Item 4.1
This time has been set-aside for the public to address the Board of Trustees on items that are NOT ON THE AGENDA, but the Board at this meeting will not act upon those items. ALL speakers must submit a “Request to Speak” form prior to this portion of the meeting and will be recognized by the President of the Board. Five minutes will be allotted to each speaker and not more than 20 minutes on any subject.

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

JOINT MEETING WITH THE
ASSOCIATED STUDENT GOVERNMENT

BOARD MEETING ROOM – HASLEY HALL (HSLH-137)
College of the Canyons
26455 Rockwell Canyon Road ~ Santa Clarita, California 91355

1:45 p.m.
Wednesday, February 23, 2011

Closed Session will be held from 1:45 to 2:30 pm.
The Joint meeting with ASG Officers will begin at 2:30 pm, with the Business Meeting to follow.
The public is welcome.

1. PRELIMINARY FUNCTIONS
1.1 Call to Order/Establishment of a Quorum – Public Comment on Closed Session Items

1.2 CLOSED SESSION
1.2a Conference with Labor Negotiators (pursuant to Government Code §54957.6)
Santa Clarita Community College District Representative: Dr. Dianne Van Hook
All Unrepresented Employees

1.2b Public Employee Discipline/Dismissal/Release
(pursuant to Government Code §54957)
One Position

1.3 Flag Salute

1.4 Welcome to Guests/Recognition of Staff Representative(s)
It is the desire of the Board to afford members of the audience an opportunity to speak to any item ON THE AGENDA. Members of the audience may address the Board at this time. When acknowledged by the President of the Board, the speaker should state name, affiliation (if any) and the item on the agenda to be addressed. (Members of the audience may also request to speak to an agenda item being considered by the Board during the course of the meeting through recognition by the President of the Board.)

1.5 Approval of Agenda

1.6 Approval of Minutes – February 9, 2011, Business Meeting

ACTION

ACTION

FULL AGENDA BOOK - PAGE 1
2. ASG/BOARD OF TRUSTEES JOINT MEETING ITEMS
   2.1 Update on Associated Student Government Goals INFORMATION
   2.2 Update on Associated Student Government Advocacy Efforts INFORMATION
   2.3 Approval of Resolution No. 2010/11-07: In Support of California Community Colleges Budget Priorities and Principles ACTION
   2.4 Update on the “College Hour” Discussion DISCUSSION
   2.5 Discussion Regarding Student Registration into Classes DISCUSSION

BOARD OF TRUSTEES – BUSINESS MEETING ITEMS

3. CONSENT CALENDAR
   Information concerning the consent items listed below has been forwarded for study to each Board member prior to this meeting. Unless a Board member removes an item from the Consent Calendar, the calendar will be approved at one time by the Board of Trustees. Items removed from the Consent Calendar for individual consideration will be acted upon immediately following approval of the Consent Calendar. A member of the audience may request that the Board provide further information regarding a specific item prior to the approval of the Consent Calendar. The following ACTION/CONSENT items on the adopted Agenda are recommended for approval at this time.

   3.1 Approval of Contract Agreement with Boston Reed College for Administrative Medical Assistant Program Through Community Education
   3.2 Approval of Agreement Between Santa Clarita Community College District and Butte College for the Statewide Economic and Workforce Development Program (EWDP)
   5.1 Approval of Travel Authorizations Schedule T 10/11-13
   7.1 Approval of Personnel Schedule PERS 2010/11-12
   10.1 Approval of Appointment of New Members (Lentini, Lynskey, Holmes, Mellady and Roman) to the Measure “M” Citizens’ Oversight Committee, Effective March 24, 2011

4. GENERAL
   4.1 Comments by Members of the Audience on Any Item ORAL
      NOT ON THE AGENDA

5. ANNOUNCEMENT OF NEXT MEETING
   (Wednesday, March 9, 2011 – Business Meeting. Closed Session, 4:30 pm, Open Session, 6:00 pm, Hasley Hall Board Room, HSLH 137).
   AND ADJOURNMENT

If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in the public meeting, or if you need an agenda in an alternate form, please contact the Chancellor’s Office at College of the Canyons at least 24 hours before the scheduled meeting.
BACKGROUND / ANALYSIS:
The officers of the Associated Student Government would like to present their progress on last year’s 2010 goals. In addition, the officers will give a brief overview of their community involvement, events that have already occurred this semester, and an update of future activities planned for this year.

FISCAL IMPLICATIONS:
N/A

RECOMMENDATIONS:
This item is submitted for information only.

Submitted by:
Allison Devlin
Director, Student Development &
Campus Activities

Recommended by:
Michael Wilding
Asst. Supt/VP, Student Services

Approval for submission to Board of Trustees:
Dr. Dianne G. Van Hook
Chancellor
BACKGROUND / ANALYSIS:
The ASG board will discuss their advocacy efforts since January, as well as advocacy planned for upcoming months. These events include:

- Meeting with Legislators in Sacramento
- Advocacy Week – February 15-23, 2011
- Advocacy Day – March 8, 2011
- March on March – March 14, 2011
- Letter and fax writing campaigns

FISCAL IMPLICATIONS:
Not applicable.

RECOMMENDATIONS:
This item is submitted for information only.

Submitted by: Allison Devlin
Director, Student Development &
Campus Activities

Approval for submission to Board of Trustees:
Dr. Dianne G. Van Hook
Chancellor

Recommended by:
Michael Wilding
Asst. Supt/VP, Student Services
## Approval of Resolution No. 2010/11-07: In Support of California Community Colleges Budget Priorities and Principles

**BACKGROUND / ANALYSIS:**
With California facing a $25.4 billion budget deficit, state funding for community colleges is likely to be reduced in 2011-12 by $400 million. This will impact the educational opportunities College of the Canyons can make available to its students.

The attached Resolution is presented to both Boards for consideration and reflects input from the campus community, including the faculty. The Board of Trustees and the Associated Student Government (ASG) is being asked to review and consider the Resolution to help communicate the gravity of the situation facing the college and the students.

**FISCAL IMPLICATIONS:**
None.

**RECOMMENDATIONS:**
Move Approval of Resolution No. 2010/11-07: In Support of California Community Colleges Budget Priorities and Principles.

Submitted by: Dr. Dianne Van Hook

Approval for submission to Board of Trustees: Dr. Dianne G. Van Hook, Chancellor

Recommended by:

Dr. Dianne Van Hook
Resolution 2010/11-07
Santa Clarita Community College District
Board of Trustees and Associated Student Government
In Support of California Community Colleges Budget Priorities and Principles

WHEREAS, California's higher education system is in a crisis situation with insufficient resources at a time of record demand due to high school graduates and unemployed residents seeking retraining; and

WHEREAS, the Governor's Proposed Budget seeks a balanced approach of making $12.5 billion in spending cuts and asking the voters to extend temporary tax increases totaling $12 billion for five years; and

WHEREAS, under the Governor's Proposed Budget, California community colleges would face $400 million in state general fund cuts; and

WHEREAS, 140,000 students were turned away from California Community Colleges last year; and

WHEREAS, without an extension of temporary tax increases, California community colleges could face $900 million in state general fund cuts; and

WHEREAS, Santa Clarita Community College District faces cuts of $3.7 million under the Governor's Proposed Budget and $10 million if an all-cuts budget were to be adopted instead; and

WHEREAS, of the 8,018 new students who applied to COC in the last three years, less than half (42 percent) were able to register for the classes they needed; and

WHEREAS, between Fall 2008 and Fall 2010, the total number of new students who enrolled in classes decreased 19 percent overall; and

WHEREAS, College of the Canyons had 10,670 students on waitlists in Fall 2010; and

WHEREAS, the United States used to lead the world in the percentage of adults with two-year or four-year degrees and now ranks 10th behind Korea, Canada, Japan, New Zealand, Norway, Ireland, Denmark, Belgium and Australia; and

WHEREAS, California leads the nation in the overall percentage of community college students and the proposed budgets cuts will have national consequences for economic recovery; and

WHEREAS, the California Community Colleges are an integral component of the State of California's integrated and interdependent business community and the proposed budget cuts threaten various industries, development and economic sustainability; and

WHEREAS, funds spent on supporting California Community Colleges are not a cost to the state, but rather an investment; and
WHEREAS, 80 percent of future jobs will require education or training beyond high school, but not a four-year degree; and

WHEREAS, community colleges will meet that need, and thus play a key role in the future health of our economy; and

WHEREAS, California's locally elected community college trustees, together with their faculty, staff and students, are best able to decide where budget reductions can be absorbed while minimizing the impact on their communities; and

WHEREAS, “targeted” cuts at specific curriculum that cost colleges the least to offer will -- in addition to injuring students in transfer and career preparation programs -- require districts to reduce enrollment in higher-cost programs such as advanced technology and nursing; and

WHEREAS, California community colleges could mitigate state cuts and maintain essential student instruction and services if their local communities were able to approve parcel taxes to provide funds to replace reduced state General Fund revenues; and

WHEREAS, modest fee increases charged to community college students should protect the quality of instruction and student services; and

WHEREAS, policy and practice reforms to improve student success and completion and motivate student behavior should be based on sound research implemented in a manner to allow students and institutions to adjust; now, therefore, be it

RESOLVED that the Santa Clarita Community College District supports redirecting any amount of student fee revenue increase to reduce the proposed apportionment cut to protect the quality of student instruction and services; and be it further

RESOLVED that the Santa Clarita Community College District opposes the proposal to distribute apportionment based on student retention and instead supports an additive, categorical incentive funding program to encourage student success and completion, as proposed in the report A 2020 Vision for Student Success; and be it further

RESOLVED that the Santa Clarita Community College District supports the right of California’s voters to be given the opportunity to allow local voters to approve parcel taxes with a 55% vote to backfill state budget cuts at community colleges; and be it further

RESOLVED that the Board of Trustees and the Associated Student Government (ASG) of the Santa Clarita Community College District, by passage of this resolution, expresses its full support for the above principles and positions on the Governor’s Proposed Budget for the 2011-12 fiscal year.
Signed and dated this Twenty-Third day of February, Two Thousand and Eleven.

RECORD OF VOTE COUNT:

<table>
<thead>
<tr>
<th>Board of Trustees</th>
<th>Associated Student Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Aye</td>
<td>_____ Aye</td>
</tr>
<tr>
<td>_____ Nay</td>
<td>_____ Nay</td>
</tr>
<tr>
<td>_____ Abstain</td>
<td>_____ Abstain</td>
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<tr>
<td>_____ Absent</td>
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</tbody>
</table>

Mrs. Michele R. Jenkins  
President, Board of Trustees  
Santa Clarita Community College District

Mr. Matt Roman           
President, Associated Student Government  
Santa Clarita Community College District
BACKGROUND / ANALYSIS:

Over the years, the District and the Associated Student Government (ASG) have discussed the idea of bringing a College Hour to College of the Canyons. College Hour is a one-hour block of time, typically near mid-day, when no classes are taught. Instead, the time is dedicated to students’ activities and faculty/staff committee meetings.

The concept was last discussed at the October 27, 2010 meeting of the Board of Trustees when they met with the Associated Student Government. At that meeting, it was decided to formulate an ad hoc committee of division deans to explore the feasibility of adding a college hour, and report back to the Board of Trustees and the Associated Student Government. This item will provide an update and status as to these efforts.

FISCAL IMPLICATIONS:

N/A.

RECOMMENDATIONS:

This item is presented for information only.

Submitted by: Mitjl Capet

Recommended by: Michael Wilding
Asst Superintendent/VP, Student Services
BACKGROUND / ANALYSIS:

Recent discussions at the statewide level have considered student registration as it relates to access and persistence. This presentation will discuss:

- Registration priority at College of the Canyons,
- Legal requirements related to registration,
- Policy requirements related to registration, and
- The process followed to register students.

FISCAL IMPLICATIONS:

N/A

RECOMMENDATIONS:

This item is presented for information only.

Submitted by:

Jasmine Ruys

Recommended by:

Michael Wilding
Asst Superintendent/VP, Student Services/
### AGENDA

#### CATEGORY
- INSTRUCTIONAL SERVICES

#### ITEM/TITLE
- Approval of Contract Agreement with Boston Reed College

#### ACTION/CONSENT
- for Administrative Medical Assistant Program Through Community Education

### BACKGROUND / ANALYSIS:

The Boston Reed College is a virtual college offering a preset program of learning in Administrative Medical Assistant skills through Community Education departments throughout the California Community College system. Boston Reed provides marketing, instructors, an information meeting, and 96 hours of curriculum. Community Education has elected to offer the program over eleven weeks.

According to Economic Modeling Specialists, Inc. (EMSI), employment for medical secretaries in a fifty mile radius from the college is expected to increase 17.45 percent from 2009 to 2015 with a median hourly wage of $14.74.

Community Education is pleased to offer a second session of this short term vocational program to equip individuals for employment without spending a great deal of time or money in college. This program is an example of how Community Education is a viable part of the California Community College mission. There are no fiscal implications to Community Education or the district. Community Education stands to earn $705 per registered student after Boston Reed is paid.

A copy of the agreement is available from the Office of Instruction upon request.

### FISCAL IMPLICATIONS:

None.

### RECOMMENDATIONS:

Move approval of the contract agreement with Boston Reed College for Administrative Medical Assistant Program Through Community Education.

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Submitted by: Gina M. Bogna

Approval for submission to Board of Trustees: Dr. Dianne G. Van Hook

Recommended by: Dr. Mitjl Capet

Dr. Dianne G. Van Hook
Chancellor

Asst Supt/VP, Instruction
SANTA CLARITA COMMUNITY COLLEGE DISTRICT
College of the Canyons

PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT is hereby entered into between the Santa Clarita Community College District, a public educational agency, hereinafter referred to as "DISTRICT," and Boston Reed College, hereinafter referred to as "CONTRACTOR".

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

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

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

NOW, THEREFORE, in consideration of these mutual promises, the parties agree as follows:

1. Scope of Service. Contractor will conduct class entitled Medical Assistant - Administrative, which includes in part, training to manage a medical office(s) including doctors office, dental office, clinics or medical supply companies as follows:

   Class Date(s): Mondays, Wednesdays, and Fridays; March 7, 2011 - May 25, 2011
   Class Time: 6:00PM to 9:30PM
   Total Sessions: 32 sessions over 11 weeks
   Total Program Hours: 96
   Class Fee per Student: $1775.00 (includes textbooks), not to exceed 35 students

Contractor will take roll, collect any walk-in registration fees and remit such fees with completed roll sheet(s) to Community Education within two (2) business days. Contractor agrees and understands that District does not and will not take any responsibility for the storage, archiving or distribution of contractor's instructional materials, textbooks, etc., and/or other supplies related to this program.

2. Term. Contractor shall commence providing services under this Agreement on March 7, 2011, and will diligently perform as required and complete performance by May 25, 2011.

3. Compensation and Invoicing.

   a. Compensation and Invoicing. District agrees to pay the Contractor for services satisfactorily rendered pursuant to this Agreement a fee not to exceed One Thousand Seventy Dollars ($1070.00) per student from fees collected, and not to exceed a fee total of Thirty Seven Thousand Four Hundred Fifty Dollars ($37,450.00). District shall pay Contractor after District’s Board of Trustee (“Board”) approval, completion of services by Contractor and pursuant to invoice submitted by Contractor. Invoices may be submitted not more than once per month for services rendered during prior month and shall include the invoice date, date(s) of service(s) and Contractor’s Taxpayer Identification Number. Invoices shall be paid on a “net 30-day basis” for services satisfactorily rendered pursuant to this Agreement. No invoices will be paid unless this Agreement has been signed by the Contractor and properly executed by the District and the Contractor has submitted a completed Vendor Form/Substitute Form W-9 to District’s Contract and Procurement Services Department.

   b. Material Fee. This class (check one) ☒ does not have a material fee ☐ does have a material fee in the amount of Zero ($0.00) per student. District shall collect the material fee from the student and, upon receiving receipts or other documentation from Contractor satisfactory to the District, District shall reimburse Contractor such material fees in an amount not to exceed the amount of material fees actually collected.

4. Fingerprinting. Prior to the start date, and during the entire term of this Agreement, Contractor, including all Contractor employees and subcontractors, if applicable, performing services pursuant to the “Scope of Services” paragraph above, shall fully comply with the provisions of the Education Code Section 45125.1 by obtaining a background fingerprint clearance, at Contractor's expense, and providing documentation of such compliance to the District.
5. Materials and Expenses. Contractor shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement. District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing services for the District.

6. Independent Contractor. Contractor, in the performance of this Agreement, shall be and act as an independent contractor and not an employee of District. Contractor, understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor assumes the full responsibility his/her acts and/or liabilities including those of his/her employees or agents as they relate to the services to be provided under this Agreement. Contractor shall assume responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers’ compensation; contributions, including but not limited to, unemployment insurance and social security with respect to Contractor and Contractor’s employees. Contractor should be aware the IRS regulations require District to report total income exceeding six hundred dollars ($600) under this and any additional Agreements in any given year. The District will not withhold taxes, unemployment insurance or social security for Contractor or Contractor’s employees or independent subcontractors. Contractor agrees to indemnify and hold District harmless from and against any and all liability arising from any failure of Contractor to withhold or pay any applicable tax, unemployment insurance or social security when due.

7. Policies & Procedures and Rules & Regulations. Contractor will comply with District's policies, procedures, rules and regulations and applicable laws.

8. Originality of Services. Contractor agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to the District and/or used in connection with this Agreement, shall be wholly original to Contractor and shall not be copied in whole or in part from any other source, except that submitted to Contractor by District as a basis for such services.

9. Copyright/Trademark/Patent.
   a. Matters Produced Under this Agreement. Contractor understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District’s express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Contractor consents to use of Contractor’s name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
   b. Contractor Use of Other Copyright/Trademark/Patent Materials. Contractor is responsible for arranging and paying for all rights and copyrights necessary for all costs arising from the use of any material covered by copyright, patent, trademark or franchise. Contractor agrees to indemnify, defend and hold District harmless from any claims or costs, including legal fees, which might arise from questionable use of any such material. The District reserves the right to require verification.

10. Termination. Either party may, at any time, with or without cause, terminate this Agreement by providing at least thirty (30) days written notice to the other party prior to the requested termination date. In such case, District shall compensate 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 Contractor. In such case, notice shall be deemed given when received by the Contractor or no later than three days after the day of mailing, whichever is sooner.

11. Indemnification. Contractor agrees to hold harmless and indemnify District, their parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys’ fees, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by Contractor, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by Contractor. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability.

   District agrees to hold harmless and indemnify Contractor, their parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys’ fees, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by District, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by Contractor. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties,
12. **Insurance.** Contractor shall be solely responsible for providing all necessary Scope of Service-related insurance, including, as applicable, Workers' Compensation insurance and meeting the statutory insurance requirement of the State of California. Contractor agrees to carry and, upon request by the District, provide evidence of a comprehensive automobile liability insurance policy with limits of not less than Three Hundred Thousand Dollars ($300,000) per occurrence combined single limit for bodily injury and property damage in a form acceptable to District to protect Contractor and District against liability or claims of liability which may arise out of this Agreement. All policies required by this Agreement shall provide that District shall be given thirty (30) day's notice of each expiration or cancellation thereof or reduction of the coverage provided thereby. Coverage(s) shall be through an admitted carrier in the State of California.

13. **Assignment.** The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor without the express, written approval of the District.

14. **Compliance With Applicable Laws.** The services completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Contractor agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Agreement or accuring out of the performance of such operations.

15. **Permits/Licenses.** Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.

16. **Employment With Public Agency.** Contractor, if an employee of another public agency, agrees that Contractor will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.

17. **Entire Agreement/Amendment.** The Agreement documents consist of this Agreement, any exhibits attached to or referenced herein, and all amendments and/or modifications issued in writing and executed by the parties after the release of this Agreement. Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (1) provisions set forth in this Agreement, (2) provisions set forth in any referenced attachments or exhibits to this Agreement attached or incorporated herein by reference.

18. **Affirmative Action Employment.** Contractor agrees not to engage in unlawful discrimination in the employment of persons, or in the acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by District, on the basis of race, color, religion, national origin, ancestry, sex, age, medical condition, mental or physical disability, marital status, sexual orientation or Vietnam-era veteran status.

19. **Non-Waiver.** The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

20. **Notice.** All notices or demands to be given under this Agreement by either party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this Agreement:

<table>
<thead>
<tr>
<th>To the District:</th>
<th>To the Contractor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Clarita Community College District</td>
<td>Boston Reed College</td>
</tr>
<tr>
<td>26455 Rockwell Canyon Road</td>
<td>2799 Napa Valley Corporate Dr</td>
</tr>
<tr>
<td>Santa Clarita, CA 91355</td>
<td>Napa, CA 94558</td>
</tr>
<tr>
<td>Attn: Samantha Weber</td>
<td>Attn: <a href="mailto:danab@bostonreed.com">danab@bostonreed.com</a></td>
</tr>
<tr>
<td>Email: <a href="mailto:samantha.weber@canyons.edu">samantha.weber@canyons.edu</a></td>
<td>Email: Dana Bernard</td>
</tr>
<tr>
<td>Tele: 661-362-3114</td>
<td>Tele: (707)307-5018</td>
</tr>
<tr>
<td>FAX: 661-287-3425</td>
<td>FAX: (707)307-5017</td>
</tr>
</tbody>
</table>

21. **Severability.** If any term, condition or provision of 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, and shall not be affected, impaired or invalidated in any way.
22. Validity and Enforceability. In accordance with Education Code Section 81655, this Agreement is not valid and does not constitute an enforceable obligation against the District unless and until approved or ratified by a Motion of the Governing Board, duly passed and adopted.

23. Governing Law. The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Los Angeles, California.

24. Certification Regarding Debarment, Suspension or Other Ineligibility (applicable to all agreements funded in part or whole with federal funds).

   a. By executing this contractual instrument, Contractor agrees to comply with applicable federal suspension and debarment regulations, including, but not limited to, regulations implementing Executive Order 12549 (29 C.F.R. Part 98).

   b. By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:

      (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
      (2) Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Contractor’s present responsibility;
      (3) Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in b.(2) above, of this certification;
      (4) Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transaction (Federal, State or Local) terminated for cause or default;
      (5) Shall not, except as otherwise provided under applicable federal regulations, knowingly enter into any lower tier covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded by any federal department or agency from participation in such transaction; and
      (6) Include in all lower tier covered transactions, and all solicitations for covered transactions, provisions substantially similar to those set forth herein.

IN WITNESS WHEREOF, parties hereby agree.

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

BY:_________________________
Signature of Authorized Representative
Print Name MITJL CAPET
Print Title ASSISTANT SUPERINTENDANT/VP INSTRUCTION
Date Board Meeting-Date of Approval/Ratification 02-23-2011

BOSTON REED COLLEGE

BY:_________________________
Signature of Authorized Representative
Print Name
Print Title
Date

INITIATOR DEPARTMENT TO COMPLETE:

District Initiating Department
Community Education
District Contact Name
Samantha Weber
District Contact Extension
3114

FULL AGENDA BOOK - PAGE 15
### AGENDA

**CATEGORY**
INSTRUCTIONAL SERVICES

**ITEM/TITLE**
Approval of Agreement Between Santa Clarita Community College and Butte College for the Statewide Economic and Workforce Development Program (EWDP)

**ACTION/CONSENT**
X

**BACKGROUND / ANALYSIS:**

In 2008-09, College of the Canyons received a grant from the Chancellor’s Office to provide coordination services for the statewide Economic and Workforce Development Program (EWDP). At the completion of the 2008-09 year, the Chancellor’s Office decided to restructure the grant. Some activities were to be performed by College of the Canyons, and some activities were to be directed to Butte College. In 2009-10 we worked with Butte College to perform the grant activities, resulting in a positive partnership which has continued this year.

The proposed subcontract agreement will be authorizing the $126,186 from the 2009-10 grant to Butte College to provide 1) implement and provide training of the EWD Data Collection system; 2) develop and conduct the EWD Legislative Outreach summit; 3) develop and implement the EWD marketing plan; 4) coordinate the EWD website maintenance and support; 4) act as the liaison with the Chancellor’s Office Dean of EWD, the Economic and Workforce Development Program Advisory Committee (EDPAC) chair and various subcommittees of the EDPAC, among other activities. A full scope of work is listed in Exhibit A of the Agreement. Copies of the agreement are available from the Chancellor’s Office upon request.

**FISCAL IMPLICATIONS:**

The agreement with Butte College is funded by the Economic and Workforce Development Coordination grant from the Chancellor’s Office. There is no impact to the District General Fund.

**RECOMMENDATIONS:**

Move approval of Agreement between the Santa Clarita Community College District and Butte College for the Statewide Economic and Workforce Development Program (EWDP).

Submitted by:  
Dr. Dena Maloney

Approval for submission to Board of Trustees:

Dr. Dianne G. Van Hook  
Chancellor

Recommended by:  
Dr. Dena Maloney  
VP, Canyon Country Campus and Economic Development
A SUBCONTRACT BETWEEN

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

And

Butte-Glenn Community College District

Resulting from a Grant to Implement an
Economic & Workforce Development Program, Coordination Program Services

Between

THE CHANCELLOR’S OFFICE, CALIFORNIA COMMUNITY COLLEGES

And

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
(Award Number 09-322-001)

The GRANT FACE SHEET, Award Number 09-322-001, between the Chancellor’s Office, California Community Colleges (“Chancellor’s Office”) and the Santa Clarita Community College District, and the Project Budget Summary, Budget Detail and Annual Work plan as approved, are attached to this Subcontract and are incorporated herein. The Grant Agreement Legal Terms and Conditions (Articles I, Rev. 7/08 and II, Rev. 4/08) which apply to this Subcontract are also incorporated herein. The original grant proposal and any revisions, thereof, are included by reference. Provisions noted in the Grant Face Sheet, including the Request For Applications (“RFA”) Specification, the Grant Application, with all required forms, also apply to this Subcontract, are included by reference and are binding upon the parties to this Subcontract.

I. SCOPE OF SUBCONTRACT:

A. Contractor: Santa Clarita Community College District (“Contractor”)
B. Subcontractor: Butte-Glenn Community College District (“Subcontractor”)
C. Subcontract Amount:

Up to One Hundred Twenty-Six Thousand One Hundred Eighty-Six Dollars ($126,186) in Total Cost which also includes Indirect Costs funded at 4% of direct costs; in California State Economic Development funds, unless otherwise determined by the Chancellor’s Office, will be utilized in accordance with the terms and conditions of this Subcontract. All applicable sections of the contract between Contractor and the Chancellor’s Office, as well as the information contained within the grant application to the Chancellor’s Office written in response to RFA Specification 09-322, apply to this Subcontract and are binding upon the parties to this Subcontract. This sum is subject to reduction by the Contractor should the Contractor experience a reduction in funding from the Chancellor’s Office. Contractor reserves the right to adjust the scope of work and funding accordingly.

D. Effective Date of Contract: February 24, 2011.
E. Expiration Date of Contract: June 30, 2011.
II. TERMS AND CONDITIONS:

A. Description of Work:

1. Subcontractor's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices.

2. Subcontractor shall provide Scope of Work; Exhibit A, as required by the above-named grant, incorporated herein and made a part hereof.

B. Deliverables (products, results, and measurable outcomes):

1. Subcontractor shall provide products, results, and measurable outcomes as detailed in the Response Section, Annual Work plan and applicable sections of the Grant Application.

2. Data for quarterly, annual and final report summarizing the outcomes of the project shall be provided.

III. CONSIDERATION

A. In consideration of the performance by Contractor and Subcontractor in delivering this component of the grant, Contractor shall make reimbursement payments to Subcontractor of up to One Hundred Twenty-Six Thousand One Hundred Eight-Six Dollars ($126,186) to be reimbursed no more frequently than monthly. These funds will be released based upon approved Subcontractor line item budgets, but only after the delivery of services and the submission of a detailed invoice (to be submitted no less frequently than quarterly) and time and effort reports and payroll records, including fringe benefits, for all staff paid by the grant, along with appropriate backup documentation for all costs along with invoices requesting reimbursement. Appropriate original documentation for all costs shall be maintained by Subcontractor and be made available upon request to Contractor's employees, their duly authorized representatives or agents, auditors, and state staff. These items shall be sent to the Project Director or such people designated by her. The invoice shall list payments to staff by name.

B. Payment for the delivery of services specified shall be made upon written request of Subcontractor to the Contractor by the submission of a monthly invoice. As agreed to in advance, requests for reimbursement financial documentation must report expenses on an actual cost reimbursement basis.

1. Contractor must receive requests for reimbursement and support documentation for expenditures no later than July 10, 2011, to accommodate end of fiscal year closeout activities.

2. During the time period of February 24, 2011 through April 30, 2011, both parties agree to reevaluate the progress under this Subcontract. Contractor may decrease the total amount of consideration due under this Subcontract as a result of the progress evaluation.

IV. RECORDS/AUDITS

A. Records

In accordance with Article II Legal Terms and Conditions, Chancellor's Office, California Community Colleges Grant Agreement, in order to be in compliance with state requirements, the Subcontractor must maintain records regarding the use of grant funds, progress made towards grant objectives/performance, and placement and use of equipment purchased with grant funds.
1. Records regarding use of grant funds:
   a. The Subcontractor will maintain appropriate financial records in accordance with generally accepted accounting practices.
   
   b. The Subcontractor will maintain original financial documentation (invoices and receipts) on file at the Subcontractor’s location and provide copies of such documentation for reimbursement or upon request of contractor or allow contractor, contractor’s authorized representatives or agents, auditors, or federal staff to view such records.
   
   c. The Subcontractor will submit quarterly time and effort reports, along with payroll records including Fringe Benefits for each staff/faculty member paid by the grant.
   
2. Records regarding progress toward grant objectives/performance:
   a. The Subcontractor will submit a Quarterly Progress Report that addresses progress made toward meeting grant objectives, equipment and other major purchases, barriers and challenges, successful achievement of program objectives and performance measures, information regarding evaluation and outcome assessment activities, and involvement with other internal or external resources used for this project.
   
   b. Subcontractor agrees to cooperate with Project Evaluator and supply information and records needed to track progress.

B. Audit

1. The Subcontractor shall preserve and make available all records related to this agreement for examination by Contractor, Chancellor’s Office, and/or their duly authorized representatives or agents:
   a. The Subcontractor shall retain these records for three years after the completion of the grant;
   
   b. If any audit or other actions involving the records has been started before the expiration of this period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the three-year period, whichever is later;
   
   c. The retention period starts on the day the grantee submits its last expenditure report for that period, but not before June 30, 2011.
   
   d. Any costs that, upon audit, are found to be unallowable, will be reduced from future claims for reimbursement, or shall be refunded if the agreement has expired;
   
   e. Failure to comply with terms of this paragraph may lead to the termination of the Subcontract in accordance with Article X.
   
2. As required by California Education Code Section 84040, Contractor and Subcontractor will conduct their annual financial and compliance audit with each covering the cost for their respective audits.

V. ASSURANCES

A. Certification

1. Acceptance of this Subcontract constitutes certification that the Subcontractor is not presently debarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.
2. Acceptance of this Subcontract constitutes certification that the cooperative partner is not delinquent on any federal debt.

3. Acceptance of this Subcontract constitutes certification that the cooperative partner is in compliance with sections 5151-5160 of the drug free workplace act of 1988.

4. Acceptance of this Subcontract constitutes certification that the Subcontractor is in compliance with the series 3000 of the staff diversity/affirmative action policy (in Americans with Disabilities Act [1990], Ed, Code 87100, Title V, California Code of Regulations Policy Number 3010 (x).

5. Acceptance of this Subcontract constitutes certification that to the best of the Subcontractor's knowledge and belief:

   a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Subcontractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, any extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

   b. If funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a member of Congress in connection with this federal grant, grant, loan, or Subcontract, the Subcontractor shall complete and submit standard form-LLL, “Disclosure form to report lobbying,” in accordance with its instructions.

   c. The Subcontractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including Subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) that all subrecipients shall certify and disclose accordingly.

   d. Subcontractor agrees to notify Contractor immediately if there is any change of status in V.A.1., 2., 3., 4. or 5. above.

VI. PROGRESS RECORDS

1. Records regarding progress toward grant objectives/performance:

   a. The Subcontractor will submit a Quarterly Progress Report that addresses progress made toward meeting grant objectives, barriers and challenges, successful achievement of program objectives and performance measures, information regarding evaluation and outcome assessment activities, and involvement with other internal or external resources used for this project.

   b. Subcontractor agrees to cooperate with Project Evaluator and supply information and records needed to track progress.

VII. REPORTING SCHEDULE

A. Subcontractor shall submit quarterly progress reports and quarterly data collected as required by the grant to the Contractor by no later than 20 working days after the quarter ends. Quarter end dates shall be September 30, December 31, March 31, and June 30.
VIII. PRIOR APPROVAL

A. The following shall constitute deviations from the original intent of the IDRC Subcontract agreement and/or from the application submitted by Contractor and its Subcontractor, in response to the Chancellor’s Office Request for Application (RFA) and will require prior written approval from the Chancellor’s Office, as stated in Article II, Legal Terms and Conditions, Chancellor’s Office Grant Agreement.

1. Changes in project scope, activities or budget;

2. Costs not specified in the budget;

3. Changes in key personnel;

4. Sub-awarding or contracting out work that was not described in the application.

B. Both parties agree that authority and/or approval to make other changes or deviations from the original proposal submitted to the Chancellor’s Office shall be as specified and allowable in the contract between Chancellor’s Office and Contractor and in the provisions listed on the Grant Face Sheet, and incorporated herein by reference.

IX. DESIGNATION OF PERSONNEL

A. All inquiries and reports regarding this subcontract should be directed to Contractor’s point of contact:

Contractor

Name: Dena Maloney
Title: Vice President, Canyon Country Campus
Contractor: Santa Clarita Community College District
Address: 26455 Rockwell Canyon Road
City, State, Zip: Santa Clarita, CA 91355
Telephone: (661) 362-3305
Email: dena.maloney@canyons.edu

B. All inquiries and reports regarding this subcontract should be directed to Subcontractor’s point of contact:

Subcontractor

Name: Catherine Swenson
Title: Initiative Director, Training & Development
Contractor: CCC Economic & Workforce Development Program
Address: P.O. Box 162641
City, State, Zip: Sacramento, CA 95816
Telephone: (916) 452-5668
Email: cswenson@cccewd.net

Legal Notices to:

Name: Andrew Suleski
Title: Vice President for Administration
Contractor: Butte-Glenn Community College District
Address: 3536 Butte Campus Drive
City, State, Zip: Oroville, CA 95965
C. Subcontractor will inform the Contractor of all personnel changes.

X. SUSPENSIONS AND TERMINATION OF FUNDS

Pursuant to a mutual understanding that the terms of this Subcontract do not encumber the implementation of award number 05-0081 as granted by the Chancellor’s Office for the explicit purposes of this project, either party may suspend or terminate this Subcontract upon thirty (30) days written notice, when at any time in either party's determination, the other party to this Subcontract violates or departs from the terms and conditions of this Subcontract; or if the program would not be achieved by continuance of the existing contract; or if the Subcontractor fails to submit the reports required under this Subcontract according to the established schedule. Termination of this Subcontract, however, will not invalidate commitments or obligations properly incurred by the Subcontractor prior to the date of termination that cannot be cancelled.

XI. DISPUTES

All claims, disputes, and other matters in question between the Contractor and Subcontractor arising out of or relating to this Subcontract or the breach thereof shall be addressed in the following manner. The parties shall enter into good faith negotiations to reach an equitable settlement. If a good faith settlement cannot be reached, the parties may agree to select a method of dispute resolution other than litigation, such as arbitration, mediation, mini-trial, or other method of alternative dispute resolution. In the event that the parties are unable to agree on a method of dispute resolution other than litigation, suit may be brought in a court located nearest the District office involved in the suit. Should it be necessary for either party to initiate legal proceedings to resolve disputes arising out of or relating to this Subcontract, the prevailing party shall be entitled to receive from the other party all costs and expenses, including reasonable attorney's fees, incurred in such proceedings. Notwithstanding the fact that a dispute, controversy or question shall have arisen in the interpretation of any provision of this Subcontract, the performance of any work, the delivery of any material, the payment of any moneys to Subcontractor, or otherwise, Subcontractor agrees that it will not directly or indirectly stop or delay the work directed by Contractor, or any part thereof, or stop or delay the delivery of any material or services required to be furnished hereunder, pending the determination of such dispute or controversy, regardless of whether such dispute, controversy, or question is or may be subject to litigation or other form of dispute resolution.

XII. INDEMNIFICATION

Subcontractor agrees to hold harmless and indemnify Contractor, their parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by Subcontractor, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by Contractor. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability.

Contractor agrees to hold harmless and indemnify Subcontractor, their parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by Contractor, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by Subcontractor. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability.
XIII. INSURANCE

Subcontractor agrees to maintain, during the performance of Description of Work and Deliverables covered by this Subcontract, through a combination of self-insurance, insurance and liability coverages from a joint powers agreement, and for a period of not less than one (1) year following the expiration of this Subcontract, at its sole expense, the following insurance coverages: (i) Commercial General Liability insurance naming Contractor as an Additional Insured, with limits of not less than One Million Dollars ($1,000,000) per occurrence; (ii) Professional Liability Insurance with limits of not less than One Million Dollars ($1,000,000); (iii) Automobile Liability with combined single limit on One Million Dollars ($1,000,000) per accident; (iv) Workers’ Compensation insurance as required by law; and (v) Employer’s Liability with limits of not less than One Million Dollars ($1,000,000) per occurrence.

Subcontractor shall deliver Certificates of Insurance and Additional Insured Endorsements evidencing the required coverages to the Contractor, which shall be subject to the Contractor's approval for adequacy of protection, including the satisfactory character of any Insurer, including a Best's rating of not less than A-VII and an admitted carrier in the State of California. Certificates of Insurance and Additional Insured Endorsements must be returned with signed Agreement or no later than ten (10) days prior to the effective date of this Subcontract. If requested by the Contractor, a certified copy of the actual policies with appropriate Endorsement(s) and other documents shall be provided to the Contractor.

All policies required by this Subcontract shall provide that Contractor shall be given thirty (30) days’ notice of each expiration or cancellation thereof or reduction of the coverage provided thereby.

XIV. ANTI-KICKBACK

The anti-kickback act of 1986 was passed to deter subcontractors from making payment for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or a subcontract relating to a prime contract. By acceptance of this Subcontract, the Subcontractor agrees to comply with the following regulations: FAR 3.502 and FAR 52.203.7.

XV. ACKNOWLEDGEMENT OF GRANT SUPPORT

Article II Standard Legal Terms and Conditions of the Chancellor’s Office, California Community Colleges Grant Agreement requires that all products and deliverables, including documents, published materials, and multimedia presentations, shall be approved by the Project Monitor prior to distribution. In addition, all products and deliverables shall:

A. Contain the Grant number and dollar amount of the Grant and Subcontracts relating to the preparation of such documents, in a separate section of such document or written report;

B. Contain a statement indicated that the total Grant amount represents compensation for multiple documents or written reports, when multiple documents or written reports are the subject or product of the Grant;

C. Reference the Chancellor’s Office and the specific funding source; and

D. Include the phrase, “Funded in part by the Chancellor’s Office, California Community Colleges.

XVI. FEDERAL, STATE, AND LOCAL TAXES

Except as may be otherwise provided in this Subcontract, the Subcontractor price includes all applicable Federal, State, and local taxes and duties.

XVII. LAW

This contract shall be governed by and construed in accordance with the laws of the State of California. Venue shall reside in Superior Court, County of Los Angeles.
XVIII. Certification Regarding Debarment, Suspension or Other Ineligibility (applicable to all agreements funded in part or whole with federal funds).

A. By executing this contractual instrument, Contractor agrees to comply with applicable federal suspension and debarment regulations, including, but not limited to, regulations implementing Executive Order 12549 (29 C.F.R. Part 98).

B. By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

2. Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Contractor's present responsibility;

3. Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in B.(2) above, of this certification;

4. Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transaction (Federal, State or Local) terminated for cause or default;

5. Shall not, except as otherwise provided under applicable federal regulations, knowingly enter into any lower tier covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded by any federal department or agency from participation in such transaction; and

6. Include in all lower tier covered transactions, and all solicitations for covered transactions, provisions substantially similar to those set forth herein.

CONTRACTOR

BY: Authorized Representative
Print Name SHARLENE L. COLEAL
Print Title ASSISTANT SUPERINTENDANT/ VP BUSINESS SERVICES
Date Board Meeting 02-23-2011
Date of Approval

SUBCONTRACTOR

BY: Authorized Representative
Print Name ANDREW B. SULESKI
Print Title VICE PRESIDENT FOR ADMINISTRATION
Date Social Security # 94-1637174
Or Federal Tax ID #

INITIATOR DEPARTMENT
TO COMPLETE:
District Initiating Department NSF
District Contact Name Kiyoko Koski
District Contact Extension 3482
EXHIBIT A
Butte-Glenn Community College District
Subcontract with Santa Clarita Community College District

Scope of Work

This Statement of Work ("SOW") is made and entered into by and between the Butte-Glenn Community College District on behalf of its sponsored program Economic and Workforce Development/Training and Development, and Santa Clarita Community College District. The EWD Training & Development Project will provide the following services:

1. Implementation and training for the EWD Data Collection System.
2. Plan, develop and conduct EWD Legislative Outreach summit.
3. Development and implementation of the EWD Marketing plan.
4. Development and production of EWD marketing and legislative outreach collateral.
5. On-going coordination of the EWD website maintenance and support.
6. Coordinate EWD sponsorship with CCCAOE conference, including selection of EWD strand of presentations, coordinating the EWD Booth, and conducting seminars.
7. Coordinate pre-conference all EWD project director meeting.
8. Work with Marketing designer to develop new EWD booth signage.
9. Act as the liaison with CCCCO Dean of EWD, the EDPAC Chair, and subcommittee chairs for agenda development and coordination for Economic Development Program Advisory Committee (EDPAC) meetings.
10. Provide for fiscal management of the budget (includes income generation where appropriate) and subcontractors payment in a flexible and timely manner.
AGENDA CATEGORY BUSINESS SERVICES

ITEM/TITLE Approval of Travel Authorizations Schedule T 10/11-13 ACTION/CONSENT

BACKGROUND / ANALYSIS:

The Travel Authorizations Schedule is presented for approval. Activities include attendance at conferences or conventions, as indicated, and other professional business activities related to District matters. Proposed expenditures are consistent with Board Policy.

A copy of the schedule is available from the Business Services Department, upon request.

FISCAL IMPLICATIONS:
Travel expenditure requests for fiscal year 2010-11 totaling $16,096.58 are included in the 2010-11 Current Budget.

RECOMMENDATIONS:
Move Approval of Travel Authorizations Schedule T 10/11-13.

Submitted by: Kari Soffa

Approval for submission to Board of Trustees:

Dr. Dianne G. Van Hook
Chancellor

Recommended by:

Sharlene L. Coleal
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<th>Date</th>
<th>Location</th>
<th>Name</th>
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**INSTRUCTIONAL OPTIONAL FIELD TRIP**

26 Music 176: Chamber Singers - USC Invitational Festival
|       | 02/28/11 |       |        |       |       |       |      |               |
| Los Angeles, CA |     |       |        |       |       |       |      |               |
| Lori Marie Rice** |     |       |        |       |       |       |      |               |

27 Music 176: Chamber Singers - Riverside Community College Invitational Festival
|       | 03/02/11 |       |        |       |       |       |      |               |
| Riverside, CA |     |       |        |       |       |       |      |               |
| Lori Marie Rice** |     |       |        |       |       |       |      |               |
### TRAVEL AUTHORIZATION SCHEDULE
**BOARD OF TRUSTEES MEETING**
**February 23, 2011**

#### FULL AGENDA BOOK - PAGE 30

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#### ASG CLUB EXCURSIONS

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<td>Allison Devlin**</td>
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#### MILEAGE

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<td>Paul Mazbanian**+</td>
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**GRAND TOTAL** $16,096.58

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<td>PS - Personnel Services (6000)</td>
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BACKGROUND / ANALYSIS:
Please see the attached.

FISCAL IMPLICATIONS:
N/A

RECOMMENDATIONS:

Submitted by: Diane M. Fiero

Approval for submission to Board of Trustees: Dr. Dianne G. Van Hook, Chancellor

Recommended by: Diane Fiero
Asst. Supt/VP, Human Resources
A. ACADEMIC PERSONNEL

1. End of Service
   No business.

2. Employment – Regular
   Mr. Albert Loaiza, Counselor – Student Athletes. Salary and start date pending. (Position #696100-AC01)

3. Employment, Temporary Hourly as Needed

   Adjunct Instructors: Spring (02/07/11-06/02/11)

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<td>Antonio</td>
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<td>Tyler</td>
<td>Akemi</td>
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New instructors hired under equivalency, if any, are noted with an asterisk (*). Additional names of adjunct and noncredit instructors may be presented to the Board.

4. Authorization to Employ – Full-Time
   Chemistry Instructor, replacement for Dr. Alto Benedicto. District funded position. (Position # 190500-AC05)

   Nursing Instructor, replacement for Dr. Diane Morey. District funded position. (Position # 120300-AC05)

5. Authorization to Employ – Other
   No business.

6. Other
   a. Approval of Independent Contractor Payment for Services Rendered:
      No business.
   b. Approval of Contracts:
      No business.
c. Approval of Guest Lecturers:


Mr. Neil Vancans and Mr. Chuck Neely. Guest lecturers for Ron Koester for Advanced Survey Applications on May 19, 2011.


Mr. Gordon Firemark. Guest lecturer for Donna Pattee-Ballard for Photography 220 on April 13, 2011.


*Additional names of guest lecturers may be presented to the Board.*

d. Approval for Payment of Supplementary Services in Addition to Regular Services for Part-time Faculty:

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<td>S4S Student Success Symposium Attendance</td>
<td>$200.04</td>
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<td>Jaravata, Marita</td>
<td>1/31/11</td>
<td>S4S Student Success Symposium Attendance</td>
<td>$200.41</td>
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<td>Kroll, Rebecca</td>
<td>1/31/11</td>
<td>S4S Student Success Symposium Attendance</td>
<td>$200.41</td>
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<td>Schulyer McKaig, Matthew</td>
<td>1/31/11</td>
<td>S4S Student Success Symposium Attendance</td>
<td>$200.11</td>
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<tr>
<td>Movsisyan, Manushak</td>
<td>1/31/11</td>
<td>S4S Student Success Symposium Attendance</td>
<td>$200.40</td>
</tr>
</tbody>
</table>
Additional supplementary services payments may be presented to the Board.

e. Other:

No business.
B. **CLASSIFIED PERSONNEL**

1. **End of Service**
   
   No business.

2. **Employment – Regular**
   
   Student Services Technician I (Reentry Programs & Veterans Affairs), SS salary and start date pending. (Position #620000-CD07)

3. **Employment – Adult Hourly**
   
   The following employees will not be allowed to **meet or exceed** 1000 hours and/or 180 days per academic year.

   a. **Substitute.**
      
      No business.

   b. **Temporary.**
      
      From time to time the District experiences a need to employ substitute and short-term/adult hourly employees. These individuals are employed and paid for less than 75 percent of a college year and are not part of the classified service. These individuals should be distinguished from students employed part-time, in any college work-study program, or in a work experience education program.

      At College of the Canyons an adult hourly or substitute employee is asked to perform a service for the District that is related to one or more of the following conditions:

      - replacement for an employee on leave (substitute);
      - working during a period of high student demand;
      - working on a special project of a short-term nature;
      - is in a position that enhances services to students;
      - is doing academic tutoring associated with the academic cycle; and
      - is in a seasonal position (for example a part-time coach).

      Before employing an adult hourly employee, the Board must specify the service required to be performed by the employee and shall indicate the ending date of the service. While the law allows for 195 days (75% of the school year) of service, the Santa Clarita Community College District has imposed a limit, with few exceptions, of 180 days per year.
Adult Hourly VI  -  $12.00 per hour
Provides general assistance in an office, department or classroom. Has working knowledge, skills, training, and/or experience. Requires use of computer programs and/or software. Performs assigned tasks and duties with small degree of difficulty under direct supervision.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Hill, Kevin</td>
<td>Facilities</td>
<td>3/01/11</td>
<td>6/25/11</td>
<td>Demand</td>
</tr>
</tbody>
</table>

Adult Hourly IX  -  $16.75 per hour
Provides specialized assistance in an office, department or classroom. Has specialized skills that require specialized training, primarily at the college level. Performs specialized tasks and duties that have a high degree of difficulty under minimal supervision.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Start Date</th>
<th>End Date</th>
<th>Eligibility Pool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kuyumjian, Alex</td>
<td>PE/Athletics</td>
<td>2/24/11</td>
<td>6/25/11</td>
<td>Seasonal</td>
</tr>
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</table>

Adult Hourly XI  -  $21.00 per hour
Provides higher level of specialized assistance in an office, department or classroom. Requires more advanced specialized knowledge, skills, training and/or experience. Performs more advanced specialized tasks and duties that have a high degree of difficulty under minimal supervision.

<table>
<thead>
<tr>
<th>Name</th>
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<th>End Date</th>
<th>Eligibility Pool</th>
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</thead>
<tbody>
<tr>
<td>Ward, Hosie</td>
<td>Student Services</td>
<td>2/7/11</td>
<td>2/24/11</td>
<td>Demand</td>
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</table>

End of Service

<table>
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<tr>
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<th>Revised End Date</th>
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<tbody>
<tr>
<td>Carver, Janet</td>
<td>Contracts/Procurement</td>
<td>6/25/11</td>
<td>12/16/10</td>
</tr>
<tr>
<td>Lee, Gina</td>
<td>Contracts/Procurement</td>
<td>6/25/11</td>
<td>12/16/10</td>
</tr>
</tbody>
</table>

Additional names of temporary adult hourly employees may be presented to the Board.

4. Authorization to Employ – Full-Time
   No business.

5. Authorization to Employ – Part-Time
   No business.

6. Other
   a. Approval of payment to Community Services providers:
      (Fully self-supporting operation)
      No business.
b. College Assistants (Student Workers):
   District Funded:
   No business.

   Funded from Supplementary Sources:
   No business.

c. Approval of Contracts:
   No business.

d. Approval for Payment of Supplementary Services in Addition to Regular Services:
   No business.

e. Approval of Independent Contractor Payment for Services Rendered:
   No business.

f. Information:
   No business.

g. Volunteers:
   No business.

   Additional names of volunteers may be presented to the Board.

h. Other:
   Classified Confidential Employee Post Step 7 Excellence in Performance Merit increases as provided for in the Confidential MOU for:
   - Amy Martinez, effective September 1, 2010, 5% ongoing merit  
     BS
   - Lynne Mayer, effective October 1, 2010, 5% ongoing merit  
     O
   - Chris Miner, effective January 1, 2011, 5% ongoing merit  
     PP
   - Michelle Thun, effective December 1, 2010, 5% ongoing merit  
     O

Administrative Responsibility
BS Business Services
IS Instructional Services
PP Plant and Property
SS Student Services
O Other
C. **MANAGEMENT**

1. **End of Service**
   No business.

2. **Employment – Regular**
   No business.

3. **Employment – Hourly**
   No business.

4. **Authorization to Employ – Full-Time**
   No business.

5. **Authorization to Employ – Part-Time**
   No business.

6. **Other**
   Susan Crowther, MESA Director, payment for additional services rendered as the Associate Program Advanced Teaching Workshop Coordinator, for Spring 2011, in the lump sum of $400.00.

   James Glapa-Grossklag, Dean, Education Technology, Learning Resources and Distance Education, payment for additional services rendered as the Associate Program Advanced Teaching Workshop Facilitator, for Spring 2011, in the lump sum of $550.00.

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**Administrative Responsibility**

- BS  Business Services
- IS  Instructional Services
- PP  Plant and Property
- SS  Student Services
- O   Other
SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS

AGENDA
CATEGORY GENERAL

ITEM/TITLE Approval of Appointment of New Members (Lentini, Lynskey, Holmes, Mellady, and Roman) to the Measure “M” Citizens’ Oversight Committee, Effective March 24, 2011

BACKGROUND / ANALYSIS:
On November 7, 2006, the voters of the Santa Clarita Valley approved a historic bond measure designed to implement a capital improvement program for College of the Canyons and the Santa Clarita Community College District. This $160 million bond measure is providing the financial resources for additional access to students through much-needed construction and renovation of the College of the Canyons campus.

A Measure “M” Citizens’ Oversight Committee was formed on March 24, 2007 to provide oversight to ensure bond revenues are expended only for the purposes authorized by law and on those projects specified in the bond measure as well as to ensure bond funds are not spent on teacher or administrator salaries or operating expenses. As several members of the Oversight Committee have completed their terms of service, new members are being recommended for appointment.

Upon confirmation by the Board of Trustees, members of the Santa Clarita Community College District Measure M Citizens’ Oversight Committee shall serve an initial term of two years. It is anticipated that meetings will be convened at least twice a year, and reports will be made at least once each year.

Being presented for consideration by the Board of Trustees effective March 24, 2011 are:
- Mr. Nicholas Lentini (business community organization and Foundation Board representative)
- Ms. Catherine Lynskey (taxpayer group representative)
- Mr. Kevin Holmes (business community organization and Foundation Board representative)
- Ms. Jill Mellady (business community organization and Foundation Board representative)
- Mr. Matt Roman (COC student representative)

The applications have been provided to the Board under separate cover.

FISCAL IMPLICATIONS:
Not Applicable.

RECOMMENDATIONS:
Move approval of the appointment of Mr. Nicholas Lentini, Ms. Catherine Lynskey, Mr. Kevin Holmes, Ms. Jill Mellady, and Mr. Matt Roman to the Measure “M” Citizens’ Oversight Committee.

Submitted by: Dr. Dianne G. Van Hook

Approval for submission to Board of Trustees:
Dr. Dianne G. Van Hook
Chancellor

Recommended by:
Dr. Dianne G. Van Hook
NOMINATION/APPLICATION FORM

<table>
<thead>
<tr>
<th>Name:</th>
<th>NICHOLAS A. LENTINI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Application:</td>
<td>02/07/11</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip Code:</td>
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<td>Phone Number(s):</td>
<td>661-888-1234</td>
</tr>
<tr>
<td>Fax Number:</td>
<td>661-888-1234</td>
</tr>
<tr>
<td>E-mail Address:</td>
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</tr>
</tbody>
</table>

Section 1: Select the public interest category(ies) in which you are active and that you wish to represent:

- Recognized community business organizations
- Senior citizens' organization
- Bona fide taxpayers' organization
- Santa Clarita Community College District Associated Student Government or decision-making body
- Santa Clarita Community College District advisory committee, (i.e., program advisory committees)
- **COC Foundation**
- Four-year college or university
Section 2: Complete the following information.

**Statement of expected contributions if appointed**

Because of my business experience and community perspective, I would be able to address the needs of the College and oversee the use of Measure M funds.

**Brief statement of qualifications (See Desirable Qualities for Candidates-Attachment D)**

My twenty-one years of business experience and involvement with Non-Profit organizations includes working with small and large local companies and running my own business. I have served on many local Non-Profit Organization boards and am past president of the Santa Clarita Valley Rotary Club. Current involvement includes the COC Foundation board, Child & Family Center Foundation board and Santa Clarita Rotary board and Foundation Committee.
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City, State, &amp; Zip Code</th>
<th>Phone Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NICHOLAS A. LENTINI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional References:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Name: CHERI FLEMMING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position: OWNER—VALENCIA ACURA</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2. Name: DARRELL PAULK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position: EXECUTIVE DIRECTOR—CHILD &amp; FAMILY CENTER</td>
<td></td>
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<tr>
<td>3. Name: DR. JOSHUA CORBEN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position: OPTOMETRIST—MICHAEL A. CORBEN O.D. INC.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Santa Clarita Community College District  
Measure "M" Citizens' Oversight Committee  
College of the Canyons  
26455 Rockwell Canyon Road  
Santa Clarita, CA 91355

NOMINATION/APPLICATION FORM

<table>
<thead>
<tr>
<th>Name: Catherine Lynskey</th>
</tr>
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<tbody>
<tr>
<td>Date of Application: February 9, 2011</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City, State, Zip Code:</td>
</tr>
<tr>
<td>Phone Number(s): Home, Cell, Office</td>
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<tr>
<td>Fax Number:</td>
</tr>
<tr>
<td>E-mail Address:</td>
</tr>
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</table>

Section 1: Select the public interest category(ies) in which you are active and that you wish to represent:

- [ ] Recognized community business organizations
- [ ] Senior citizens' organization
- [x] Bona fide taxpayers' organization
- [ ] Santa Clarita Community College District Associated Student Government or decision-making body
- [ ] Santa Clarita Community College District advisory committee, (i.e., program advisory committees)
- [ ] COC Foundation
- [ ] Four-year college or university
Name: Catherine Lynskey

Section 2: Complete the following information.

**Statement of expected contributions if appointed**

My professional experience as a Certified Public Accountant will be of benefit to the committee to accurately review and evaluate expenditures of taxpayer's monies for school construction.

I will review all audit findings and the independent financial audit.

My experience in budgeting will be beneficial to the committee as I have designed implemented and monitored budgets for both private and public entities.

I will attend all meetings necessary and complete any reporting as required by the committee.

**Brief statement of qualifications (See Desirable Qualities for Candidates-Attachment D)**

Taxpayer Representative of Santa Clarita Community College District Measure "C" Citizens' Oversight Committee

Certified Public Accountant in private practice

Treasurer, Santa Clarita Valley Food Pantry (501 (c) (3)

Member, California Society of CPA's

Past, member of Site Council, Mountianview Elementary School, Saugus, Ca

Treasurer, Valencia High School Dance Team Booster Club

Past Secretary and Vice President, Santa Clarita STARS Dance Team Booster Club (501 (c) 3)

I and my three children have, or are, presently attending College of the Canyons; I am interested and invested in the continued growth of the Institution.
Name: Catherine Lynskey

Professional References:

1. Name: Frank M. Roth, CPA
   
   Position: Partner
   
   Address:
   
   City, State, & Zip Code:
   
   Phone Number(s):

2. Name: Eve Itaya
   
   Position: Educator
   
   Address:
   
   City, State, & Zip Code:
   
   Phone Number(s):

3. Name: Belinda Crawford, Santa Clarita Valley Food Pantry
   
   Position: Executive Director
   
   Address:
   
   City, State, & Zip Code:
   
   Phone Number(s): Phone
Santa Clarita Community College District
Measure "M" Citizens' Oversight Committee
College of the Canyons
26455 Rockwell Canyon Road
Santa Clarita, CA 91355

NOMINATION/APPLICATION FORM

Name: Kevin D. Holmes

Date of Application: Feb. 16, 2011

Address: [Redacted]

City, State, Zip Code: [Redacted]

Phone Number(s): 661. [Redacted]

Fax Number: [Redacted]

E-mail Address: [Redacted]

Section 1: Select the public interest category(ies) in which you are active and that you wish to represent:

X Recognized community business organizations

□ Senior citizens' organization

□ Bona fide taxpayers' organization

□ Santa Clarita Community College District Associated Student Government or decision-making body

□ Santa Clarita Community College District advisory committee, (i.e., program advisory committees)

X COC Foundation

□ Four-year college or university
Name: Holmes, Kevin

Section 2: Complete the following information.

Statement of expected contributions if appointed

I will insure that bond revenues are expended in compliance with the law and only for the purposes described in Article XIII A, Section 1(b)(3) and that students wishing to further their education in the Santa Clarita Community College District will be able to do so. I will endeavor to keep the public informed with correct information regarding the Community College District's expenditure of bond revenues.

Brief statement of qualifications (See Desirable Qualities for Candidates-Attachment D)

- Partner in large public accounting firm
- Board President of the Michael Hoefflin Foundation for Children’s Cancer
- Board Member of COC Foundation
- Leader in business community
- Knowledge of financial and budgeting matters
Name: Holmes, Kevin

Professional References:

1. Name: Larry Comp
   Position: Principal, LTC Performance Strategies
   Address: 
   City, State, & Zip Code: 
   Phone Number(s): 

2. Name: Scott Sachs
   Position: Regional Managing Partner, JH Cohn LLP
   Address: 
   City, State, & Zip Code: 
   Phone Number(s): 

3. Name: Gary Saenger
   Position: President, Saenger Associates
   Address: 
   City, State, & Zip Code: 
   Phone Number(s): 

Citizen's Oversight Committee
Nomination Form Attachment D
Santa Clarita Community College District  
Measure "M" Citizens' Oversight Committee  
College of the Canyons  
26455 Rockwell Canyon Road  
Santa Clarita, CA 91355  

NOMINATION/APPLICATION FORM

<table>
<thead>
<tr>
<th>Name:</th>
<th>Jill Mellady</th>
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<tbody>
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<td>2-15-2011</td>
</tr>
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</table>

Section 1: Select the public interest category(ies) in which you are active and that you wish to represent:

- [x] Recognized community business organizations
- [ ] Senior citizens' organization
- [ ] Bona fide taxpayers' organization
- [ ] Santa Clarita Community College District Associated Student Government or decision-making body
- [ ] Santa Clarita Community College District advisory committee, (i.e., program advisory committees)
- [x] COC Foundation
- [ ] Four-year college or university
Section 2: Complete the following information.

**Statement of expected contributions if appointed**

Attendance at meetings, understanding and knowledge of the Santa Clarita Community College District. Work as a team with appointed Measure “M” Oversight Committee to provide due diligence and oversight of financial and budgeting matters.

**Brief statement of qualifications (See Desirable Qualities for Candidates-Attachment D)**

My current position of Board Chair of the College of the Canyons Foundation has given me the tools to understand how the District and the Foundation operate. Vast knowledge of the Santa Clarita Valley Community through various business organization and volunteer work. I am a consultant for many local businesses to launch marketing initiatives. I've developed fundraising plans for nonprofit organizations and have over 700 local SCV customers. My understanding of the community and its impact on the college would be helpful to Measure M.

I have held various position on board’s in Southern California including the Valley Industry Association, United Way Advisory Board Member, Repertory Theatre, Michael Hoefflin Foundation and Child and Family Center board member as well as the SCV Sheriff's Foundation and National Association of Women Business owners. I am a member of many professional service organizations, both locally and nationally. I have voiced opinions to the City Council for the newly formed SCV EDC and understand the current economic climate.

I have a strong interest in higher education and will advocate for student success, especially for the Santa Clarita Valley. I currently work with many colleges nationwide helping to develop fundraising campaigns through direct mail.
Name: Jill Mellady

Professional References:

1. Name: Chris Angelo
   Position: CEO
   Address: 
   City, State, & Zip Code: 
   Phone Number(s): 

2. Name: Ian Lamont
   Position: Publisher, The Signal
   Address: 
   City, State, & Zip Code: 
   Phone Number(s): 

3. Name: Lois Bauccio
   Position: President, Child & Family Center Foundation
   Address: 
   City, State, & Zip Code: 
   Phone Number(s): 
Santa Clarita Community College District
Measure "M" Citizens' Oversight Committee
College of the Canyons
26455 Rockwell Canyon Road
Santa Clarita, CA 91355
NOMINATION/APPLICATION FORM

<table>
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<th>Name: Matt Roman</th>
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<tr>
<td>Address: [Redacted]</td>
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<td>Phone Number(s): (661) [Redacted]</td>
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<td>Fax Number: [Redacted]</td>
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<td>E-mail Address: [Redacted]</td>
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Section 1: Select the public interest category(ies) in which you are active and that you wish to represent:

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- Senior citizens' organization
- Bona fide taxpayers' organization
- Santa Clarita Community College District Associated Student Government or decision-making body
- Santa Clarita Community College District advisory committee, (i.e., program advisory committees)
- COC Foundation
- Four-year college or university

Name: Matt Roman

Section 2: Complete the following information.
Statement of expected contributions if appointed

To represent the needs of the student body.

Brief statement of qualifications (See Desirable Qualities for Candidates-Attachment D)

Student Voice

President of student government
Name: 

Professional References:

1. Name: Allison Devlin 
   Position: ASG Advisor 
   Address: 
   City, State, & Zip Code: 
   Phone Number(s): 

2. Name: Kelly Dapp 
   Position: ASG Advisor 
   Address: 
   City, State, & Zip Code: 
   Phone Number(s): 

3. Name: Laura Branch 
   Position: Student Services Specialist 
   Address: 
   City, State, & Zip Code: 
   Phone Number(s): 