3404)**

**Revised: XXXXX, 2017**

## BP 7330 Communicable Disease

### Reference:

Education Code Sections 87408; 87408.6; 88021

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired academic or classified employees must show that within the past 60 days they have submitted a tuberculosis risk assessment and, if risk factors are present, been examined within the past 60 days to determine that they are free from active tuberculosis. If risk factors were present at the tuberculosis risk assessment and an examination occurs, after the examination the employee shall provide by providing the District with a certificate from one of the college health centers or an employee's examining physician showing that the employee was examined and found to be free from active tuberculosis.

All employees shall be required to undergo an examination a tuberculosis risk assessment within four years of employment and every four years thereafter to determine if they are free from tuberculosis.

Retirants employed by Rancho Santiago Community College District shall be required as a condition of employment to have a medical examination which will show that the retirant is free from any disabling disease unfitting him or her to instruct or associate with students.

**Revised: March 14, 2016 (Previously BP4130)**

**Revised: XXXX, 2017**

# BP 7340 Leaves

## References:

Education Code Sections 87763 et seq. and 88190 et seq. and citations below  
Labor Code Sections 245 et seq.

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88192);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified ~~service bargaining~~ unit, administrators, supervisors and managers;
- leave for service as an elected official of a community college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5 and 88210);
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- leave to bond with a new child (Education Code Sections 87780.01, 87784.5, 88196.1 and 88207.5);
- use of illness leave for personal necessity (Education Code Sections 87784; 88207);
- industrial accident and illness leave (Education Code Sections 87787 and 88192);
- bereavement leave (Education Code Sections 87788 and 88194);
- jury service or appearance as a witness in court (Education Code Sections 87035 and 87036);
- military service (Education Code Section 87700); and
- sabbatical leaves for permanent faculty

Management employees earn 2.25 days of vacation a month. Any use of vacation time requires advanced approval by the immediate supervisor. An employee may not have more than fifty-four (54) days of unused vacation on July 1st of any given year. Managers shall monitor employees' vacation accruals to ensure vacation is granted in a manner that avoids an accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

**Revised: June 15, 2015 (Previously BP 4114; 4115; 4404; 4405; 4406; 4407; 4408; 4409; 4410; 4412 and 4413)**

**References Updated: April 5, 2016**

**Revised: XXXX, 2017**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

To:	Board of Trustees	Date: October 9, 2017
Re:	Adoption of Board of Trustees Annual Self-Evaluation Instrument, List of Designated Recipients, and Self-Evaluation Timeline	
Action:	Request for Approval	

**BACKGROUND**

In accordance with Board Policy 2745, the Board Policy Committee met on September 12, 2017 to review the survey instrument to be used for the Board's self-evaluation.

**ANALYSIS**

Board Policy 2745 stipulates that the Board will conduct its self-evaluation no later than December. The following self-evaluation process has been developed in order to complete the process by the December 4, 2017 Board meeting:

- October 9, 2017 - Board designates individuals to provide input to the Board using the self-evaluation instrument.
- October 10, 2017 - Staff/Students/Community complete Board's self-evaluation instrument.  
October 24, 2017
- November 13, 2017 Board reviews tabulated input from designated individuals and conducts annual self-evaluation meeting.
- November 14, 2017 - Board members complete self-evaluation instrument.  
November 20, 2017
- December 4, 2017 Board reviews and discusses tabulated self-evaluation results and creates annual unit goals.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the self-evaluation survey instrument, the list of designated individuals who will receive the survey, and the self-evaluation timeline outlined above.

Fiscal Impact: None	Board Date: October 9, 2017
Prepared by: Nga Pham, Director, Research, Planning and Institutional Effectiveness	
Submitted by: Enrique Perez, Vice Chancellor, Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

# BP 2745 - Board Self-Evaluation

## Reference:

ACCJC Accreditation Standard IV.C.10 (formerly 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 December, 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 officers, officers of the academic senates, the college presidents, the chancellor, vice chancellors, assistant vice chancellors, officers of the district's employee unions, community members who serve on the district bond oversight committees or foundations, accreditation representatives at each college, Chief/District Safety & Security, Lieutenants/Safety & Security, ten community members, five part-time faculty members, five full-time faculty members, five administrators, five department chairs, five students, and ten members of the classified staff. 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: October 12, 2015 (Previously BP9022)**

**References Updated: March 16, 2015**

**Revised: October 24, 2016**



## Student/Staff/Community Input Regarding RSCCD Board of Trustees' Self-Evaluations, 2017

The Board of Trustees conducts an annual self-evaluation using the following instrument. Prior to conducting its self-evaluation, the Trustees review input from students, employees, and residents who, because of their position or regular attendance at board meetings, have some familiarity with internal board operations and performance. Your responses to this survey will provide meaningful input to the board in their self-evaluation process.

### Board Organization and Operation

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not applicable or don't know
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board members respect each others' opinions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The board conducts its meetings in compliance with state laws, including The Brown Act.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board members understand that they have no legal authority beyond board meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board members regularly seek the opinion of the student trustee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Policy Role

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not applicable or don't know
Board meetings focus on policy issues that relate to board responsibilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The board focuses on policy in board discussion, not administrative matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The board is knowledgeable about the mission and purpose of the institution.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The board clearly delegates the administration of the colleges to the chancellor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Through the chancellor, the board ensures compliance with federal and state laws and measures for emergency response.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Strategic Planning

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not applicable or don't know
The board understands the budget process.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
The board gives adequate attention to the mission, goals, and future planning of the district.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The board regularly develops and reviews goals for continuous improvement.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The board understands the colleges' educational programs and services.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
The board is appropriately involved in defining the vision and goals of the district.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

**Board Relations with the Chancellor, Presidents, Faculty, and Staff**

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not applicable or don't know
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
The board keeps the chancellor informed of community contacts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The board follows a procedure for annual evaluations of the chancellor.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The board and chancellor have a positive, cooperative relationship.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
The board understands its role and that of the chancellor, presidents, faculty, and staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The board follows communication procedures with staff, ensuring the chancellor is informed of such communication.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Community Relations - Advocacy

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not applicable or don't know
Board members are knowledgeable about community college and state-related issues.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
The board acts as an advocate for community colleges.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board members participate actively in community activities.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Board agendas include legislative and state policy issues that will impact the district.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board members act on behalf of the entire community.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
The board recognizes and celebrates positive accomplishments of the district and colleges.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The board works to build a positive image of the district in the community.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Board members adhere to policies for dealing with college, community citizens, and the media.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The community and district employees are aware of who the elected trustees are and their role in district governance.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

### Board Leadership, Ethics, and Standards of Conduct

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not applicable or don't know
The board understands collective bargaining and its role in the process.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
The board practices appropriate collegial consultation (participatory governance).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The board maintains confidentiality of privileged information.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
The board makes decisions in the best interest of students, the colleges, and the entire district.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The board operates ethically without conflict of interest following established board policies.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Board members participate in trustee development activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Please indicate your affiliation to the Rancho Santiago Community College District and/or its colleges (Santa Ana College and Santiago Canyon College):**

- Classified
- Community Member
- Faculty
- Management
- Student

Other (please specify)

**How often do you attend Board of Trustees meetings?**

- Regularly (16+ meetings)
- Frequently (11-15 meetings)
- Occasionally (6-10 meetings)
- Rarely (1-5 meetings)
- Never (0)

**How useful do you think this questionnaire is to the Board's self-evaluations process?**

- Very useful
- Somewhat useful
- Neutral
- Not very useful

Comment

**What are the Board's greatest strengths?**

**What are the major accomplishments of the Board in the past year?**

**What are the areas in which the Board could improve?**

**DESIGNATED RECIPIENTS OF  
BOARD OF TRUSTEES SELF-EVALUATION INSTRUMENT**

**October 9, 2017**

Associated Student Government Officers  
Academic Senates Officers  
Chancellor  
College Presidents  
College Vice Presidents  
Vice Chancellors  
Assistant Vice Chancellors  
Officers of the District's employee unions  
Community members who serve on the District Bond Oversight Committees  
Community members who serve on the Foundations  
Accreditation representatives at each college  
Chief, District Safety & Security  
Lieutenants, Safety & Security  
10 Community Members  
5 Part-Time Faculty Members  
5 Full-Time Faculty Members  
5 Administrators  
5 Department Chairpersons  
5 Students  
10 Classified Staff Members

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC

October 9, 2017

MANAGEMENT

Appointment

Randolph, Shelly L.  
Internal Audit Manager  
Business Operations & Fiscal Services  
District

Effective: October 2, 2017  
Salary Placement: G-3 \$95,018.64/Year  
(Requisition #CL17-1017)

FACULTY

2017/2018 Contract Extension Days

Doolittle, Jr., Glenn  
Professor, International Business  
Business Division  
Santa Ana College

Effective: August 12 – August 20, 2017  
Contract Extension: 1.75 Days  
Contract Extension Rate: \$590.06/Day

2017/2018 Contract Stipend

Kubicka-Miller, Jared  
Professor, Communication  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: August 21, 2017 – June 2, 2018  
Stipend Amount: \$3,000.00/Year  
Reason: Coaching-Forensics

Kubicka-Miller, Tara  
Professor, Communication  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: August 21, 2017 – June 2, 2018  
Stipend Amount: \$3,000.00/Year  
Reason: Coaching-Forensics

Beyond Contract/Overload Stipend

Adams, Richard  
Professor, English  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: August 21, 2017  
Stipend Amount: \$1,000.00  
Reason: Program Facilitation  
(Project #2549)

**FACULTY (CONT'D)**

*Beyond Contract/Overload Stipend*

Evelt, Corinna  
Professor, English  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: August 1, 2017  
Stipend Amount: \$400.00  
Reason: Curriculum Development  
(Project #2058)

Gause, Tiffany  
Assistant Professor, Sociology  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: August 11, 2017  
Stipend Amount: \$4,000.00  
Reason: Program Facilitation  
(Project #2548)

Kosuth-Wood, Kathryn  
Professor, English  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: August 1, 2017  
Stipend Amount: \$400.00  
Reason: Curriculum Development  
(Project #2058)

Pecenkovic, Nidzara  
Assistant Professor, English  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: August 21, 2017  
Stipend Amount: \$590.00  
Reason: Program Facilitation  
(Project #2415)

Rabii-Rakin, Narges  
Professor, History  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: August 9, 2017  
Stipend Amount: \$935.00  
Reason: Program Facilitation  
(Project #2415)

Roe, Maureen  
Professor, English  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: August 21, 2017  
Stipend Amount: \$500.00  
Reason: Program Facilitation  
(Project #2058)

Womack, Melinda  
Professor, Communication  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: August 11, 2017  
Stipend Amount: \$4,000.00  
Reason: Program Facilitation  
(Project #2548)

**FACULTY (CONT'D)**

*Beyond Contract/Overload Stipend (cont'd)*

Womack, Melinda  
Professor, Communication  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: August 21, 2017  
Stipend Amount: \$1,000.00  
Reason: Program Facilitation  
(Project #2549)

*Part-time New Hires/Rehires*

Alegria, Alexis  
Instructor, High School Subject  
Continuing Education Division (CEC)  
Santa Ana College

Effective: October 2, 2017  
Hourly Lecture Rate: II-3 \$49.91

Castellanos, Ralph J.  
Instructor, Communications  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: January 2, 2018  
Hourly Lecture Rate: II-3 \$58.29

Diaz, Bernice E.  
Instructor, High School Subjects/Math  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: September 25, 2017  
Hourly Lecture Rate: I-3 \$48.69

McAllister, Emma  
Instructor, Music  
Fine & Performing Arts Division  
Santa Ana College

Effective: September 26, 2017  
Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46

Miller, Ronald J.  
Instructor, Criminal Justice/Correction/Jails  
Human Services & Technology Division  
Santa Ana College

Effective: October 09, 2017  
Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96

Shahin, Mohammad  
Instructor, Chemistry  
Science, Math & Health Sciences Division  
Santa Ana College

Effective: October 10, 2017  
Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET  
CLASSIFIED  
OCTOBER 9, 2017**

**CLASSIFIED**

New Classification

Attachment #1

Risk Management Specialist

Grade: 12

New Appointment

Campbell, Ellen  
Administrative Secretary (CL17-1008)  
Student Affairs/ SAC

Effective: October 2, 2017  
Grade 12, Step 1 \$47,032.94

Hourly Ongoing to Contract

Duenez, Joe  
Administrative Clerk  
From: Continuing Ed./OEC  
To: Business, Career Tech. Ed./ SCC  
(CL17-0966)

Effective: September 25, 2017  
Grade 10, Step 1 \$42,784.12

Longevity Increments

Jaimes, Erica  
Senior Clerk/ Student Services/ SCC

Effective: December 1, 2017  
Grade 8, Step 6 + 2.5%L \$51,468.42

Le, Hang  
Business Systems Analyst/ Admissions &  
Records/ SAC

Effective: November 1, 2017  
Grade 15, Step 6 + 2.5% L  
\$72,095.37

Molina Valdez, Jorge  
Custodian/ Admin. Services/ SAC

Effective: November 1, 2017  
Grade 4, Step 6 + 7.5%GY + 2.5%L  
\$47,657.38

Razo, Felix  
Sr. Custodian-Utility Worker/ Admin.  
Services/ SAC

Effective: October 1, 2017  
Grade 7, Step 6 + 7.5% GY + 12.5%L  
\$57,891.82

Tjiptahadi, Rudy  
Research Analyst/ Academic Affairs/ SCC

Effective: October 1, 2017  
Grade 16, Step 6 + 6PG (3000) + 5%L  
\$81,355.60

Longevity Increments cont'd

Trujillo, Aracelli Student Program Specialist/ Continuing Ed./ OEC	Effective: October 1, 2017 Grade 10, Step 6 + 5%L \$57,347.22
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Out of Class Assignment

Lopez, Marta Silvia Instructional Center Specialist/ Institutional Effectiveness, Library, Learning Support Services/ SCC	Effective: 09/25/17 – 06/30/18 Grade 12, Step 6 + 5%L + 4PG (2000) \$65,092.77
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Change in Position

Palomares, Maria From: Custodian To: Sr. Custodian (CL17-0921) Admin. Services/ SAC	Effective: September 8, 2017 Grade 7, Step 5 + 2.5%L + 1PG(500) \$47,613.41
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Change in Salary Placement

Duenez, Joe Administrative Clerk/ Business, Career Tech./ SCC	Effective: October 1, 2017 Grade 10, Step 1 + 1PG (500) \$43,284.12
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**CLASSIFIED HOURLY**

Temporary to Hourly Ongoing

Flores, Erika Counseling Assistant (CL17-1014) Counseling/ SAC	Effective: September 25, 2017 19 Hours/Week 12 Months/Year Grade 5, Step A \$16.78/Hour
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Ratification of Resignation/Retirement

Buchholz, Erik Research Assistant/ Human Services & Tech./ SAC	Effective: October 2, 2017 Reason: Resignation
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Diaz Escoto, Berenice Instructional Assistant/ Continuing Ed./ OEC	Effective: September 24, 2017 Reason: Resignation
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Additional Hours for Ongoing Assignment cont'd

Zuniga, Emilio Intermediate Clerk/ Financial Aid/ SAC	Effective: 08/28/17 – 09/29/17 Not to exceed 19 consecutive working days in any given period.
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Substitute Assignments

Arroyo, Judy Administrative Secretary/ Continuing Ed./ CEC	Effective: 09/18/17 – 06/29/18
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Cons, Mayra Admissions Assistant/ Continuing Ed./ CEC	Effective: 09/25/17 – 06/30/18
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Ramirez, Nancy Senior Cashier/ Bookstore/ SAC	Effective: 08/21/17 – 06/29/18
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Torres de Camino, Maria Custodian/ Admin. Services/ SAC	Effective: 09/25/17 – 06/29/18
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**MISCELLANEOUS POSITIONS**

Gonzalez, George Community Services Presenter II/ Science & Math/ SAC	Effective: 09/12/17 – 06/30/18
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Licari, Michelle Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 09/12/17 – 06/30/18
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**COMMUNITY SERVICE PRESENTERS**

Stipends Effective July 11 - August 10, 2017

Mack, Karen	Amount: \$ 342.20
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Rivera, Rodrigo	Amount: \$ 376.42
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Stipends Effective August 11 - September 10, 2017

Dewberry, Dorianne	Amount: \$ 167.04
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Figueroa, Miguel	Amount: \$ 177.47
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Stipends Effective August 11 - September 10, 2017 cont'd

Fischermilitaru, Mariana	Amount: \$ 536.50
Jackson, Michelle	Amount: \$ 782.08
Mack, Karen	Amount: \$ 68.44
McLean, Stephen	Amount: \$ 880.00
Morgan, Adam	Amount: \$ 240.00
Nolasco, Jeffrey	Amount: \$ 126.00
Raslan, Nayrouz	Amount: \$ 936.00
Rivera, Rodrigo	Amount: \$ 75.28
Smith, Teddine	Amount: \$ 3,520.00
Tran, Chi	Amount: \$ 380.51

**VOLUNTEERS**

Perroni-Trejo, Aurelio Student Driver/ District Safety/ SCC	Effective: 10/10/17 – 06/30/18
Garrity, Austin Student Driver/ Kinesiology/ SCC	Effective: 10/10/17 – 06/30/18
Garvin, Myles Student Driver/ Kinesiology/ SCC	Effective: 10/10/17 – 06/30/18
Ramirez, John Volunteer Driver/ Kinesiology/ SAC	Effective: 07/18/17 – 06/30/18
Sanford, Alton Student Driver/ Kinesiology/ SCC	Effective: 10/10/17 – 06/30/18

**SANTA ANA COLLEGE  
STUDENT ASSISTANT LIST**

Broussard, Keandre T.	Effective:	09/20/17-06/30/18
Co, Thien T.	Effective:	09/25/17-06/30/18
Flores, Miguel A.	Effective:	10/02/17-06/30/18
Fonseca, Mariah N.	Effective:	09/27/17-06/30/18
Gonzalez, Daisy	Effective:	10/02/17-06/30/18
Gonzalez, Jesus E.	Effective:	09/19/17-06/30/18
Guzman, Anai	Effective:	09/20/17-06/30/18
Johnlouis, Desmond	Effective:	09/18/17-06/30/18
Johnson, Matthew R.	Effective:	09/20/17-06/30/18
Ly, Khanh Q.	Effective:	09/26/17-06/30/18
Machuca Osorio, Joselyn	Effective:	09/28/17-06/30/18
Martinez, Diana	Effective:	10/02/17-06/30/18
Mendez, Pedro L.	Effective:	10/03/17-06/30/18
Musngi, Isabella Rae R.	Effective:	09/21/17-06/30/18
Nguyen, Daniel L.	Effective:	10/02/17-06/30/18
Ochoa, Makena G.	Effective:	09/19/17-06/30/18
Renteria, Jose S.	Effective:	09/21/17-06/30/18
Verville, Chris Q.	Effective:	09/26/17-06/30/18
Weber, Elizabeth M.	Effective:	09/25/17-06/30/18

**SANTIAGO CANYON COLLEGE  
STUDENT ASSISTANT NEW HIRE LIST**

Cole, Hannah	Effective:	09/18/2017 – 06/30/2018
Dominguez, Jorge	Effective:	09/19/2017 – 06/30/2018
Escusa, Ivan Christian	Effective:	09/28/2017 – 06/30/2018
Espinoza, Clarissa	Effective:	09/18/2017 – 06/30/2018
Fernandez, Euronymous	Effective:	09/18/2017 – 06/30/2018
Gonzalez, Chynna	Effective:	09/20/2017 – 06/30/2018
Greene, Eshe	Effective:	09/14/2017 – 06/30/2018
Harvey, April	Effective:	09/18/2017 – 06/30/2018
Hoang, Crystal	Effective:	09/19/2017 – 06/30/2018
Learned-Swart, Asia	Effective:	09/18/2017 – 06/30/2018
Lechuga, Channy	Effective:	10/02/2017 – 06/30/2018
Martinez, Jovon	Effective:	09/19/2017 – 06/30/2018
Morand, Alexander	Effective:	09/25/2017 – 06/30/2018
Ochoa-Lopez, Ezequiel	Effective:	09/20/2017 – 06/30/2018
Perroni-Trejo, Aurelio	Effective:	09/19/2017 – 06/30/2018
Rebolledo, Edward	Effective:	09/19/2017 – 06/30/2018
Resendiz Carro, Margui	Effective:	09/20/2017 – 06/30/2018
Rivera, Rachelle	Effective:	09/25/2017 – 06/30/2018
Shimono, Makenna	Effective:	09/26/2017 – 06/30/2018
Vargas Chavez, Karla	Effective:	09/18/2017 – 06/30/2018
Zepahua, Keylee	Effective:	09/28/2017 – 06/30/2018

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

*Attachment #1*  
CLASS SPECIFICATION  
OCTOBER 2017

**RISK MANAGEMENT SPECIALIST**

**CLASS SUMMARY**

Under general supervision, performs complex duties in coordinating and providing support for the District's risk management program and workers' compensation insurance program for employees; provides technical information and assistance to staff, claims administrators, medical and legal professionals; files claims, maintains risk management records, research and compiles a variety of reports; provide administrative support for the Risk Manager and Benefits Analyst.

**REPRESENTATIVE DUTIES**

Coordinates Workers' Compensation claim processing; compile and distribute forms and information to injured workers, ensures proper investigation of accident by supervisors; Maintain files and reports related to workers' compensation and the OSHA 300 log to ensure compliance with Occupational Safety and Health Administration (OSHA) requirements; Monitors claimants' restrictions and coordinates the District's return-to-work program; Receive and process subpoenas and requests for documents on behalf of the District; Issue Certificates of Insurance and maintain logs for departments; contacts insurance administrators as necessary. Compile vehicle accident report / property claims information and submits to insurance companies for payment and/or settlement; Coordinates the DMV Pull-Notice program; Conducts ergonomic reviews of employee workstations as-needed; Performs a variety of special projects at the request of the Risk Manager; Provide general administrative support to the risk management function: correspondence, memoranda, and reports, reception functions, processing mail, data entry, and maintaining schedules and records; prepare purchase requisitions and assist with department budget; Maintain the Risk management web site. Performs other related duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator and is responsible for activities of risk management support work.

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Any combination of education and experience equivalent to one year of college training in office management or a similar field that would provide the required knowledge, skills, and abilities. Three (3) years of experience involved in workers compensation, California Occupational Safety

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
OCTOBER 2017

**RISK MANAGEMENT SPECIALIST cont'd**

and Health Administration (OSHA) reporting or other activities related to daily functions in a risk management office.

**Knowledge and Abilities:**

**Knowledge of:**

Filing, record keeping, and tracking systems; Modern office equipment including computer equipment and software application program; English language to effectively communicate in person, over the telephone, and in writing;

**Ability to:**

Work with accuracy, speed, and minimal direction; Maintain accurate risk management records; prioritize tasks and request; to use of tact and discretion while working with sensitive and confidential materials. Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, policies, procedures, and practices of risk management administration; Compose correspondence and reports independently or from brief instructions; Make accurate arithmetic and statistical computations; Understand and follow oral and written instructions; Organize own work, set priorities, and meet critical time deadlines; Understand scope of authority in making independent decisions according to established policies and procedures; Establish, maintain, and foster positive and effective working relationships within the district and with outside resources.

**Physical Requirements:**

Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds with the use of proper equipment.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Human Resources

To:	Board of Trustees	Date:	October 9, 2017
Re:	Approval of Fringe Benefit Providers for Calendar Year 2018		
Action:	Request for Authorization		

**BACKGROUND**

The District joined the ASCIP insurance pool in 2015 for our medical, dental and vision benefits. The District has offered an Anthem Blue Cross HMO and PPO medical plans to our employees for a number of years. At a recent Joint Benefits Committee meeting, the Committee unanimously recommended that the District add Kaiser Permanente as a third medical plan option for our employees. Our other fringe benefit providers will remain the same as last year.

**ANALYSIS**

The renewal rates for the district-paid benefits through the insurance pool resulted in a combined increase to Anthem medical plans by 2.5%. PPO dental decreased by 3%, and there will be no change in HMO dental. Our vision benefit, VSP, will be decreasing by 3%. The Kaiser rates are slightly less than the Blue Cross HMO rates. Below are the recommended benefit providers for 2018:

<u>Company</u>	<u>Coverage</u>
Anthem BlueCross (PPO/HMO)	Health Care
Kaiser (HMO)	Health Care
Delta Dental (PPO/HMO)	Dental Care
MetLife Basic Life Insurance	District Paid Life Insurance
MetLife Voluntary Life Insurance	Voluntary Life Insurance
VSP Voluntary Vision	Voluntary Vision Plan
AFLAC	Voluntary - Cancer; Accident Insurance & Disability Insurance
MetLife	Auto/Home/Pet Insurance
American Fidelity	Hyatt Legal Plans
	Section 125 Plan Administrator
	Voluntary Cancer, Accident Insurance, & Disability Insurance.
United Pet Care	Voluntary veterinary discount plan.
Health Advocate	Employee Assistance Program

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the renewal of these insurance programs at the negotiated rates and add Kaiser as an additional health benefit provider. It is also recommended to authorize the Chancellor, or his designee, to enter into the appropriate agreements with the above companies for January 1, 2018 – December 31, 2018.

Fiscal Impact: \$26,922,043	Board Date: October 9, 2017
Prepared by: Don Maus, Risk Manager	
Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	