

**Item 11.7**

Time has been set aside for the public to address the Board of Trustees on items that are NOT ON THE AGENDA, but those items will not be acted upon by the Board at this meeting. **ALL** speakers must submit a "Request to Speak" form (located on the information table at the meeting) 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**

**BUSINESS MEETING**

**BOARD MEETING ROOM – HASLEY HALL (HSLH-137)**

College of the Canyons  
26455 Rockwell Canyon Road ~ Santa Clarita, California 91355

**3:30 p.m.**

**WEDNESDAY, JULY 13, 2011**

The meeting will begin at 3:30 p.m. with Closed Session (HSLH-136)  
**Open Session will begin at 6:00 p.m. – HSLH-137 (public welcome).**

**1. PRELIMINARY FUNCTIONS**

- 1.1 Call to Order/Establishment of a Quorum - Public Comment on Closed Session Items
- 1.2 CLOSED SESSION (HSLH-136)
  - 1.2a Public Employee Performance Evaluation: Chancellor  
*(pursuant to Government Code §54957)*
  - 1.2b Conference with Labor Negotiator *(pursuant to Government Code §54957.6)*  
Santa Clarita Community College District Representative: Dr. Michael Wilding  
College of the Canyons Faculty Association (COCFA)
- 1.3 Flag Salute
- 1.4 Approval of Agenda ACTION
- 1.5 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. Audience members may address the Board of Trustees 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. (Audience members 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.)
- 1.6 Approval of Minutes ACTION
  - June 8, 2011 – Business Meeting
  - June 29, 2011 – Special Meeting
  - June 30, 2011 – Special Meeting
- 1.7 Recognition / "Up Close and Personal" ORAL
  - Preview of Student Services/Administration Building

**2. CONSENT CALENDAR**

**ACTION**

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 Electronic Health Records System (EHRs) Technician Program Through Community Education
- 3.2 Approval of Summer 2011 Instructional Field Trips
- 3.3 Approval of Fall 2011 Instructional Field Trips
- 3.4 Approval of Sponsorship Agreement Between Santa Clarita Community College District and McDonald's of Santa Clarita for the 2011-2012 Almost Free Family Series
- 3.5 Approval of Resolution 2011/12-01: California State Preschool Contract CSPP-1254 for Early Childhood Education Center
- 3.6 Approval of Resolution 2011/12-02: General Child Care Contract CCTR-1137 for Early Childhood Education Center
- 3.7 Approval of Award of Contracts for Emerging Technologies Lab Welding Robotic Education Cells Equipment
- 5.1 Approval of Purchase Order Schedule PO 10/11-12
- 5.2 Approval of Travel Authorizations Schedule T 11/12-2
- 5.3 Approval of Mileage Rate: Increase to 55.5¢ Per Mile for Business Miles Driven Effective July 1, 2011
- 5.4 Approval of Amendment No. 1 to Community Recreation Joint Use Agreement with William S. Hart Union High School District
- 6.1 Approval of Addendum #01 to Contract for Cougar Way Modular Project at the Canyon Country Campus (H&S Electric, Inc.)
- 6.2 Approval of Contract for Parking Lot Cleaning Services (Nobile's Power Sweeping)
- 6.3 Approval of Surplus District Property Other Than Land Under Board Policy 6550 (Welding Equipment)
- 6.4 Approval of Notices of Completion
- 7.1 Approval of Personnel Schedule PERS 2011/2012-1

**3. INSTRUCTIONAL SERVICES**

- 3.8 Approval of Master Agreement Between Santa Clarita Community College District and Solid Concepts (CACT/ETI) **ACTION**
- 3.9 Approval of Agreement Between Santa Clarita Community College District and the San Fernando Valley Chapter of APICS (CACT/ETI) **ACTION**
- 3.10 Approval of Agreement Between Santa Clarita Community College District and the City of Santa Clarita WorkSource Center **ACTION**
- 3.11 Approval of Payments for Supplementary Services for Full-Time Faculty; Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date 2010-11 **ACTION**
- 3.12 Notice of Community Education Class Offerings for Summer 2011 **INFORMATION**

**4. STUDENT SERVICES**

None.

**5. BUSINESS SERVICES**

- 5.5 Approval/Ratification of Budget Transfers **ACTION**
- 5.6 Ratification of Constellation NewEnergy, Inc., Fixed Price Solutions Pricing Schedules for January 5, 2012 to July 3, 2012 and July 3, 2012 to July 3, 2013 **ACTION**
- 5.7 Financial Report – Month Ending May 31, 2011 **INFORMATION**

**6. PHYSICAL PLANT, FACILITIES, and CONSTRUCTION**

- 6.5 Ratification of Contract for the Del Valle Regional Training Center for Testing and Inspection Services (DC Inspections) **ACTION**
- 6.6 Ratification of Contract for Cougar Way Modular Project at the Canyon Country Camps (Heys Plumbing) **ACTION**

7. **HUMAN RESOURCES**  
7.2 Approval of Administrator Contract Amendments ACTION
8. **INSTITUTIONAL DEVELOPMENT, TECHNOLOGY and ONLINE SERVICES**  
None.
9. **POLICIES AND PROCEDURES**  
9.1 Approval of Modifications to Board Policy 529 (to BP 5529), Student Conduct, First Reading ACTION  
9.2 Approval of Modifications to Board Policy 530 (to BP 5530), Disciplinary Action, First Reading ACTION  
9.3 Approval of Modifications to Board Policy 531 (to BP 5531), Due Process – Student Disciplinary Action, First Reading ACTION  
9.4 Approval of Board Policy 5800, Prevention of Identity Theft in Student Financial Transactions, Second Reading ACTION  
9.5 Approval of Board Policy 3715, Intellectual Property Rights, First Reading ACTION
10. **GENERAL**  
10.1 Redistricting Options for the Santa Clarita Community College District ACTION  
10.2 Update on Legislation, Regulations, and Board of Governors' Activities/Consultation Items ACTION
11. **REPORTS**  
11.1 Academic Senate Report ORAL  
11.2 Classified Senate Report ORAL  
11.3 Other Organization/Committee Reports ORAL  
11.4 Board Liaison Committee Member Report ORAL  
11.5 Chancellor's Report ORAL  
11.6 Reports and/or Announcements by Board Members, Student Trustee, and/or Staff on Meetings and Conferences Attended ORAL  
11.7 Comments by Members of the Audience on Any Item NOT ON THE AGENDA ORAL  
11.8 New Requests/Recap of Requests Made During the Meeting by Board Members to Have an Item Placed On A Future Agenda ORAL
12. **ANNOUNCEMENT OF NEXT BUSINESS MEETING –**  
Wednesday, August 10, 2011, Business Meeting – 4:30pm Closed Session, 6:00 pm Open Session, Hasley Hall 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.*

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** INSTRUCTIONAL SERVICES

**ITEM/TITLE** Approval of Contract Agreement with Boston Reed College

for Electronic Health Records System (EHRS) Technician

Program Through Community Education

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

The Boston Reed College is a virtual college several vocational programs, including Electronic Health Records System Technician (EHRST), throughout the California Community College system. Boston Reed provides 216 hours of curriculum over eighteen weeks in this certificate program. Boston Reed is recognized by the Board of Vocational Nursing and Psychiatric Technicians and the Department of Health Services Laboratory Field Services as a provider of skilled technicians for the healthcare industry, though not regionally accredited.

Recognizing that people in our community need job skills, beyond the level the state will currently fund, Community Education has offered other programs through Boston Reed (Pharmacy Technician, Administrative Medical Assistant, Optometric Technician, and Massage Therapy) over the past 2 years. Many students finishing these programs have found employment in their fields. We have been especially successful with the Administrative Medical Assistant students, with nearly a 100% placement rate.

According to Economic Modeling Specialists, Inc. (EMSI), employment for EHRS Technicians in a forty mile radius from the college is expected to increase by 999 jobs, or 14 percent, from 2009 to 2015. A recent eHow article on Careers in Electronic Medical Records stated that "According to the Bureau of Labor Statistics, in 2008 the median salary for all medical records and health information technicians was \$30,610 a year."

To equip individuals for employment without their spending a great deal of time or money in college or for-profit schools, Community Education is pleased to offer this short-term vocational program. Although no certification is currently required to enter this career field, employers prefer certified technicians, and the certificate awarded in this program provides validation to their preparation. Due to our reduced FTES base, Community Education is currently the best and only alternative for offering this program. Further, it is a great example of how Community Education is a viable part of the California Community College mission to offer short-term vocational training in high demand fields.

There are no fiscal implications to Community Education or the district, as the program is self-supporting. A copy of the agreement is available upon request from the Community Education Office.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATIONS:**

Move approval of contract agreement with Boston Reed College for Electronic Health Records System (EHRS) Technician Program through Community Education

Submitted by:

Kevin Kistler

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook, Chancellor

Recommended by:



Dr. Floyd Moos

Interim Asst Superintendent/VP, Instruction

**PROFESSIONAL SERVICES AGREEMENT  
ELECTRONIC MEDICAL RECORDS SYSTEM TECHNICIAN ONLINE CLASS**

**BOSTON REED COLLEGE**

**NOVEMBER 1, 2011 – MARCH 20, 2012**

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 **Electronic Health Records System Technologist**, which includes essential components of the EHR and health information exchange essentials; system selection and implementation; project management and fundamentals of change, including human factors as follows:

Class Date(s):	<b>November 1, 2011 to March 20, 2012</b>
Class Time:	<b>This program is offered entirely online, with weekly assignments and a weekly instructor-led virtual class.</b>
Total Sessions:	<b>18 Weeks</b>
Total Program Hours:	<b>216</b>
Class Fee per Student:	<b>\$3600.00 includes workbooks, online program access and certificate of completion.</b>

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 **November 1, 2011**, and will diligently perform as required and complete performance by **March 20, 2012**.

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 **Three Thousand One Hundred Dollars (\$3100.00) per student from fees collected**. 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 full 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 Districts 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 harmless the District 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 District. 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, and extra-contractual liability.

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 produce upon request by the District all such insurance required 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 accruing 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:

**To the District:**

Santa Clarita Community College District  
26455 Rockwell Canyon Road  
Santa Clarita, CA 91355  
Attn: Samantha Weber  
Email: [samantha.weber@canyons.edu](mailto:samantha.weber@canyons.edu)  
Tele: 661-362-3114  
FAX: 661-287-3425

**To the Contractor:**

Boston Reed College  
2799 Napa Valley Corporate Dr  
Napa, CA 94558  
Attn: [danab@bostonreed.com](mailto:danab@bostonreed.com)  
Email: Dana Bernard  
Tele: (707)307-5018  
FAX: (707)307-5017

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

BOSTON REED COLLEGE

BY: \_\_\_\_\_

Signature of Authorized Representative

Print

Name FLOYD MOOS

Print

Title ASSISTANT SUPERINTENDANT/VP INSTRUCTION

Date

Board Meeting-Date of Approval/Ratification July 13, 2011

BY: \_\_\_\_\_

Signature of Authorized Representative

Print

Name

Print

Title

Date

**INITIATOR DEPARTMENT TO COMPLETE:**

District Initiating Department

Academic Affairs

District Contact Name

Kevin Kistler

District Contact Extension

3025

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** INSTRUCTIONAL SERVICES

**ITEM/TITLE** Approval of Summer 2011 Instructional Field Trips

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

The Summer 2011 instructional field trips are presented for approval. Per Title V, section 55220 and Board Policy 534, the Board of Trustees is required to approve all field trips for the District. Field trips are approved as part of the course curriculum and meet Federal and Title V disclosure rules.

The list of Instructional Field Trips has been distributed under separate cover and is available from the Instruction Office upon request.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATIONS:**

Move approval of Summer 2011 Instructional Field Trips.

Submitted by:

Audrey Green

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



Dr. Floyd Moos  
Interim Asst Superintendent/VP, Instruction

Summer 2011 - Instructional Field Trips

Item 3.2, 07/13/11  
Under Sep Cover

Section Name	Short Title	Start Date	End Date	Instructor	Printed Comments
BIOSCI-100-81950	General Biology	06/14/11 06/14/11	08/04/11 08/04/11	Medina-Lope, P	Optional field trip: Los Angeles Zoo the week of 7/18. Entrance fee: \$15.00. Students are responsible for their own transportation. This class meets at the CANYON COUNTRY CAMPUS on Sierra Highway.
BIOSCI-100-81949	General Biology	06/13/11 06/13/11	08/03/11 08/04/11	Fox, G	Optional field trip: Los Angeles Zoo the week of 7/18. Entrance fee: \$15.00. Students are responsible for their own transportation.
BIOSCI-100-81948	General Biology	06/13/11 06/13/11	08/03/11 08/04/11	Carleton, C	Optional field trip: Los Angeles Zoo the week of 7/18. Entrance fee: \$15.00. Students are responsible for their own transportation. This class meets at the CANYON COUNTRY CAMPUS on Sierra Highway.
BIOSCI-106-81951	Organismal/Environmental Bio	06/13/11 06/13/11	08/03/11 08/04/11	Li, L	Optional field trip: Cabrillo Marine Aquarium the week of 7/18. Parking fee and entrance donation \$6.50. Students are responsible for their own transportation.
BIOSCI-106-81952	Organismal/Environmental Bio	06/13/11 06/13/11	08/03/11 08/04/11	Foote, A	Optional field trip: Cabrillo Marine Aquarium the week of 7/18. Parking fee and entrance donation \$6.50. Students are responsible for their own transportation.
BIOSCI-106-81955	Organismal/Environmental Bio	06/13/11 06/13/11	08/03/11 08/04/11	Gimple, P	Optional field trip: Cabrillo Marine Aquarium the week of 7/18. Parking fee and entrance donation \$6.50. Students are responsible for their own transportation.
GEOG-101-81964	Physical Geography	07/12/11	08/11/11	Bates, M	Optional field trip: Mammoth/Eastern Sierra region of CA. on Friday, 7/29 - Sunday, 7/31. Trip includes multiple stops - approximately 800 miles RT from SCV. Students are responsible for their own food, transportation and lodging. This class meets at the CANYON COUNTRY CAMPUS on Sierra Highway.
GEOG-101L-81967	Phy. Geography Lab	06/07/11	07/07/11	Duret, K	Optional field trip: Yosemite National Park and the Mammoth Lakes/Eastern Sierra region Friday, 7/1 - Sunday, 7/3. Trip includes multiple stops - approximately 800 miles RT from SCV. Students are responsible for their own food, transportation and lodging. The \$20/car National Park fee will be waived.

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** INSTRUCTIONAL SERVICES

**ITEM/TITLE** Approval of Fall 2011 Instructional Field Trips

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

The Fall 2011 instructional field trips are presented for approval. Per Title V, section 55220 and Board Policy 534, the Board of Trustees is required to approve all field trips for the District. Field trips are approved as part of the course curriculum and meet Federal and Title V disclosure rules.

The list of Instructional Field Trips has been distributed under separate cover and is available from the Instruction Office upon request.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATIONS:**

Move approval of Fall 2011 Instructional Field Trips.

Submitted by:

Audrey Green

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



Dr. Floyd Moos  
Interim Asst Superintendent/VP, Instruction

Fall 2011 - Instructional Field Trips

Item 3.3, 07/13/11  
Under Sep Cover

Section Name	Short Title	Start Date	End Date	Instructor	Printed Comments
ARCHT-200A-83121	Sustainable Dvlpmnt/Env De	08/27/11	10/15/11	Oliver, J	Mandatory field trip: Audubon Center at Debs Park, 4700 North Griffin Ave. Los Angeles, CA 90031 on 9/24 (9:30 am - 11:30 am). No entrance or parking fee. Students are responsible for their own food and transportation.
BIOSCI-100-83578	General Biology	08/22/11 08/22/11	12/10/11 12/10/11	Burke, K	Optional field trip: Wild Life Learning Center in Sylmar the week of 11/7. Entrance fee \$6.00. Students are responsible for their own transportation.
BIOSCI-100-83579	General Biology	08/22/11 08/22/11	12/10/11 12/10/11	Burke, K	Optional field trip: Wild Life Learning Center in Sylmar the week of 11/7. Entrance fee \$6.00. Students are responsible for their own transportation.
BIOSCI-100-83584	General Biology	08/22/11 08/22/11	12/10/11 12/10/11	Medina-Lope, P	Optional field trip: Wild Life Learning Center in Sylmar the week of 11/7. Entrance fee \$6.00. Students are responsible for their own transportation.
BIOSCI-100-83585	General Biology	08/22/11 08/22/11	12/10/11 12/10/11	Medina-Lope, P	Optional field trip: Wild Life Learning Center in Sylmar the week of 11/7. Entrance fee \$6.00. Students are responsible for their own transportation.
BIOSCI-100-83590	General Biology	08/22/11 08/22/11	12/10/11 12/10/11	Nishiyama, G	Optional field trip: Wild Life Learning Center in Sylmar the week of 11/7. Entrance fee \$6.00. Students are responsible for their own transportation. This class meets at the Canyon Country Campus on Sierra Highway.
BIOSCI-100-83581	General Biology	08/22/11 08/22/11	12/10/11 12/10/11	Wolf, J	Optional field trip: Wild Life Learning Center in Sylmar the week of 11/7. Entrance fee \$6.00. Students are responsible for their own transportation.
BIOSCI-100-83582	General Biology	08/22/11 08/22/11	12/10/11 12/10/11	Wolf, J	Optional field trip: Wild Life Learning Center in Sylmar the week of 11/7. Entrance fee \$6.00. Students are responsible for their own transportation.
BIOSCI-100-83583	General Biology	08/22/11 08/22/11	12/10/11 12/10/11	Musser, C	Optional field trip: Wild Life Learning Center in Sylmar the week of 11/7. Entrance fee \$6.00. Students are responsible for their own transportation.
BIOSCI-100-83591	General Biology	08/22/11 08/22/11	12/10/11 12/10/11	Sloan, K	Optional field trip: Wild Life Learning Center in Sylmar the week of 11/7. Entrance fee \$6.00. Students are responsible for their own transportation. This class meets ar Canyon Country campus on Sierra Highway.

Fall 2011 - Instructional Field Trips

BIOSCI-100-83589	General Biology	08/22/11	12/10/11	Sanver-Wang, D	HYBRID CLASS. Mandatory orientation (5:00 pm - 5:45 pm) on Thursday, 8/25 in CCC-310, first lab immediately follows after. Optional field trip: Wild Life Learning Center in Sylmar the week of 11/7. Entrance fee \$6.00. Students are responsible for their own transportation. This class meets at the Canyon Country Campus on Sierra Highway.
BIOSCI-106-83594	Organismal/Environmental	08/22/11	12/10/11	Palavecino, P	Optional field trip: Latigo Shore, Malibu the week of 11/21. Students are responsible for their own transportation.
BIOSCI-106-83595	Organismal/Environmental	08/22/11	12/10/11	Palavecino, P	Optional field trip: Latigo Shore, Malibu the week of 11/21. Students are responsible for their own transportation.
BIOSCI-106-83592	Organismal/Environmental	08/22/11	12/10/11	Chari, J	FIELD STUDIES CLASS. Mandatory, on location field study will take place at Camp Tahquitz, south of Big Bear on 10/7-10/9. The field study will replace 12 on-campus hours. Optional meal package for approximately \$50. Please visit <a href="http://www.canyons.edu/fieldstudies">www.canyons.edu/fieldstudies</a> for information regarding students responsibilities and requirements. Optional field trip: Intertidal pools at Latigo Shores on 10/28. No entrance fee. Students are responsible for their own food and transportation.
BIOSCI-106-83593	Organismal/Environmental	08/22/11	12/10/11	Chari, J	FIELD STUDIES CLASS. Mandatory, on location field study will take place at Camp Tahquitz, south of Big Bear on 9/23-9/25. The field study will replace 12 on-campus hours. Optional meal package for approximately \$50. Please visit <a href="http://www.canyons.edu/fieldstudies">www.canyons.edu/fieldstudies</a> for information regarding students responsibilities and requirements. Optional field trip: Intertidal pools at Latigo Shores on 10/28. No entrance fee. Students are responsible for their own food and transportation.
BIOSCI-106-83596	Organismal/Environmental	08/22/11	12/10/11	Foote, A	HYBRID CLASS. Mandatory orientation (11:00 am - 11:45 am) on Thursday, 8/25 in BYKH-211, first lab immediately follows after. Optional field trip: Latigo Shore, Malibu the week of 11/21. Students are responsible for their own transportation.
BIOSCI-106-83588	Organismal/Environmental	08/22/11	12/10/11	Anderson-Mc, T	Optional field trip: Cabrillo Marine Aquarium during the week of 10/31. Donation fee: \$7.00. Students are responsible for their own transportation.
BIOSCI-106-83586	Organismal/Environmental	08/22/11	12/10/11	Gimple, P	Optional field trip: Cabrillo Marine Aquarium during the week of 10/31. Donation fee: \$7.00. Students are responsible for their own transportation.

Fall 2011 - Instructional Field Trips

BIOSCI-106-83587	Organismal/Environmental	08/22/11 08/22/11	12/10/11 12/10/11	Gimple, P	Optional field trip: Cabrillo Marine Aquarium during the week of 10/31. Donation fee: \$7.00. Students are responsible for their own transportation.
ENVRMT-101-83571	Intro Environmental Studie	08/22/11	10/12/11	Devlahovich, V	FIELD STUDIES CLASS. Mandatory, on location field study will take place at Camp Tahquitz, south of Big Bear on 9/9-9/11 and 9/23-9/25. The field studies will replace 24 hours of on-campus time. Optional meal package for approximately \$50. Please visit <a href="http://www.canyons.edu/fieldstudies">www.canyons.edu/fieldstudies</a> for information regarding student responsibilities and requirements. Students are responsible for their own food and transportation.
ENVRMT-103-83572	Intro Environmental Scienc	08/22/11 08/22/11	12/10/11 12/10/11	Chari, J	FIELD STUDIES CLASS. Mandatory, on location field study will take place at Camp Tahquitz, south of Big Bear on 9/9 - 9/11. The field study will replace 12 hours of on-campus time. Optional meal package for approximately \$50. Please visit <a href="http://www.canyons.edu/fieldstudies">www.canyons.edu/fieldstudies</a> for information regarding student responsibilities and requirements. Students are responsible for their own food and transportation.
GEOG-101-82638	Physical Geography	08/22/11	12/10/11	Duret, K	Optional field trip: Eastern Sierra and Mammoth Lakes region 10/7 - 10/9. Students are responsible for their own food, transportation and lodging.
GEOG-101-82639	Physical Geography	08/22/11	12/10/11	Bates, M	Three optional field trips: San Andreas Fault in the Antelope Valley on 10/1. Santa Barbara area on 11/18. Death Valley 10/21 - 10/23, Campsites may be reserved \$18/night. National Park fee \$20/vehicle for the week. Students are responsible for their own food, transportation and lodging.
GEOG-101-83284	Physical Geography	08/22/11	12/10/11	Bates, M	Three optional field trips: San Andreas Fault in the Antelope Valley on 10/1. Santa Barbara area on 11/18. Death Valley 10/21 - 10/23, Campsites may be reserved \$18/night. National Park fee \$20/vehicle for the week. Students are responsible for their own food, transportation and lodging.
GEOG-101-83286	Physical Geography	08/22/11	12/10/11	Bates, M	Three optional field trips: San Andreas Fault in the Antelope Valley on 10/1. Santa Barbara area on 11/18. Death Valley 10/21 - 10/23, Campsites may be reserved \$18/night. National Park fee \$20/vehicle for the week. Students are responsible for their own food, transportation and lodging.
GEOG-101L-83290	Physical Geography Lab	08/22/11	12/10/11	Bates, M	Optional field trip: Towsley Canyon in Newhall, choice of two

Fall 2011 - Instructional Field Trips

GEOG-101L-83299	Physical Geography Lab	08/22/11	12/10/11	Duret, K	dates: 9/30 or 10/8. Students are responsible for their own transportation. Optional field trip: Eastern Sierra and Mammoth Lakes region 10/7 - 10/9. Students are responsible for their own food, transportation and lodging.
GEOG-101L-83292	Physical Geography Lab	08/22/11	12/10/11	Bates, M	Optional field trip: Towsley Canyon in Newhall, choice of two dates: 9/30 or 10/8. Students are responsible for their own transportation.
GEOG-102-83288	Cultural Geography	08/22/11	12/10/11	Bates, M	Optional field trip: Metrolink/walking tour of Downtown Los Angeles on 11/19. Metrolink fare approximately \$11.50. Students are responsible for their own transportation. This class meets at the CANYON COUNTRY CAMPUS on Sierra Highway.
GEOL-105-83714	Geology of California	08/22/11	12/10/11	Rezaie Boro, M	Optional field trip: San Bernardino County/San Andreas Fault/ROCK and Minerals/EQ on 9/25. Students are responsible for their own transportation. This class meets at the CANYON COUNTRY CAMPUS on Sierra Highway.
GEOL-109-83763	Earth Science	10/03/11	11/14/11	Devlahovich, V	HYBRID FIELD STUDIES CLASS. On campus meetings (2:20 pm - 3:40 pm) on Mondays, 10/3, 10/17, 10/31, and 11/14. Mandatory, on location field study will take place at Camp Tahquitz, south of Big Bear on 10/21- 10/23 and 11/4-11/6. The field study will replace 12 hours of on-campus time. Please visit <a href="http://www.canyons.edu/fieldstudies">www.canyons.edu/fieldstudies</a> for information regarding student responsibilities and requirements. This is a Learning Community section with two or more classes clustered around a common theme. This class is paired with PHOTO-150-83486. Students are required to enroll in this section as well. Students are responsible for their own food and transportation.
GEOL-218-83717	Introduction to Oceanography	08/22/11 08/22/11	12/10/11 12/10/11	Rezaie Boro, M	Optional field trip: Los Angeles County coastline on 11/2. Students are responsible for their own transportation.
PHOTO-150-83486	Intro to Cameras & Composition	10/03/11	11/14/11	Brill-Wynko, W	HYBRID FIELD STUDIES CLASS. On campus meetings (3:50 pm - 5:20 pm) on Mondays, 10/3, 10/17, 10/31, and 11/14. Mandatory, on location field study will take place at Camp Tahquitz, south of Big Bear on 10/21-10/23 and 11/4-11/6. The field station activity will replace 12 hours of on-campus time. Please visit <a href="http://www.canyons.edu/fieldstudies">www.canyons.edu/fieldstudies</a> for information regarding student responsibilities and requirements. LEARNING COMMUNITY: this is a

## Fall 2011 - Instructional Field Trips

REC-103-82822	Rec & the Natural Evnironn	08/22/11	12/10/11	Hyatt, R	<p>Learning Community section. Learning Communities are where two or more classes cluster around a common theme. This class is paired with GEOL-109-83763. Students are required to enroll in this section as well. Students are responsible for their own food and transportation.</p> <p>FIELD STUDIES CLASS. Mandatory, on location field study will take place at Camp Tahquitz, south of Big Bear on 10/22-10/24. The field study class will replace 12 hours of on-campus class time. Optional meal package for approximately \$50. Please visit <a href="http://www.canyons.edu/fieldstudies">www.canyons.edu/fieldstudies</a> for information regarding student responsibilities and requirements. Three mandatory field trips: CSUN Aquatic Center Castaic Lake on 10/12. No entrance fee. Placerita Canyon Nature Center on 10/19. No entrance fee. Discovery Park, Santa Clarita on 11/9. No entrance fee. Students are responsible for their own food and transportation.</p>
SOCI-101H-83381	Intro to Sociology - Honors	08/22/11	12/10/11	Marenco, A	<p>FIELD STUDIES CLASS. Mandatory, on location field study will take place at Camp Tahquitz, south of Big Bear on 10/7 - 10/9. The field study will replace 3 on-campus hours. Optional meal package for approximately \$50. Please visit <a href="http://www.canyons.edu/fieldstudies">www.canyons.edu/fieldstudies</a> for information regarding students responsibilities and requirements. Students are responsible for their own food and transportation.</p>
SURV-101-83033	Intro to Land Surveying	08/27/11	12/03/11	Blasberg, R , R	<p>HYBRID CLASS. On campus meetings (9:00 am - 03:30 pm) on Saturdays, 8/27, 9/10, 9/24, 10/8, 10/22, 11/5, 11/19 &amp; 12/3. Optional field trip: CLSA Meeting on 9/8, (6:00 pm -9:00 pm). Location is to be determined. Students are responsible for their own transportation.</p>
SURV-101-83048	Intro to Land Surveying	08/22/11 08/22/11	12/10/11 12/10/11	Blasberg, R	<p>Optional field trip: CLSA Meeting on 9/8, (6:00 pm -9:00 pm). Location is to be determined. Students are responsible for their own transportation.</p>
SURV-105-83053	Boundry Contrl & Lgl Prncp	08/22/11	12/10/11	Koester, R	<p>Mandatory field trip: CLSA Meeting on 9/8, (6:00 pm -9:00 pm). Location is to be determined. Students are responsible for their own transportation.</p>

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** INSTRUCTIONAL SERVICES

**ITEM/TITLE** Approval of Sponsorship Agreement Between Santa  
Clarita Community College District and McDonald's of  
Santa Clarita for the 2011-2012 Almost Free Family Series

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

Since 2009, McDonald's of Santa Clarita has sponsored the Almost Free Family Series, a popular element of the Santa Clarita Performing Arts Center's COC Presents season. In return for the \$10,000 sponsorship fee, McDonald's of Santa Clarita Schutz Organization receives a number of benefits which are described in Exhibit A of the Sponsorship Agreement. This series sponsorship continues to be a "good fit" for both parties with McDonald's of Santa Clarita getting a great opportunity to serve the youth of our community and the District and Performing Arts Center receiving funds to defray some of the costs associated with presenting this series.

Copies of the agreement are available upon request from the Instruction Office.

**FISCAL IMPLICATIONS:**

A gain of \$10,000 to offset costs associated with this series in Fund 58.

**RECOMMENDATIONS:**

Move approval of this sponsorship agreement between Santa Clarita Community College District and McDonald's of Santa Clarita for the 2011-2012 Almost Free Family Series.

Submitted by:

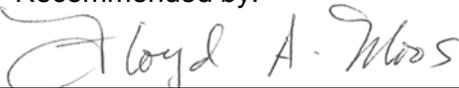
Adam Philipson  
Managing Director,  
Santa Clarita Performing Arts Center

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



Dr. Floyd Moos  
Interim Asst Superintendent/VP, Instruction

**SANTA CLARITA PERFORMING ARTS CENTER  
AT COLLEGE OF THE CANYONS**

Item 3.4, 07/13/11  
Under Sep Cover

**SPONSORSHIP AGREEMENT**

This Agreement is made by and between Santa Clarita Community College District ("District"), a public community college district organized under the laws of the State of California, and **McDonald's of Santa Clarita** ("Sponsor").

1. **Sponsorship.** Sponsor hereby agrees to become a Series Sponsor for **Almost-Free Family Series** for the **2011/2012 Season** ("Season"), September 2011 through May 2012, at the Santa Clarita Performing Arts Center at College of the Canyons ("Center"), located at the District's College of the Canyons Valencia campus ("COC"). The Benefits of the Sponsorship are described in Exhibit A attached hereto and made a part hereof ("Benefits").

2. **Pledge.** Sponsor hereby pledges and agrees to pay to the District the corresponding, non-refundable Sponsorship Fee associated with the Sponsorship level.

- a.  Payment in full, delivered concurrently with the execution by Sponsor of this Agreement.
- b.  Payment in ten (10) equal installments of ten percent (10%) as shown below.

<b>Installment #1: August 15, 2011</b>	<b>\$1,000</b>
<b>Installment #2: September 15, 2011</b>	<b>\$1,000</b>
<b>Installment #3: October 15, 2011</b>	<b>\$1,000</b>
<b>Installment #4: November 15, 2011</b>	<b>\$1,000</b>
<b>Installment #5: December 15, 2011</b>	<b>\$1,000</b>
<b>Installment #6: January 15, 2012</b>	<b>\$1,000</b>
<b>Installment #7: February 15, 2012</b>	<b>\$1,000</b>
<b>Installment #8: March 15, 2012</b>	<b>\$1,000</b>
<b>Installment #9: April 15, 2012</b>	<b>\$1,000</b>
<b>Installment #10: May 15, 2012</b>	<b>\$1,000</b>

3. **Benefits and Obligations of the District.** The District shall utilize its best efforts to provide to Sponsor the Benefit associated with the Sponsorship, provided, however, that the failure to provide any such Benefit shall not be deemed a breach of this Agreement by the District. Sponsor agrees that in the event of such failure or omission by the District to provide any of the Benefit, Sponsor shall have no rights to obtain injunctive or other relief, to obtain damages at law and/or to rescind this Agreement; provided, however, that the District, upon receipt of notice from Sponsor of such failure to comply with the provisions of this Article, shall:

- a. take such steps as are reasonably practicable to cure such failure, if possible, as determined by the District in the reasonable exercise of its discretion; or
- b. in the alternative, the District shall have the right to refund or apply a credit towards the balance due of the Sponsorship fee, in an amount the District deems reasonably appropriate under the circumstances, as follows: (i) where full Sponsorship fee has been received by the District, a prorated refund shall be made; or (ii) where full Sponsorship fee has not been received by the District, a prorated credit shall be applied towards the balance due of the Sponsorship fee.

4. **Performance Cancellation.** In the event that a Performance cancels or an event precludes the Performance from occurring, a prorated portion of the Sponsorship fee, as determined by the District, less any costs incurred by the District, shall be refunded or a credit shall be applied towards the balance due of the Sponsorship fee, as follows:

- a. Where full Sponsorship fee has been received by the District, a prorated refund shall be made.
- b. Where full Sponsorship fee has not been received by the District, a prorated credit shall be applied towards the balance due of the Sponsorship fee.

5. **Term.** This Agreement shall commence upon the execution of Agreement by both parties **and** receipt by the District of the Sponsorship Fee and shall terminate at the end of the Season.

6. **Use of Sponsor's Trademark/Logo.** Sponsor agrees that the District may use Sponsor's trademark/logo in furtherance of the District's obligations pursuant to Paragraph 3 above. Sponsor agrees to furnish camera-ready artwork to the District's Public Information Office ("PIO") within five (5) days of the date of this Agreement. Sponsor agrees that the District and/or the District may appropriately modify Sponsor's trademark/logo to accommodate use thereof. Sponsor acknowledges that its trademark/logo may appear in close proximity to other sponsors trademarks/logos in materials generated in respect of the Season or otherwise.

7. **Use of District's and Center's Trademark/Logo.** Sponsor must obtain written approval from the PIO to use the District's and/or Center's name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, the PIO will furnish Sponsor with camera-ready artwork for such use.

8. **Termination.** The District shall have the right to terminate Sponsor's rights hereunder in the event of the occurrence of (i) the breach by Sponsor of its obligations herein, (ii) the destruction of or inability to use fifty percent (50%) or more of the Center and/or the COC facilities ("Facilities"), or, (iii) the decision by the District, for any reason whatsoever, to close the Center for all or any part of the Season. In the event of termination due to the occurrence of (ii) or (iii), a prorated portion of the Sponsorship fee, as determined by the District, shall be refunded or a credit shall be applied towards the balance due of the Sponsorship fee, as follows:

- a. Where full Sponsorship fee has been received by the District, a prorated refund shall be made.
- b. Where full Sponsorship fee has not been received by the District, a prorated credit shall be applied towards the balance due of the Sponsorship fee.

9. **Indemnification.** Sponsor agrees to indemnify, defend and hold harmless the District, together with each of its officers, directors, agents, volunteers and employees, against any and all claims, lawsuits, damages, liabilities, losses, fines, penalties, expenses, judgments, demands and costs, including reasonable attorney's fees, in any way arising from or related to the business of, and/or operations conducted or subsidized in whole or in part by, Sponsor.

District agrees to indemnify, defend and hold harmless the Sponsor against any and all claims, lawsuits, damages, liabilities, losses, fines, penalties, expenses, judgments, demands and costs, including reasonable attorney's fees, in any way arising from or related to the business of, and/or operations conducted or subsidized in whole or in part by, District.

10. **No Assignment by Sponsor.** Sponsor shall not have the right to assign its rights and/or delegate its duties hereunder without the written consent of District.

11. **Relationship of Parties.** Nothing contained herein shall imply any partnership, joint venture or agency relationship between the parties and neither party shall have the power to obligate or bind the other in any manner whatsoever, except to the extent herein provided.

12. **Miscellaneous Provisions.** This Agreement sets forth all (and is intended by all parties to be an integration of all) of the representations, promises, agreements and understandings among the parties hereto with respect to the subject matter hereof. Without in any way limiting the foregoing, this Agreement supersedes any and all prior or contemporaneous oral or written communications and/or agreements between the parties hereto, all of which are merged herein. No amendment, change or modification of this Agreement shall be valid unless in writing and signed by all the parties hereto. No waiver of any provision of this Agreement and/or rights or obligations of any party hereunder, shall be effective, except pursuant to a written instrument signed by the party or parties waiving compliance, and any such waiver shall be effective only in the specific instance and or the specific purpose stated in such writing.

SANTA CLARITA COMMUNITY COLLEGE DISTRICT  BY: _____ Signature of Authorized Representative  Print Name SHARLENE L. COLEAL Print Title ASST SUPERINTENDENT/VP-BUSINESS SERV  Date _____	SPONSOR  BY: _____ Signature of Authorized Representative  Print Name _____ Print Title _____  Date _____
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**INITIATOR DEPARTMENT TO COMPLETE:**

District Initiating Department	Performing Arts Center
District Contact Name	Adam Philipson
District Contact Extension	X 5305



## **Sponsorship Opportunities 2011-12 Season**

### **Series Sponsor 2011-12**

**\$10,000**

- Recognized as Series Sponsor in promotional materials and media for the 4 events that constitute the Series in the COC Presents Season
- Logo/name recognition in Season Brochure as Sponsor that is mailed to 120,000 homes
- Logo/name recognition on tickets and at Box Office window for Series performances
- Recognized as Series Sponsor on electronic marquees
- Recognition to include playbills/program for COC Presents performances
- Voice announcement recognition before COC Presents Series performances
- Four (4) complimentary tickets to Series performances
- Right to purchase up to ten (10) additional tickets to Series performances at 15% discount
- Recognized as Series Sponsor on poster in the lobby of the PAC for selected Series performances
- Invitation to "Season Preview" talk and backstage theatre tour
- Sponsor name and logo and promotional coupon will be added to pre and post show patron email blasts
- Logo placed on step and repeat banner for May 18, 2012 planned event  
*Rock the Rhythm: Beat the odds*

**ANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** INSTRUCTIONAL SERVICES

**ITEM/TITLE** Approval of Resolution 2011/12-01: California State

Preschool Contract CSPP-1254 for Early Childhood

Education Center

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

The following California State Department of Education, Child Development Division, Resolution covers the California State Preschool Program Contract for child development services offered by the Center for Early Childhood Education to financially qualified families of 4 and 3 year old children. College of the Canyons student-parents have priority over community members.

This contract enables us to offer a developmental half-day of full-day program five days a week, which is free to financially qualified students and community members. This is an on-going annual item and the contract is being renewed for the twentieth year.

The contract period for fiscal year 2011-12 will be from July 1, 2011 through June 30, 2012.

**FISCAL IMPLICATIONS:**

The maximum reimbursable amount to COC will be \$298,455.

**RECOMMENDATIONS:**

Move approval of Resolution 2011/12-01: California State Preschool Contract CSPP-1254 for Early Childhood Education Center.

Submitted by:

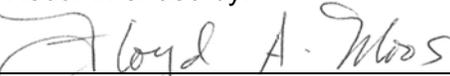
Diane Stewart

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



Dr. Floyd Moos  
Interim Asst Superintendent/VP, Instruction

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California State Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 11/12.

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RESOLUTION

BE IT RESOLVED that the Governing Board of Santa Clarita Community College District authorizes entering into local agreement numbers CSPP-1254 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Dianne Van Hook</u>	<u>Chancellor</u>	_____
<u>Floyd Moos</u>	<u>Interim Asst. Superintendent/ VP- Inst.</u>	_____
_____	_____	_____

PASSED AND ADOPTED THIS 13th day of July, 2011, by the Governing Board of the Santa Clarita Community College District of Los Angeles County, California.

I, \_\_\_\_\_, Clerk of the Governing Board of the Santa Clarita Community College District, of Los Angeles, County, California, certify that the foregoing is full, true and correct, copy of a resolution adopted by the said Board at a business meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

\_\_\_\_\_  
(Clerk's signature)

\_\_\_\_\_  
(Date)

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** INSTRUCTIONAL SERVICES

**ITEM/TITLE** Approval of Resolution 2011/12-02: General Child Care

Contract CCTR-1137 for Early Childhood Education Center

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

The following California State Department of Education, Child Development Division, Resolution covers the General Child Care Contract for child development services offered by the Center for Early Childhood Education to financially qualified families of children 12 months - 3 years of age. College of the Canyons student-parents have priority over community members.

This contract enables us to offer a developmental full or part day program two - five days a week (depending on need). This is an annual item and the contract is being renewed for the fifteenth year.

The contract period for fiscal year 2011-12 will be from July 1, 2011 through June 30, 2012.

**FISCAL IMPLICATIONS:**

The maximum reimbursable amount to COC will be \$162,752.

**RECOMMENDATIONS:**

Move approval of Resolution 2011/12-02: General Childcare Contract CCTR-1137 for Early Childhood Education Center.

Submitted by:

Diane Stewart

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



Dr. Floyd Moos  
Interim Asst Superintendent/VP, Instruction

**RESOLUTION**

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California State Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contracts for Fiscal Year 2011/12.

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**RESOLUTION**

BE IT RESOLVED that the Governing Board of the Santa Clarita Community College District authorizes entering into local agreement numbers CCTR-1137 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Dianne Van Hook</u>	<u>Chancellor</u>	_____
<u>Floyd Moos</u>	<u>Interim Asst. Supt/ VP- Instr.</u>	_____
_____	_____	_____

PASSED AND ADOPTED THIS 13th day of July, 2011, by the Governing Board of the Santa Clarita Community College District of Los Angeles County, California.

I, \_\_\_\_\_, Clerk of the Governing Board of the Santa Clarita Community College District, of Los Angeles, County, California, certify that the foregoing is full, true and correct, copy of a resolution adopted by the said Board at a business meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

\_\_\_\_\_  
(Clerk's signature)

\_\_\_\_\_  
(Date)

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** INSTRUCTIONAL SERVICES

**ITEM/TITLE** Approval of Award of Contracts for Emerging Technologies

Lab Welding Robotic Educational Cells Equipment

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

Santa Clarita Community College District received a Department of Commerce (DOC) grant on 12/17/07, totaling \$1.38 million to purchase equipment for the Emerging Technology Laboratory Training Program. This grant requires a 1-to-1 match from the District. A good portion of this grant has approval to purchase equipment for the emerging technology laboratories. This equipment will be used for instruction for the District's emerging technologies students, integrated into existing curriculum laboratory components, and for outreach to the local area high schools. The funding for the Department of Commerce grant will run through July 10, 2012.

The District provided the opportunity to vendors to submit bids for the welding robotic educational cells equipment. The bid was advertised in the Signal on May 6 and May 13, 2011, the Los Angeles Times on May 16, 2011, and Thefabricator.com from May 11 through June 6, 2011, and the requests for bid were sent to six (6) vendors. Results are shown on the following page.

Prior to submitting for approval, Business Services will have deemed the bidder both responsive (meeting all the requirements of the bid document) and competitive (with regard to maximum benefits to the District). If awarded the bid, the lowest responsive bidder will enter into an Agreement, included as part of the bid requirements.

Approval of these bid proposals by the Board enables the District to meet its legal requirements for Public Agency contracts as well as Los Angeles County Office of Education requirements for payment. A copy of this Agreement is available from the Business Office upon request.

(Continued)

**FISCAL IMPLICATIONS:**

This purchase will be charged 50% to the Department of Commerce grant and 50% in Measure M funds, which is budgeted in the 2011-12 Tentative Budget.

**RECOMMENDATIONS:**

Move approval of Award of Contracts for Emerging Technologies Lab Training Program Equipment.

Submitted by:

Omar Torres

Dean of Math/Sciences/Engineering

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



Dr. Floyd Moos

Interim Asst Superintendent/VP, Instruction

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

**PAGE:** Two

**AGENDA CATEGORY:** INSTRUCTIONAL SERVICES

**ITEM TITLE:** Approval of Award of Contracts for Emerging Technologies Lab Welding Robotic Educational Cells Equipment

**MEETING DATE:** July 13, 2011

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**Background/Analysis (cont'd):**

The formal bid opening was held June 7, 2011, and the results are as follows:

<u>Name</u>	<u>Location</u>	<u>Amount (includes sales tax)</u>
<u>BID SCCCD #1011-156: WELDING ROBOTIC EDUCATIONAL CELLS – Quantity (2)</u>		
• <b>Airgas West, Inc.</b>	<b>Lakewood, CA</b>	<b>\$122,473.09 (Award)</b>
• Cameron Welding	Stanton, CA	\$143,167.21

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** BUSINESS SERVICES

<u>ITEM/TITLE</u> <u>Approval of Purchase Order Schedule PO 10/11-12</u>	<input checked="" type="checkbox"/> <b>ACTION/CONSENT</b>
<hr/>	<input type="checkbox"/> <b>ACTION</b>
<hr/>	<input type="checkbox"/> <b>INFORMATION</b>
<hr/>	<input type="checkbox"/> <b>DISCUSSION</b>

**BACKGROUND / ANALYSIS:**

The following list of 10/11-12 Purchase Orders are presented for approval:

1. Regular Purchase Orders
2. Blanket (Open) Purchase Orders

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

**FISCAL IMPLICATIONS:**

The value of all Purchase Orders presented for approval is \$1,260,455.80. Funds for the payment of these expenditures are included in the current budget.

**RECOMMENDATIONS:**

Move Approval of Purchase Order Schedule PO 10/11-12.

Submitted by:  
Jon Aasted

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

Recommended by:  
  
Sharlene L. Coleal

SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
College of the Canyons  
07/13/11

Schedule of Regular Purchase Orders No. 10/11-12

Summary of Proposed Expenditures

		<u>Amount</u>	<u>%</u>
11	Unrestricted Fund	594,993.42	47.2046%
12	Restricted Fund	438,405.71	34.7815%
32	Cafeteria Fund	12,929.39	1.0258%
43	Capital Improvement Projects	56,513.40	4.4836%
46	Measure M	153,803.12	12.2022%
58	Performing Arts Center Fund	1,840.23	0.1460%
59	Contract Education	1,122.50	0.0891%
72	Student Trust Fund	848.03	0.0673%
	<b><u>GRAND TOTAL</u></b>	<b><u>\$ 1,260,455.80</u></b>	<b><u>100.00%</u></b>

It is recommended that the following report be approved and/or ratified:

Regular Purchase Order # P39411 through # P39918

BOARD OF TRUSTEES SUMMARY PURCHASE ORDER LISTING  
FROM 05-23-11 THROUGH 06-26-11

Fund	PO Number	P Vendor	Activity/Program	Category	Amount
11	P0039417	P Eduardo Martinez	FACULTY MINI GRANT #2	CONTRACT SERVICES	250.00
11	P0039420	P Byung Lee	CHANCELLOR/PRESIDENT OFFICE	SUPPLIES-OTHER	1,220.42
11	P0039423	I Staples Advantage	FINE & PERF. ARTS - PAC ADMIN.	NON-INSTRUCTIONAL SUPPLIES	649.03
11	P0039426	O Gov Connection Inc	CAMPUS SAFETY	NON-INSTRUCTIONAL SUPPLIES	463.29
11	P0039428	P COC Associated Students	CIVIC CENTER	RENTALS AND LEASES	8,250.00
11	P0039431	P Baker & Taylor Entertainment	LIBRARY	INSTRUCTIONAL MEDIA MATERIALS	50.36
11	P0039432	P West Group	LIBRARY	LIBRARY BOOKS	996.59
11	P0039441	O BMI Supply	FINE & PERF. ARTS - PAC ADMIN.	SUPPLY INVENTORIES	3,524.94
11	P0039442	P Merle E. Cannon	FACILITIES ADMINISTRATION	CONTRACT SERVICES	2,100.00
11	P0039443	O Western Scientific Co Inc	FOUNDATION GRANT	NEW EQUIP. INSTR (NON-GASB)	1,247.86
11	P0039444	P ISSI	STAFF DEVELOPMENT	OTHER EXPENSES	716.12
11	P0039448	P Flewelling & Moody	FACILITIES ADMINISTRATION	OTHER EXPENSES	199.04
11	P0039458	P Roland Escoto LA Command	COM ED - PERSONAL INTEREST	CONTRACT SERVICES	920.40
11	P0039459	P Staples Advantage	COMPUTER INFORMATION TECHNOLOG Y	NON-INSTRUCTIONAL SUPPLIES	65.55
11	P0039460	P COC Bookstore	COC WOMEN'S CONFERENCE	OTHER EXPENSES	1,126.62
11	P0039461	P ISSI	NEW FACULTY ORIENTATION PROGRA M	OTHER EXPENSES	216.48
11	P0039462	P ISSI	NEW FACULTY ORIENTATION PROGRA M	OTHER EXPENSES	163.80
11	P0039463	P MCM Electronics	MEDIA/AUDIO VISUAL	NON-INSTRUCTIONAL SUPPLIES	184.27
11	P0039464	P Office Depot	COMPUTER INFORMATION TECHNOLOG Y	NON-INSTRUCTIONAL SUPPLIES	85.51
11	P0039466	P Confidential Data Destruction Com pa	GENERAL INSTITUTIONAL SUPPORT SERVICES	CONTRACT SERVICES	325.00
11	P0039469	P Town Park Construction/Developmt S	GROUNDS MAINTENANCE AND REPAIR S	GROUNDS MAINTENANCE/REPAIRS	4,320.00
11	P0039477	O MacKay Meters, Inc.	CAMPUS SAFETY	NON-INSTRUCTIONAL SUPPLIES	568.88
11	P0039480	O Patriot Environmental Services	CHEMISTRY, GENERAL	WASTE DISPOSAL	5,650.45
11	P0039482	P The Signal	GENERAL INSTITUTIONAL SUPPORT SERVICES	ADVERTISING	574.00
11	P0039484	O Staples Advantage	SUPERVISED TUTORING (TLC LAB)	NON-INSTRUCTIONAL SUPPLIES	664.12
11	P0039488	P Vernier Software & Technology	FACULTY MINI GRANT #3	NEW EQUIP. INSTR (NON-GASB)	980.81
11	P0039489	P Tj3 Productions, LLC	K-12 ARTS EDUCATION OUTREACH	CONTRACT SERVICES	450.00
11	P0039491	P Prime Publications, Inc	PIO - PAC MARKETING	ADVERTISING	1,803.00
11	P0039493	P SCV Fire Booster Club	PUBLIC INFORMATION	ADVERTISING	225.00
11	P0039497	P Augusoft Inc.	GENERAL	PREPAID EXPENDITURES	4,000.00
11	P0039498	P Staples Advantage	CHEMISTRY, GENERAL	NON-INSTRUCTIONAL SUPPLIES	122.36
11	P0039499	P Staples Advantage	HUMAN RESOURCES MANAGEMENT	NON-INSTRUCTIONAL SUPPLIES	169.00
11	P0039503	P Richard Murphy Precise Weighing Systems	CHEMISTRY, GENERAL	EQUIPMENT MAINTENANCE/REPAIRS	660.00
11	P0039504	P Entertainment Lighting Services	DANCE	OTHER EXPENSES	181.64
11	P0039506	P Keenan & Assoc-Rsk Mgmt/Haz Matl	GENERAL	PREPAID EXPENDITURES	8,724.24
11	P0039510	P American Welding Society	WELDING AND CUTTING	MEMBERSHIPS	300.00
11	P0039511	O PaperDirect Inc	ASG PASS THROUGH	OTHER EXPENSES	37.38
11	P0039514	P R&R Awards and Promotions	STUDENT SERVICES ADMINISTRATIO N	NON-INSTRUCTIONAL SUPPLIES	35.12
11	P0039515	P ComputerLand Silicon Valley	CAMPUSWIDE COMPUTERS	SOFTWARE, INSTR (NON-GASB)	2,781.33
11	P0039516	P NetSupport Inc	CAMPUSWIDE COMPUTERS	SOFTWARE, INSTR (NON-GASB)	773.92
11	P0039517	P Faronics Technologies USA Inc	CAMPUSWIDE COMPUTERS	SOFTWARE, INSTR (NON-GASB)	700.01
11	P0039518	O Dell, Inc.	STUDENT BUSINESS OFFICE	NEW EQUIP N-I (NON GASB)	2,443.01
11	P0039519	O Dell, Inc.	STUDENT BUSINESS OFFICE	NEW EQUIP N-I (NON GASB)	972.88
11	P0039520	P American Council on Education	HUMAN RESOURCES MANAGEMENT	REFERENCE BOOKS	227.49
11	P0039528	O Gov Connection Inc	STUDENT BUSINESS OFFICE	NEW EQUIP N-I (NON GASB)	1,201.87

BOARD OF TRUSTEES SUMMARY PURCHASE ORDER LISTING  
FROM 05-23-11 THROUGH 06-26-11

Fund	PO Number	P Vendor	Activity/Program	Category	Amount
11	P0039532	O FastSigns	STUDENT BUSINESS OFFICE	NEW EQUIP N-I (NON GASB)	173.92
11	P0039540	O Banksupplies.com	STUDENT BUSINESS OFFICE	NEW EQUIP N-I (NON GASB)	749.93
11	P0039548	P PaperDirect Inc	ASG PASS THROUGH	OTHER EXPENSES	157.42
11	P0039553	P Education to Go Inc	COM ED - ONLINE EDUCATION	CONTRACT SERVICES	1,380.00
11	P0039557	P PaperDirect Inc	ASG PASS THROUGH	OTHER EXPENSES	165.80
11	P0039559	P Artifice Studios LLC	CWEE	CONTRACT SERVICES	1,500.00
11	P0039561	O VWR International Sargent Welch	MATH/SCIENCE DIVISION	NEW EQUIP. INSTR (NON-GASB)	1,467.96
11	P0039562	P Gov Connection Inc	COMPUTER SUPPORT SERVICES	EQUIPMENT MAINTENANCE/REPAIRS	2,616.22
11	P0039563	P Bornstein Company Inc	MEDIA/AUDIO VISUAL	EQUIPMENT MAINTENANCE/REPAIRS	532.29
11	P0039564	P CollegenET, Inc	DATATEL	SOFTWARE, NON-INS (NON-GASB)	7,542.00
11	P0039566	O CTB/Mcgraw Hill	ENGLISH AS SECOND LANGUAGE	INSTRUCTIONAL MEDIA MATERIALS	932.95
11	P0039567	P ComputerLand Silicon Valley	CAMPUSWIDE COMPUTERS	SOFTWARE, NON-INS (NON-GASB)	115.24
11	P0039573	P Sage Staffing	UNIVERSITY CENTER: DISTRICT OP	CONTRACT SERVICES	651.20
11	P0039574	P Stacie J. Meyer	FACULTY MINI GRANT #4	CONTRACT SERVICES	200.00
11	P0039575	O Fisher Scientific Company LLC	BIOLOGY	EQUIPMENT MAINTENANCE/REPAIRS	542.66
11	P0039576	O VWR International Sargent Welch	BIOLOGY	EQUIPMENT MAINTENANCE/REPAIRS	501.25
11	P0039579	P JW Pepper & Son Inc	MUSIC	INSTRUC SUPPLIES-MATERIALS FEE	35.27
11	P0039580	P AV Party Rentals Inc	CHANCELLOR/PRESIDENT OFFICE	EQUIPMENT RENT/LEASE	196.60
11	P0039582	O New England Flag & Banner	AS REIMBURSEMENT-CLUBS/ATH	OTHER EXPENSES	662.02
11	P0039586	P Byung Lee	CHANCELLOR/PRESIDENT OFFICE	SUPPLIES-OTHER	305.11
11	P0039590	O BKM Office Environments	WORKPLACE SAFETY	NEW EQUIP N-I (NON GASB)	421.85
11	P0039591	O Sit on It Seating	WORKPLACE SAFETY	NEW EQUIP N-I (NON GASB)	350.41
11	P0039592	O Hospital Associates	SURVEYING	NEW EQUIP. INSTR (NON-GASB)	1,720.83
11	P0039593	P Pitney Bowes Inc	SWITCHBOARD/MAILROOM	NON-INSTRUCTIONAL SUPPLIES	98.74
11	P0039595	P Vavrinek, Trine, Day & Co LLP	FOUNDATION	AUDITORS	6,000.00
11	P0039597	P Daniel Montenegro	FINE & PERF. ARTS - PAC ADMIN.	CONTRACT SERVICES	250.00
11	P0039606	O Jostens Inc	ADMISSIONS AND RECORDS	SUPPLIES-OTHER	613.20
11	P0039607	P CNC Signs and Designs Dean Benforado	MAINTENANCE	SUPPLY INVENTORIES	609.48
11	P0039608	P R&R Awards and Promotions	PUBLIC INFORMATION	ADVERTISING	79.02
11	P0039609	O BMI Supply	FINE & PERF. ARTS - PAC ADMIN.	NEW EQUIP N-I (NON GASB)	2,585.39
11	P0039611	P JW Pepper & Son Inc	MUSIC	INSTRUC SUPPLIES-MATERIALS FEE	51.79
11	P0039613	P TechSmith Corporation	ADMISSIONS AND RECORDS	SOFTWARE, NON-INS (NON-GASB)	245.56
11	P0039617	O UNC Jazz Press	MUSIC	INSTRUC SUPPLIES-MATERIALS FEE	260.52
11	P0039619	P Hoshizaki Western	BIOLOGY	EQUIPMENT MAINTENANCE/REPAIRS	972.87
11	P0039624	P Kerry Marsh	MUSIC	INSTRUC SUPPLIES-MATERIALS FEE	329.24
11	P0039628	P Valley Publications	PUBLIC INFORMATION	ADVERTISING	1,500.00
11	P0039629	P Peter Barrett	ART	LECTURERS	400.00
11	P0039633	P Christian C. Wahla	THEATRE	CONTRACT SERVICES	250.00
11	P0039635	P Long Beach Area Council, Boy Scou ts	INTERDISCIPLINARY FIELD STUDY	BUILDING RENT/LEASE	2,520.00
11	P0039636	P Long Beach Area Council, Boy Scou ts	INTERDISCIPLINARY FIELD STUDY	BUILDING RENT/LEASE	4,080.00
11	P0039637	P Long Beach Area Council, Boy Scou ts	INTERDISCIPLINARY FIELD STUDY	BUILDING RENT/LEASE	2,040.00
11	P0039638	P FastSigns	PUBLIC INFORMATION	PRINTING	167.72
11	P0039639	P Los Angeles Times	PUBLIC INFORMATION	PERIODICALS AND MAGAZINES	57.35
11	P0039640	P Insurevents.Com	GENERAL	PREPAID EXPENDITURES	2,250.00
11	P0039642	P ISSI	STAFF DEVELOPMENT	OTHER EXPENSES	358.06
11	P0039644	P FastSigns	GEN. INSTIT. SUPPORT (CCC)	OTHER EXPENSES	218.62
11	P0039646	P SC Publishing, Inc.	PIO - PAC MARKETING	ADVERTISING	750.00
11	P0039647	P JobElephant.Com Inc	HUMAN RESOURCES MANAGEMENT	ADVERTISING	469.00

BOARD OF TRUSTEES SUMMARY PURCHASE ORDER LISTING  
FROM 05-23-11 THROUGH 06-26-11

Fund	PO Number	P Vendor	Activity/Program	Category	Amount
11	P0039648	P JobElephant.Com Inc	HUMAN RESOURCES MANAGEMENT	ADVERTISING	214.30
11	P0039651	P ISSI	STAFF DEVELOPMENT	OTHER EXPENSES	555.61
11	P0039654	O Airgas West Inc	WELDING AND CUTTING	INSTRUCTIONAL SUPPLIES	456.12
11	P0039659	O JW Pepper & Son Inc	MUSIC	INSTRUC SUPPLIES-MATERIALS FEE	591.11
11	P0039661	I Gov Connection Inc	PURCHASING & CONTRACT SVCS	NON-INSTRUCTIONAL SUPPLIES	742.25
11	P0039662	B CNC Signs and Designs Dean Benforado	FACILITIES ADMINISTRATION	NON-INSTRUCTIONAL SUPPLIES	4,943.69
11	P0039663	P Via Promotionals, Inc.	STUDENT AND CO-CURRICULAR ACTI VITIES	COMMENCEMENT SUPPLIES	654.74
11	P0039666	P Digital Security & Electronics, I nc	MAINTENANCE	EQUIPMENT MAINTENANCE/REPAIRS	210.00
11	P0039670	O Sit on It Seating	VETERANS' SERVICES	NEW EQUIP N-I (NON GASB)	645.16
11	P0039675	P CA State Teacher's Retirement Sys	RETIREE BENEFITS	RETIREE INCENTIVE (ACADEMIC)	7,554.77
11	P0039676	P LA County Sheriff's Dept	ADMIN. OF JUSTICE ISA'S	CONTRACT SERVICES	40,314.00
11	P0039677	P College of the Canyons	ADMIN. OF JUSTICE ISA'S	CONTRACT SERVICES	17,667.00
11	P0039685	P Maximus Inc	GENERAL INSTITUTIONAL SUPPORT SERVICES	CONTRACT SERVICES	1,840.00
11	P0039687	P R&R Awards and Promotions	CHANCELLOR/PRESIDENT OFFICE	SUPPLIES-OTHER	1,788.35
11	P0039688	P Merle E. Cannon	FACILITIES ADMINISTRATION	OTHER EXPENSES	500.00
11	P0039689	P California Municipal Statistics, In	GENERAL INSTITUTIONAL SUPPORT SERVICES	CONTRACT SERVICES	475.00
11	P0039691	P Greentree Systems Inc	HUMAN RESOURCES MANAGEMENT	CONTRACT SERVICES	797.83
11	P0039694	I AV Party Rentals Inc	STUDENT AND CO-CURRICULAR ACTI VITIES	EQUIPMENT RENT/LEASE	399.37
11	P0039695	P US Bank Trust Nat'l Assoc	GENERAL	PREPAID EXPENDITURES	250.00
11	P0039696	P US Bank Trust Nat'l Assoc	GENERAL	PREPAID EXPENDITURES	2,075.00
11	P0039700	P Global Trademarks, Inc.	GENERAL INSTITUTIONAL SUPPORT SERVICES	LEGAL SERVICES BEG 7/1/02	275.00
11	P0039701	O BMI Supply	FINE & PERF. ARTS - PAC ADMIN.	SUPPLY INVENTORIES	720.77
11	P0039713	P Cintas Corporation	AUTOMOTIVE TECHNOLOGY	LAUNDRY & CLEANING	224.50
11	P0039721	P JobElephant.Com Inc	HUMAN RESOURCES MANAGEMENT	ADVERTISING	494.00
11	P0039726	O Staples Advantage	STUDENT BUSINESS OFFICE	NON-INSTRUCTIONAL SUPPLIES	1,526.84
11	P0039729	O Staples Advantage	INTERNATIONAL STUDENT PROGRAM	NON-INSTRUCTIONAL SUPPLIES	580.37
11	P0039730	O Gov Connection Inc	DISABLED STUDENTS PROGRAMS AND SERVICES (DSP & S)	NEW EQUIP N-I (NON GASB)	961.50
11	P0039731	O Gov Connection Inc	DISABLED STUDENTS PROGRAMS AND SERVICES (DSP & S)	NEW EQUIP N-I (NON GASB)	1,658.89
11	P0039732	O Gov Connection Inc	TRANSFER PROGRAM	NEW EQUIP N-I (NON GASB)	353.95
11	P0039733	O Southern California Marine Instit ut	GEOLOGY	FIELD TRIPS	1,140.00
11	P0039734	O Staples Advantage	INTERNATIONAL STUDENT PROGRAM	NON-INSTRUCTIONAL SUPPLIES	288.42
11	P0039735	O Staples Advantage	ADMISSIONS AND RECORDS	NON-INSTRUCTIONAL SUPPLIES	728.06
11	P0039737	O Staples Advantage	PURCHASING & CONTRACT SVCS	NON-INSTRUCTIONAL SUPPLIES	68.62
11	P0039738	O Staples Advantage	WELDING AND CUTTING	NON-INSTRUCTIONAL SUPPLIES	218.38
11	P0039739	O Staples Advantage	FINE & PERF. ARTS - PAC ADMIN.	SUPPLY INVENTORIES	196.29
11	P0039740	O Staples Advantage	VETERANS' SERVICES	NON-INSTRUCTIONAL SUPPLIES	1,452.98
11	P0039742	P US Bank Trust Nat'l Assoc	GENERAL	PREPAID EXPENDITURES	250.00
11	P0039743	P Alan Slater Slater Piano Service	CIVIC CTR. PAC - CITY	EQUIPMENT MAINTENANCE/REPAIRS	115.00
11	P0039745	O The Signal	PUBLIC INFORMATION	ADVERTISING	2,500.00
11	P0039748	I CNC Signs and Designs Dean Benforado	FACILITIES ADMINISTRATION	NON-INSTRUCTIONAL SUPPLIES	170.11
11	P0039749	I Digital Security & Electronics, I	FACILITIES ADMINISTRATION	EQUIPMENT RENT/LEASE	1,850.00

BOARD OF TRUSTEES SUMMARY PURCHASE ORDER LISTING  
FROM 05-23-11 THROUGH 06-26-11

Fund	PO Number	P Vendor	Activity/Program	Category	Amount
11	P0039750	I Kern Turf Supply Inc	nc GROUNDS MAINTENANCE AND REPAIR	SUPPLY INVENTORIES	58.04
11	P0039753	P Alternative Metal Supply	WELDING AND CUTTING	EQUIPMENT MAINTENANCE/REPAIRS	442.30
11	P0039754	O Santa Clarita Valley Golf Cars	FACILITIES ADMINISTRATION	NEW EQUIP N-I (NON GASB)	4,576.58
11	P0039755	O Santa Clarita Valley Golf Cars	FACILITIES ADMINISTRATION	NEW EQUIP N-I (NON GASB)	4,576.58
11	P0039756	O Instron	MATH/SCIENCE DIVISION	NEW EQUIP. INSTR (NON-GASB)	657.21
11	P0039757	P Public Agency Retirement Services	GENERAL	PREPAID EXPENDITURES	122,743.19
11	P0039758	P Byung Lee	CHANCELLOR/PRESIDENT OFFICE	SUPPLIES-OTHER	163.53
11	P0039759	P Public Agency Retirement Services	GENERAL	PREPAID EXPENDITURES	151,621.22
11	P0039760	P Public Agency Retirement Services	GENERAL	PREPAID EXPENDITURES	10,550.00
11	P0039762	O Staples Advantage	INSTITUTIONAL DEVELOPMENT	NON-INSTRUCTIONAL SUPPLIES	20.22
11	P0039766	O Prime Publications, Inc	PIO - PAC MARKETING	ADVERTISING	1,800.00
11	P0039767	P Santa Clarita Master Chorale	CIVIC CTR. PAC - CITY	RENTALS AND LEASES	6,721.60
11	P0039769	O Dell, Inc.	ACADEMIC/FACULTY SENATE	NEW EQUIP N-I (NON GASB)	1,805.69
11	P0039770	O Airgas West Inc	WELDING AND CUTTING	EQUIPMENT MAINTENANCE/REPAIRS	586.22
11	P0039772	O Dell, Inc.	STUDENT SERVICES ADMINISTRATIO	NEW EQUIP N-I (NON GASB)	2,704.22
11	P0039776	P Betty J. Glick	HONORS PROGRAM	CONTRACT SERVICES	500.00
11	P0039777	O R&R Awards and Promotions	FINANCIAL AID ADMINISTRATION	NON-INSTRUCTIONAL SUPPLIES	26.34
11	P0039778	O Industrial Technical Services	CENTRAL PLANT UTILITIES	EQUIPMENT MAINTENANCE/REPAIRS	1,795.38
11	P0039779	A Los Angeles Newspaper Group	CAREER CENTER	ADVERTISING	750.00
11	P0039780	O COC Bookstore	STUDENT SERVICES ADMINISTRATIO	NON-INSTRUCTIONAL SUPPLIES	174.51
11	P0039781	O Staples Advantage	STUDENT SERVICES ADMINISTRATIO	NEW EQUIP N-I (NON GASB)	502.44
11	P0039782	O Dell, Inc.	TRANSFER PROGRAM	NEW EQUIP N-I (NON GASB)	389.15
11	P0039784	O Eppendorf North America, Inc.	BIOLOGY	EQUIPMENT MAINTENANCE/REPAIRS	1,026.00
11	P0039786	I Tanya-Marie V. Apuya	THEATRE	CONTRACT SERVICES	600.00
11	P0039787	O Spicers Paper, Inc	REPROGRAPHICS	NON-INSTRUCTIONAL SUPPLIES	5,136.31
11	P0039788	I JobElephant.Com Inc	HUMAN RESOURCES MANAGEMENT	ADVERTISING	1,629.00
11	P0039789	I CSO Research, Inc.	CAREER CENTER	CONTRACT SERVICES	2,000.00
11	P0039790	I Sage Staffing	UNIVERSITY CENTER: DISTRICT OP	CONTRACT SERVICES	520.96
11	P0039791	I California Placement Association Conference	CAREER CENTER	MEMBERSHIPS	45.00
11	P0039794	O Staples Advantage	STUDENT SERVICES ADMINISTRATIO	NON-INSTRUCTIONAL SUPPLIES	668.53
11	P0039796	O Card Integrators	STUDENT AND CO-CURRICULAR ACTI VITIES	NON-INSTRUCTIONAL SUPPLIES	846.62
11	P0039797	I West Group	LIBRARY	LIBRARY BOOKS	996.59
11	P0039803	I JobElephant.Com Inc	HUMAN RESOURCES MANAGEMENT	ADVERTISING	1,658.00
11	P0039804	O Gov Connection Inc	STUDENT SERVICES ADMINISTRATIO	NEW EQUIP N-I (NON GASB)	532.45
11	P0039807	I Ashley N. Murphy	CIVIC CTR. PAC - OTHER	OTHER CONTRACT SERVICES	112.00
11	P0039810	I JobElephant.Com Inc	HUMAN RESOURCES MANAGEMENT	ADVERTISING	175.00
11	P0039813	O Staples Advantage	GRANTS ACCOUNTING	NON-INSTRUCTIONAL SUPPLIES	833.85
11	P0039816	O FastSigns	CCC "BIKES & BITES" EVENT	ADVERTISING	158.04
11	P0039823	O FastSigns	CHANCELLOR/PRESIDENT OFFICE	OTHER EXPENSES	59.27
11	P0039824	O Baker & Taylor Inc	LIBRARY	LIBRARY BOOKS	603.60
11	P0039827	I Dept Toxic Substance Con	FACILITIES ADMINISTRATION	OTHER EXPENSES	250.00
11	P0039828	I Division of State Architect	FACILITIES ADMINISTRATION	OTHER EXPENSES	750.00
11	P0039829	O Advantage Disposal	UTILITIES	WASTE DISPOSAL	3,958.29
11	P0039833	O Pirate Staffing	GROUNDS MAINTENANCE AND REPAIR S	CONTRACT SERVICES	1,248.00
11	P0039834	O UniformLand Inc	FACILITIES ADMINISTRATION	UNIFORM PURCHASES	1,130.63
11	P0039835	O Bernie Clarke Backflow Prevention Device Tester	MAINTENANCE	SUPPLY INVENTORIES	87.50
11	P0039836	O Santa Clarita Ballet Company	CIVIC CTR. PAC - CITY	RENTALS AND LEASES	2,764.67
11	P0039839	O Baker & Taylor Inc	LIBRARY	LIBRARY BOOKS	1,309.42

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11	P0039841	A Education to Go Inc	COM ED - ONLINE EDUCATION	CONTRACT SERVICES	1,260.00
11	P0039842	O PaperDirect Inc	ASG PASS THROUGH	OTHER EXPENSES	1,148.48
11	P0039845	O Shon LeBlanc	THEATRE	INSTRUCTIONAL SUPPLIES	768.25
11	P0039850	O Gov Connection Inc	BIOLOGY	NON-INSTRUCTIONAL SUPPLIES	76.77
11	P0039851	O Staples Advantage	FINANCIAL AID ADMINISTRATION	NON-INSTRUCTIONAL SUPPLIES	248.89
11	P0039852	O Gov Connection Inc	FINANCIAL AID ADMINISTRATION	NEW EQUIP N-I (NON GASB)	2,024.51
11	P0039853	O Prime Publications, Inc	COMMUNITY EDUC - FEE BASED	ADVERTISING	1,424.00
11	P0039854	O Staples Advantage	COUNSELING AND GUIDANCE	NON-INSTRUCTIONAL SUPPLIES	484.20
11	P0039860	O Town Park Construction/Developmt	GROUNDS MAINTENANCE AND REPAIR	EQUIPMENT MAINTENANCE/REPAIRS	3,370.00
11	P0039862	I Saugus Union School District	CIVIC CTR. PAC - OTHER	RENTALS AND LEASES	12.28
11	P0039864	O Staples Advantage	COUNSELING AND GUIDANCE	NON-INSTRUCTIONAL SUPPLIES	764.37
11	P0039866	O Nathan F. Christensen	FOUNDATION GRANT	CONTRACT SERVICES	500.00
11	P0039867	O Bornstein Company Inc	MEDIA/AUDIO VISUAL	EQUIPMENT MAINTENANCE/REPAIRS	1,486.02
11	P0039870	O Town Park Construction/Developmt	GROUNDS MAINTENANCE AND REPAIR	GROUNDS MAINTENANCE/REPAIRS	6,320.00
11	P0039871	O Scott M. Murphy	FOUNDATION GRANT	CONTRACT SERVICES	500.00
11	P0039872	O COC Bookstore	ACADEMIC AFFAIRS	NON-INSTRUCTIONAL SUPPLIES	21.94
11	P0039873	O NAFSA	INTERNATIONAL STUDENT PROGRAM	MEMBERSHIPS	370.00
11	P0039874	O Will & Company	K-12 ARTS EDUCATION OUTREACH	CONTRACT SERVICES	1,600.00
11	P0039876	O JW Pepper & Son Inc	MUSIC	INSTRUC SUPPLIES-MATERIALS FEE	38.13
11	P0039877	O Ashley N. Murphy	CIVIC CTR. PAC - CITY	CONTRACT SERVICES	259.00
11	P0039878	O Apple Computer Inc	CAMPUSWIDE COMPUTERS	SOFTWARE, INSTR (NON-GASB)	6,494.00
11	P0039881	I AV Party Rentals Inc	FACILITIES ADMINISTRATION	OTHER RENT/LEASE BEG 7/1/02	381.60
11	P0039883	O Apple Store	PIO - SPORTS INFORMATION	SOFTWARE, NON-INS (NON-GASB)	344.15
11	P0039884	O Spicers Paper, Inc	REPROGRAPHICS	NON-INSTRUCTIONAL SUPPLIES	1,387.78
11	P0039885	O FastSigns	PUBLIC INFORMATION	PRINTING	167.72
11	P0039887	O Am Foothill Publishing Co Inc	REPROGRAPHICS	PRINTING CLASS SCHEDULES	4,207.09
11	P0039888	O JobElephant.Com Inc	HUMAN RESOURCES MANAGEMENT	ADVERTISING	494.00
11	P0039891	O WeatherBug	CAMPUSWIDE COMPUTERS	NEW EQUIP. INSTR (NON-GASB)	677.40
11	P0039892	O American Bldg Automation Inc	MAINTENANCE	SUPPLY INVENTORIES	722.40
11	P0039893	O ISSI	STAFF DEVELOPMENT	OTHER EXPENSES	15.37
11	P0039894	O ISSI	STAFF DEVELOPMENT	OTHER EXPENSES	238.71
11	P0039895	O Valley Publications	COMMUNITY EDUC - FEE BASED	ADVERTISING	89.00
11	P0039898	O Card Integrators	STUDENT AND CO-CURRICULAR ACTI	NEW EQUIP N-I (NON GASB)	2,618.13
11	P0039901	O Staples Advantage	VITIES	NON-INSTRUCTIONAL SUPPLIES	169.00
11	P0039903	O Staples Advantage	CAREER CENTER	NON-INSTRUCTIONAL SUPPLIES	558.66
11	P0039907	O Valley Publications	CWEE	ADVERTISING	1,500.00
11	P0039911	O Staples Advantage	PUBLIC INFORMATION	NEW EQUIP N-I (NON GASB)	140.16
11	Fund Total....				594,993.42
12	P0039412	O Cengage Learning Inc.	MED LAB TEC ECON STIM GRANT	TEXTBOOKS	2,172.92
12	P0039413	P F.A. Davis Company/Publisher	MED LAB TEC ECON STIM GRANT	TEXTBOOKS	3,996.97
12	P0039414	P Pearson Custom Publishing	MED LAB TEC ECON STIM GRANT	TEXTBOOKS	1,463.34
12	P0039415	P American Association of Bioanalysts	MED LAB TEC ECON STIM GRANT	TEXTBOOKS	1,613.94
12	P0039418	P Townsend Press	ENGLISH	INSTRUCTIONAL SUPPLIES	227.56
12	P0039419	P Marketlab, Inc.	MED LAB TEC ECON STIM GRANT	INSTRUCTIONAL SUPPLIES	4,418.89
12	P0039421	O Core Laboratory Supplies, Inc.	MED LAB TEC ECON STIM GRANT	INSTRUCTIONAL SUPPLIES	595.17
12	P0039422	I Gov Connection Inc	MED LAB TEC ECON STIM GRANT	NON-INSTRUCTIONAL SUPPLIES	502.05
12	P0039424	I Blue Mandolin Marketing, Inc.	GEOLOGY	INSTRUCTIONAL SUPPLIES	462.26
12	P0039425	P Cengage Learning Inc.	RTF INCUMB. WORK. MANUFACT 3	TEXTBOOKS	1,176.90

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12	P0039427	O MacKay Meters, Inc.	PARKING	EQUIPMENT MAINTENANCE/REPAIRS	2,284.40
12	P0039429	P Reeves Rearend and Auto Service, L1	PARKING	EQUIPMENT MAINTENANCE/REPAIRS	586.32
12	P0039430	P Dynamic Interventions, Inc.	FOSTER PARENT	LECTURERS	200.00
12	P0039433	P Via Promotionals, Inc. Via Promotionals	CTE TEACHER PIPELINE #1	OTHER EXPENSES	5,355.03
12	P0039434	P Aegis Rapidtext, Inc	DIST. ED. CC GRANT #4	CONTRACT SERVICES	1,465.20
12	P0039435	P Day Wireless Systems	CTE COMMUNITY COLLAB GRNT 3	NEW EQUIP N-I (NON GASB)	1,467.85
12	P0039436	P R&R Awards and Promotions	MESA GRANT	OTHER EXPENSES	92.85
12	P0039437	O Dan Displays LLC	COURSE AND CURRICULUM DEVELOPMENT	NON-INSTRUCTIONAL SUPPLIES	189.33
12	P0039438	P Via Promotionals, Inc. Via Promotionals	MATH/SCIENCE TEACHER INITIATIVE	OTHER EXPENSES	466.03
12	P0039439	P Charlie Y Chong Catering by Charlie	NON-CREDIT MATRICULATION	NON-INSTRUCTIONAL SUPPLIES	317.18
12	P0039440	P KHTS Radio AM1220	SBDC ADV TECH INCUBATOR GRT	ADVERTISING	100.00
12	P0039445	O Staples Advantage	PROFESSIONAL PROGRAMS	NON-INSTRUCTIONAL SUPPLIES	751.27
12	P0039446	P Charlie Y Chong Catering by Charlie	RE-ENTRY PROGRAM GRANT (ATT)	OTHER EXPENSES	351.53
12	P0039447	P Staples Advantage	DIST. ED. CC GRANT #4	NON-INSTRUCTIONAL SUPPLIES	348.72
12	P0039449	P Staples Advantage	MEDIA ENTERTAINMENT ARTS	INSTRUCTIONAL SUPPLIES	65.83
12	P0039450	P Staples Advantage	COURSE AND CURRICULUM DEVELOPMENT	NON-INSTRUCTIONAL SUPPLIES	540.35
12	P0039451	O Staples Advantage	NSF S-STEM GRANT	NON-INSTRUCTIONAL SUPPLIES	444.08
12	P0039452	P Staples Advantage	DISABLED STUDENTS PROGRAMS AND SERVICES (DSP & S)	NON-INSTRUCTIONAL SUPPLIES	37.11
12	P0039453	O VWR International Inc	MED LAB TEC ECON STIM GRANT	INSTRUCTIONAL SUPPLIES	6,221.34
12	P0039456	P Maui Wowi Hawaiian Coffees & Smoothies Dbma Maui Wowi Hawaiian	JDIF MANUFACTURING/CACT GRNT	OTHER EXPENSES	78.40
12	P0039457	O Gov Connection Inc	MEDIA ENTERTAINMENT ARTS	NEW EQUIP. INSTR (NON-GASB)	3,242.12
12	P0039465	P DBL Products, Inc.	AUTOMOTIVE TECHNOLOGY	INSTRUCTIONAL SUPPLIES	374.16
12	P0039467	P Champion Hardware Inc	STAFF DIVERSITY CARRY FWD	BUILDINGS	2,709.73
12	P0039468	P The Psychological Corporation	DISABLED STUDENTS PROGRAMS AND SERVICES (DSP & S)	TESTS	765.25
12	P0039470	P Flinn Scientific, Inc	CHEMISTRY, GENERAL	INSTRUCTIONAL SUPPLIES	3,474.67
12	P0039471	O McBain Instruments	EWD JOB DEVELOPMENT GRANT	NEW EQUIP. INSTR (NON-GASB)	23,414.47
12	P0039472	P Elsevier	MED LAB TEC ECON STIM GRANT	TEXTBOOKS	6,671.18
12	P0039474	P Wolters Kluwer Health	MED LAB TEC ECON STIM GRANT	TEXTBOOKS	6,871.02
12	P0039475	P Wolfram Research, Inc	MATHEMATICS, GENERAL	SOFTWARE, INSTR (NON-GASB)	268.89
12	P0039476	I ISSI	CTE TEACHER PIPELINE #1	OTHER EXPENSES	268.89
12	P0039478	O Practical Tools, Inc.	EWD JOB DEVELOPMENT GRANT	NEW EQUIP. INSTR (NON-GASB)	9,144.96
12	P0039479	P Staples Advantage	AUTOMOTIVE TECHNOLOGY	INSTRUCTIONAL SUPPLIES	634.82
12	P0039481	P FMA Communications Inc.	DOC EMERGING TECHNOL. GRANT	ADVERTISING	1,300.00
12	P0039483	O Lowe's Companies Inc	MED LAB TEC ECON STIM GRANT	NEW EQUIP. INSTR (NON-GASB)	518.52
12	P0039485	O Crestline Specialties, Inc.	MED LAB TEC ECON STIM GRANT	ADVERTISING	4,711.77
12	P0039486	P Reeves Rearend and Auto Service, L1	PARKING	EQUIPMENT MAINTENANCE/REPAIRS	178.49
12	P0039487	O AVI-SPL	ELECTRONICS AND ELECTRIC TECHNOLOGY	NEW EQUIP. INSTR (NON-GASB)	4,578.88
12	P0039490	I International Library Service	WELDING AND CUTTING	INSTRUCTIONAL SUPPLIES	8,974.74
12	P0039492	O Pocket Nurse Enterprises Inc	MED LAB TEC ECON STIM GRANT	NEW EQUIP. INSTR (NON-GASB)	3,989.35
12	P0039494	O Marketlab, Inc.	MED LAB TEC ECON STIM GRANT	NEW EQUIP. INSTR (NON-GASB)	2,579.27
12	P0039496	P Core Laboratory Supplies, Inc.	MED LAB TEC ECON STIM GRANT	NEW EQUIP. INSTR (NON-GASB)	3,621.75

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12	P0039500	P Amazon.com Inc	ENGLISH	INSTRUCTIONAL SUPPLIES	172.86
12	P0039502	P John E Curry United Surplus	WELDING AND CUTTING	INSTRUCTIONAL SUPPLIES	2,097.32
12	P0039507	P Edgewood Press, Inc	CTE COMMUNITY COLLAB GRNT 3	OTHER EXPENSES	915.18
12	P0039508	O Core Laboratory Supplies, Inc.	MED LAB TEC ECON STIM GRANT	NEW EQUIP. INSTR (NON-GASB)	23,693.34
12	P0039509	O Core Laboratory Supplies, Inc.	MED LAB TEC ECON STIM GRANT	INSTRUCTIONAL SUPPLIES	2,164.26
12	P0039512	P Lori Switanowski	FOSTER PARENT	LECTURERS	750.00
12	P0039513	I SSI Healthcare Solution	MED LAB TEC ECON STIM GRANT	INSTRUCTIONAL SUPPLIES	10,522.15
12	P0039521	P Intermetro Industries Corporation	LVN TO RN WIA GRANT #2	NEW EQUIP. INSTR. (GASB)	18,624.59
12	P0039522	P New England Biolabs, Inc.	BIOLOGY	INSTRUCTIONAL SUPPLIES	759.00
12	P0039523	P Invitrogen	BIOLOGY	INSTRUCTIONAL SUPPLIES	485.83
12	P0039525	P Ward's Natural Science Est. LLC	BIOLOGY	INSTRUCTIONAL SUPPLIES	301.76
12	P0039526	P Moore Medical Corporation	BIOLOGY	INSTRUCTIONAL SUPPLIES	217.48
12	P0039527	P Sigma Aldrich Inc	BIOLOGY	INSTRUCTIONAL SUPPLIES	330.38
12	P0039529	P BioRad Laboratories	BIOLOGY	INSTRUCTIONAL SUPPLIES	1,240.57
12	P0039530	P Fotodyne, Inc.	BIOLOGY	INSTRUCTIONAL SUPPLIES	119.26
12	P0039533	O USA Scientific Inc	BIOLOGY	INSTRUCTIONAL SUPPLIES	2,021.39
12	P0039534	P Qiagen, Inc	BIOLOGY	INSTRUCTIONAL SUPPLIES	408.76
12	P0039535	P VWR International Sargent Welch	BIOLOGY	INSTRUCTIONAL SUPPLIES	791.64
12	P0039536	P Edvotek, Inc	BIOLOGY	INSTRUCTIONAL SUPPLIES	412.18
12	P0039537	I Charley's Greenhouse Supply	BIOLOGY	INSTRUCTIONAL SUPPLIES	113.13
12	P0039538	P Electron Microscopy Sciences	BIOLOGY	INSTRUCTIONAL SUPPLIES	203.75
12	P0039539	O Carolina Biological Supply Co	BIOLOGY	INSTRUCTIONAL SUPPLIES	618.13
12	P0039542	O Carolina Biological Supply Co	BIOLOGY	INSTRUCTIONAL SUPPLIES	339.87
12	P0039543	P Glenda T. Bona	FOSTER PARENT	LECTURERS	600.00
12	P0039544	P Delta Biologicals	BIOLOGY	INSTRUCTIONAL SUPPLIES	4,742.21
12	P0039545	P Jennifer L. Kahl	FOSTER PARENT	LECTURERS	150.00
12	P0039546	P Big Mama's & Papa's Pizzeria	SBDC YOUTH PROJECT GRANT #2	OTHER EXPENSES	366.29
12	P0039547	P Andrea Puente	ARTS EDUCATION - FOUND GRANT	CONTRACT SERVICES	700.00
12	P0039549	P Aegis Rapidtext, Inc	DIST. ED. CC GRANT #4	CONTRACT SERVICES	7,819.85
12	P0039552	P School Outfitters, LLC	NURSING	NEW EQUIP. INSTR (NON-GASB)	437.90
12	P0039554	P LawRoom.com	GENERAL	PREPAID EXPENDITURES	2,750.00
12	P0039555	P Automatic Sync Technologies, LLC	DIST. ED. CC GRANT #4	CONTRACT SERVICES	2,673.00
12	P0039558	P ComputerLand Silicon Valley	MEDIA ENTERTAINMENT ARTS	INSTRUCTIONAL SUPPLIES	209.62
12	P0039560	O Steven Steinbach Cartoon Supplies	MEDIA ENTERTAINMENT ARTS	NEW EQUIP. INSTR (NON-GASB)	742.28
12	P0039565	O Core Laboratory Supplies, Inc.	MED LAB TEC ECON STIM GRANT	NEW EQUIP. INSTR (NON-GASB)	5,217.26
12	P0039568	O VWR International Sargent Welch	MATH/SCIENCE DIVISION	INSTRUCTIONAL SUPPLIES	621.74
12	P0039569	O Core Laboratory Supplies, Inc.	MED LAB TEC ECON STIM GRANT	INSTRUCTIONAL SUPPLIES	1,352.13
12	P0039570	O The Home Depot	MATH/SCIENCE DIVISION	INSTRUCTIONAL SUPPLIES	219.26
12	P0039572	P American Red Cross	FOSTER PARENT	OTHER EXPENSES	330.00
12	P0039581	P Dell, Inc.	CALWORKS	NEW EQUIP N-I (NON GASB)	2,704.22
12	P0039583	O Apple Store	MEDIA ENTERTAINMENT ARTS	INSTRUCTIONAL SUPPLIES	151.46
12	P0039584	P Caption Colorado, LLC	DIST. ED. CC GRANT #4	CONTRACT SERVICES	1,210.00
12	P0039585	O Gov Connection Inc	MATHEMATICS, GENERAL	INSTRUCTIONAL SUPPLIES	287.28
12	P0039587	P Maui Wowi Hawaiian Coffees & Smooch Dbu Maui Wowi Hawaiian	CTE TEACHER PIPELINE #1	OTHER EXPENSES	263.48
12	P0039588	P Flinn Scientific, Inc	BIOLOGY	INSTRUCTIONAL SUPPLIES	1,494.97
12	P0039589	O Electronix Express	MATH/SCIENCE DIVISION	INSTRUCTIONAL SUPPLIES	42.75
12	P0039594	O Lewis & Lewis Enterprises, Inc.	SURVEYING	INSTRUCTIONAL SUPPLIES	335.37
12	P0039598	O Mary Slowinski	NSF CREATE ENERGY GRNT - Y1	CONSULTANTS	3,500.00

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12	P0039599	O	John Wiley & Sons Inc	MEDIA ENTERTAINMENT ARTS	NON-INSTRUCTIONAL SUPPLIES	209.12
12	P0039602	P	Airgas West Inc	WELDING AND CUTTING	INSTRUCTIONAL SUPPLIES	712.51
12	P0039603	P	Barry Graphics, Inc.	CTE COMMUNITY COLLAB GRNT 3	NON-INSTRUCTIONAL SUPPLIES	253.52
12	P0039604	P	Robert R. Yorgason	CISCO GRANT	OTHER EXPENSES	90.00
12	P0039605	P	Wayne A. Phillips	CISCO GRANT	OTHER EXPENSES	90.00
12	P0039610	O	Cengage Learning Inc.	MEDIA ENTERTAINMENT ARTS	NON-INSTRUCTIONAL SUPPLIES	90.41
12	P0039612	O	Gov Connection Inc	MATH/SCIENCE DIVISION	INSTRUCTIONAL SUPPLIES	150.52
12	P0039614	O	Carolina Biological Supply Co	BIOLOGY	INSTRUCTIONAL SUPPLIES	1,045.56
12	P0039615	O	Hardy Diagnostics	BIOLOGY	INSTRUCTIONAL SUPPLIES	2,434.57
12	P0039616	O	VWR International	BIOLOGY	INSTRUCTIONAL SUPPLIES	1,662.46
12	P0039618	O	Fisher Scientific Company LLC	BIOLOGY	INSTRUCTIONAL SUPPLIES	4,623.54
12	P0039620	O	Marketlab, Inc.	MED LAB TEC ECON STIM GRANT	NEW EQUIP. INSTR (NON-GASB)	1,389.11
12	P0039622	P	Sage Software, Inc.	CONSTRUCTION MANAGEMENT	CONTRACT SERVICES	490.00
12	P0039623	O	Infobase Learning/Films Media Gro up	CONSTRUCTION MANAGEMENT	CONTRACT SERVICES	2,700.00
12	P0039625	O	Dell, Inc.	PROFESSIONAL PROGRAMS	NEW EQUIP N-I (NON GASB)	994.91
12	P0039626	O	Cinema Secrets, Inc.	CTE COMMUNITY COLLAB GRNT 3	INSTRUCTIONAL SUPPLIES	164.00
12	P0039627	O	COC Bookstore	MENTOR TEACHER GRANT	INSTRUCTIONAL SUPPLIES	1,000.00
12	P0039630	P	Caption Colorado, LLC	DIST. ED. CC GRANT #4	CONTRACT SERVICES	1,285.00
12	P0039631	P	The McGraw-Hill Companies	CONSTRUCTION MANAGEMENT	PERIODICALS AND MAGAZINES	59.00
12	P0039632	P	Gerlinde Brady	CISCO GRANT	OTHER EXPENSES	90.00
12	P0039634	P	ISSI	MATRICULATION AND STUDENT ASSE SSMENT	OTHER EXPENSES	129.78
12	P0039641	P	National Institute Women in Trade s	COURSE AND CURRICULUM DEVELOPM ENT	OTHER EXPENSES	285.35
12	P0039643	P	Affordable Signs	CTE TEACHER PIPELINE #1	OTHER EXPENSES	164.63
12	P0039649	P	Aegis Rapidtext, Inc	DIST. ED. CC GRANT #4	CONTRACT SERVICES	1,758.50
12	P0039652	P	Gordon Associates, LLC	MATRICULATION AND STUDENT ASSE SSMENT	CONTRACT SERVICES	1,250.00
12	P0039653	O	Am Assoc Advancement of Science	GEOGRAPHY	PERIODICALS AND MAGAZINES	967.03
12	P0039655	P	Silpak, Inc.	CTE COMMUNITY COLLAB GRNT 3	INSTRUCTIONAL SUPPLIES	207.43
12	P0039656	O	Childcare Information Exchange	CHILD DEVELOPMENT	INSTRUCTIONAL SUPPLIES	279.86
12	P0039657	O	Teachers College Press	CHILD DEVELOPMENT	INSTRUCTIONAL SUPPLIES	89.83
12	P0039658	O	Redleaf Press	CHILD DEVELOPMENT	INSTRUCTIONAL SUPPLIES	489.11
12	P0039660	O	Special Effects Unlimited Inc.	CTE COMMUNITY COLLAB GRNT 3	INSTRUCTIONAL SUPPLIES	262.89
12	P0039664	O	Automatic Sync Technologies, LLC	DIST. ED. CC GRANT #4	CONTRACT SERVICES	54.00
12	P0039669	O	Automatic Sync Technologies, LLC	DIST. ED. CC GRANT #4	CONTRACT SERVICES	877.50
12	P0039671	O	VWR International Inc	MED LAB TEC ECON STIM GRANT	INSTRUCTIONAL SUPPLIES	3,956.06
12	P0039672	I	Apple Computer Inc	MED LAB TEC ECON STIM GRANT	NEW EQUIP. INSTR (NON-GASB)	13,241.34
12	P0039673	I	AVI-SPL	MED LAB TEC ECON STIM GRANT	NEW EQUIP. INSTR (NON-GASB)	4,805.38
12	P0039674	I	Vista Uniforms	MED LAB TEC ECON STIM GRANT	INSTRUCTIONAL SUPPLIES	336.20
12	P0039678	P	Insight Media	SPECIALTY COURSES WIA #2	INSTRUCTIONAL MEDIA MATERIALS	1,284.52
12	P0039679	O	Cengage Learning Inc.	SPECIALTY COURSES WIA #2	INSTRUCTIONAL MEDIA MATERIALS	2,330.85
12	P0039680	O	Apple Computer Inc	SPECIALTY COURSES WIA #2	NEW EQUIP. INSTR (NON-GASB)	17,235.16
12	P0039681	P	Connie Chuntaranakorn	CARE	TRANSPORTATION SUBSIDY SERVICE	100.00
12	P0039682	O	Alfonso's Breakaway Glass, Inc.	CTE COMMUNITY COLLAB GRNT 3	INSTRUCTIONAL SUPPLIES	155.73
12	P0039683	P	Sharon K. Garrity	CARE	TRANSPORTATION SUBSIDY SERVICE	99.48
12	P0039684	P	Melissa E. Hughbanks	CARE	TRANSPORTATION SUBSIDY SERVICE	100.00
12	P0039686	P	Wm S Hart Union HS District	ACADEMY OF THE CANYONS	OTHER EXPENSES	21,394.18
12	P0039692	P	FastSigns	ART START GRANT	OTHER EXPENSES	208.53
12	P0039693	O	Displays2Go	CTE COMMUNITY COLLAB GRNT 3	NEW EQUIP N-I (NON GASB)	267.15
12	P0039698	P	Charlie Y Chong Catering by Charlie	NON-CREDIT MATRICULATION	NON-INSTRUCTIONAL SUPPLIES	317.18

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12	P0039704	P Eric A. Morse Eric Anthony Sportwear	ART START GRANT	OTHER EXPENSES	788.83
12	P0039705	O Dell, Inc.	LEARNING SKILLS, HANDICAPPED	NEW EQUIP. INSTR (NON-GASB)	3,284.53
12	P0039707	O Wm S Hart Union HS District	CTE COMMUNITY COLLAB GRNT 3	OTHER EXPENSES	4,586.78
12	P0039708	O AAA Flag & Banner Mfg, Inc.	CTE COMMUNITY COLLAB GRNT 3	OTHER EXPENSES	1,294.49
12	P0039709	P Alycia D. Moore	CARE	TRANSPORTATION SUBSIDY SERVICE	100.00
12	P0039710	P Leticia A. Palma	CARE	TRANSPORTATION SUBSIDY SERVICE	100.00
12	P0039711	P Sarina L. Roy	CARE	TRANSPORTATION SUBSIDY SERVICE	27.04
12	P0039712	P Brittany A. Sandoval	CARE	TRANSPORTATION SUBSIDY SERVICE	35.01
12	P0039714	O Amazon.com Inc	MATRICULATION AND STUDENT ASSE SSMENT	REFERENCE BOOKS	36.68
12	P0039715	O Omni Training	EWD JOB DEVELOPMENT GRANT	TEXTBOOKS	2,000.51
12	P0039716	P Darlene L. Jones	CARE	TRANSPORTATION SUBSIDY SERVICE	81.78
12	P0039717	P National Accrediting Agency for C li	MED LAB TEC ECON STIM GRANT	OTHER EXPENSES	600.00
12	P0039718	O Marketlab, Inc.	MED LAB TEC ECON STIM GRANT	NEW EQUIP. INSTR (NON-GASB)	5,042.27
12	P0039722	O Federal Express	SBDC GRANT (STATE MATCH) #2	POSTAGE	20.06
12	P0039723	O The Wall Street Journal	SBDC GRANT (COC MATCH) #2	REFERENCE BOOKS	109.70
12	P0039724	P Regonline	SBDC YOUTH PROJECT GRANT #2	OTHER EXPENSES	9.80
12	P0039725	I Insight Media	SPECIALTY COURSES WIA #2	INSTRUCTIONAL MEDIA MATERIALS	876.22
12	P0039727	P Jane M. Weissman	NSF CREATE ENERGY GRNT - Y1	OTHER EXPENSES	700.00
12	P0039728	I Ellen Kabat-Lensch	NSF CREATE ENERGY GRNT - Y1	OTHER EXPENSES	2,000.00
12	P0039736	O Staples Advantage	BIOLOGY	INSTRUCTIONAL SUPPLIES	68.39
12	P0039741	O White Boards and More CSN Stores, LLC	ART START GRANT	OTHER EXPENSES	1,170.75
12	P0039744	O Dell, Inc.	LEARNING SKILLS, HANDICAPPED	NEW EQUIP. INSTR (NON-GASB)	194.58
12	P0039751	O Amazon.com Inc	FOSTER PARENT	TEXTBOOKS	980.14
12	P0039761	O Gov Connection Inc	HEALTH SERVICES	OTHER EXPENSES	439.29
12	P0039763	O Staples Advantage	PROFESSIONAL PROGRAMS	NEW EQUIP N-I (NON GASB)	320.65
12	P0039765	P Ecological Society of America	GEOGRAPHY	PERIODICALS AND MAGAZINES	476.03
12	P0039771	O Snap-On Industrial	AUTOMOTIVE TECHNOLOGY	NEW EQUIP. INSTR (NON-GASB)	9,961.79
12	P0039773	O Artifice Studios LLC	STUDENT POLL WORKERS GRANT	CONTRACT SERVICES	1,800.00
12	P0039774	O Adafruit Industries, LLC	ELECTRONICS AND ELECTRIC TECHN OLOGY	INSTRUCTIONAL SUPPLIES	486.18
12	P0039775	P Robert W. Alldredge	NSF CREATE ENERGY GRNT - Y1	OTHER EXPENSES	49.00
12	P0039783	O Cengage Learning Inc.	EWD JOB DEVELOPMENT GRANT	TEXTBOOKS	1,612.26
12	P0039785	O Staples Advantage	FOSTER PARENT	NON-INSTRUCTIONAL SUPPLIES	909.87
12	P0039792	I GlaxoSmithKline Pharmaceuticals	HEALTH CENTER CARRY FORWARD	SUPPLIES-OTHER	878.19
12	P0039795	O Barnes & Noble Booksellers, Inc.	MATRICULATION AND STUDENT ASSE SSMENT	OTHER EXPENSES	500.00
12	P0039798	O Accuplacer National Conference	MATRICULATION AND STUDENT ASSE SSMENT	TESTS	387.50
12	P0039799	O CPP Inc.	MATRICULATION AND STUDENT ASSE SSMENT	TESTS	3,050.00
12	P0039801	I Barnes & Noble Booksellers, Inc.	EXTENDED OPPORTUNITIES PROGRAM S AND SERVICES	STUDENT SUPPLY SERVICE	1,121.28
12	P0039802	O Charlie Y Chong Catering by Charlie	CTE COMMUNITY COLLAB GRNT 3	OTHER EXPENSES	499.74
12	P0039806	I Eduardo R. Veliz	CISCO GRANT	OTHER EXPENSES	90.00
12	P0039808	O TechSmith Corporation	COMPUTER SCIENCE	SOFTWARE, INSTR (NON-GASB)	223.75
12	P0039809	O Chuck Branda	MATRICULATION AND STUDENT ASSE SSMENT	NON-INSTRUCTIONAL SUPPLIES	233.35
12	P0039811	I Proforma Graphix Unlimited Enviromed Safety and Compliance L	HEALTH CENTER CARRY FORWARD	WASTE DISPOSAL	125.90

BOARD OF TRUSTEES SUMMARY PURCHASE ORDER LISTING  
FROM 05-23-11 THROUGH 06-26-11

Fund	PO Number	P Vendor	Activity/Program	Category	Amount
		LC			
12	P0039812	O Micros Systems, Inc.	CULINARY ARTS	NEW EQUIP. INSTR. (GASB)	6,414.13
12	P0039815	O James Foster PTA	ARTS EDUCATION - FOUND GRANT	OTHER EXPENSES	300.00
12	P0039817	O FastSigns	NURSING	NEW EQUIP. INSTR (NON-GASB)	288.20
12	P0039818	I Medical Billing Technologies, Inc	HEALTH CENTER CARRY FORWARD	OTHER EXPENSES	1,600.00
12	P0039819	I FastSigns	ARTS EDUCATION - JAMES IRVINE	PRINTING	1,971.11
12	P0039820	I Barb Anderegg	NSF CREATE ENERGY GRNT - Y1	OTHER EXPENSES	1,100.00
12	P0039822	O Office Depot	BUSINESS AND COMMERCE, GENERAL	INSTRUCTIONAL SUPPLIES	394.61
12	P0039825	O Internet Security Systems, Inc DBA Internet Loss Prevention, Inc	AUTOMOTIVE TECHNOLOGY	NEW EQUIP N-I (NON GASB)	2,199.42
12	P0039826	O Chuck Branda	MATRICULATION AND STUDENT ASSE SSMENT	PRINTING	5,000.00
		Proforma Graphix Unlimited			
12	P0039832	I SVM, LP	CARE	TRANSPORTATION SUBSIDY SERVICE	7,218.95
12	P0039837	O Alternative Metal Supply	RTF INCUMB. WORK. MANUFACT 3	INSTRUCTIONAL SUPPLIES	96.58
12	P0039838	O Gov Connection Inc	MATRICULATION AND STUDENT ASSE SSMENT	NEW EQUIP N-I (NON GASB)	76.77
12	P0039840	O B&H Photo Video, Inc	PHOTOGRAPHY	NEW EQUIP. INSTR (NON-GASB)	329.14
12	P0039843	O Airgas West Inc	WELDING AND CUTTING	NEW EQUIP. INSTR. (GASB)	6,884.66
12	P0039844	O Lilia G. Chavez	EWD CENTER #1/3	OTHER EXPENSES	500.00
12	P0039846	O Imelda Cossette	NSF CREATE ENERGY GRNT - Y1	OTHER EXPENSES	600.00
12	P0039847	O KHTS Radio AM1220	SBDC GRANT (FEDERAL) #2	ADVERTISING	500.00
12	P0039849	O Tooling University LLC	EWD JOB DEVELOPMENT GRANT	TEXTBOOKS	1,592.50
12	P0039855	O Staples Advantage	DISABLED STUDENTS PROGRAMS AND SERVICES (DSP & S)	NON-INSTRUCTIONAL SUPPLIES	544.66
12	P0039856	O McMaster-Carr Supply Co	AUTOMOTIVE TECHNOLOGY	NEW EQUIP. INSTR (NON-GASB)	594.61
12	P0039861	O Kidwind Project, Inc.	CACT	NON-INSTRUCTIONAL SUPPLIES	412.36
12	P0039863	O MSC Industrial Supply Inc.	CACT	NON-INSTRUCTIONAL SUPPLIES	183.07
12	P0039865	O Enco Manufacturing, Inc	JDLF MANUFACTURING/CACT GRNT	INSTRUCTIONAL SUPPLIES	2,039.56
12	P0039875	O Lula Washington Dance Theatre	ARTS EDUCATION - CA ARTS COUN	CONTRACT SERVICES	8,000.00
12	P0039879	O Cerro Coso Community College	NSF CREATE ENERGY GRNT - Y1	OTHER EXPENSES	339.76
12	P0039880	O Richard L. Holladay	CISCO GRANT	OTHER EXPENSES	90.00
12	P0039882	O Signs By Tomorrow	NSF CREATE ENERGY GRNT - Y1	OTHER EXPENSES	320.82
12	P0039889	O Gov Connection Inc	COURSE AND CURRICULUM DEVELOPM ENT	NON-INSTRUCTIONAL SUPPLIES	27.90
12	P0039890	O National Glass Company	HEALTH CENTER CARRY FORWARD	BUILDINGS	920.59
12	P0039896	O Gov Connection Inc	SBDC GRANT (FEDERAL) #2	NON-INSTRUCTIONAL SUPPLIES	349.92
12	P0039897	O Gov Connection Inc	MED LAB TEC ECON STIM GRANT	NEW EQUIP. INSTR (NON-GASB)	1,228.93
12	P0039899	O Pearson Education Prentice Hall	EWD JOB DEVELOPMENT GRANT	TEXTBOOKS	816.57
12	P0039900	O Apple Store	MED LAB TEC ECON STIM GRANT	NEW EQUIP. INSTR (NON-GASB)	4,813.76
12	P0039904	O Friends Beauty Supply	CTE COMMUNITY COLLAB GRNT 3	INSTRUCTIONAL SUPPLIES	262.90
12	P0039906	O SCV Center for Photography	PHOTOGRAPHY	LECTURERS	400.00
12	P0039908	O SIGMAnet Inc	ELECTRONICS AND ELECTRIC TECHN OLOGY	NEW EQUIP. INSTR (NON-GASB)	7,891.03
12	P0039919	O Staples Advantage	MATHEMATICS, GENERAL	INSTRUCTIONAL SUPPLIES	139.31
Fund Total....					438,405.71
12					
32	P0039454	P Shave It, Inc.	FOOD SERVICES	OTHER EXPENSES	489.76
32	P0039505	P Maui Wowi Hawaiian Coffees & Smoo th	FOOD SERVICES	OTHER EXPENSES	144.32

BOARD OF TRUSTEES SUMMARY PURCHASE ORDER LISTING  
FROM 05-23-11 THROUGH 06-26-11

Fund	PO Number	P	Vendor	Activity/Program	Category	Amount
32	P0039531	P	Dbma Maui Wowi Hawaiian The Oaks Restaurant	INTERDISCIPLINARY FIELD STUDY	OTHER EXPENSES	800.00
32	P0039551	P	ISSI	FOOD SERVICES	OTHER EXPENSES	3,635.47
32	P0039571	P	Maui Wowi Hawaiian Coffees & Smoo th	FOOD SERVICES	OTHER EXPENSES	143.64
32	P0039577	P	Dbma Maui Wowi Hawaiian ISSI	FOOD SERVICES	OTHER EXPENSES	71.89
32	P0039645	P	Maui Wowi Hawaiian Coffees & Smoo th	FOOD SERVICES	OTHER EXPENSES	30.00
32	P0039702	I	ISSI	FOOD SERVICES	OTHER EXPENSES	636.55
32	P0039706	O	Maui Wowi Hawaiian Coffees & Smoo th	FOOD SERVICES	OTHER EXPENSES	221.88
32	P0039719	P	Dbma Maui Wowi Hawaiian Wm S Hart Union HS District	GENERAL	OTHER EXPENSES	6,461.52
32	P0039905	O	Jersey Mike's Subs	FOOD SERVICES	OTHER EXPENSES	294.36
Fund	Total....					----- 12,929.39
43	P0039411	P	Pacific Mechanical Services Inc	BUILDING MAINTENANCE/REPAIRS	BUILDING MAINTENANCE/REPAIRS	603.43
43	P0039455	P	Town Park Construction/Developmt	BUILDING MAINTENANCE/REPAIRS	BUILDING MAINTENANCE/REPAIRS	6,330.00
43	P0039501	P	Town Park Construction/Developmt	BUILDING MAINTENANCE/REPAIRS	BUILDING MAINTENANCE/REPAIRS	9,140.00
43	P0039556	P	Town Park Construction/Developmt	BUILDING MAINTENANCE/REPAIRS	BUILDING MAINTENANCE/REPAIRS	5,640.00
43	P0039578	P	Town Park Construction/Developmt	GROUPS MAINTENANCE	SITE IMPROVEMENTS	8,364.00
43	P0039596	P	National Glass Company	BUILDING MAINTENANCE/REPAIRS	BUILDING MAINTENANCE/REPAIRS	1,865.59
43	P0039650	P	Town Park Construction/Developmt	BUILDING MAINTENANCE/REPAIRS	BUILDING MAINTENANCE/REPAIRS	1,575.00
43	P0039665	P	Kruger Bensen Ziemer Architects, In	2009 COPS-DEL VALLE	BUILDINGS	3,600.00
43	P0039667	P	Alex & Sons Concrete	CAMPUSWIDE CAPITAL IMP - CCC	BUILDINGS	2,749.38
43	P0039747	I	Big K Concrete	BUILDING MAINTENANCE/REPAIRS	BUILDING MAINTENANCE/REPAIRS	1,695.00
43	P0039830	O	Tecta America Southern Cal, Inc	EMERGENCY WORK SECO HALL	BUILDINGS	1,700.00
43	P0039831	I	Miles Chemical Company, Inc.	BUILDING MAINTENANCE/REPAIRS	BUILDING MAINTENANCE/REPAIRS	5,950.00
43	P0039858	O	H&S Electric Inc	BUILDING MAINTENANCE/REPAIRS	BUILDING MAINTENANCE/REPAIRS	585.00
43	P0039902	O	Weiss Sheet Metal Company	BUILDING MAINTENANCE/REPAIRS	BUILDING MAINTENANCE/REPAIRS	6,716.00
Fund	Total....					----- 56,513.40
46	P0039416	O	NE Systems Inc	ADVANCED TECH BLDG CCC	NEW EQUIP. NON-INSTR (GASB)	10,111.55
46	P0039473	P	Alternative Metal Supply	ADVANCED TECH BLDG CCC	BUILDINGS	151.46
46	P0039541	P	Town Park Construction/Developmt	REPAIRS & MOD-CANYON CNTRY CAM	BUILDINGS	9,734.00
46	P0039550	P	CNC Signs and Designs Dean Benforado	MODERNIZATION CAMPUSWIDE	BUILDINGS	5,708.61
46	P0039600	P	CNC Signs and Designs Dean Benforado	M BUILDING SECONDARY EFFECTS	BUILDINGS	2,360.61
46	P0039601	P	Town Park Construction/Developmt	REPAIRS & MOD-CANYON CNTRY CAM	BUILDINGS	6,820.00
46	P0039621	P	Town Park Construction/Developmt	REPAIRS & MOD-CANYON CNTRY CAM	BUILDINGS	6,220.00
46	P0039668	O	Affordable Quality Moving And Sto ra	ADVANCED TECH BLDG CCC	BUILDINGS	6,634.05
46	P0039703	I	H&S Electric Inc	MODERNIZATION CAMPUSWIDE	BUILDINGS	7,605.00
46	P0039720	P	White Cap Construction Supply	ADVANCED TECH BLDG CCC	BUILDINGS	197.16
46	P0039746	I	CRC Enterprises Inc	LIBRARY EXPANSION	BUILDINGS	4,325.00
46	P0039752	I	Martinez Landscape Company, Inc.	LIBRARY EXPANSION	BUILDINGS	3,225.92
46	P0039764	P	Key Code Media, Inc	M BUILDING SECONDARY EFFECTS	NEW EQUIP. INSTR (NON-GASB)	30,409.00
46	P0039768	I	Town Park Construction/Developmt	ADVANCED TECH BLDG CCC	BUILDINGS	4,001.00

BOARD OF TRUSTEES SUMMARY PURCHASE ORDER LISTING  
FROM 05-23-11 THROUGH 06-26-11

Fund	PO Number	P	Vendor	Activity/Program	Category	Amount
46	P0039793	I	Town Park Construction/Developmt	REPAIRS & MOD-CANYON CNTRY CAM	BUILDINGS	4,280.00
46	P0039821	O	Pacific Lift & Equipment Co	ADVANCED TECH BLDG CCC	NEW EQUIP. INSTR (NON-GASB)	30,601.87
46	P0039848	I	Performance Excavating, Inc.	LIBRARY EXPANSION	BUILDINGS-	7,920.00
46	P0039857	O	Intermountain Lock And Security S up	ADVANCED TECH BLDG CCC	BUILDINGS	8,933.21
46	P0039859	I	SelectRemedy	LIBRARY EXPANSION	BUILDINGS	1,919.68
46	P0039868	I	Wolf's Towing	ADVANCED TECH BLDG CCC	BUILDINGS	95.00
46	P0039869	I	Performance Excavating, Inc.	LIBRARY EXPANSION	BUILDINGS	2,550.00
Fund Total....						-----
46						153,803.12
58	P0039524	P	Lawrence Schultz, Inc.	PAC - PERFORMANCE 19	CONTRACT SERVICES	1,000.00
58	P0039697	P	Ted Dayton Photography	PAC - PERFORMANCE 16	ADVERTISING	340.23
58	P0039805	I	Tig Moore	PAC - PERFORMANCE 19	OTHER CONTRACT SERVICES	500.00
Fund Total....						-----
58						1,840.23
59	P0039495	O	Technical Consultants, Inc	ETI/ETP VALENCIA LEARNING CTR	TEXTBOOKS	1,122.50
Fund Total....						-----
59						1,122.50
72	P0039690	P	FastSigns	STUDENT AND CO-CURRICULAR ACTI VITIES	PRINTING	299.51
72	P0039699	P	ISSI	STUDENT AND CO-CURRICULAR ACTI VITIES	OTHER EXPENSES	304.56
72	P0039800	I	COC Associated Students	STUDENT AND CO-CURRICULAR ACTI VITIES	OTHER EXPENSES	243.96
Fund Total....						-----
72						848.03
TOTAL						=====
498 records listed						1,260,455.80

SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
College of the Canyons  
07/13/11

**Schedule of Blanket Purchase Orders No.10/11-12**

**Summary of Proposed Expenditures**

		<u>Amount</u>	<u>%</u>
11	Unrestricted Fund	\$ 31,719.00	40.3155%
12	Restricted Fund	\$ 31,508.00	40.0473%
33	ECE Fund	\$ 3,650.00	4.6392%
43	Capital Improvement Fund	\$ 2,500.00	3.1775%
46	Measure M Fund	\$ 7,800.00	9.9140%
59	ETI Fund	\$ 1,500.00	1.9065%
	<b><u>GRAND TOTAL</u></b>	<b><u>\$ 78,677.00</u></b>	<b><u>100.00%</u></b>

*It is recommended that the following report be approved and/or ratified:*

**Blanket Purchase Order # B8283 through #B8319**

BOARD OF TRUSTEES BLANKET PURCHASE ORDER LISTING  
FROM 05-23-11 THROUGH 06-26-11

Fd	PO Number	Vendor	Activity/Program	Category	Amount
11	B0008284	Baker & Taylor Inc	LIBRARY	LIBRARY BOOKS	3,000.00
11	B0008285	Staples Advantage	ACCOUNTING SERVICES	NON-INSTRUCTIONAL SUPPLIES	1,100.00
11	B0008286	Presstek, Inc.	REPROGRAPHICS	NON-INSTRUCTIONAL SUPPLIES	600.00
					1,400.00
11	B0008287	Regonline	CCC "BIKES & BITES" EVENT	OTHER EXPENSES	323.00
11	B0008289	The Signal	CAREER CENTER	ADVERTISING	2,324.00
11	B0008290	Minarik Corporation	CENTRAL PLANT UTILITIES	SUPPLY INVENTORIES	1,300.00
11	B0008291	Water in Motion	CENTRAL PLANT UTILITIES	CONTRACT SERVICES	1,600.00
11	B0008292	Nalco Company	CENTRAL PLANT UTILITIES	SUPPLY INVENTORIES	2,000.00
11	B0008293	Ferguson Enterprises, Inc	MAINTENANCE	SUPPLY INVENTORIES	600.00
11	B0008294	Spicers Paper, Inc	REPROGRAPHICS	NON-INSTRUCTIONAL SUPPLIES	960.00
					2,240.00
11	B0008295	Water in Motion	MAINTENANCE-POOL	SUPPLY INVENTORIES	1,100.00
11	B0008296	U.S. Healthworks	HUMAN RESOURCES MANAGEMENT	WORKER'S COMP FIRST AID	1,200.00
11	B0008297	Larry Bob	CAMPUS ESCORT SERVICE	FUEL (GAS & DIESEL)	200.00
		Alliance Gas			
11	B0008298	Staples Advantage	FACILITIES ADMINISTRATION	NON-INSTRUCTIONAL SUPPLIES	800.00
11	B0008299	Santa Clarita Camera	PHOTOGRAPHY	EQUIPMENT MAINTENANCE/REPAIRS	1,000.00
11	B0008300	Calumet Photographic, Inc	PHOTOGRAPHY	INSTRUCTIONAL SUPPLIES	350.00
11	B0008301	Santa Clarita Camera	PHOTOGRAPHY	INSTRUCTIONAL SUPPLIES	525.00
11	B0008303	SYSCO Inc	CULINARY ARTS	INSTRUC SUPPLIES-MATERIALS FEE	7,800.00
11	B0008304	J. L. Fisher Inc	MEDIA ENTERTAINMENT ARTS	EQUIPMENT RENT/LEASE	1,297.00
		Fund Total....			31,719.00
		11			
12	B0008288	Staples Advantage	MED LAB TEC ECON STIM GRANT	NON-INSTRUCTIONAL SUPPLIES	1,000.00
12	B0008305	Santa Barbara City College	NSF ENERGY, SANTA BARBARA - Y1	OTHER EXPENSES	4,580.00
12	B0008306	Santa Barbara City College	NSF ENERGY, SANTA BARBARA - Y1	OTHER EXP-SPECIAL PROJECTS	420.00
12	B0008307	Staples Advantage	TANF	NON-INSTRUCTIONAL SUPPLIES	612.00
12	B0008308	Airgas West Inc	BIOLOGY	INSTRUCTIONAL SUPPLIES	70.00
12	B0008309	Star Restaurant Equipment	CULINARY ARTS	INSTRUCTIONAL SUPPLIES	5,500.00
12	B0008310	Lamp & Quill International Michael D. Riggs	CALWORKS	CONTRACT SERVICES	1,200.00
12	B0008311	Pacific Radio Electronics	MEDIA ENTERTAINMENT ARTS	INSTRUCTIONAL SUPPLIES	500.00
12	B0008313	Staples Advantage	SOCIAL SCIENCE/BUSINESS DIV.	INSTRUCTIONAL SUPPLIES	3,256.00
12	B0008315	Staples Advantage	HUMANITIES DIVISION	INSTRUCTIONAL SUPPLIES	1,500.00
12	B0008317	Staples Advantage	MATH/SCIENCE DIVISION	INSTRUCTIONAL SUPPLIES	2,370.00
12	B0008318	Barnes & Noble Booksellers, Inc.	EXTENDED OPPORTUNITIES PROGRAM	STUDENT BOOK SERVICE	9,500.00
12	B0008319	Staples Advantage	S AND SERVICES MED LAB TEC ECON STIM GRANT	NON-INSTRUCTIONAL SUPPLIES	1,000.00
		Fund Total....			31,508.00
		12			
33	B0008283	U.S. Foodservice	CHILD DEVELOPMENT CENTER	OTHER EXPENSES	3,000.00
33	B0008312	U.S. Foodservice	CHILD NUTRITION CONTRACT	OTHER EXPENSES	650.00
		Fund Total....			3,650.00
		33			
43	B0008302	Fredrick E Little	COUGAR WAY CCC	BUILDINGS	2,500.00
		Fund Total....			2,500.00
		43			
46	B0008316	SelectRemedy	LIBRARY EXPANSION	BUILDINGS	7,800.00
		Fund Total....			7,800.00

BOARD OF TRUSTEES BLANKET PURCHASE ORDER LISTING  
 FROM 05-23-11 THROUGH 06-26-11

Fd PO Number	Vendor .....	Activity/Program.....	Category.....	Amount
46				7,800.00
59	B0008314 Education to Go Inc	CONTRACT EDUCATION	CONTRACT SERVICES	1,500.00
	Fund Total.....			----- 1,500.00
59				=====
TOTAL				78,677.00
37 records listed				

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** BUSINESS SERVICES

**ITEM/TITLE** Approval of Travel Authorizations Schedule T 11/12-2

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

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**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.

- ✓ Travel funded by grant/categorical money equates to \$5,256.56 or 41.30%
- ✓ Travel funded by resources held in special funds equates to \$1013.91 or 7.97%
- ✓ Travel funded by the District's General Fund equates to \$6,456.90 or 50.73%

**FISCAL IMPLICATIONS:**

Travel expenditure requests for fiscal year 2011-12 totaling \$12,727.37 will be included in the 2011-12 Tentative Budget.

**RECOMMENDATIONS:**

Move Approval of Travel Authorizations Schedule T 11/12-2.

Submitted by:

Kari Soffa

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



Sharlene L. Coleal

Under Separate Cover  
 Item 5.2  
 July 13, 2011

TRAVEL AUTHORIZATION SCHEDULE  
 BOARD OF TRUSTEES MEETING  
 July 13, 2011

	<i>Registr'n Fees</i>	<i>Trans</i>	<i>Lodging</i>	<i>Meals</i>	<i>Other</i>	<i>Total</i>	<i>Code</i>	<i>Funding Source</i>
<b>RATIFIED TRAVEL</b>								
1	AB 515 Discussion/Forum 05/24/11 Sacramento, CA Violetta Abi Naked							
	-	435.97	-	55.00	15.00	\$505.97	SS	STUDENT REPRESENTATION FEE
2	Health Workforce Initiative 06/13/11 Los Angeles, CA Diane Morey							
	No Cost to District							NO COST TO DISTRICT
3	Meet with Legislators / AB 515 06/27/11 Sacramento, CA Barry Gribbons							
	-	560.82	-	15.00	-	\$575.82	IR	
4	Senate Education Committee Hearing - AB 515 06/29/11 Sacramento, CA Violetta Abi Naked Claudia Acosta Eric Harnish							
	-	440.82	-	55.00	-	\$495.82	P	
	-	419.40	-	55.00	-	\$474.40	P	
	-	442.50	-	55.00	-	\$497.50	P	
5	Interdisciplinary Field Studies 07/05/11 San Bernardino, CA James Glapa-Grossklag							
	No Cost to District							NO COST TO DISTRICT
<b>APPROVED TRAVEL</b>								
6	Academic Senate Curriculum Institute & SLO Institute 07/13-07/16/11 San Diego, CA Nicole Lucy							
	350.00	162.60	560.00	-	-	\$1,072.60	IR	
7	SLO Pre-Session - Modified SLO Institute 07/14/11 San Diego, CA Paul Wickline							
	40.00	153.00	-	25.00	-	\$218.00	IR	
8	California Placement Association Board Meeting 07/14-07/15/11 Anaheim, CA Anthony Michaelides							
	No Cost to District							NO COST TO DISTRICT
9	Writing Program Administrators Annual Summer Conference 07/14-07/17/11 Baton Rouge, LA Jia-Yi Cheng -Levine (Employee has agreed to cover travel expenses in excess of the \$150.00)							
	-	150.00	-	-	-	\$150.00	IS	FDTN ENGLISH DEPT ACCT
10	Academic Senate Leadership Institute 07/16-07/18/11 Berkeley, CA Edel Alonso							
	350.00	262.40	375.00	-	-	\$987.40	IS	

**TRAVEL AUTHORIZATION SCHEDULE  
BOARD OF TRUSTEES MEETING  
July 13, 2011**

	<i>Registr'n Fees</i>	<i>Trans</i>	<i>Lodging</i>	<i>Meals</i>	<i>Other</i>	<i>Total</i>	<i>Code</i>	<i>Funding Source</i>
11 16th Annual Western Association of Veteran Education Specialist Conference 07/17-07/20/11 Irving, TX Linda Clark	250.00	350.00	542.20	50.00	-	\$1,192.20	SS	VETERANS EDUCATION FUNDS
12 Committee on Emerging Workforce Trends in the US Energy & Mining Industries 07/21-07/23/11 Washington, DC Kathleen Alfano	No Cost to District							NO COST TO DISTRICT
13 NSF Panel Review 07/24-07/26/11 Arlington, VA Kathleen Alfano	No Cost to District							NO COST TO DISTRICT
14 High Impact Technology Exchange Conference 07/26-07/28/11 San Francisco, CA Karen Stanton Gabrielle Temple	- -	251.64 251.64	375.00 375.00	140.00 140.00	30.00 30.00	\$796.64 \$796.64	SS SS	NSF CREATE ENERGY GRNT - Y1 NSF CREATE ENERGY GRNT - Y1
15 High Impact Technology Exchange Conference 07/26-07/29/11 San Francisco, CA Kathleen Alfano	-	500.00	675.00	165.00	30.00	\$1,370.00	SS	NSF CREATE ENERGY GRNT - Y1
16 CREATE Planning Meeting 08/04-08/05/11 Ridgecrest, CA Kathleen Alfano	-	167.28	110.00	100.00	-	\$377.28	SS	NSF CREATE ENERGY GRNT - Y1
17 Gerontological Society of America 64th Annual Meeting 11/17-11/22/11 Boston, MA Patty Robinson	No Cost to District							NO COST TO DISTRICT

**INTERNATIONAL TRAVEL**

18 2011 American Society for Engineering Education Conference and Exposition 07/10/11 Vancouver, B.C. Kathleen Alfano	-	296.34	-	55.00	75.00	\$426.34	SS	NSF CREATE ENERGY GRANT
Trip was originally Board approved 5/11/11 and is being resubmitted due to a change in the return date.								

**APPROVED INSTRUCTIONAL OPTIONAL FIELD TRIP**

19 REC 103: Outdoor Recreation and the Natural Environment - CSUN 10/12/11 Northridge, CA Rhonda Hyatt**								
20 REC 103: Outdoor Recreation and the Natural Environment - Placerita Canyon Nature Center 10/19/11 Santa Clarita, CA Rhonda Hyatt**								

**TRAVEL AUTHORIZATION SCHEDULE  
BOARD OF TRUSTEES MEETING  
July 13, 2011**

	<i>Registr'n Fees</i>	<i>Trans</i>	<i>Lodging</i>	<i>Meals</i>	<i>Other</i>	<i>Total</i>	<i>Code</i>	<i>Funding Source</i>
21 REC 103: Outdoor Recreation and the Natural Environment - Discovery Park 11/09/11 Santa Clarita, CA Rhonda Hyatt**								
<b>RATIFIED ASG CLUB EXCURSIONS</b>								
22 COC Grad Club - SCV Bowling 06/03/11 Santa Clarita, CA Kelly Cude***								
<b>MILEAGE</b>								
23 Cynthia Dorroh*** 9/24,10/12-10/19,11/1-11/2/10	-	56.35	-	-	-	\$56.35	IS	MED LAB TEC ECON STIM GRANT
24 Cynthia Dorroh*** 01/04/11	-	30.09	-	-	-	\$30.09	IS	MED LAB TEC ECON STIM GRANT
25 Sherie Arnold*** 1/26,2/8-2/9,4/14-4/21,5/6-5/20,6/2/11	-	41.32	-	-	-	\$41.32	IS	ETI
26 Gail Ishimoto*** 2/24,3/3-3/23,4/6-4/21,5/18-5/20,6/15/11	-	116.28	-	-	-	\$116.28	CCC-SS	
27 Hanzel Salva Cruz*** 03/18-03/31, 04/20, 06/04/11	-	54.28	-	-	-	\$54.28	IS	MED LAB TEC ECON STIM GRANT
28 Kevin Walsh*** 04/01-04/28, 05/12-05/23, 06/1-06/08/11	-	271.64	-	-	6.00	\$277.64	IS	CONTRACT EDUCATION
29 Donna Berardo*** 04/05/11	-	43.86	-	-	-	\$43.86	IS	MED LAB TEC ECON STIM GRANT
30 Jamie Page*** 04/11-4/29, 05/2-05/23, 06/6-06/20/11	-	87.72	-	-	-	\$87.72	CCC	
31 Paul Mazbanian*** 05/02-05/03/11	-	33.12	-	-	15.00	\$48.12	IS	SBDC GRANT (FEDERAL) #2
32 Ben Tenn*** 05/02-05/06/11	-	56.10	-	-	15.00	\$71.10	IS	SBDC GRANT (FEDERAL) #2
33 Allison Devlin*** 05/03-05/26, 06/01/11	-	33.46	-	-	-	\$33.46	SS	
34 Joe Klocko*** 05/03-05/18/11	-	27.54	-	-	-	\$27.54	IS	CACT
35 Connie Sparks*** 05/02-05/24/11	-	143.49	-	-	15.00	\$158.49	IS	SBDC GRANT (FEDERAL) #2
36 Dena Maloney*** 05/03-05/31, 06/06-06/21/11	-	96.90	-	-	-	\$96.90	CCC	
37 Pete Bellas*** 05/12/11	-	31.11	-	-	-	\$31.11	IS	

**TRAVEL AUTHORIZATION SCHEDULE  
BOARD OF TRUSTEES MEETING  
July 13, 2011**

	<i>Registr'n Fees</i>	<i>Trans</i>	<i>Lodging</i>	<i>Meals</i>	<i>Other</i>	<i>Total</i>	<i>Code</i>	<i>Funding Source</i>
38 Kristianne Toledo*** 05/13-05/26, 06/01/11	-	25.09	-	-	-	\$25.09	SS	
39 Gary Somborger*** 05/13-05/19, 06/06-06/20/11	-	151.11	-	-	-	\$151.11	IS	
40 Ryan Theule*** 05/16-05/25, 06/06-06/21/11	-	67.83	-	-	-	\$67.83	CCC-SS	
41 Theresa Blischoff*** 05/24/11	-	21.31	-	-	-	\$21.31	SS	TANF
42 Catherine Grooms*** 05/26, 06/14-06/29/11	-	82.02	-	-	-	\$82.02	IS	SBDC GRANT (COC MATCH) #2
43 Pamela Daggon*** 05/26, 06/03-06/07/11	-	10.69	-	-	-	\$10.69	IS	EWD CENTER #1/3
44 Tora Brown*** 05/31, 06/02/11	-	28.10	-	-	-	\$28.10	IS	SBDC GRANT (COC MATCH) #2
45 Gil Murphy*** 06/02-06/20/11	-	163.20	-	-	-	\$163.20	IS	SBDC GRANT (COC MATCH) #2
46 Colette Blanchard*** 06/06-06/14/11	-	38.68	-	-	-	\$38.68	BS	
47 Geraldine Branda*** 06/06-06/13/11	-	77.46	-	-	-	\$77.46	SS	TANF
48 Carina Aasted*** 06/06-06/14/11	-	6.38	-	-	-	\$6.38	IS	CACT
49 Alexandro Mendez*** 06/07/11	-	35.70	-	-	-	\$35.70	SS	
50 Robynn Fridlund*** 06/07-06/14/11	-	38.76	-	-	-	\$38.76	CCC-SS	
51 Joe Klocko*** 06/07-06/23/11	-	384.03	-	-	-	\$384.03	IS	CACT
52 Connie Sparks*** 06/08/11	-	24.85	-	-	-	\$24.85	IS	SBDC GRANT (FEDERAL) #2
53 Kevin Walsh*** 06/09-06/28/11	-	38.98	-	-	-	\$38.98	IS	CONTRACT EDUCATION
54 Crystallynn Shelton*** 06/10/11	-	17.61	-	-	-	\$17.61	IS	SBDC GRANT (STATE MATCH) #2
55 James Glapa-Grossklag*** 06/16/11	-	41.62	-	-	-	\$41.62	IS	
56 Pamela Daggon*** 06/21/11	-	2.31	-	-	-	\$2.31	IS	EWD CENTER #1/3

**TRAVEL AUTHORIZATION SCHEDULE  
BOARD OF TRUSTEES MEETING  
July 13, 2011**

	<i>Registr'n Fees</i>	<i>Trans</i>	<i>Lodging</i>	<i>Meals</i>	<i>Other</i>	<i>Total</i>	<i>Code</i>	<i>Funding Source</i>
57 Kathleen Alfano*** 06/23/11	-	161.16	-	-	-	\$161.16	SS	NSF CREATE ENERGY GRNT - Y1
58 Justin Smith*** 06/24/11	-	20.71	-	-	-	\$20.71	IS	MED LAB TEC ECON STIM GRANT
59 Chris Miner*** 06/28/11	-	45.80	-	-	-	\$45.80	PP	
60 Floyd Moos*** 07/05/11	-	133.10	-	-	-	\$133.10	IS	
<b>GRAND TOTAL</b>						<b>\$12,727.37</b>		

Administrative Oversight Codes	
* District Vehicle	P - President (1000)
** Private Vehicle	IS - Instructional Services (2000)
+ Ratification	SS - Student Services (3000)
# Substitute Required	BS - Business Services (4000)
	PP - Plant & Property (5000)
	PS - Personnel Services (6000)
	AD - Administrative Services (7000)
	IR - Institutional Research (8000)
	CCC - Canyon Country Campus (9000)

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** BUSINESS SERVICES

**ITEM/TITLE** Approval of Mileage Rate: Increase to 55.5¢ Per Mile

for Business Miles Driven Effective July 1, 2011

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

The Internal Revenue Service (IRS) has announced that the standard mileage reimbursement rate will be increased to 55.5¢ per mile effective July 1, 2011. The mileage rate for January 1, 2011 through June 30, 2011 was 51.0¢. The IRS usually adjusts the mileage rate once a year effective January 1<sup>st</sup>, but in recognition of the recent gasoline price increases, the IRS has made this special adjustment for the final six months of the calendar year 2011. In the past, the District Board of Trustees has approved using the standard IRS mileage rate for District employee mileage reimbursements.

If a district mileage rate is no greater than the standard IRS rate and each payment is substantiated by a written employee mileage claim for business use of a personal automobile, the IRS considers each payment as made under an accountable plan and not reportable as taxable compensation on an employee's W-2 statement.

**FISCAL IMPLICATIONS:**

None. The mileage rate increase from 51.0¢ to 55.5¢ per mile will be absorbed by existing departmental mileage budget totals.

**RECOMMENDATIONS:**

Move Approval of Mileage Rate: Increase to 55.5¢ Per Mile for Business Miles Driven Effective July 1, 2011.

Submitted by:

Kari Soffa

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



Sharlene L. Coleal

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** BUSINESS SERVICES

<b>ITEM/TITLE</b> Approval of Amendment No. 1 to Community Recreation	<input checked="" type="checkbox"/> <b>ACTION/CONSENT</b>
Joint Use Agreement with William S. Hart Union High	<input type="checkbox"/> <b>ACTION</b>
School District	<input type="checkbox"/> <b>INFORMATION</b>
	<input type="checkbox"/> <b>DISCUSSION</b>

**BACKGROUND / ANALYSIS:**

On June 25, 2003, the Santa Clarita Community College District (College) Board of Trustees approved the *Community Recreation Joint Use Agreement* with the William S. Hart Union High School District (Hart District). This was a twenty year agreement that gave the Hart District permission to use the College's stadium with its artificial field turf, which had been installed earlier that year.

The agreement included a provision where Hart District contributed \$505,000 (50%) of the initial cost of the field turf installation. Both parties also agreed to contribute annual payments to a sinking fund held by the College to accumulate a target of \$598,000 by July 1, 2013. Each party is scheduled to make ten annual payments, which started at \$25,000 each on July 1, 2003. Payment increase annually based on 2% inflation through July 1, 2012. The sinking fund will be used to replace the initial surface component of the field turf.

The College's Facilities Department recently learned about a tow behind sweeper machine that would help College staff maintain the field turf. Using this sweeper for regular maintenance could prolong the life of the initial surface component by an estimated one to two years. Hart District was approached regarding using money from the sinking fund to purchase the sweeper. Hart District researched the sweeper and agreed to the purchase, and asked for permission to use the sweeper on their fields as well.

Amendment No. 1 to the Community Recreation Joint Use Agreement gives the College permission to purchase the sweeper using \$14,494.20 from the sinking fund. The sweeper will be the property of the College. The amendment also gives Hart District the right to use the sweeper at their school sites, with Hart District accepting responsibility for the machine's transport and any repairs necessary due to their use. A copy of the amendment is available from the Business Office upon request.

**FISCAL IMPLICATIONS:**

The sinking fund is projected to have a balance of approximately \$650,000 at July 1, 2013, due to several years of higher than anticipated interest earnings. As a result, using \$14,494.20 from the sinking fund for this purchase will not affect the overall goal of accumulating \$598,000 by July 1, 2013.

**RECOMMENDATIONS:**

Move Approval of Amendment No.1 to Community Recreation Joint Use Agreement with William S. Hart Union High School District.

Submitted by:

Cindy Grandgeorge

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



Sharlene L. Coleal

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

AMENDMENT NO. 1  
TO COMMUNITY RECREATION JOINT USE AGREEMENT

WILLIAM S. HART UNION HIGH SCHOOL DISTRICT

JULY 1, 2003 – JUNE 30, 2023

This Amendment No. 1 to the Community Recreation Joint Use Agreement ("Amendment") entered into by the parties on July 1, 2003 ("Agreement") is entered into by and between College and District on this 14<sup>th</sup> day of July, 2011 ("Effective Date").

NOW, THEREFORE, it is understood and agreed by the parties hereto that:

1. As of the Effective Date of this Amendment, the parties agree to purchase a Turf Sweeping Machine ("Machine") at a cost of **Fourteen Thousand Four Hundred Ninety-Four Dollars and Twenty Cents (\$14,494.20)** from the field turf sinking account representing funds contributed by District and College pursuant to Section 4 of the Agreement.
2. College and District agree that District will have the right to use the machine at their school sites although College owns all right, title and interest in and to Machine. As such, College will be responsible for all regular maintenance on Machine. Notwithstanding the foregoing, should District damage Machine while transporting it to their site, while using the machine at their site, or while transporting it back to College after such use, District will be responsible for repairing Machine from damages sustained that are outside of the scope of regular maintenance.
3. Section 10(i) of the Agreement is deleted in its entirety and is replaced with the following:

"(i) if at such time the initial Surface Component has not yet been replaced in accordance with Section 4, pay to the District an amount equal to the funds paid by the District pursuant to Section 3 (which amount shall be reduced through (a) amortization of one-half of such amount on a straight-line, monthly basis over the agreed upon useful life of the initial surface component to account for the portion of such amount relating to the Surface Component, and (b) amortization of the other one-half of such amount on a straight-line, monthly basis over a twenty year period to account for the portion of such amount relating to the Base Component) plus one-half of all funds (including accrued interest) in the Sinking Fund less **Fourteen Thousand Four Hundred Ninety-Four Dollars and Twenty Cents (\$14,494.20)** from representing the purchase cost of Machine; or"

4. Section 10(ii) of the Agreement is deleted in its entirety and is replaced with the following:

"(ii) if at such time the initial Surface Component has been replaced in accordance with Section 4, pay to the District an amount equal to one-half the funds paid by the District pursuant to Section 3 which amount shall be reduced through amortization on a straight-line, monthly basis over a twenty year period to account for the portion of such amount relating to the Base Component), plus one-half of the final total of all funds (including accrued interest) that accumulated in the Sinking Fund (less any overage paid to the District, or plus any shortfall paid by the District less **Fourteen Thousand Four Hundred Ninety-Four Dollars and Twenty Cents (\$14,494.20)** from representing the purchase cost of Machine, in accordance with Section 4), reduced for usage through amortization on a straight-line, monthly basis over the portion of the original Agreement Term remaining after replacement of the initial Surface Component."

5. Section 11 of the Agreement is deleted in its entirety and is replaced with the following:

"The College shall, except to the extent of any related negligence or willful misconduct of the District, defend, indemnify and hold harmless the District, its agents, officers, and employees from and against any and all liability, expense (including defense costs and legal fees), and claims for damages of any nature whatsoever, including, but not limited to, bodily injury (including death) to any person, property damage, including damage as a result of use of Machine, arising from or connected with (i) the College's negligent or willful failure to maintain the Stadium in a reasonably safe condition or (ii) any negligent act or omission by, or the willful misconduct of, the College or any party acting by or on behalf of, or pursuant to the authority of, the College pursuant to this Agreement. The College's duty to indemnify the District pursuant to this Section, with respect to acts or incidents occurring during the Agreement Term, shall survive the expiration or termination of this Agreement."

6. Section 15 of the Agreement is deleted in its entirety and is replaced with the following:

"The District shall, except to the extent of any related negligence or willful misconduct of the College, defend, indemnify, and hold harmless the College, its agents, officers, and employees from and against any and all liability, expense (including defense costs and legal fees), and claims for damages of any nature whatsoever, including, but not limited to, bodily injury (including death) or property damage, arising from or connected with District's operations, services, use of Machine, programs or activities in, on or within the Stadium and/or College of the Canyons pursuant to this Agreement. The District's obligation pursuant to this Section shall include the obligation to defend, indemnify and hold harmless the College from and against any Worker's Compensation suits, liability, or expense, arising from or connected with services performed by or on behalf of the District pursuant to, or as a result of, this Agreement. The District's duty to indemnify the College pursuant to this Section, with respect to acts or incidents occurring during the Agreement Term, shall survive the expiration or termination of this Agreement."

7. Except as set forth herein, all other sections, subsections and provisions of the Agreement shall remain valid, enforceable and unaffected by the Amendment.

8. The individuals executing this Amendment on behalf of the named parties represent and warrant that they are authorized to do so.

IN WITNESS WHEREOF, this Amendment has been executed by the parties hereto as of the day and year first written above.

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

WILLIAM S. HART UNION HIGH SCHOOL DISTRICT

BY:

BY:

AUTHORIZED REPRESENTATIVE

Authorized Representative

PRINT NAME SHARLENE L. COLEAL  
Print Title ASSISTANT SUPERINTENDENT/VP  
BUSINESS SERVICES

Print Name  
Print Title

Date  
Board Meeting  
Date of Approval

Date

District Initiating Department  
District Contact Name  
District Contact Extension

Fiscal Services  
Cindy Grandgeorge  
3420

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** PHYSICAL PLANT, FACILITIES and CONSTRUCTION

**ITEM/TITLE** Approval of Addendum #01 to Contract for

Cougar Way Modular Project at the Canyon Country

Campus (H&S Electric, Inc.)

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

As part of the District's capital improvement projects, the Cougar Way Modular Project consists of moving the former Academy of the Canyons modular buildings from the Valencia Campus to the Canyon Country Campus for classroom and faculty office use. The project consists of preparing the site for the placement of five 24 x 40 modular buildings including infrastructure requirements as well as the disassembling and moving of the modular buildings.

The District entered into a contract with H&S Electric, Inc. (Valencia, CA) at the May 11, 2011 Board meeting to provide all electrical work for the modular buildings relocation. Addendum #01 in the amount of \$15,160 is required at this time to provide additional electrical work for the project: site lighting being the primary addition.

Copies of the addendum have been distributed under separate cover and are available upon request.

**FISCAL IMPLICATIONS:**

This is a District-funded Capital Improvement Project. Funds for this addendum in the amount of **\$15,160** are included in the FY10/11 Adopted Budget.

**RECOMMENDATIONS:**

Move approval of Addendum #01 to contract for Cougar Way Modular Project at the Canyon Country Campus as noted above.

Submitted by:

James C. Schrage

Vice President, Facilities Planning,  
Operations and Construction

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



**ADDENDUM #01  
TO AGREEMENT FOR ELECTRICAL SERVICES  
FOR THE COUGAR WAY MODULAR PROJECT  
AT THE CANYON COUNTRY CAMPUS**

The contract dated May 12, 2011 for electrical work for the Canyon Country Campus Cougar Modular Project is hereby modified by Board action July 13, 2011 by and between the Santa Clarita Community College District, a California college district (“District”) and H&S Electric, Inc. (“Contractor”).

The agreement is modified as follows:

**Additional fee of \$15,160**

IN WITNESS WHEREOF, the District and Contractor have executed this Addendum as of the date set forth above.

“DISTRICT”  
SANTA CLARITA COMMUNITY  
COLLEGE DISTRICT, a California  
Community College District

“CONTRACTOR”  
H&S ELECTRIC

By: \_\_\_\_\_  
Dr. Dianne G. Van Hook  
Chancellor

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

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** PHYSICAL PLANT, FACILITIES and CONSTRUCTION

**ITEM/TITLE** Approval of Contract for Parking Lot Cleaning Services

(Nobile's Power Sweeping)

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

The District would like to enter into a contract with Nobile's Power Sweeping (Santa Clarita, CA) for parking lot cleaning of the Valencia and Canyon Country campuses. The District has been using this vendor's service for the past several years due to the fact that the District does not currently have the manpower or the heavy equipment necessary to do this work in-house. The cost for this service is \$19,200 for the fiscal year and is billed on a monthly basis.

Copies of the contract have been distributed under separate cover and are available upon request.

**FISCAL IMPLICATIONS:**

Funds for this contract in the amount of **\$19,200** will be included in the General Fund for Maintenance & Operations.

**RECOMMENDATIONS:**

Move approval of contract for Parking Lot Sweeping with Nobile's Power Sweeping as noted above.

Submitted by:

James C. Schrage

Vice President, Facilities Planning,  
Operations and Construction

Approval for submission to Board of Trustees:

*Dr. Dianne G. Van Hook*

Dr. Dianne G. Van Hook  
Chancellor

Recommended by:

*J. Schrage*

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT**  
College of the Canyons

Item 6.2, 07/13/11  
Under Sep Cover

**FIELD SERVICE AGREEMENT**

THIS AGREEMENT is entered into by and between the Santa Clarita Community College District ("District") and **Nobile's Power Sweeping, P.O. Box 222346, Santa Clarita, CA 91342** ("Contractor").

WITNESSETH, the parties do hereby contract and agree as follows:

Scope of Work ("Work") and Specifications. (Describe here or attach Proposal): **Parking Lot Cleaning Services - College of the Canyons - Valencia and Canyon Country Campuses.**

1. Payment. The lump sum price for the Work is Sixteen Thousand Two Hundred Dollars (\$19,200).
2. Term. The term of this Agreement shall commence **July 1, 2011** and shall end no later than **June 30, 2012**.
3. Terms. Payment shall be net 30 days upon satisfactory completion and acceptance of Work and receipt of Contractor invoice. Inspection of services shall be performed by authorized District personnel who shall recommend acceptance to the District.
4. Terms and Conditions. The Agreement includes the Terms and Conditions as printed and set forth on the reverse of this page or as attached. Contractor, by executing this Agreement, agrees to comply with such Terms and Conditions.
5. Labor and Performance Guarantee. The Contractor shall guarantee all labor and materials used in the performance of this Agreement for a period of ninety (90) days from the date of acceptance of Work by the District or per proposal/quote/manufacture's warranty, whichever is longer.
6. Insurance. Contractor is aware of the laws of the State of California requiring employers to provide Workers' Compensation insurance. Contractor shall provide Commercial General Liability, Automobile Liability and Workers' Compensation. Certificate(s) of Insurance naming the District as an Additional Insured shall be submitted to District prior to commencing Work when requested by the District.
7. 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 District. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability.
8. Prevailing Wage. Contractor certifies that Contractor is aware of Labor Code Section 1771, prevailing wages paid on Public Works projects greater than \$1,000, and Contractor will comply with said requirement.
9. Documents. Parties hereunto subscribe to this Agreement, including all Agreement documents described below:
  - a.  Scope of Work/Proposal (If not described in 1. above, document is attached hereto and made a part hereof).
  - b.  Specifications (If not described in 1. above, document is attached hereto and made a part hereof).
  - c.  Payment Bond (If checked, must be submitted to District prior to commencing Work).
  - d.  Labor and Materials Release (If checked, must be submitted to District prior to payment).
  - e.  Other: \_\_\_\_\_

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

CONTRACTOR

BY: \_\_\_\_\_  
Authorized Representative  
Print Name Dr. Dianne G. Van Hook  
Print Title Chancellor

BY: \_\_\_\_\_  
Authorized Representative  
Print Name  
Print Title

Date  
Board Meeting  
Date of Approval

Date  
CONTRACTOR'S  
LICENSE NUMBER

## TERMS AND CONDITIONS

1. **EQUIPMENT AND LABOR:** The CONTRACTOR shall furnish all tools, equipment, apparatus, facilities, transportation, labor, and material necessary to furnish the service herein described. The service shall be performed in a high quality, workmanlike manner at such times and places as directed by and subject to the approval of the authorized DISTRICT representative indicated.
2. **SUBCONTRACTORS:** Subcontractors, if any, engaged by the CONTRACTOR for the service shall be subject to the approval of the DISTRICT. CONTRACTOR shall be held responsible for all operations of subcontractors and shall require them to maintain adequate Workers' Compensation and general liability insurance.
3. **SAFETY AND SECURITY:** It shall be the responsibility of the CONTRACTOR to ascertain from the DISTRICT, the rules and regulations pertaining to safety, security and driving on school grounds, particularly when students are present.
4. **TERMINATION:** The DISTRICT may terminate this Agreement upon ten (10) days notice without cause and the CONTRACTOR shall be entitled to compensation based on the services completed to the satisfaction of the DISTRICT. The DISTRICT may terminate immediately upon default and may withhold from payments due CONTRACTOR on this or any other Agreement the amount necessary to complete the contracted Work.
5. **AGREEMENT CHANGES:** No changes or alterations to this Agreement shall be made without specific prior written approval by the DISTRICT.
6. **DOCUMENT CONFLICT:** In case of conflict between specifications and drawings and/or actual site conditions, work shall immediately cease until the conflict is resolved by a DISTRICT representative. This document and any attachments referenced represent the entire Agreement and shall be enforced and interpreted under the laws of the State of California. In the event any provision of the Agreement shall be held invalid, the remainder shall be in full force and effect.
7. **WORKERS:** CONTRACTOR shall at all times enforce strict discipline and good order among his employees and shall not employ any unfit person or anyone not fully skilled in work assigned to him. All conduct of CONTRACTOR, employees, agents, or guests shall be of a high professional standard. Any person in the employ of the CONTRACTOR whom the DISTRICT may deem incompetent or unfit shall be dismissed from DISTRICT'S worksite and shall not again be permitted on DISTRICT'S worksite without the written consent of the DISTRICT.
8. **SUBSTITUTIONS:** No substitutions of materials specified shall be made without the prior written approval of the DISTRICT.
9. **CONTRACTOR SUPERVISION:** CONTRACTOR shall provide competent supervision of personnel employed on the job, use safe high quality equipment, and consistently deliver quality workmanship.
10. **PROTECTION OF WORK AND PROPERTY:** The CONTRACTOR shall erect and properly maintain at all times, as required by conditions and progress of work, all necessary safeguards, signs, barriers, lights and watchmen for protection of workers and the public and shall post danger signs warning against hazards created by such features in the course of the Agreement services. In an emergency affecting life and safety of life or of work or of adjoining property, CONTRACTOR, without special instruction or authorization from DISTRICT, is hereby permitted to act, at his discretion, to prevent such threatened loss or injury.
11. **INSPECTION OF WORK:** DISTRICT representatives shall at all times have access to work areas, whether it is in preparation or progress. CONTRACTOR shall provide safe and proper facilities for such access.
12. **ASSIGNMENT OF AGREEMENT AND/OR PURCHASE ORDER:** The CONTRACTOR shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties, or obligations without the prior written consent of the DISTRICT.
13. **DEFAULT:** Failure of the CONTRACTOR to comply with any of the terms and/or conditions of this Agreement shall constitute default by the CONTRACTOR.
14. **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and clause required to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included herein.
15. **PERMITS AND LICENSES:** The CONTRACTOR and all of his employee or agents shall secure and maintain in force such licenses and permits as are required by law, in connection with the furnishing of materials, supplies or service herein listed.
16. **FORCE MAJEURE:** CONTRACTOR shall be excused from performance hereunder during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, strike, terrorist act, lock-out, or acts of the government when satisfactory evidence thereof is presented to the DISTRICT, and provided that it is satisfactorily established that the nonperformance is not due in full or in part to the fault or neglect of the CONTRACTOR, its employees, subcontractors, suppliers or agents.
17. **INDEMNIFICATION:** CONTRACTOR and its successors or assigns agree to defend, indemnify and hold harmless the DISTRICT and its governing board, officers, employees, agents, subcontractors and volunteers from and against any and all liabilities, penalties, fines, forfeitures, demands, claims, causes of action, suits, and costs and expenses incidental thereto (including cost of defense, settlement, and reasonable attorney's fees) which any or all of them may hereafter suffer, incur, be responsible for or pay out as a result of bodily injuries (including death) to any person, damage (including loss of use) to any property (public or private), or any violation or alleged violation of statutes, ordinances, orders, rules or regulations of any governmental entity or agency, to the extent such are caused by, alleged to be caused by or arising out of:
  - (a) The negligent acts, errors, or omissions of CONTRACTOR or CONTRACTOR's subcontractor, agents or employees;
  - (b) Any violations of federal, state, or local statutes or regulations arising out of or resulting from any negligent act, error or omission of CONTRACTOR or its employees, agents, or subcontractors;
  - (c) The use of any copyrighted materials or patented inventions; or
  - (d) CONTRACTOR's breach of its warranties or obligations under this Agreement.
18. **INSURANCE:** The CONTRACTOR shall maintain adequate insurance for protection from claims under Workers' Compensation acts and from claims for damages for personal injury, including death, and damage to property, which may arise from operations under the Agreement. Failure to furnish the Agreement required insurance documents may be considered a material default of the CONTRACTOR.
19. **PAYMENT:** Unless otherwise specified, the CONTRACTOR shall render invoices in duplicate for materials delivered or services performed under the Agreement. The DISTRICT shall make payment in full for materials, supplies, or other services furnished under this Agreement within a reasonable and proper time after acceptance thereof by the authorized DISTRICT representative. No progress payments shall be authorized unless specifically called for in the Agreement.
20. **INDEPENDENT CONTRACTOR:** While engaged in carrying out the terms and conditions of the Agreement, the CONTRACTOR is an independent contractor, and not an officer, employee, or agent of the DISTRICT.
21. **AFFIRMATIVE ACTION:** It is the Policy of the Santa Clarita Community College District that in connection with all services performed under construction agreements and purchasing contracts, there be no discrimination against any employee engaged in the work because of creed, and therefore the CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment Practice Act, beginning with Labor Code Section 1410 and Labor Code Section 1735. In addition, the CONTRACTOR agrees to require like compliance by all subcontractors employed on the work by him.
22. **LABOR CODE:** CONTRACTOR shall comply with the applicable provisions of the Labor Code, Division 2, Part 7, ch. 1 Articles 1-5, including the payment of the General Prevailing Wages. Copies of the prevailing rate of per diem wages are on file in the DISTRICT'S Facilities Office.

If applicable statutes require payment of Prevailing Wages, CONTRACTOR shall maintain for audit by the DISTRICT, certified payroll records applicable to this Agreement, stating wage rates, trades, payments made, and employee signatures. Copies of these records shall be furnished to the DISTRICT upon request.
23. **CLEAN-UP:** The premises shall be kept clean and orderly at all times.
24. **TIME:** Time is of the essence in this Agreement.

Acknowledged Receipt: \_\_\_\_\_  
Initials/Date

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** PHYSICAL PLANT, FACILITIES and CONSTRUCTION

**ITEM/TITLE** Approval of Surplus District Property Other Than Land

Under Board Policy 6550 (Welding Equipment)

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

In accordance with Board Policy 6550, Sale or Disposal of District Property Other Than Land, the District would like to declare the following welding instructional equipment as surplus. This equipment holds no resale value and has deteriorated to the point where it is no longer being used for instructional purposes. The cost to repair the equipment exceeds any resale value it may yield.

- Syncrowave 351 AC/DC GTAW Miller Electric Welder
- Atmospheric Welding Chamber

The Welding Department will be responsible for the transfer or disposal of this equipment in accordance with Board Policy 6550.

**FISCAL IMPLICATIONS:**

N/A

**RECOMMENDATIONS:**

Move approval of Surplus District Property Other Than Land under Board Policy 6550 for the instructional welding equipment listed above.

Submitted by:

James C. Schrage

Vice President, Facilities Planning,  
Operations and Construction

Approval for submission to Board of Trustees:

*Dr. Dianne G. Van Hook*

Dr. Dianne G. Van Hook  
Chancellor

Recommended by:

*J. Schrage*

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** PHYSICAL PLANT, FACILITIES and CONSTRUCTION

**ITEM/TITLE** Approval of Notices of Completion

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

The following construction contracts have been satisfactorily completed per the terms and conditions of the contract:

- Del Valle Regional Training Center, Leach Field/Septic Tank, HPS Mechanical, Inc.
- Cougar Way Modular Project, Canyon Country Campus, Transportation, Ron's Mobile Home Service, Inc.
- Elevator Repairs, Valencia Campus, ThyssenKrupp Elevator

The Notices of Completion will be filed upon board approval. The filing of the Notice of Completion begins the final lien period for the project. All claims must be received within 30 days after the filing of the Notice of Completion. After 35 days, if no liens have been received, the final payment to the Contractor will be issued. It is preferred to issue the Notice of Completion immediately upon completion, so as to minimize the lien period and to make timely payment to the Contractor.

**FISCAL IMPLICATIONS:**

N/A

**RECOMMENDATIONS:**

Move approval of Notices of Completion as noted above.

Submitted by:

James C. Schrage

Vice President, Facilities Planning,  
Operations and Construction

Approval for submission to Board of Trustees:

*Dr. Dianne G. Van Hook*

Dr. Dianne G. Van Hook  
Chancellor

Recommended by:

*J. Schrage*

SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** HUMAN RESOURCES

**ITEM/TITLE** Approval of Personnel Schedule PERS 2011/2012-1

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

Please see the attached.

**FISCAL IMPLICATIONS:**

N/A

**RECOMMENDATIONS:**

Move approval of Personnel Schedule PERS 2011/2012-1.

Submitted by:

Diane M. Fiero

Approval for submission to Board of Trustees:

*Dr. Dianne G. Van Hook*

Dr. Dianne G. Van Hook  
Chancellor

Recommended by:

*Diane M. Fiero*

Diane Fiero  
Asst. Supt/VP, Human Resources

**A. ACADEMIC PERSONNEL**

1. End of Service  
 No business.
2. Employment – Regular  
 No business.
3. Employment, Temporary Hourly as Needed

**Adjunct Instructors (6/6/11 – 8/13/11)**

Last Name	First Name	Discipline
Altounji	Myriam	Counseling (Noncredit Program)
Bouyadian	Nairy	Counseling (ISP)
Dobias	Jan	Astronomy
Gomez	Aleida	Counseling (Noncredit Program)
Grzesiak	Denise	Counseling (Noncredit Program)
McKaig	M. Schuyler	Communication Studies
Silva	Ambika	Mathematics
Smith	Michele	ASL
Tadevosyan	Lusine	Mathematics

**Noncredit Instructors (6/6/11 – 8/13/11)**

Last Name	First Name	Discipline
Lofton	Otmara	Noncredit ESL

*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  
 No business.
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:  
Mark Thompson, guest lecturer for Lori Young for Paralegal Studies 180 on July 7, 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:

No business.

*Additional supplementary services payments may be presented to the Board.*

- e. Other:

These full-time faculty directors will continue to receive a cell phone allowance and/or equipment reimbursement for 2011/12:

Kathy Alfano  
Chuck Lyon

**B. CLASSIFIED PERSONNEL**

Administrative  
Responsibility

1. End of Service

Kristianne Toledo, Student Services Specialist III (Student Development/Student Resource Center), resignation effective July 14, 2011. (Position #696000-CD07) SS

2. Employment – Regular

Student Services Specialist II (Financial Aid), salary and start date pending. (Positions #646010-CD04) SS

Student Services Specialist II (Financial Aid), salary and start date pending. (Position #646010-CD02) SS

Talya White Salzarulo, Student Services Technician I (Admissions & Records and Online Services), Classified Represented Salary Schedule B, Range 22, Step 2 (\$3,578.00/month), start date pending. (Position #645000-CD07) SS

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 II - \$ 8.50 per hour**

Just above entry level. Hourly Worker should have minimal knowledge, skills, training and/or experience in an office, department or classroom setting. Supervisor will provide basic training. Provides basic support and assistance. Performs manual or clerical tasks under direct supervision.

Name	Department	Start Date	End Date	Eligibility Pool
Rodney, Teresa	ECE	8/08/11	6/25/12	Seasonal

**Adult Hourly V - \$10.50 per hour**

Provides general assistance in an office, department or classroom. Has basic and practical knowledge, skills, training and/or experience. May require use of computer programs and/or software. Supervisor will provide minimal training. Performs manual and clerical tasks and duties with a small degree of difficulty under direct supervision.

Name	Department	Start Date	End Date	Eligibility Pool
Carranza, Edith	ECE	8/08/11	6/25/12	Direct Service to Children
Chemmo, Hayatt	ECE	8/08/11	6/25/12	Direct Service to Children
Gabrielle, Ashley	ECE	8/08/11	6/25/12	Direct Service to Children
Gates, Gayln	ECE	8/08/11	6/25/12	Direct Service to Children
Goncalves, Shirley	ECE	8/08/11	6/25/12	Direct Service to Children
Holliman, Alison	TLC Lab	6/24/11	6/25/11	Tutor (Zone Orientation)
Kim, Laura	ECE	8/08/11	6/25/12	Direct Service to Children
Kim, Leslie	ECE	8/08/11	6/25/12	Direct Service to Children
Lee, Soo Yeon	ECE	8/08/11	6/25/12	Direct Service to Children
Mikhaelpoor, Lorik	ECE	8/08/11	6/25/12	Direct Service to Children
Pitts, Katherine	ECE	8/08/11	6/25/12	Direct Service to Children
Reyes, Traci	ECE	8/08/11	6/25/12	Direct Service to Children
Semerdijan, Sevan	ECE	8/08/11	6/25/12	Direct Service to Children

**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.

Name	Department	Start Date	End Date	Eligibility Pool
Calvo, Michael	TLC Lab	6/24/11	6/25/11	Tutor (Zone Orientation)
Pelland, Kenneth	Facilities	7/20/11	6/25/11	Demand
Torgeson, Erika	Academic Affairs	6/6/11	6/25/11	Demand

**Adult Hourly VII - \$13.25 per hour**

Provides general assistance in an office, department or classroom. Has at least one specific well-developed skill or expertise. Supervisor provides minimal training. Performs general and specific tasks and duties that have some degree of difficulty under direct supervision.

Name	Department	Start Date	End Date	Eligibility Pool
Mozafari-Brown Lily	Academic Affairs	6/6/11	6/25/11	Demand
Pack, Elizabeth	Culinary Arts	6/26/11	6/25/12	Direct Service to Students
Rhys, Julia	Tutor	6/20/11	6/25/11	Tutor (Presenter)

**Adult Hourly VIII - \$15.00 per hour**

Provides general and specialized assistance in an office, department or classroom. Has specialized skills or expertise that do not require specialized training. Performs general and specialized tasks and duties that have a greater degree of difficulty under direct supervision.

Name	Department	Start Date	End Date	Eligibility Pool
Barbullushi, Ingrid	TLC Lab	6/20/11	6/25/11	Tutor (Presenter)
Bleifer, Melissa	ECE	8/08/11	6/25/12	Direct Service to Children
Dickerson, Elizabeth	ECE	8/08/11	6/25/12	Direct Service to Children
No, Sung	ECE	8/08/11	6/25/12	Direct Service to Children
Powell, Anne	Academic Affairs	5/26/11	6/25/11	Demand
Powell, Kathy	TLC Lab	6/24/11	6/25/11	Tutor (Zone Orientation)
Wampler, Tiffany	Academic Affairs	5/26/11	6/25/11	Demand
Wolitarisky, Audrey	TLC Lab	6/20/11	6/25/11	Tutor (Presenter)

**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.

Name	Department	Start Date	End Date	Eligibility Pool
Chung, Mae Jin	PE/Athletics	7/14/11	6/25/12	Seasonal
Deck, Connie	Academic Affairs	5/26/11	6/25/11	Demand
Helfrich, Lisa	TLC Lab	6/24/11	6/25/11	Tutor (Zone Orientation)
Rubin, Eric	PE/Athletics	7/14/11	6/25/12	Seasonal
Seck, Seydina	PE/Athletics	7/14/11	6/25/12	Seasonal
Timmons, Clay	PE/Athletics	7/14/11	6/25/12	Seasonal
Whitten, Ray	PE/Athletics	7/14/11	6/25/12	Seasonal

**Adult Hourly XIII - \$26.25 per hour**

Provides highest level of specialized assistance in an office, department or classroom. Requires the most advanced specialized knowledge, skills, training and/or experience. Coordinates with the supervisor to perform the most advanced specialized tasks and duties that have a high degree of difficulty.

Name	Department	Start Date	End Date	Eligibility Pool
Barbullushi, Ingrid	Academic Affairs	5/26/11	6/25/11	Demand
Petty, Teresa	Academic Affairs	5/26/11	6/25/11	Demand

**Adult Hourly XV - \$33.00 per hour**

Provides professional and specialized work in an office, department or classroom. Requires certification and technical skills at a higher level of the profession. Performs work and provides assistance to others. Performs work with the highest degree of difficulty that requires professional expertise or skills.

Name	Department	Start Date	End Date	Eligibility Pool
Welch, Robert A.	Facilities	7/20/11	12/01/11	Demand

**Adult Hourly XVI - \$37.00 per hour**

Provides professional and specialized work in an office, department or classroom. Requires certification and skills at the highest level of the profession. Provides lead and assistance to others who are less skilled in the work. Performs work with the highest degree of difficulty that require professional expertise or skills.

Name	Department	Start Date	End Date	Eligibility Pool
Fulton, Sheryl	Fiscal Services	7/25/11	6/25/12	Demand
Montgomery, Paul	Community Edu	7/14/11	6/25/12	Project

**Start Date Revisions**

Name	Department	Original Start Date	Revised Start Date
Glover, Azure Star	TLC Lab	6/26/11	8/22/11
Johnson, Jessica	TLC Lab	6/26/11	8/22/11

**End Date Revisions**

Name	Department	Original End Date	Revised End Date
Durando, Ivana M.	Box Office	6/25/12	3/09/2011
Lee, Gina	Fiscal Ser.	6/25/12	6/27/11

*Additional names of temporary Adult Hourly employees may be presented to the Board.*

4. Authorization to Employ – Full-Time

Instructional Laboratory Technician (Alternative Energy & Transportation Technology). This is a new district-funded position. IS

Student Services Specialist III (Student Development/Student Resource Center). This is a replacement for Kristianne Toledo, who has resigned. (Position #696000-CD07) SS

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:

<b>Name</b>	<b>Supervisor</b>	<b>Eff. Date</b>	<b>End Date</b>	<b>Rate</b>
Abraham, Tim	Hsiawen Hull	06/26/11	12/25/11	\$10.50
Adachi, Taylor	Allison Devlin	06/20/11	06/25/11	\$9.50
Adachi, Taylor	Allison Devlin	06/27/11	12/25/11	\$10.50
Aguilar, Jorge	Kim Haglund	08/22/11	12/25/11	\$9.50
Ah Hassan, Abdul Majeed	Alexander Halcyon	06/27/11	12/25/11	\$10.50
Avila, Christian	Ryan Theule	06/27/11	12/25/11	\$10.50
Azuma, Tatsuya	Evis Wilson	06/03/11	06/25/11	\$8.50
Babasi, Bilet	Jasmine Ruys	06/27/11	12/25/11	\$10.50
Bang, Jaeyun	Fern Zalin Jones	06/26/11	12/25/11	\$8.00
Baquero, Maria	Evis Wilson/Naomi Taniguchi	06/27/11	12/25/11	\$8.50
Barahona, Diana	Jasmine Ruys	06/27/11	12/25/11	\$10.50
Bernal, Bianca	Allison Devlin	06/27/11	12/25/11	\$12.00
Borrero, Jeremy	Alex Halcyon	06/27/11	12/25/11	\$8.50
Briascos, Susan	Allison Devlin	06/27/11	12/25/11	\$12.00
Briascos, Susan	Alexander Halcyon	06/27/11	12/25/11	\$9.50
Brown, Emily	Alexander Halcyon	06/27/11	12/25/11	\$9.50
Burgdorfer, Jason	Vincent Devlahovich	06/26/11	12/25/11	\$12.00
Coleal, Jennifer	Adam Philipson	06/26/11	12/25/11	\$15.00
Coleal, Jennifer	Jon Aasted	06/26/11	12/25/11	\$15.00
Collins, Jasmine	Miriam Golbert/Janet Cetrone	06/26/11	12/25/11	\$9.50
Daggon, Trevor	Alex Halcyon	06/27/11	12/25/11	\$8.50
De Los Santos, Tracy	Miriam Golbert/Janet Cetrone	06/27/11	12/25/11	\$9.50
Dettman, Sarah	Cathy Ritz	06/27/11	12/25/11	\$10.50
Diaz, James	Gary Sornborger	06/26/11	12/25/11	\$13.25
DiPaola, Josh	Alexander Halcyon	06/27/11	12/25/11	\$9.50
Escarez, Elizabeth	Allison Devlin	06/06/11	06/25/11	\$9.50
Escarez, Elizabeth	Allison Devlin	06/27/11	12/25/11	\$9.50
Esparrago, Marshall	Fern Zalin Jones	06/26/11	12/25/11	\$8.00
Fadera, Richard	Edwin Pejoro	06/27/11	12/25/11	\$8.00
Figueroa, Silvia	Deborah Rio	06/26/11	12/25/11	\$12.00
Finley, Kirie	Kim Haglund	06/26/11	12/25/11	\$9.50
Frank, Sarah	Kim Haglund	06/26/11	12/25/11	\$9.50
Glover, Star	Alexander Halcyon	06/27/11	12/25/11	\$12.00
Gonzalez, Jorge	Frank Flores/Herb Williams	06/26/11	12/25/11	\$9.00
Gotcher, Lydia	Miriam Golbert/Janet Cetrone	06/27/11	12/25/11	\$9.50
Graebner, Sebastian	Kim Haglund	08/22/11	12/25/11	\$10.50
Gregerson, Greg	Hsiawen Hull	06/27/11	12/25/11	\$9.50
Gresham, Alyssa	Allison Devlin	06/27/11	12/25/11	\$10.50
Hariri, Nabil	Jasmine Ruys	06/27/11	12/25/11	\$10.50

Classified Personnel  
Schedule Pers 2011/2012-1  
July 13, 2011

Hawthorne, Skyler	Alexander Halcyon	06/27/11	12/25/11	\$10.50
Henson, Jacob	Ryan Theule	06/27/11	12/25/11	\$9.50
Herbinger, Ashley	Kim Haglund	06/26/11	12/25/11	\$9.50
Horton, Rebecca	Kim Haglund	06/26/11	12/25/11	\$12.00
Hoslet, Nicholas	Cathy Ritz	06/27/11	12/25/11	\$10.50
Hough, Jennifer	Alexander Halcyon	06/27/11	12/25/11	\$9.50
Hunt, Jamie	Alexander Halcyon	06/27/11	12/25/11	\$9.50
Hunt, Justin	Hsiawen Hull	06/27/11	12/25/11	\$9.50
Ishimoto, Ty	Fern Zalin Jones	06/08/11	06/25/11	\$8.00
Issa, Violit	Fern Zalin Jones	06/08/11	06/25/11	\$8.00
Jacobson, Kevin	Hsiawen Hull	06/27/11	12/25/11	\$13.25
Jenkins, Jennifer	Miriam Golbert/Janet Cetrone	06/27/11	12/25/11	\$9.50
Johnson, Jessica	Alexander Halcyon	06/27/11	12/25/11	\$12.00
Judge, Christine	Allison Devlin	06/06/11	06/25/11	\$9.50
Judge, Christine	Allison Devlin	06/27/11	12/25/11	\$9.50
Kang, Jung Won	Alexander Halcyon	06/27/11	12/25/11	\$12.00
Kealing, Katherine	Alexander Halcyon	06/27/11	12/25/11	\$9.50
Khatchikian, Oganés	Hsiawen Hull	06/27/11	12/25/11	\$9.50
Kimball, Brandon	Allison Devlin	06/20/11	06/25/11	\$9.50
Kimball, Brandon	Allison Devlin	06/20/11	06/25/11	\$9.50
Kimball, Brandon	Allison Devlin	06/27/11	12/25/11	\$10.50
Kolodney, Austin	Fern Zalin Jones	06/08/11	06/25/11	\$8.00
Krogh, Amanda	Allison Devlin	06/20/11	06/25/11	\$9.50
Krogh, Amanda	Allison Devlin	06/20/11	06/25/11	\$9.50
Krogh, Amanda	Allison Devlin	06/27/11	12/25/11	\$10.50
Landmark, Ashlie	Alex Halcyon	06/27/11	12/25/11	\$8.50
Lartigue, Bryan	Fern Zalin Jones	06/26/11	12/25/11	\$8.00
Lopez, Annette	Jasmine Ruys	06/27/11	12/25/11	\$10.50
Lopez, Victor	Allison Devlin	06/27/11	12/25/11	\$12.00
Madriaga, Stephanie	Allison Devlin	06/06/11	06/25/11	\$9.50
Madriaga, Stephanie	Allison Devlin	06/27/11	12/25/11	\$9.50
Mahdi, Shelby	Anthony Michaelides	06/27/11	12/25/11	\$10.50
Mata, Nicole	Ryan Theule	06/27/11	12/25/11	\$9.50
Matthews, Ashara	Brent Denison	06/22/11	06/25/11	\$10.50
Matthews, Ashara	Brent Denison	06/27/11	12/25/11	\$10.50
Mayer, Ashley	Jasmine Ruys	06/20/11	06/25/11	\$9.50
Mayer, Ashley	Jasmine Ruys	06/26/11	12/25/11	\$9.50
McKizzie, Kyoshi	Alexander Halcyon	06/27/11	12/25/11	\$10.50
Morain, Katherine	Kim Haglund	06/26/11	12/25/11	\$9.50
Motavvef, Mahsa	Allison Devlin	05/27/11	06/25/11	\$10.50
Motavvef, Mahsa	Allison Devlin	06/27/11	12/25/11	\$10.50
Nazar, Sean	Frank Flores/Herb Williams	06/26/11	12/25/11	\$9.00
Nguyen, Jacob	Alexander Halcyon	06/27/11	12/25/11	\$9.50
Nichols, Clarice	Allison Devlin	06/27/11	12/25/11	\$10.50
Nnuro, Kwame	Alex Halcyon	06/27/11	12/25/11	\$8.50
Norihiro, Mitchell	Kim Haglund	06/26/11	12/25/11	\$9.50
Nourse, Garrett	Ryan Theule	06/06/11	06/25/11	\$9.50
Nourse, Garrett	Ryan Theule	06/27/11	12/25/11	\$9.50
Nungaray, Daniel	Frank Flores/Herb Williams	06/26/11	12/25/11	\$9.00
Ohashi, Yusuke	Evis Wilson	06/03/11	06/25/11	\$8.50
Ohashi, Yusuke	Evis Wilson/Naomi Taniguchi	06/27/11	12/25/11	\$8.50
Olivier, Elizabeth	Allison Devlin	06/20/11	06/25/11	\$9.50

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Olivier, Elizabeth	Allison Devlin	06/20/11	06/25/11	\$9.50
Olivier, Elizabeth	Allison Devlin	06/27/11	12/25/11	\$10.50
Oushana, Carmen	Ryan Theule	06/27/11	12/25/11	\$15.00
Palenque, Adriana	Alexander Halcyon	06/27/11	12/25/11	\$9.50
Pendleton, Grace	Fern Zalin Jones	06/26/11	12/25/11	\$8.00
Petersen, Jordan	Herb Williams/Frank Flores	06/26/11	12/25/11	\$9.00
Phan, Sean	Jim Temple	06/27/11	12/25/11	\$10.50
Pohl, Tyler	Allison Devlin	06/20/11	06/25/11	\$9.50
Pohl, Tyler	Allison Devlin	06/20/11	06/25/11	\$9.50
Pohl, Tyler	Allison Devlin	06/27/11	12/25/11	\$10.50
Randall, Rachel	Allison Devlin	06/27/11	12/25/11	\$10.50
Rao, Sveta	Alexander Halcyon	06/27/11	12/25/11	\$10.50
Raven, Mykelle	Vincent Devlahovich	06/13/11	06/25/11	\$8.00
Raven, Mykelle	Vincent Devlahovich	06/26/11	12/25/11	\$8.00
Reagan, Samantha	Alex Halcyon	06/27/11	12/25/11	\$8.50
Rhoades, James	Kim Haglund	06/26/11	12/25/11	\$9.50
Robinson, Brett	Allison Devlin	06/27/11	12/25/11	\$12.00
Rodriguez, Marcella	Jasmine Ruys	06/27/11	12/25/11	\$10.50
Rogers, Fred	Ryan Theule	06/27/11	12/25/11	\$8.50
Roman, Xavier-Quinn	Allison Devlin	06/20/11	06/25/11	\$9.50
Roman, Xavier-Quinn	Allison Devlin	06/20/11	06/25/11	\$9.50
Roman, Xavier-Quinn	Allison Devlin	06/27/11	12/25/11	\$10.50
Ruano, Tannia	Alexander Halcyon	06/27/11	12/25/11	\$10.50
Russell, Hannah	Alexander Halcyon	06/27/11	12/25/11	\$9.50
Sanchez, Charles	Alex Halcyon	06/27/11	12/25/11	\$8.50
Sanchez, Dishan	Ryan Theule	06/27/11	12/25/11	\$9.50
Sandoval, Nancy	Audrey Green	06/26/11	12/25/11	\$12.00
Santino, Nicolette	Kim Haglund	06/26/11	12/25/11	\$9.50
Schott, Trevor	Fern Zalin Jones	06/26/11	12/25/11	\$8.00
Sellarole, Victor	Kim Haglund	06/26/11	12/25/11	\$10.50
Shertzman, Valerie	Alexander Halcyon	06/27/11	12/25/11	\$13.25
Sincomb, Troy	Allison Devlin	06/20/11	06/25/11	\$9.50
Sincomb, Troy	Allison Devlin	06/20/11	06/25/11	\$9.50
Sincomb, Troy	Allison Devlin	06/27/11	12/25/11	\$10.50
Smith, Courtney	Allison Devlin	06/27/11	12/25/11	\$12.00
Smith, Jackson	Kim Haglund	06/26/11	12/25/11	\$9.50
Stabe, John	Ryan Theule	06/27/11	12/25/11	\$10.50
Stack, Xanth	Regina Blasberg	08/01/11	12/25/11	\$15.00
Sultanova, Ekaterina	Edwin Pejoro	06/27/11	12/25/11	\$8.00
Townsend, Marc	Alex Haglund	06/27/11	12/25/11	\$8.50
Turner, Danielle	Allison Devlin	06/27/11	12/25/11	\$12.00
Vargas, Esther	Allison Devlin	06/27/11	12/25/11	\$12.00
Vermilion, Darrell	Hsiawen Hull	06/27/11	12/25/11	\$9.50
Villagrana, Melinda	Allison Devlin	06/27/11	12/25/11	\$12.00
Villavicencio, Carla	Edwin Pejoro	06/27/11	12/25/11	\$8.00
Viluan, Katalin	Edwin Pejoro	06/27/11	12/25/11	\$8.00
Visner, Alissa	Jasmine Ruys	06/27/11	12/25/11	\$10.50
Vites, Joshua	Alexander Halcyon	06/27/11	12/25/11	\$10.50
Walker, Lisa	Allison Devlin	06/27/11	12/25/11	\$12.00
Whitener, Jessica	Hsiawen Hull	06/27/11	12/25/11	\$9.50
Wildling, Robert	Herb Williams/Frank Flores	06/26/11	12/25/11	\$9.00
Wirtz, Katie	Allison Devlin	06/27/11	12/25/11	\$12.00

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Woolhouse, Charles	Alex Halcyon	06/27/11	12/25/11	\$8.50
Youssef, Nicholas	Fern Zalin Jones	06/27/11	12/25/11	\$10.50
Zambrano, Natasha	Allison Devlin	06/27/11	12/25/11	\$12.00

Funded from Supplementary Sources:

<b>Name</b>	<b>Supervisor (Funding Source)</b>	<b>Eff. Date</b>	<b>End Date</b>	<b>Rate</b>
Assaad Boutros, Elianne	Jane Feuerhelm (FWS)	06/26/11	12/25/11	\$9.50
Assadourian, Meghrik	Mary Brunty (Matriculation)	06/20/11	06/25/11	\$12.00
Blancot-Rousset, Sylvie	Kim Haglund (FWS)	08/22/11	12/25/11	\$10.50
Briascio, Susan	Allison Devlin (Basic Skills/First Year Experience)	05/27/11	06/25/11	\$10.50
Briascio, Susan	Allison Devlin (Basic Skills/First Year Experience)	06/27/11	12/25/11	\$10.50
Carr, Christopher	Linda Clark (Wells Fargo Reentry Grant)	06/06/11	06/25/11	\$15.00
Catanzaro, Carol	Chelley Maple (Matriculation)	06/27/11	12/25/11	\$10.50
Chavez, Ivan	Susan Crowther (MESA)	06/26/11	12/25/11	\$10.50
Cox, Rachel	Chelley Maple (Matriculation)	06/27/11	12/25/11	\$10.50
Davis, Melanie	Victor Jadaon (FWS)	06/26/11	12/25/11	\$9.00
Finley, Kirie	Kim Haglund (Basic Skills)	06/26/11	12/25/11	\$9.50
Frank, Sarah	Thomas Bilbruck (BFAP)	06/06/11	06/25/11	\$10.50
Frank, Sarah	Thomas Bilbruck (BFAP)	06/26/11	12/25/11	\$10.50
Frank, Sarah	Kim Haglund (Basic Skills)	06/26/11	12/25/11	\$9.50
Gill, Raveena	Allison Devlin (Basic Skills/First Year Experience)	05/27/11	06/25/11	\$10.50
Gill, Raveena	Allison Devlin (Basic Skills/First Year Experience)	06/27/11	12/25/11	\$10.50
Goldberg, Sarah	Alex Halcyon (FWS)	06/27/11	12/25/11	\$9.50
Gresham, Alyssa	Allison Devlin (Basic Skills/First Year Experience)	05/27/11	06/25/11	\$10.50
Gresham, Alyssa	Allison Devlin (Basic Skills/First Year Experience)	06/27/11	12/25/11	\$10.50
Herbinger, Ashley	Kim Haglund (Basic Skills)	06/26/11	12/25/11	\$9.50
Issa, Violit	Fern Zalin Jones (FWS)	06/27/11	12/25/11	\$8.00
Jenkins, Jennifer	Miriam Golbert/Janet Cetrone (Calworks)	06/27/11	12/25/11	\$9.50
Jones, Alexa	Sheri Barke (Student Health Center Fees)	07/11/11	12/25/11	\$9.50
Judge, Christine	Allison Devlin (Basic Skills/First Year Experience)	05/27/11	06/25/11	\$10.50
Judge, Rachel	Allison Devlin (Basic Skills/First Year Experience)	06/27/11	12/25/11	\$10.50
Koohbanani, Brina	Alex Halcyon (FWS)	06/27/11	12/25/11	\$9.50
Lakdawala, Kanesh	Steven Tannehill (SBDC)	06/26/11	12/25/11	\$10.50
Larsen, Joseph	Mary Brunty (Matriculation)	06/20/11	06/25/11	\$12.00
Matherly, Kristina	Linda Clark (Wells Fargo Reentry Grant)	06/06/11	06/25/11	\$9.00
Miller, Morgan	John Makevich (FIPSE OER Grant)	06/13/11	06/25/11	\$12.00

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Morain, Katherine	Kim Haglund (Basic Skills)	06/26/11	12/25/11	\$9.50
Motavvef, Mohsa	Allison Devlin (Basic Skills/First Year Experience)	06/27/11	12/25/11	\$10.50
Nguyen, Anh	Chelley Maple (Matriculation)	06/27/11	12/25/11	\$10.50
Nichols, Clarice	Allison Devlin (Basic Skills/First Year Experience)	05/27/11	06/25/11	\$10.50
Nichols, Clarice	Allison Devlin (Basic Skills/First Year Experience)	06/27/11	12/25/11	\$10.50
Norihiro, Mitchell	Kim Haglund (Basic Skills)	06/26/11	12/25/11	\$9.50
Norihiro, Mitchell	Kim Haglund (Matriculation)	06/24/11	06/25/11	\$9.50
Palenque, Adriana	Chelley Maple (Matriculation)	06/27/11	12/25/11	\$10.50
Pineda, Natali	Chelley Maple (Matriculation)	06/27/11	12/25/11	\$10.50
Randall, Rachel	Allison Devlin (Basic Skills/First Year Experience)	05/27/11	06/25/11	\$10.50
Randall, Rachel	Allison Devlin (Basic Skills/First Year Experience)	06/27/11	12/25/11	\$10.50
Rhoades, James	Kim Haglund (Basic Skills)	06/26/11	12/25/11	\$9.50
Rizkalla, Marina	Susan Crowther (MESA)	06/26/11	12/25/11	\$10.50
Rodney, Teresa	Wendy Ruiz/Diane Stuart	07/01/11	12/25/11	\$8.50
Roman, Matthew	Allison Devlin (Basic Skills/First Year Experience)	05/27/11	06/25/11	\$10.50
Roman, Matthew	Allison Devlin (Basic Skills/First Year Experience)	06/27/11	12/25/11	\$10.50
Ruano, Tannia	Alexander Halcyon (Calworks)	06/27/11	12/25/11	\$10.50
Sandoval, Nancy	Audrey Green (Calworks)	06/26/11	12/25/11	\$12.00
Santino, Nicolette	Kim Haglund (Basic Skills)	06/26/11	12/25/11	\$9.50
Shalimoon, Anokina	Mary Brunty (FWS)	06/26/11	12/25/11	\$12.00
Shalimoon, Anokina	Mary Brunty (Matriculation)	06/20/11	06/25/11	\$12.00
Shalimoon, Saronita	Mary Brunty (FWS)	06/26/11	12/25/11	\$10.50
Sheno, Veronica	Alex Halcyon (FWS)	06/27/11	12/25/11	\$10.50
Silva-Reinhold, Jennifer	Pamela Brogdon-Wynne (Calworks)	06/27/11	12/25/11	\$9.50
Silva-Reinhold, Jennifer	Pamela Brogdon-Wynne (FWS)	06/27/11	12/25/11	\$9.50
Smith, Benjamin	Mary Brunty (Matriculation)	06/20/11	06/25/11	\$9.50
Stokes, Keith	Susan Crowther (MESA)	06/26/11	12/25/11	\$8.50
Stratman, Samantha	Susan Crowther (MESA)	05/26/11	06/25/11	\$8.50
Stratman, Samantha	Susan Crowther (MESA)	06/26/11	12/25/11	\$8.50
Stratmann, Samantha	Susan Crowther (MESA)	05/26/11	06/25/11	\$8.50
Taylor, Henna	Chelley Maple (Matriculation)	08/08/11	12/25/11	\$10.50
Tovmasyan, Anita	Steven Tannehill (SBDC)	06/26/11	12/25/11	\$10.50
Winter, Wesley	Mary Brunty (Matriculation)	06/20/11	06/25/11	\$9.50

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:

Name	Department/Office
MacKenzie, Sharlene	PAC
Nguyen, Anh-Thu	Admissions
Spoelstra, Amy	English

**End of Service**

Name	Department/Office
Soltani, Sara	Athletics

*Additional names of Volunteers may be presented to the Board.*

h. Other:

These classified staff will continue to receive a cell phone allowance and/or equipment reimbursement for 2011/12:

Baguiao, Celina	Gent, Sidney	Pelland, Vance
Betancourt, Robert	Harrington, Joseph	Peters, Chad
Burke, Michael	Iturriaga, Robert	Phan, Be
Dale, Ron	Krueger, Martin	Salkeld, William
Doyle, Timothy	Lopez, Rick	Trujillo, Phillip
Ehrsam, Sarah	Lund, Derek	Trujillo, Wendy
Estrella, Chad	Munoz, Jesse	
Foster, Jasmine	Olsen, Thomas (Rick)	

Administrative Responsibility

BS Business Services  
 IS Instructional Services  
 PP Plant and Property  
 SS Student Services  
 O Other

**C. MANAGEMENT**

Administrative  
 Responsibility

1. End of Service

Dr. Mitjl Capet, Assistant Superintendent/Executive Assistant to the Chancellor, resignation effective July 31, 2011 to assume college presidency. IS

Dr. Michael McMahan, Division Dean, Humanities and Fine & Performing Arts, revision to SERP retirement effective date from July 15, 2011 to December 31, 2011. IS

2. Employment – Regular

Division Dean, Fine and Performing Arts, salary and start date pending. IS

Steve Latiolait, Temporary Administrator – Facilities Projects, effective August 1, 2011, \$6,909.00 per month. PP

3. Employment – Hourly

No business.

4. Authorization to Employ – Full-Time

Temporary Administrator – Facilities Projects, temporary district funded position. PP

5. Authorization to Employ – Part-Time

No business.

6. Other

Ms. Audrey Green, Associate Vice President, Academic Affairs, one time merit in the amount of \$5,000 for assuming the additional duties of the Dean, Career Technical Education from February 18, 2009 to July 1, 2010 when the Dean, CTE position was filled. IS

Mr. Steven Latiolait, Project Director, Facilities, one time merit in the amount of \$7,000 for assuming additional project management responsibilities and performing additional duties at Canyon Country campus from September 2010 through July 31, 2011. PP

These administrators will continue to receive a cell phone allowance and/or equipment reimbursement for 2011/12:

Aasted, Jon	Bellas, Peter	Brezina, Mike
Barrios, Yvette	Blanchard, Howard	Capet, Mitjl
Battle, Bruce	Bogna, Gina	Castor, Tammy

Continued

Management Personnel  
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Coleal, Sharlene  
Devlin, Allison  
Ebaugh, Carl  
Fiero, Diane  
Fors, Alejandra  
Glapa-Grossklag, James  
Grandgeorge, Cynthia  
Green, John  
Gribbons, Barry  
Gunther, Michael  
Harnish, Eric  
Houser, Kristin  
Hull, Hsiawen

Joslin, Michael  
Killey, Richard  
Klocko, Joseph  
Latiolait, Steve  
Lucas, John  
Maloney, Dena  
McMahan, Michael  
Mohney, Len  
Moos, Floyd  
Philipson, Adam  
Rio, Deborah  
Ritz, Catherine  
Schrage, James

Soffa, Kari  
Tannehill, Steven  
Temple, James  
Theule, Ryan  
Van Hook, Dianne  
Voogt, Donna  
Wilding, Michael  
Williams, Robin  
Wood, Murray

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** INSTRUCTIONAL SERVICES

**ITEM/TITLE** Approval of Master Agreement Between Santa Clarita

Community College District and Solid Concepts (CACT/ETI)

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

**BACKGROUND / ANALYSIS:**

College of the Canyons has worked with Solid Concepts for the past nine years, offering customized training classes including Inspection Techniques, Blueprint Reading, GD&T, Supply Chain Mgmt, Mastercam X, Advanced Mastercam, Advanced CNC Programming, Customer Service, SolidWorks, Supervisory Skills, Electrical Troubleshooting, Wood Shop Safety, Leadership for Administrative Assistants, Business Writing, Excel Pivot Tables, Measurement Techniques, and Advanced Negotiation Skills. These classes were developed to meet the specialized and specific needs of Solid Concept.

Through its ETP contract and other contract education opportunities, the Santa Clarita Community College District (Center for Applied Competitive Technologies and Employee Training Institute) will contract with Solid Concepts to provide a variety of training offerings over the next twenty-one months starting in July 2011. Training will consist of skill-building classes customized to meet the current needs of Solid Concepts employees and will be conducted at facilities of Solid Concepts.

Over the next twenty-one months, individual training courses will be added as Exhibits to this master agreement. All training delivered under the master agreement are contract education offerings and the total income from the contracts will vary from course to course. Copies of the agreement are available from the Chancellor's Office upon request.

**FISCAL IMPLICATIONS:**

The fiscal implications will be determined as the contractors select training options from the ETP paid courses available through the District.

**RECOMMENDATIONS:**

Move approval of Master Agreement between Santa Clarita Community College District and Solid Concepts (CACT/ETI).

Submitted by:

Pete Bellas

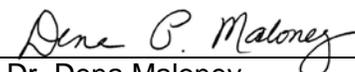
Dean, Economic Development

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

**AGREEMENT FOR INSTRUCTION OR SERVICES  
PROVIDED BY EMPLOYEE TRAINING INSTITUTE**

**SOLID CONCEPTS INC.**

**JUNE 3, 2011 - APRIL 3, 2013**

This Agreement is made and entered into by and between the Santa Clarita Community College District (the "DISTRICT"), a public community college district organized under the laws of the State of California, and **Solid Concepts Inc.** (the "CONTRACTOR").

WHEREAS, District represents that it is a public, postsecondary educational institution with the capability and the experience to provide services in the area as specified in Exhibit A, attached hereto and made a part hereof.

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

1. Scope of Work. The class offering is as described in Exhibit A, "Class Offering".
2. Term. This Agreement shall commence on **June 3 , 2011, and shall continue in full force and effect thereafter until and including April 3, 2013**, ("Term"), unless this Agreement is earlier terminated pursuant to the terms and conditions provided in this Agreement.
3. Termination/Cancellation. Either party may, with or without cause, terminate this Agreement by providing written notice to the other party no later than fifteen (15) days prior to the first Class Date. If Contractor cancels a Class Offering after this deadline, Initial Payment will not be refundable. Initial Payment may be applied to a re-scheduled Class Offering for the same class if such Class Offering begins within ninety (90) days of date class was cancelled or postponed. If the Class Offering is not re-scheduled within the ninety (90) day period, Contractor agrees to reimburse District for the cost of books and/or special equipment the District purchased for the Class Offering. If District cancels a Class Offering prior to Class Date, Initial Payment will be refunded to Contractor and no reimbursement for books and/or special equipment expenses will be required.
4. Independent Contractor/Relationship of Parties. In performing services pursuant to this Agreement, District shall act as an independent contractor having sole and exclusive control of its work and the manner in which it is performed. District shall be free to enter into other consulting agreements that are not in conflict with this Agreement. District shall not be considered an agent or employee of Contractor or be entitled to participate in any benefits that the Contractor provides for its employees, and District shall not hold itself out as an agent of Contractor.
5. Indemnification. Contractor agrees to hold harmless and indemnify District, the District's Board of Trustees, and each of their parents, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorney's 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 District. 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, attorney's 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, and extra-contractual liability.  
  
The rights and obligations created by this indemnification provision shall survive termination or expiration of this Agreement.
6. Insurance. Contractor agrees to maintain, in full force and effect, at Contractor's expense, the following insurance coverages from an admitted carrier in the State of California with a Best Rating of A-VII or higher: (a) Commercial General Liability insurance naming District and the District's Board of Trustees as an Additional Insured, with limits of not less than One Million Dollars (\$1,000,000) including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" basis; (b) Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000); (c) Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence; (d) Workers' Compensation insurance as required by statutory insurance requirement of the State of California; and (e) Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars (\$1,000,000).

Contractor shall deliver Certificate(s) of Insurance and Additional Insured Endorsement(s) evidencing the required coverages to the District, which shall be subject to the District's approval for adequacy of protection. The Certificate of Insurance shall provide thirty (30) days prior written notice of cancellation. 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 Agreement. All certificates shall be mailed to: Santa Clarita Community College District, Attn: Purchasing Services, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355.

7. Force Majeure. Neither party shall be in default for any failure or delay in performance hereunder when such failure or delay is the result of a force majeure, which is hereby defined as any unforeseeable event which is beyond that party's reasonable control and without its fault or negligence. Such events may include, but are not restricted to: (a) acts of God or of the public enemy, (b) acts of government in either its sovereign or contractual capacity, (c) strikes, lockouts or other industrial disputes, (d) riots, mutinies, civil commotion, war or war-like operations, or sabotage.

8. Disputes. All claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement 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 Agreement, 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.

9. Drug-Free Workplace Policy and Requirements. While performing any service for District, Contractor's employees, agents, or subcontractors shall not: (a) be under the influence of alcohol or any controlled substance, (b) use, possess, distribute, or sell illicit or unprescribed controlled drugs, drug paraphernalia, or alcoholic beverages, or (c) misuse legitimate prescription drugs. Contractor shall advise its employees, agents, or subcontractors of this policy. Their entry onto District's premises or the work site constitutes consent to searches and inspections. When District has reason to believe there has been a violation of any aspect of the drug-free workplace requirements, Contractor and its employees, agents, suppliers, subcontractors, and consultants shall, when requested, immediately submit to a search of their person, and/or lockers, lunch boxes, briefcases, purses, packages, desks, workstations, vehicles and other personal belongings available for inspection. Contractor understands and agrees that any of its employees involved in accidents will be subject to drug and/or alcohol testing as part of the post-accident investigation. Declining to submit to required searches and inspections may result in the termination of this Agreement and all current or future business relationships and/or visiting privileges.

10. 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: (a) provisions set forth in this Agreement, (b) provisions set forth in any referenced attachments or exhibits to this Agreement attached or incorporated herein by reference.

11. Affirmative Action. 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.

12. 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.

13. Notice. All notices or demands to be given under this Agreement by either party to the other party 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, the addresses of the parties are as follows:

<b>DISTRICT:</b>	<b>CONTRACTOR:</b>
Santa Clarita Community College District	Solid Concepts Inc.
26455 Rockwell Canyon Road	28309 Avenue Crocker
Santa Clarita, CA 91355	Valencia, CA 91355
Attention: Kevin Walsh	Attention: Claus Boettger
	Email: cboettger@solidconcepts.com
Telephone #: (661) 362-3245	Telephone #: (661) 257-9300 X466
Fax #: (661) 253-3461	FAX #: (661) 257-9311

14. 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.

15. 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.

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

17. Contractor Non-Compete Acknowledgement. Contractor, by signing this Agreement hereby agrees not to enter into competitive agreements with instructors or substitutes from the Employee Training Institute of Santa Clarita Community College District until two (2) years after termination of this Agreement without Director, Employee Training Institute, approval and written permission signed by an authorized District representative with full authority.

18. Full Authority. Each of the parties and signatories to this Agreement represents and warrants that he or she has the full right, power, legal capacity and authority to sign, enter into and perform the parties' respective obligations hereunder and that such obligations shall be binding upon such party.

IN WITNESS WHEREOF, both parties agree.

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

CONTRACTOR

BY: _____	Authorized Representative	BY: _____	Authorized Representative
Print Name	SHARLENE L. COLEAL	Print Name	
Print Title	ASSISTANT SUPERINTENDENT/VP BUSINESS SERVICES	Print Title	
Date		Date	
Board Meeting Date of Approval		Social Security # Or Federal Tax ID #	95-4345753

_____	District Initiating Department	_____	ETI
_____	District Contact Name	_____	Kevin Walsh
_____	District Contact Extension	_____	3245

EXHIBIT A

SOLID CONCEPTS, INC.

JUNE 3, 2011

- 1. Class Offering: The content of the following custom-designed, not-for-credit Class Offering is under the exclusive control and discretion of the District. The Class Offering under the terms of this Agreement shall be:

Course Name: Wood Shop #10-333  
 Course Description: Wood Shop Safety  
 Required Materials: Shop equipment and materials to practice with  
 Minimum / Maximum Class Size: Maximum of ten (10)  
 Instructor: Gary Born, or substitute  
 Total Number of Classes: One(1) three (3) hour session

\*Total hours will not change; hours per session may vary but must total the number of class hours.

Class Dates\*\*: Start Date June 3, 2011 End Date June 3, 2011 Time: 9:00 am to 12:00 pm

\*\*Note: Class Offering not started as shown is subject to terms stated in paragraph 4. of Agreement.

Class Location [Check (✓) One]:  Contractor's Site  District's Site  Other:

Parties represent that all operations of the Parties' business are, and will continue to be, conducted in compliance with Title VI and VII of the Civil rights Act of 1964, Title IX of the Higher Education Act of 1972, the Privacy Rights of Parents and Students Act of 1974, and all applicable local, state and federal health and safety regulations.

- 2. Facilities Use: Check (✓) one:

a.  The Contractor shall provide appropriate facilities to conduct the program specified herein and such facilities shall meet the requirements of State and local safety and health regulations during the term of the Agreement. Equipment and reasonable duplicating services necessary for the presentation of the program shall be furnished by the Contractor and shall be adequate and suitable for the program operated and the number of participants in attendance, unless otherwise agreed.

b.  In consideration of this provision, Contractor agrees to pay the District Dollars (\$ ). The District shall provide appropriate classroom facilities for each class session (and for a reasonable time before and after each class session) at the location described in the paragraph, "Class Offerings" above, together with the following equipment and special services:

- 3. Compensation. Contractor agrees to pay the District a fee of Four Hundred Eighty Dollars (\$480) ("Fee") for Instructional or Service Fees, Facility Use Fees and Student Fees.

- 4. Invoicing. Contractor will be invoiced upon execution of this Exhibit A by Contractor for fees described in Section 3 above. Contractor will be invoiced for all other charges on a monthly basis based on actual activity. All payments are due Net 30 and shall be made payable to Santa Clarita Community College District and be sent to: Employee Training Institute, Santa Clarita Community College District, 26455 Rockwell Canyon Road, Valencia, CA 91355.

IN WITNESS WHEREOF, both parties agree.

SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
 BY: Sharlene Coleal  
 Authorized Representative  
 Print Name: SHARLENE L. COLEAL  
 Print Title: ASSISTANT SUPERINTENDENT/V.P. BUSINESS SERVICES  
 Date: 5-26-11  
 Board Meeting Date of Approval  
 District Initiating Department: ETI  
 District Contact Name: Kevin Walsh  
 District Contact Extension: 3245

CONTRACTOR  
 BY: Joseph Allison  
 Authorized Representative  
 Print Name: Joseph Allison  
 Print Title: President  
 Date: 5-17-11  
 Social Security #  
 Or Federal Tax ID #: 95-4345753

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** INSTRUCTIONAL SERVICES

**ITEM/TITLE** Approval of Agreement Between Santa Clarita Community

College District and the San Fernando Valley

Chapter of APICS (CACT/ETI)

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

**BACKGROUND / ANALYSIS:**

For the past eight years the Economic Development Division has worked with the San Fernando Valley chapter of APICS (Association of Operations Management) to provide their "Principles" classes to both individuals and employees of local companies. The Santa Clarita Community College District subcontracts instruction to the APICS chapter, as the instructor must be an APICS-certified. There are 5 classes in the series, each 40 hours in length:

- Principles of Inventory Control
- Principles of Manufacturing Control
- Principles of Planning
- Principles of Materials Handling & Warehousing
- Principles of Operations Management

These classes will be offered, as demand warrants, during the period of July 14, 2011 and June 30, 2012. The registration fee for each class is \$600 per person. For each class we agree to pay APICS \$6,800 for instructional fees and materials for up to 12 students. The District retains the net proceeds from each class after paying APICS. The proposed agreement is on file with the Chancellors Office and is available for review upon request.

**FISCAL IMPLICATIONS:**

For each class, the District will net \$400 after enrolling 12 students and paying APICS for their services. For every student who enrolls thereafter, the District will net \$600. We anticipate enrolling up to 20 students in each of the five classes listed above.

**RECOMMENDATIONS:**

Move approval of Agreement between the Santa Clarita Community College District and the San Fernando Valley Chapter of APICS (CACT/ETI).

Submitted by:

Pete Bellas

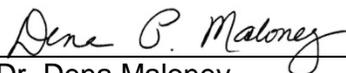
Dean, Economic Development

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



Dr. Dena Maloney  
Vice President, Canyon Country Campus  
and Economic Development

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

BASIC SERVICES AGREEMENT  
TO PROVIDE INSTRUCTORS TO CONDUCT TRAINING

APICS SAN FERNANDO VALLEY CHAPTER

JULY 14, 2011 – JUNE 30, 2012

This Basic Services Agreement ("Agreement") is between SANTA CLARITA COMMUNITY COLLEGE DISTRICT ("District"), a California community college district and political subdivision of the State of California, and **APICS San Fernando Valley Chapter** ("Contractor"), a non-profit organization. District and Contractor are also referred to collectively as the "Parties" and individually as "Party."

In consideration of the premises and the mutual covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the Parties' signatures, the Parties agree as provided in this Agreement.

1. **SCOPE OF AGREEMENT.** District requires certain specialized services and is authorized pursuant to California law, including Education Code Sections 70902 and 88003.1, to contract for the specialized services. Contractor represents that Contractor has the proper training, skill, and experience, and is qualified, including any required license, permits, and certification, to provide District the specialized services required by this Agreement. Contractor shall perform and provide all labor, materials, supplies, and equipment necessary to complete the Work required by this Agreement, which Work shall be performed in accordance with the terms and conditions of this Agreement.
2. **DUTIES AND OBLIGATIONS.** The Work to be provided by Contractor under this Agreement shall include the following: **1) providing an instructor(s) to conduct training for up to five (5) modules (Inventory Management, Manufacturing Management, Operations Planning, Managing Operations and Distribution and Logistics). Each module will consist of a minimum of forty (40) hours of class time and a maximum of fifteen (15) students; 2) promoting the workshop through its regular communication channels (e-mail, website, etc.) and 3) providing books for each student ("Work").**
3. **TERM OF AGREEMENT.** This Agreement shall commence on **July 14, 2011, and shall continue in full force and effect thereafter until and including June 30, 2012**, ("Term"), unless this Agreement is terminated during the Term as provided in Section 4.
4. **TERMINATION OF AGREEMENT.** This Agreement shall terminate upon expiration of the Term. During the Term of this Agreement, each Party may terminate this Agreement at any time during the Term of this Agreement, with or without cause, upon providing the other Party with at least 30 days written notice before the effective date of termination. The Parties may terminate this Agreement by mutual agreement set forth in writing and signed by the Parties. Upon termination of this Agreement, Contractor shall be entitled to payment only for Work that Contractor satisfactorily performed (as determined by District) before the effective date of termination and for which Contractor has provided District with written documentation as required by District.
5. **PAYMENT.**
  - A. **Amount of Compensation.** District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, an amount not to exceed **One Hundred Dollars (\$100) per instructor hour and an amount not to exceed One Hundred Forty Dollars (\$140) per student for material fees, for a total amount not to exceed Six Thousand Eight Hundred Dollars (\$6800) per module** ("Contract Amount").
  - B. **For Reimbursement of Expenses.** Unless otherwise agreed upon by District in writing or specifically provided in this Agreement, Contractor shall assume and pay, at Contractor's sole expense, all costs and expenses incurred by Contractor in performing the Work under this Agreement ("Expenses").
  - C. **Method and Schedule of Payment.** District shall pay to Contractor the Contract Amount pursuant to invoice from Contractor in accordance with this Agreement.

1) Invoice. Contractor shall submit to District detailed billing information regarding the Work provided for the billing period, not more than once per month, and, **if applicable, District-authorized** Expenses incurred during the billing period. All **District-authorized** Expenses shall be documented **with original receipts** and shall be **pre-approved in writing by District**, unless such expenses are specifically authorized by this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District, and Contractor has submitted a completed Vendor Form/Substitute Form W-9 to District's Contract and Procurement Services Department.

6. **INTENTIONALLY LEFT BLANK.**

7. **INDEMNITY.**

A. Obligations of Parties. Each Party ("Indemnifying Party") shall, to the fullest extent permitted by law and only in proportion to each Party's respective liability, defend, indemnify, and hold harmless the other Party ("Indemnified Party") and the Indemnified Party's governing body, officers, employees, and agents from and against any claims, suits, and liability relating to this Agreement and arising out of any act or omission of, or caused by, the Indemnifying Party and/or the Indemnifying Party's governing body, officers, employees, or agents. The Parties intend by the provisions in this Subsection 7.A. and hereby agree that where the Parties are jointly liable, each Party's obligation under this Subsection to the other Party shall only be in proportion to each Party's liability. Each Party is solely liable for any claims, suits, and liability arising out of the sole act or omission of, or caused solely by, that Party and/or its governing body, officers, employees, or agents.

B. Notice of Claim. Where an Indemnifying Party is required by this Agreement to indemnify, defend, or hold harmless an Indemnified Party with respect to any claim by a third party, the Indemnified Party shall give prompt and reasonably detailed written notice of the circumstances to the Indemnifying Party, including, without limitation, the name of the third party and the amount of the third party's claim.

8. **GENERAL PROVISIONS.**

A. Entire Agreement and Amendment. This Agreement constitutes the entire agreement and understanding between the Parties, and is a complete and exclusive statement of the terms of the Parties' agreement pursuant to Code of Civil Procedure Section 1856. This Agreement cannot be modified orally, and is to be modified only by a written instrument executed by the Parties.

B. Applicable Law, Venue, and Interpretation. This Agreement, and the Parties' rights and obligations, are to be governed by and construed in accordance with California laws. If any action is instituted to enforce or interpret this Agreement, the venue of any such action shall be in the appropriate state or federal court in Los Angeles County, California, provided that nothing in this Agreement constitutes a waiver of immunity to suit by District. The provisions of this Agreement are to be construed in all cases as a whole, according to their fair meaning, and not strictly for or against any Party.

C. Independent Contractor. Contractor is retained as an independent contractor. Contractor and all of Contractor's officers, employees, and agents are not officers, employees, or agents of District.

D. Compliance with Applicable Laws. In performing the Work, Contractor shall comply with applicable federal and California anti-discrimination laws, as well as all federal, state, and local laws, codes, regulations, and ordinances applicable to the Work.

E. Notices. All notices or other communications required or permitted under this Agreement shall be deemed duly given if in writing and delivered personally, sent by a reputable overnight courier services (with package tracking capability), or sent by certified mail, return receipt requested, first class postage prepaid, addressed as follows:

District: Santa Clarita Community College District  
Attn: Assistant Superintendent/VP Business Services  
26455 Rockwell Canyon Road  
Santa Clarita, CA 91355  
Phone: (661) 362-3476  
Fax: (661) 362-5480

Contractor: APICS San Fernando Valley Chapter  
Attn: Jose F. Feliciano  
P.O. Box 802977  
Valencia, CA 91380-2977  
Phone: (661) 705-3818

Email: [education1@apics-sfv.org](mailto:education1@apics-sfv.org)

A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

- F. Approval of District's Board of Trustees. Pursuant to Education Code Section 81655, this Agreement is not valid and does not constitute an enforceable obligation against District unless and until District's Board of Trustees has approved or ratified this Agreement as evidenced by a motion duly passed and adopted by the Board of Trustees.

CONTRACTOR

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

BY:

\_\_\_\_\_  
Signature of Authorized Representative

Print  
Name JOSE FELICIANO

Print  
Title DIRECTOR

Date

BY:

\_\_\_\_\_  
Signature of Authorized Representative

Print  
Name SHARLENE L. COLEAL

Print  
Title ASSISTANT SUPERINTENDENT/VP BUSINESS SERVICES

Date

\_\_\_\_\_  
District's Board of Trustee's  
Approval/Ratification Date JULY 13, 2011

\_\_\_\_\_  
District Initiating Department

\_\_\_\_\_  
District Contact Name

\_\_\_\_\_  
District Contact Extension

\_\_\_\_\_  
Economic Development

\_\_\_\_\_  
Sheryn Monheim / Pete Bellas

\_\_\_\_\_  
3521 / 3144

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** INSTRUCTIONAL SERVICES

**ITEM/TITLE** Approval of Agreement Between Santa Clarita Community

College District and the City of Santa Clarita WorkSource

Center

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

**BACKGROUND / ANALYSIS:**

In February 2010, the College of the Canyons' Employee Training Institute was selected by the City of Santa Clarita WorkSource Center to provide training services to WorkSource Center clients through a competitive bidding process. Based on our excellent service, the City of Santa Clarita has offered a new contract which will run through June 30, 2012.

The workshops provided under this agreement will develop and strengthen the skills of WorkSource clients, improving their ability to research, apply and interview for jobs. This is a contract education offering and the total contract will not exceed \$33,600. Copies of the agreement are available upon request from the Chancellor's Office.

**FISCAL IMPLICATIONS:**

The contract with the City of Santa Clarita WorkSource Center will reimburse College of the Canyons up to \$33,600 for training services provided. There is no impact to the District General Fund.

**RECOMMENDATIONS:**

Move approval of Agreement between the Santa Clarita Community College District and City of Santa Clarita WorkSource Center.

Submitted by:

Pete Bellas

Dean, Economic Development

Approval for submission to Board of Trustees:

*Dr. Dianne G. Van Hook*

Dr. Dianne G. Van Hook  
Chancellor

Recommended by:

*Dena P. Maloney*

Dr. Dena Maloney  
Vice President, Canyon Country Campus  
and Economic Development

# CITY OF SANTA CLARITA



## PRESENTER/TRAINER SERVICE AGREEMENT Contract No. 11-00207

**NAME:** Santa Clarita Community College District

**CONTACT:** Dr. Dena Maloney, Vice President

**ADDRESS:** 26455 Rockwell Cyn Road, Santa Clarita, CA 91355

**TELEPHONE:** 661-362-3305

**EMAIL:** [Dena.Maloney@canyons.edu](mailto:Dena.Maloney@canyons.edu)

This Service Agreement ("Agreement") is made and entered into by the City of Santa Clarita ("City") and the above-named ("Presenter"), as an independent contractor, in the offering of training and development for the City as outlined below:

The Presenter agrees to provide appropriate presentation/training in a reasonable and professional manner on the following date, time, and at the following location:

**Type of Training(s):** Various as described in Exhibit A

**Date(s):** July 1, 2011 – June 30, 2012

**Training Time(s):** Various as described in Exhibit A

**Location:** Santa Clarita WorkSource Center

**Agreed Fee:** \$400 per class with a total not to exceed \$33,600

### Scope of Work

Presenter's proposal is attached hereto and incorporated herein by reference. Presenter is responsible for the completion of tasks and subtasks that are addressed in the Proposal and/or amendments to Agreement.

### Independent Contractor

The parties agree and understand that a Presenter will not be an employee of the City, but will be solely an independent contractor acting under the terms and conditions specified herein and as a self-employed person, shall be solely responsible for payment of federal and state income and other taxes, and will not be an employee of City for Worker's Compensation or any other purposes, will not have Unemployment Insurance Benefits, Social Security coverage, or other employee benefits. Presenter understands and agrees that neither Presenter nor any person employed by Presenter shall be in any way an employee of City, as that term is defined in the California Labor Code.

**Indemnity**

Presenter and City (separately referred to in this section as an "Indemnifying Party") each agree to indemnify, defend and hold harmless the other and all of its officers, agents, and employees ("Indemnitees") from any and all liability, claims, damages, or injuries to any person, including injury to Indemnifying Party's own employees, and all claims which arise from or are connected with the performance of this Agreement, and all expenses of investigation and defending against same provided, however, that this indemnification and hold harmless shall not include any claim arising from the active negligence or willful misconduct of the Indemnifying Party, its agents or employees.

**Waiver of Liability**

Presenter shall provide a waiver releasing City from all liability resulting from Presenter's use of business and/or personal vehicles on project in the form attached hereto.

**Worker's Compensation Insurance**

Presenter shall procure and maintain Worker's Compensation Insurance in the amount as will fully comply with the laws of the State of California and shall indemnify, insure, and provide legal defense for both Presenter and City against any loss, claim, or damage arising from any injuries or occupational diseases happening to any worker employed by Presenter in the course of carrying out this Agreement. However, if Presenter does not have employees, he/she may be exempt from the Labor Code and must sign an affirmation of such.

**W-9 – Request for Taxpayer Identification Number and Certification**

Pursuant to Senate Bill 542, chaptered in 1999, the Employment Development Department (EDD) of the State of California requires that a W-9 Form be filed by all vendors for all contracts entered into with the City of Santa Clarita. Consultant agrees to complete all required forms necessary to comply with EDD regulations.

**Other**

Presenter agrees to give permission to the City the use of any photographs of the Presenter as they see fit in the City Brochure or other publications. The Presenter agrees to allow the City photographer and select press photographers to use flash photography discretely during all the performances for documentary purposes.

Presenter agrees to sign and return two original copies of this Professional Training Services Agreement to the City of Santa Clarita as listed below:

City of Santa Clarita  
23920 Valencia Boulevard, Suite 100  
Santa Clarita, CA 91355  
Attn: Jason Crawford

This writing constitutes the entire Agreement between Presenter and City. This Agreement shall not be amended, except by a writing executed by both parties to this Agreement.

[SIGNATURES ON NEXT PAGE]

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IN WITNESS WHEREOF, the parties hereto have executed this contract the day and year hereinabove written.

**FOR PRESENTER:**

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

\_\_\_\_\_  
Print Name & Title

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

**FOR CITY OF SANTA CLARITA:  
KENNETH R. PULSKAMP, CITY MANAGER**

By: \_\_\_\_\_  
City Manager

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

**ATTEST:**

By: \_\_\_\_\_  
City Clerk

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

**APPROVED AS TO FORM:  
JOSEPH M. MONTES, CITY ATTORNEY**

By: \_\_\_\_\_  
City Attorney

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



## AFFIRMATION OF EXEMPTION FROM LABOR CODE § 3700

I am aware of the provisions of LABOR CODE Section 3700 which requires every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provision of that code.

I affirm that at all times, in performing the work of the Purchase Order, Service Agreement, or Contract, I shall not employ any person in any matter so that I may become subject to the worker's compensation laws of California. However, at any time, if I employ any person such that I become subject to the worker's compensation laws of California, I shall immediately give the City a certificate of consent to self-insure, or a certificate of worker's compensation insurance.

I shall indemnify, defend, and hold harmless, to the maximum extent permitted by law, the City of Santa Clarita, and its officers, agents, employees, and representatives, from and against any and all workers' compensation liability, suits, actions, proceedings, judgments, claims, losses, liens, damages, injuries (regardless of whether the allegations are false, fraudulent, or groundless), costs and expenses (including attorney's fees, litigations, arbitrations, mediation administration hearings, appeal expenses) which in whole or in part arise out of or are connected with the performance of my Purchase Order, Service Agreement, or Contract (including the performance by my agents, employees, subcontractors, or by anyone I direct or indirectly employ).

I understand and agree that my obligation to indemnify, defend, and hold harmless shall remain in effect and be binding upon me, regardless of whether the worker compensation injury or claim may accrue, or be discovered, before or after termination of my Purchase Order, Service Agreement, or Contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

at \_\_\_\_\_, California.

---

### VENDOR/CONTRACTOR

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

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

\_\_\_\_\_  
Title

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** INSTRUCTIONAL SERVICES

**ITEM/TITLE** Approval of Payments for Supplementary Services for  
Full-Time Faculty; Information on Full-Time  
Faculty Reassigned Time, Overload and Extra  
Session Payments to Date 2010-11

ACTION/CONSENT  
 ACTION  
 INFORMATION  
 DISCUSSION

**BACKGROUND / ANALYSIS:**

By law the Board must take action on supplemental payments to employees (for extra services and scope of work, see attached list). This item requests approval for payment of supplementary services provided by full-time faculty for fiscal year **2010/11**.

**Summary of supplementary services payments submitted for approval on this agenda:**

The attached table provides details of proposed payments, funding sources and descriptions of duties performed.

- ◆ Required by Contract: 0.00
- ◆ Other District Funded: 1,306.04
- ◆ Grant/Categorically Funded: 22,370.03
- ◆ Self-Supporting Programs Funded: 0.00

**Total supplementary services this month: \$23,676.07**

**Summary of additional compensation paid to full-time faculty for 2010/11 - As of June 29, 2011**, full-time faculty additional compensation totals include:

	<u>09/10 Actual</u>	<u>10/11 Budget</u>	<u>10/11 Actual to Date</u>
◆ Overload (fall and spring)	932,120	1,077,230	986,919
◆ Winter/Summer Sessions	1,150,925	1,350,572	522,348 *
◆ Supplementary Services	443,185	658,742	544,765 **
<b>Total additional FT faculty compensation:</b>	<b>\$ 2,526,230</b>	<b>\$3,086,544</b>	<b>\$2,054,032</b>
<b>Est. Adjunct Cost to Backfill FT Faculty Reassigned Time</b>	<b>\$ 532,440</b>	<b>\$ 573,750</b>	<b>\$516,375</b>
<b>Grand Total Additional Compensation &amp; Backfill Cost:</b>	<b>\$ 3,058,670</b>	<b>\$3,660,294</b>	<b>\$2,570,407</b> (to date)

\*Gap between budget and actual due to reduction of sections offered due to budget constraints.

\*\*Gap in funds due to one additional year end billing cycle not yet processed to round out FY 2010-11. More expenditures will be forthcoming.

**FISCAL IMPLICATIONS:**

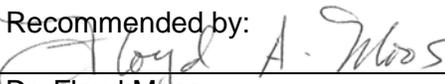
Funds for these services are included in the 2010/11 budget.

**RECOMMENDATIONS:**

Move approval of Payments for Supplementary Services for Full-Time Faculty.

Submitted by:  
Dr. Floyd Moos

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

Recommended by:  
  
Dr. Floyd Moos  
Interim Asst Superintendent/VP, Instruction

## Supplementary Services Payments 2010/11

Type	Name	Date(s) of Service	Service(s) Performed	Amount
<b>Required by Contract</b>				
<b>Total this month:</b>				<b>\$ -</b>
<b>Total 2010/11 to date:</b>				<b>\$ 6,000.72</b>
<b>Other District Funded</b>				
	Blakey, Christopher	Summer 2011	Hiring committee for Dean of Humanities	\$ 653.02
	Pescarmona, Kristina Denee	Summer 2011	Hiring committee for Dean of Humanities	\$ 653.02
<b>Total this month:</b>				<b>\$ 1,306.04</b>
<b>Total 2010/11 to date:</b>				<b>\$ 197,397.90</b>
<b>Grant/Categorically Funded</b>				
	Andrus, David	Jan. - June 2011	EAC Poll Grant Coordinator	\$ 9,000.28
	Baker, Jeffrey	Spring 2011	Research, plan, & design Video Game Degree	\$ 1,011.03
	Brill-Wynkoop, Wendy	Summer 2011	Career Pathways workshop	\$ 270.12
	Brill-Wynkoop, Wendy	Summer 2010	CTE leaders meeting	\$ 540.24
	Brill-Wynkoop, Wendy	FY 2010/11	CTE Photography Pathway articulation	\$ 2,500.11
	Cheng-Levine, Jia-Yi	Summer 2011	S4S FYE Cougar Days presenter	\$ 371.42
	Golbert, Miriam	Summer 2011	S4S FYE Cougar Days presenter	\$ 472.71
	Hooper, Garrett	Summer 2011	S4S FYE Cougar Days presenter	\$ 1,080.48
	Jadaon, Victor	Summer 2011	Career Pathways workshop	\$ 270.12
	Ling, Susan	Summer 2011	S4S FYE Cougar Days presenter	\$ 945.42
	Loaiza, Albert	Summer 2011	S4S FYE Cougar Days presenter	\$ 810.36
	Matsumoto, Saburo	Spring 2011	FYE student contact	\$ 1,000.17
	Maxwell, Robert	Summer 2011	Career Pathways workshop	\$ 270.12
	Maxwell, Robert	Spring 2011	Business Career Pathway development	\$ 694.14
	Maxwell, Robert	Fall 2010	Business Career Pathway development	\$ 573.42
	Minarsch, Dorothy	Summer 2011	S4S FYE Cougar Days presenter	\$ 202.59
	Perez, Concepcion	Summer 2011	S4S FYE Cougar Days presenter	\$ 120.72
	Rose, Betty	Spring 2011	FIPSE OER Grant content distribution	\$ 603.60
	Schwanke, Cindy	Spring 2011	Set up, take down, & wine sales at PAC	\$ 181.08
	Schwanke, Cindy	Summer 2011	Career Pathways workshop	\$ 135.06
	Schwanke, Cindy	Summer 2011	S4S FYE Cougar Days presenter	\$ 101.30
	Shaker, Elizabeth	Summer 2011	S4S FYE Cougar Days presenter	\$ 945.42
	Strozer, Alan	Summer 2011	Career Pathways workshop	\$ 270.12
<b>Total this month:</b>				<b>\$ 22,370.03</b>
<b>Total 2010/11 to date:</b>				<b>\$ 325,163.24</b>
<b>Self-Supporting Programs Funded</b>				
<b>Total this month:</b>				<b>\$ -</b>
<b>Total 2010/11 to date:</b>				<b>\$ 21,960.52</b>
<b>Grand total this month:</b>				<b>\$ 23,676.07</b>
<b>Grand total 2010/11 to date:</b>				<b>\$ 550,522.38</b>

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** INSTRUCTIONAL SERVICES

**ITEM/TITLE** Notice of Community Education Class Offerings for  
Summer 2011

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

**BACKGROUND / ANALYSIS:**

These classes are offered by Community Education with start dates between June 18 – August 31, 2011.

**Community Education Summer 2011 Schedule**

<u>Class</u>	<u>Start Date</u>
Institute of Reading Development	June 18, 2011
Aqua Aerobics	July 5, 2011
Conversational English	July 7, 2011
Junior High Summer Institute	July 11, 2011
Brazilian Guitar	July 12, 2011
Google Apps	July 15, 2011
Fine Arts Camp	July 25, 2011
Land Surveyor in Training Exam Review	July 30, 2011
Aqua Aerobics	Aug. 2, 2011

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATIONS:**

Presented as information only.

Submitted by:

Kevin Kistler

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



Dr. Floyd Moos  
Interim Asst Superintendent/VP, Instruction

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 7/13/11

**AGENDA**

**CATEGORY** BUSINESS SERVICES

<u>ITEM/TITLE</u> Approval/Ratification of Budget Transfers	<input type="checkbox"/> <b>ACTION/CONSENT</b>
_____	<input checked="" type="checkbox"/> <b>ACTION</b>
_____	<input type="checkbox"/> <b>INFORMATION</b>
_____	<input type="checkbox"/> <b>DISCUSSION</b>

**BACKGROUND / ANALYSIS:**

Budget transfers and augmentations are a routine method of adjusting the Adopted Budget based upon the changing needs of the District or as a result of projected information being updated by actual data.

Budget transfers to/from the Reserve for Contingency:

- ◆ **None**

Changes in budget due to additions/augmentations/adjustments to regular, categorical and grant programs:

- ◆ **Fund 11 (Unrestricted General Fund)** – A **net increase** of **\$13,314** is due to establishing or adjusting revenue for the following programs:
  - Honor’s Banquet Ticket Sale - \$13,607
  - Indirect Support from MESA - (\$3)
  - Indirect Support from RTF Incumbent Worker Manufacturing Grant #1 - (\$290)
  
- ◆ **Fund 12 (Restricted General Fund)** – A **net increase** of **\$1,859** is due to establishing or adjusting budgets for the following grants:
  - MESA CA Connects Grant - \$8,000
  - MESA - (\$68)
  - RTF Incumbent Worker Manufacturing Grant #1 - (\$7,573)
  - City of Santa Clarita CCC Gardens Grant - \$1,500
  
- ◆ **Fund 33 (Child Development Center Fund)** – An **increase** of **\$20,000** is due to updating revenue for Preschool and Infant/Toddler programs.

**FISCAL IMPLICATIONS:**

Fund 11 (Unrestricted General Fund): Increase in revenue/expenditures of \$13,314.  
Fund 12 (Restricted General Fund): Increase in revenue/expenditures of \$1,859.  
Fund 33 (Child Development Center Fund): Increase in revenue/expenditures of \$20,000.

**RECOMMENDATIONS:**

Move Approval/Ratification of Budget Transfers.

Submitted by:

Donna Haywood

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



Sharlene L. Coleal

BUDGET TRANSFERS (BT)

BUDGET CHANGES (BC)

INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
Transactions moving funds between budgeted line items				
11.48890.00.499900.2000	OTHER LOCAL REVENUES	13,607.00		EST BUDGET FOR HONOR'S BANQUET
11.65610.00.499900.2000	BUILDING RENT/LEASE		12,607.00	TICKET SALE
11.65130.00.499900.2000	CONTRACT SERVICES		500.00	
11.65890.00.499900.2000	OTHER EXPENSES		500.00	
		27,214.00	27,214.00	B013477
11.64100.00.085000.2000	TEXTBOOKS	122.56		TRF TO COVER INSTR. EQUIPMENT
11.64230.00.085000.2000	REFERENCE BOOKS	126.46		
11.65120.00.085000.2000	LECTURERS	100.00		
11.64410.00.085000.2000	INSTRUCTIONAL MEDIA MATERIALS	2.07		
11.66450.00.085000.2000	NEW EQUIP. INSTR (NON-GASB)		351.09	
		351.09	351.09	B013480
11.65130.00.496504.4000	CONTRACT SERVICES	400.00		TRF TO COVER EXPENSES FOR ART
11.65860.00.496504.4000	ADVERTISING	50.00		START FESTIVAL
11.65880.00.496504.4000	PRINTING		450.00	
11.65850.00.496504.4000	POSTAGE	75.00		
11.64550.00.496504.4000	NON-INSTRUCTIONAL SUPPLIES		75.00	
		525.00	525.00	B013485
11.66475.00.631000.3300	NEW EQUIP N-I (NON GASB)	5,000.00		TRF TO CREATE NEW ADJUNCT COUN
11.65210.00.631000.3300	MILEAGE	1,000.00		-SELOR BUDGET LINE
11.64550.00.631000.3300	NON-INSTRUCTIONAL SUPPLIES	2,000.00		
11.51440.00.631000.3300	ADJUNCT COUNSELORS		8,000.00	
11.65220.00.631000.3300	CONFERENCES	640.00		
11.53000.00.631000.3300	EMPLOYEE BENEFITS		640.00	
		8,640.00	8,640.00	B013486
11.52420.00.040100.2000	ADULT HOURLY INSTRUCTION	5,500.00		TRF TO FUND EQUIPMENT PURCHASE
11.66450.00.490200.2000	NEW EQUIP. INSTR (NON-GASB)		5,500.00	FOR NEW ENVIRONMENTAL SCIENCE DEPT.
		5,500.00	5,500.00	B013490
11.65890.00.644000.3300	OTHER EXPENSES	1,000.00		TRF TO COVER COUNTER TOP RE-
11.66200.00.644000.3300	BUILDINGS		1,000.00	MODEL PROJECT FOR HEALTH CTR

Under Separate Cover  
Item 5.5  
July 13, 2011

BUDGET TRANSFERS (BT)

BUDGET CHANGES (BC)

INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
		1,000.00	1,000.00	B013491
11.52420.00.493030.3000	ADULT HOURLY INSTRUCTION	2,800.00		TRF TO OTHER EXPENSES ACCOUNT
11.65890.00.493030.3000	OTHER EXPENSES		2,800.00	
		2,800.00	2,800.00	B013494
11.66450.00.080110.2000	NEW EQUIP. INSTR (NON-GASB)	500.00		TRF FUNDS TO NON-INSTR. SUPPLY ACCOUNT
11.64550.00.080110.2000	NON-INSTRUCTIONAL SUPPLIES		500.00	
		500.00	500.00	B013497
11.65130.00.190500.2000	CONTRACT SERVICES	200.00		ADD FUNDS TO REPAIR ACCOUNT
11.65570.00.190500.2000	WASTE DISPOSAL	200.00		
11.64550.00.190500.2000	NON-INSTRUCTIONAL SUPPLIES	265.00		
11.65650.00.190500.2000	EQUIPMENT MAINTENANCE/REPAIRS		665.00	
		665.00	665.00	B013498
11.65220.00.645002.3000	CONFERENCES	1,000.00		TRF TO COVER HARDWARE
11.65130.00.645002.3000	CONTRACT SERVICES	700.00		
11.66475.00.645002.3000	NEW EQUIP N-I (NON GASB)		1,700.00	
		1,700.00	1,700.00	B013499
11.64230.00.140200.2000	REFERENCE BOOKS	100.00		TRF TO COVER SOFTWARE FROM ANNOWORLD
11.66455.00.140200.2000	SOFTWARE, INSTR (NON-GASB)		100.00	
		100.00	100.00	B013500
11.64550.00.601000.2000	NON-INSTRUCTIONAL SUPPLIES	2,300.00		TRF TO FUND HONORS BANQUET AT THE ODYSSEY RESTAURANT
11.65610.00.499900.2000	BUILDING RENT/LEASE		2,300.00	
		2,300.00	2,300.00	B013501

## BUDGET TRANSFERS (BT)

## BUDGET CHANGES (BC)

## INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
11.65890.00.644000.3300	OTHER EXPENSES	15,492.00		DISTRIBUTE MAA FUNDS FY 09-10
11.64550.00.696100.3300	NON-INSTRUCTIONAL SUPPLIES		4,164.00	Q3
11.65650.00.696100.3300	EQUIPMENT MAINTENANCE/REPAIRS		500.00	
11.51445.00.642000.3300	FT COUNSELOR EXTRA HOURS		2,072.00	
11.53000.00.642000.3300	EMPLOYEE BENEFITS		260.00	
11.64550.00.672015.3300	NON-INSTRUCTIONAL SUPPLIES		1,500.00	
11.51440.00.631000.3300	ADJUNCT COUNSELORS		6,436.00	
11.53000.00.631000.3300	EMPLOYEE BENEFITS		560.00	
		15,492.00	15,492.00	B013505
11.52320.00.655000.9500	ADULT HOURLY NON-INSTRUCTION	7,000.00		TRF TO COVER WASTE DISPOSAL
11.65570.00.657000.5000	WASTE DISPOSAL		7,000.00	FOR VALENCIA CAMPUS
		7,000.00	7,000.00	B013508
11.66455.00.678201.8000	SOFTWARE, INSTR (NON-GASB)	13,000.00		TRF TO COVER RECLASSES FOR
11.66435.00.678201.8000	NEW EQUIP. NON-INSTR (GASB)	7,746.00		GASB & NON-GASB ITEMS AND PUR-
11.65650.00.678201.8000	EQUIPMENT MAINTENANCE/REPAIRS	2,397.00		CHASE OF SERVERS FOR CO-LOCA-
11.66475.00.678201.8000	NEW EQUIP N-I (NON GASB)		23,143.00	TION FACILITY
		23,143.00	23,143.00	B013509
11.65310.00.670400.8000	MEMBERSHIPS	1,700.00		TRF FUNDS TO CONTRACT SERVICE
11.64550.00.670400.8000	NON-INSTRUCTIONAL SUPPLIES	300.00		& CONFERENCE ACCOUNT
11.65110.00.678000.8000	CONSULTANTS	2,500.00		
11.65130.00.670400.8000	CONTRACT SERVICES		4,500.00	
11.65850.00.670400.8000	POSTAGE	125.00		
11.64550.00.670400.8000	NON-INSTRUCTIONAL SUPPLIES	600.00		
11.65210.00.670400.8000	MILEAGE	75.00		
11.65220.00.670400.8000	CONFERENCES		800.00	
		5,300.00	5,300.00	B013510
11.52320.00.631000.9300	ADULT HOURLY NON-INSTRUCTION	13,751.85		TRF TO COVER PROJECTED COST
11.51440.00.631000.9300	ADJUNCT COUNSELORS		13,751.85	UNTIL THE END OF THE FY
		13,751.85	13,751.85	B013520
11.51440.00.631000.9300	ADJUNCT COUNSELORS	6,000.00		TO CORRECT BUDGET TRANSFER
11.52320.00.631000.9300	ADULT HOURLY NON-INSTRUCTION		6,000.00	#B013520
		6,000.00	6,000.00	B013521

## BUDGET TRANSFERS (BT)

## BUDGET CHANGES (BC)

## INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
11.66435.00.696100.3300	NEW EQUIP. NON-INSTR (GASB)	390.46		ALLOCATE REMAINING BALANCE TO
11.64550.00.696100.3300	NON-INSTRUCTIONAL SUPPLIES		390.46	NON-INSTR. SUPPLIES
		-----	-----	
		390.46	390.46	B013522
11.51445.00.642000.3300	FT COUNSELOR EXTRA HOURS	2,072.00		TRF TO COVER NON-INSTR. EQUIP-
11.53000.00.642000.3300	EMPLOYEE BENEFITS	260.00		MENT AND SUPPLIES
11.66475.00.642000.3300	NEW EQUIP N-I (NON GASB)		2,181.00	
11.64550.00.642000.3300	NON-INSTRUCTIONAL SUPPLIES		151.00	
		-----	-----	
		2,332.00	2,332.00	B013524
11.65000.00.670000.4000	OTHER OPERATING EXPENSES & SER	3.00		TO ADJUST INDIRECT REVENUE
11.48982.00.696500.2000	INTERFUND TRANSFERS-IN		3.00	FROM MESA
		-----	-----	
		3.00	3.00	B013526
11.65650.00.100120.2000	EQUIPMENT MAINTENANCE/REPAIRS	1,075.00		TRF TO COVER CREDIT CRAD DIS-
11.64550.00.100120.2000	NON-INSTRUCTIONAL SUPPLIES		400.00	COUNT AND OFFICE SUPPLIES
11.65895.00.100120.2000	CREDITCARD DISCOUNT		675.00	
		-----	-----	
		1,075.00	1,075.00	B013527
11.65220.00.496500.4000	CONFERENCES	349.10		TRF TO COVER PRINTER FOR MESA
11.66475.00.496500.4000	NEW EQUIP N-I (NON GASB)		349.10	
		-----	-----	
		349.10	349.10	B013528
11.65860.00.496504.4000	ADVERTISING	50.00		TRF TO COVER ARTSTART FESTIVAL
11.65880.00.496504.4000	PRINTING	18.92		SUPPLIES
11.65850.00.496504.4000	POSTAGE	25.00		
11.64550.00.496504.4000	NON-INSTRUCTIONAL SUPPLIES		93.92	
		-----	-----	
		93.92	93.92	B013530
11.65130.00.100700.2000	CONTRACT SERVICES	1,300.52		TRF TO COVER ADJUNCT SUPPLE-
11.51490.00.100700.2000	ADJUNCT OTHER NON-INSTR.		1,300.52	MENTARY SERVICES
		-----	-----	
		1,300.52	1,300.52	B013531

## BUDGET TRANSFERS (BT)

## BUDGET CHANGES (BC)

## INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
11.65890.00.100800.2000	OTHER EXPENSES	4,200.00		TRF TO COVER PAC TECHNICAL
11.65130.00.100800.2000	CONTRACT SERVICES		2,200.00	CREW COSTS AND DANCE PRODUC-
11.52320.00.100800.2000	ADULT HOURLY NON-INSTRUCTION		2,000.00	TION COST FOR SPRING 2011
				DANCE CONCERT
		4,200.00	4,200.00	B013532
11.65890.00.699000.3000	OTHER EXPENSES	700.00		TRF TO COVER OFFICE SUPPLIES
11.64550.00.699000.3000	NON-INSTRUCTIONAL SUPPLIES		300.00	AND MEMBERSHIP
11.65310.00.699000.3000	MEMBERSHIPS		400.00	
		700.00	700.00	B013536
11.65220.00.496500.4000	CONFERENCES	1,279.99		TRF TO COVER SHAWN IRWIN'S
11.52190.00.496500.4000	CLASSIFIED OVERTIME		419.45	OVERTIME FOR SILVER SPUR AND
11.66475.00.496500.4000	NEW EQUIP N-I (NON GASB)		860.54	MESA EQUIPMENT PURCHASE
		1,279.99	1,279.99	B013539
11.52190.00.651000.5000	CLASSIFIED OVERTIME	1,000.00		TRF TO COVER DEFICIT & INVOICE
11.65890.00.651000.5000	OTHER EXPENSES		1,000.00	THROUGH 6/30/11
		1,000.00	1,000.00	B013540
11.52320.00.655000.9500	ADULT HOURLY NON-INSTRUCTION	706.20		TRF TO COVER INVOICE FROM
11.65130.00.651000.5000	CONTRACT SERVICES		706.20	MERLE CANNON
		706.20	706.20	B013541
11.65890.00.677010.3000	OTHER EXPENSES	69.49		TRF TO COVER SHIPPING CHARGES
11.66475.00.677010.3000	NEW EQUIP N-I (NON GASB)		69.49	ON CASSEL PROMOTIONS
		69.49	69.49	B013542
11.65890.00.100800.2000	OTHER EXPENSES	1,240.00		TRF TO COVER BACK STAGE ASSIS-
11.52191.00.100800.2000	PPT ADDITIONAL HOURS		1,240.00	TANT COSTS FOR PEGGY LOTTA
		1,240.00	1,240.00	B013550
11.65650.00.100110.2000	EQUIPMENT MAINTENANCE/REPAIRS	2,000.00		TRF TO COVER NEW EQUIPMENT
11.66475.00.100110.2000	NEW EQUIP N-I (NON GASB)		2,000.00	

BUDGET TRANSFERS (BT) BUDGET CHANGES (BC) INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
		2,000.00	2,000.00	B013551
11.64550.00.051400.2000	NON-INSTRUCTIONAL SUPPLIES	9.00		TRF TO PROVIDE ADDITIONAL FUNDS FOR MAINTENANCE OF SERVER
11.65650.00.051400.2000	EQUIPMENT MAINTENANCE/REPAIRS		9.00	
		9.00	9.00	B013552
11.64550.00.490330.2000	NON-INSTRUCTIONAL SUPPLIES	102.00		TRF TO COVER SUPPLIES AND ADULT HOURLY
11.64550.00.051400.2000	NON-INSTRUCTIONAL SUPPLIES		102.00	
11.65890.00.490330.2000	OTHER EXPENSES	1,000.00		
11.52420.00.051400.2000	ADULT HOURLY INSTRUCTION		1,000.00	
		1,102.00	1,102.00	B013554
11.65890.00.493030.3000	OTHER EXPENSES	2,772.00		TRF TO COVER FACULTY OVERLOAD, OFFICE EQUIPMENT AND SUPPLIES
11.51445.00.493030.3000	FT COUNSELOR EXTRA HOURS		2,026.00	
11.66475.00.493030.3000	NEW EQUIP N-I (NON GASB)		490.00	
11.64550.00.493030.3000	NON-INSTRUCTIONAL SUPPLIES		256.00	
		2,772.00	2,772.00	B013557
11.52410.00.060110.2000	COLLEGE ASSISTANTS INSTRUCTION	2,000.00		TRF TO COVER DEFICIT IN ADULT HOURLY AND JL FISHER CONTRACT RENTAL ACCOUNTS
11.52420.00.060110.2000	ADULT HOURLY INSTRUCTION		2,000.00	
11.65130.00.060110.2000	CONTRACT SERVICES	800.00		
11.64550.00.060110.2000	NON-INSTRUCTIONAL SUPPLIES	500.00		
11.65620.00.060110.2000	EQUIPMENT RENT/LEASE		1,300.00	
		3,300.00	3,300.00	B013559
11.65890.00.696120.3000	OTHER EXPENSES	3,500.00		TRF TO CLEAN UP END OF YEAR OVERDRAWN ACCOUNTS
11.65130.00.696120.3000	CONTRACT SERVICES		3,500.00	
11.64610.00.696101.3000	FUEL (GAS & DIESEL)	3,000.00		
11.65255.00.696120.3000	ATHLETIC TEAM MEALS/LODGING		2,000.00	
11.65135.00.696120.3000	OTHER CONTRACT SERVICES		1,000.00	
11.65621.00.696101.3000	OTHER RENT/LEASE BEG 7/1/02	10,000.00		
11.65621.00.696120.3000	OTHER RENT/LEASE BEG 7/1/02		10,000.00	
		16,500.00	16,500.00	B013562

BUDGET TRANSFERS (BT)

BUDGET CHANGES (BC)

INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
11.65000.00.670000.4000 11.48982.00.684085.2000	OTHER OPERATING EXPENSES & SER INTERFUND TRANSFERS-IN	290.00	290.00	ADJUST INDIRECT SUPPORT REVENUE FROM RTF INCUMB. WORK. MANUFACTURING GRANT #1
		290.00	290.00	B013569
11.52310.00.620000.9300 11.52310.00.620090.9300 11.66475.00.645000.9300	COLLEGE ASSIST., NON-INSTR. COLLEGE ASSIST., NON-INSTR. NEW EQUIP N-I (NON GASB)	7,000.00	5,500.00 1,500.00	TRF TO COVER CCC SBO COLLEGE ASSISTANTS, TRANSCRIPT CABINET AND PRINTER
		7,000.00	7,000.00	B013572
11.65570.00.190500.2000 11.66450.00.490200.2000	WASTE DISPOSAL NEW EQUIP. INSTR (NON-GASB)	1,800.00	1,800.00	TRF TO COVER INSTR. EQUIPMENT
		1,800.00	1,800.00	B013573
11.65220.00.100110.2000 11.64550.00.100110.2000 11.52320.00.100110.2000 11.66475.00.100110.2000	CONFERENCES NON-INSTRUCTIONAL SUPPLIES ADULT HOURLY NON-INSTRUCTION NEW EQUIP N-I (NON GASB)	606.20 1,000.00	606.20 1,000.00	TRF TO COVER OFFICE SUPPLIES AND EQUIPMENT
		1,606.20	1,606.20	B013574
11.65890.00.040100.2000 11.64230.00.040100.2000 11.52410.00.040100.2000 11.65650.00.040100.2000	OTHER EXPENSES REFERENCE BOOKS COLLEGE ASSISTANTS INSTRUCTION EQUIPMENT MAINTENANCE/REPAIRS	300.00 200.00 500.00	1,000.00	TRF TO COVER REPAIRS AND MAIN- TENANCE
		1,000.00	1,000.00	B013575
11.64230.00.140200.2000 11.65850.00.140200.2000	REFERENCE BOOKS POSTAGE	20.00	20.00	TRF TO COVER ABA MEMBERSHIP OVERNIGHT POSTAGE FEE
		20.00	20.00	B013576
11.64510.00.655000.9500 11.65660.00.655000.9500	SUPPLY INVENTORIES GROUNDS MAINTENANCE/REPAIRS	4,320.00	4,320.00	TRF TO COVER GROUNDS CLEAN UP FOR CCC
		4,320.00	4,320.00	B013579

BUDGET TRANSFERS (BT)

BUDGET CHANGES (BC)

INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
11.52310.00.620090.3000	COLLEGE ASSIST., NON-INSTR.	5,185.00		TRF TO COVER OFFICE SUPPLIES
11.65650.00.620090.3000	EQUIPMENT MAINTENANCE/REPAIRS	600.00		AND EQUIPMENT
11.52320.00.620090.3000	ADULT HOURLY NON-INSTRUCTION	1,965.00		
11.66475.00.620090.3000	NEW EQUIP N-I (NON GASB)		7,750.00	
11.65130.00.620090.3000	CONTRACT SERVICES	1,050.00		
11.52320.00.620090.3000	ADULT HOURLY NON-INSTRUCTION	800.00		
11.64550.00.620090.3000	NON-INSTRUCTIONAL SUPPLIES		1,850.00	
		9,600.00	9,600.00	B013581
11.52320.00.493210.2000	ADULT HOURLY NON-INSTRUCTION	1,500.00		TRF TO PAY CONTRACT SERVICES
11.65130.00.493210.2000	CONTRACT SERVICES		1,500.00	
		1,500.00	1,500.00	B013582
11.65220.00.496500.4000	CONFERENCES	511.44		TRF TO COVER A WHITE BOARD
11.66475.00.496500.4000	NEW EQUIP N-I (NON GASB)		511.44	FOR MESA
		511.44	511.44	B013586
11.65130.00.094800.2000	CONTRACT SERVICES	215.59		TRF TO COVER DEFICIT, OFFICE
11.65550.00.094800.2000	LAUNDRY & CLEANING	200.00		SUPPLIES AND EQUIPMENT REPAIR
11.66450.00.094800.2000	NEW EQUIP. INSTR (NON-GASB)		19.50	
11.65650.00.094800.2000	EQUIPMENT MAINTENANCE/REPAIRS		200.00	
11.64550.00.094800.2000	NON-INSTRUCTIONAL SUPPLIES		196.09	
		415.59	415.59	B013587
11.52410.00.070100.2000	COLLEGE ASSISTANTS INSTRUCTION	1,140.00		TRF TO COVER GEOLOGY FIELD
11.65250.00.191400.2000	FIELD TRIPS		1,140.00	TRIP COST
		1,140.00	1,140.00	B013594
11.64550.00.620040.3000	NON-INSTRUCTIONAL SUPPLIES	145.00		TRF TO ORDER CAMTASIA SOFTWARE
11.66480.00.620000.3000	SOFTWARE, NON-INS (NON-GASB)		145.00	
		145.00	145.00	B013596

## BUDGET TRANSFERS (BT)

## BUDGET CHANGES (BC)

## INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
11.64551.00.620000.3000	SCANTRONS	50.00		TRF TO COVER OFFICE SUPPLIES
11.65130.00.620000.3000	CONTRACT SERVICES	325.00		
11.65210.00.620000.3000	MILEAGE	330.00		
11.65650.00.620000.3000	EQUIPMENT MAINTENANCE/REPAIRS	50.00		
11.66475.00.620000.3000	NEW EQUIP N-I (NON GASB)	41.21		
11.64550.00.620000.3000	NON-INSTRUCTIONAL SUPPLIES		796.21	
		796.21	796.21	B013598
11.65130.00.678500.8000	CONTRACT SERVICES	4,700.00		TRF TO COVER THE COST OF R25 &
11.66480.00.678500.8000	SOFTWARE, NON-INS (NON-GASB)		4,700.00	SCHEDULE 25 ANNUAL FEE AND SW
11.66435.00.678201.8000	NEW EQUIP. NON-INSTR (GASB)	4,000.00		LICENSE FOR CCC APPLIED TECH
11.66455.00.678201.8000	SOFTWARE, INSTR (NON-GASB)		4,000.00	
		8,700.00	8,700.00	B013601
11.65890.00.644000.3300	OTHER EXPENSES	550.00		TRF TO COVER OFFICE EQUIPMENT
11.66475.00.644000.3300	NEW EQUIP N-I (NON GASB)		550.00	
		550.00	550.00	B013613
11.66480.00.673000.6000	SOFTWARE, NON-INS (NON-GASB)	58.80		TRF TO COVER REFERENCE BOOKS
11.64550.00.673000.6000	NON-INSTRUCTIONAL SUPPLIES	155.00		
11.64230.00.673000.6000	REFERENCE BOOKS		213.80	
		213.80	213.80	B013618
11.65890.00.632000.3300	OTHER EXPENSES	33.21		TRF TO COVER NON-INSTR. SUPPLY
11.66475.00.632000.3300	NEW EQUIP N-I (NON GASB)	191.86		
11.64550.00.632000.3300	NON-INSTRUCTIONAL SUPPLIES		225.07	
		225.07	225.07	B013622
11.65220.00.496500.4000	CONFERENCES	1,247.86		TRF TO COVER CHANCELLOR'S
11.66450.00.496500.4000	NEW EQUIP. INSTR (NON-GASB)		1,247.86	OFFICE CAMERA FOR FIELD STUDY
		1,247.86	1,247.86	B013630
11.65130.00.190500.2000	CONTRACT SERVICES	800.00		TRF TO COVER ADULT HOURLY
11.52420.00.190500.2000	ADULT HOURLY INSTRUCTION		800.00	THROUGH 6/30/11
		800.00	800.00	B013631

BUDGET TRANSFERS (BT)

BUDGET CHANGES (BC)

INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
11.65860.00.682001.2000	ADVERTISING	3,000.00		TRF TO COVER COST OF SUPPLIES
11.64550.00.682001.2000	NON-INSTRUCTIONAL SUPPLIES		500.00	
11.64555.00.682001.2000	SUPPLIES-OTHER		2,500.00	
		3,000.00	3,000.00	B013637
11.64310.00.170100.9200	INSTRUCTIONAL SUPPLIES	206.00		TRF TO PURCHASE A MATH TYPE
11.66455.00.678201.8000	SOFTWARE, INSTR (NON-GASB)		206.00	ANNUAL DEPT LICENSE FOR MATH DEPT USE
		206.00	206.00	B013638
11.65890.00.660100.1000	OTHER EXPENSES	2,200.00		TRF TO COVER BBQ RENTALS AND
11.65620.00.660100.1000	EQUIPMENT RENT/LEASE		200.00	ADULT HOURLY
11.52320.00.660100.1000	ADULT HOURLY NON-INSTRUCTION		2,000.00	
		2,200.00	2,200.00	B013644
11.65890.00.646000.3000	OTHER EXPENSES	400.00		TRF TO REPLACE DEFECTIVE KEY-
11.64550.00.646000.3000	NON-INSTRUCTIONAL SUPPLIES		400.00	BOARDS AND MICE
		400.00	400.00	B013646
12.51495.00.095730.2700	FT FACULTY SUPPL SERV, NON-INS	749.85		TRF TO PAY FOR CURRICULUM
12.64310.00.095730.2700	INSTRUCTIONAL SUPPLIES	399.96		DEVELOPMENT AND FUNDING FOR
12.66455.00.095730.2700	SOFTWARE, INSTR (NON-GASB)	50.19		WORKING OUTREACH EVENTS
12.51490.00.095730.2700	ADJUNCT OTHER NON-INSTR.		1,150.00	
12.53000.00.095730.2700	EMPLOYEE BENEFITS		50.00	
		1,200.00	1,200.00	B013475
12.51320.25.123014.2000	ADJUNCT FALL & SPRING	18,100.00		TRF TO COVER MAINTENANCE &
12.65650.25.123014.2000	EQUIPMENT MAINTENANCE/REPAIRS		18,100.00	INSTR. SUPPLIES
12.53000.25.123014.2000	EMPLOYEE BENEFITS	224.00		
12.64310.25.123014.2000	INSTRUCTIONAL SUPPLIES		224.00	
		18,324.00	18,324.00	B013478

BUDGET TRANSFERS (BT)

BUDGET CHANGES (BC)

INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
12.51320.25.123014.2000	ADJUNCT FALL & SPRING	15,500.00		TRF TO COVER INSTR. SOFTWARE,
12.64410.25.123014.2000	INSTRUCTIONAL MEDIA MATERIALS		1,500.00	MEDIA MATERIAL AND SUPPLIES
12.66455.25.123014.2000	SOFTWARE, INSTR (NON-GASB)		14,000.00	
12.53000.25.123014.2000	EMPLOYEE BENEFITS	3,930.00		
12.64410.25.123014.2000	INSTRUCTIONAL MEDIA MATERIALS		1,916.00	
12.64310.25.123014.2000	INSTRUCTIONAL SUPPLIES		2,014.00	
		19,430.00	19,430.00	B013481
12.52421.00.170100.2001	ADULT HOURLY INSTR TUTORS	4,500.00		TRF TO COVER INSTR. COLLEGE
12.53000.00.170100.2001	EMPLOYEE BENEFITS	143.00		ASSISTANTS
12.52410.00.170100.2001	COLLEGE ASSISTANTS INSTRUCTION		4,643.00	
		4,643.00	4,643.00	B013484
12.52320.00.080135.2000	ADULT HOURLY NON-INSTRUCTION	468.00		ADJUST BUDGET TO ALIGN WITH
12.52410.00.080135.2000	COLLEGE ASSISTANTS INSTRUCTION	152.41		GRANT OBJECTIVES
12.53000.00.080135.2000	EMPLOYEE BENEFITS	58.00		
12.65890.00.080135.2000	OTHER EXPENSES		678.41	
12.52410.00.080135.2000	COLLEGE ASSISTANTS INSTRUCTION	337.59		
12.64550.00.080135.2000	NON-INSTRUCTIONAL SUPPLIES		337.59	
		1,016.00	1,016.00	B013488
12.65890.00.642000.3000	OTHER EXPENSES	800.00		TRF TO COVER COST OF TESTING
12.64360.00.642000.3000	TESTS		800.00	AND EQUIPMENT
12.65890.00.642000.3000	OTHER EXPENSES	3,500.00		
12.66450.00.493030.3000	NEW EQUIP. INSTR (NON-GASB)		3,500.00	
		4,300.00	4,300.00	B013493
12.51320.25.123014.2000	ADJUNCT FALL & SPRING	8,000.00		TRF TO COVER INSTR. SOFTWARE
12.66455.25.123014.2000	SOFTWARE, INSTR (NON-GASB)		8,000.00	AND EQUIPMENT
12.53000.25.123014.2000	EMPLOYEE BENEFITS	989.12		
12.66450.25.123014.2000	NEW EQUIP. INSTR (NON-GASB)		989.12	
		8,989.12	8,989.12	B013511
12.51495.00.493080.2004	FT FACULTY SUPPL SERV, NON-INS	1,900.00		TRF TO COVER BASIC SKILLS MATH
12.51495.00.170100.2004	FT FACULTY SUPPL SERV, NON-INS		1,900.00	SUPPLEMENTARY SERVICES
12.53000.00.493080.2004	EMPLOYEE BENEFITS	234.22		
12.53000.00.170100.2004	EMPLOYEE BENEFITS		234.22	

BUDGET TRANSFERS (BT)                      BUDGET CHANGES (BC)                      INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
		2,134.22	2,134.22	B013513
12.51495.00.493014.2004	FT FACULTY SUPPL SERV, NON-INS	3,000.00		TRF TO COVER BASIC SKILLS MATH
12.51495.00.170100.2004	FT FACULTY SUPPL SERV, NON-INS		3,000.00	SUPPLEMENTARY SERVICES
12.53000.00.493014.2004	EMPLOYEE BENEFITS	371.00		
12.53000.00.170100.2004	EMPLOYEE BENEFITS		371.00	
		3,371.00	3,371.00	B013514
12.52310.00.170100.2004	COLLEGE ASSIST., NON-INSTR.	2,166.00		TRF TO COVER BASIC SKILLS MATH
12.51495.00.170100.2004	FT FACULTY SUPPL SERV, NON-INS		2,000.00	SUPPLEMENTARY SERVICES
12.53000.00.170100.2004	EMPLOYEE BENEFITS		166.00	
		2,166.00	2,166.00	B013515
12.65890.00.000000.2004	OTHER EXPENSES	383.00		TRF TO COVER BASIC SKILLS ENG-
12.51490.00.601002.2004	ADJUNCT OTHER NON-INSTR.	1,571.00		LISH SUPPLEMENTARY SERVICES
12.51495.00.150100.2004	FT FACULTY SUPPL SERV, NON-INS		1,954.00	
12.53000.00.601002.2004	EMPLOYEE BENEFITS	201.69		
12.64550.00.602000.2004	NON-INSTRUCTIONAL SUPPLIES	39.90		
12.53000.00.150100.2004	EMPLOYEE BENEFITS		241.59	
		2,195.59	2,195.59	B013516
12.52310.00.150100.2004	COLLEGE ASSIST., NON-INSTR.	2,858.60		TRF TO COVER BASIC SKILLS ENG-
12.51490.00.493080.2004	ADJUNCT OTHER NON-INSTR.	998.90		LISH SUPPLEMENTARY SERVICES
12.51495.00.150100.2004	FT FACULTY SUPPL SERV, NON-INS		3,857.50	
12.53000.00.493080.2004	EMPLOYEE BENEFITS	124.00		
12.64550.00.602000.2004	NON-INSTRUCTIONAL SUPPLIES	297.87		
12.53000.00.150100.2004	EMPLOYEE BENEFITS		421.87	
		4,279.37	4,279.37	B013517
12.52320.00.670400.2004	ADULT HOURLY NON-INSTRUCTION	4,357.94		TRF TO PAY ADJUNCT FACULTY
12.51490.00.670400.2004	ADJUNCT OTHER NON-INSTR.	99.91		WORKSHOPS
12.53000.00.670400.2004	EMPLOYEE BENEFITS	716.63		
12.51490.00.602000.2004	ADJUNCT OTHER NON-INSTR.		4,378.34	
12.53000.00.602000.2004	EMPLOYEE BENEFITS		541.34	
12.64550.00.602000.2004	NON-INSTRUCTIONAL SUPPLIES		254.80	
		5,174.48	5,174.48	B013518

BUDGET TRANSFERS (BT)

BUDGET CHANGES (BC)

INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
12.65890.00.601000.2700	OTHER EXPENSES	5,000.00		TRF TO FUND CULINARY ARTS PROGRAM
12.66450.00.130630.2700	NEW EQUIP. INSTR (NON-GASB)		5,000.00	
		5,000.00	5,000.00	B013519
12.64550.00.684038.2000	NON-INSTRUCTIONAL SUPPLIES	400.00		ALLOCATE FUNDS TO OTHER EXP.
12.65890.00.684038.2000	OTHER EXPENSES		400.00	
		400.00	400.00	B013523
12.65890.00.696500.2000	OTHER EXPENSES	65.00		TO ADJUST MESA'S FY 10-11 AWARD ALLOCATION TO MATCH FACE SHEET EXECUTED 3/28/11
12.97320.00.696500.2000	TRF INDIRECT SUPPORT	3.00		
12.48658.00.696500.2000	REIMB.CATEGORICAL-CONTRACTS		68.00	
		68.00	68.00	B013525
12.66480.00.676001.6000	SOFTWARE, NON-INS (NON-GASB)	1,000.00		TRF TO PURCHASE AN ADA COMPLIANT ENTRY DOOR FOR HR
12.65130.00.676001.6000	CONTRACT SERVICES	2,411.00		
12.65860.00.676001.6000	ADVERTISING	151.00		
12.65310.00.676001.6000	MEMBERSHIPS	250.00		
12.66200.00.676001.6000	BUILDINGS		3,812.00	
		3,812.00	3,812.00	B013543
12.65310.00.676000.6000	MEMBERSHIPS	250.00		TRF TO COVER ONLINE PREVENTION TRAINING TO COMPLY WITH AB1825
12.66310.00.676000.6000	INSTRUCTIONAL MEDIA MATERIALS	19.65		
12.65130.00.676000.6000	CONTRACT SERVICES		269.65	
		269.65	269.65	B013544
12.65890.00.642000.3000	OTHER EXPENSES	2,886.00		TRF TO COVER FACULTY OVERLOAD, CLASSIFIED OVERTIME AND SUPPLY
12.51445.00.642000.3000	FT COUNSELOR EXTRA HOURS		1,500.00	
12.52190.00.642000.3000	CLASSIFIED OVERTIME		500.00	
12.53000.00.642000.3000	EMPLOYEE BENEFITS		250.00	
12.64550.00.642000.3000	NON-INSTRUCTIONAL SUPPLIES		636.00	
		2,886.00	2,886.00	B013546
12.65220.00.649200.3000	CONFERENCES	427.18		TRF TO COVER OFFICE SUPPLIES
12.64550.00.649200.3000	NON-INSTRUCTIONAL SUPPLIES		427.18	
		427.18	427.18	B013547

## BUDGET TRANSFERS (BT)

## BUDGET CHANGES (BC)

## INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
12.52410.00.649100.3000	COLLEGE ASSISTANTS INSTRUCTION	2,611.24		TRF TO PURCHASE TWO COMPUTERS FOR STUDENTS STUDY AREA
12.53000.00.649100.3000	EMPLOYEE BENEFITS	50.76		
12.66475.00.649100.3000	NEW EQUIP N-I (NON GASB)		2,662.00	
		2,662.00	2,662.00	B013548
12.64550.00.130514.2000	NON-INSTRUCTIONAL SUPPLIES	1,309.00		TRF TO COVER WORKSHOP SPEAKERS
12.65120.00.130514.2000	LECTURERS		1,309.00	
		1,309.00	1,309.00	B013556
12.66450.25.123014.2000	NEW EQUIP. INSTR (NON-GASB)	989.12		TRF TO PURCHASE EQUIPMENT
12.66455.25.123014.2000	SOFTWARE, INSTR (NON-GASB)	500.00		
12.66480.25.123014.2000	SOFTWARE, NON-INS (NON-GASB)	36.75		
12.65880.25.123014.2000	PRINTING	1,800.00		
12.65860.25.123014.2000	ADVERTISING	1,500.00		
12.51320.25.123014.2000	ADJUNCT FALL & SPRING	1,050.00		
12.53000.25.123014.2000	EMPLOYEE BENEFITS	129.82		
12.66425.25.123014.2000	NEW EQUIP. INSTR. (GASB)		6,005.69	
		6,005.69	6,005.69	B013565
12.48190.00.696505.2000	OTHER FEDERAL REVENUES	8,000.00		EST. BUDGET FOR MESA - CALIFOR -NIA CONNECTS GRANT
12.52410.00.696505.2000	COLLEGE ASSISTANTS INSTRUCTION		2,943.00	
12.53000.00.696505.2000	EMPLOYEE BENEFITS		57.00	
12.66450.00.696505.2000	NEW EQUIP. INSTR (NON-GASB)		5,000.00	
		8,000.00	8,000.00	B013566
12.52320.25.123011.2000	ADULT HOURLY NON-INSTRUCTION	747.12		ZERO OUT BUDGET LINES TO CLOSE OUT GRANT
12.53000.25.123011.2000	EMPLOYEE BENEFITS	558.22		
12.64550.25.123011.2000	NON-INSTRUCTIONAL SUPPLIES	30.54		
12.65210.25.123011.2000	MILEAGE	56.48		
12.66455.25.123011.2000	SOFTWARE, INSTR (NON-GASB)	252.92		
12.52420.25.123011.2000	ADULT HOURLY INSTRUCTION		1,400.00	
12.65220.25.123011.2000	CONFERENCES		245.28	
		1,645.28	1,645.28	

BUDGET TRANSFERS (BT)

BUDGET CHANGES (BC)

INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
12.52000.00.684085.2000	CLASSIFIED SALARIES	1,400.00		REDUCE REVENUE SINCE GRANT
12.52320.00.684085.2000	ADULT HOURLY NON-INSTRUCTION	1,743.35		ENDS WITH UNSPENT FUNDS;
12.53000.00.684085.2000	EMPLOYEE BENEFITS	312.48		ADJUST BUDGET LINES TO CLOSE
12.65220.00.684085.2000	CONFERENCES	918.05		OUT GRANT
12.65610.00.684085.2000	BUILDING RENT/LEASE	800.00		
12.65880.00.684085.2000	PRINTING	555.00		
12.66440.00.684085.2000	SOFTWARE, NON-INSTR (GASB)	1,320.00		
12.66475.00.684085.2000	NEW EQUIP N-I (NON GASB)	233.92		
12.97320.00.684085.2000	TRF INDIRECT SUPPORT	290.00		
12.48650.00.684085.2000	REIM. CATEGORICAL PROGRAMS		7,572.80	
12.66475.00.684085.2000	NEW EQUIP N-I (NON GASB)	302.08		
12.51490.00.684085.2000	ADJUNCT OTHER NON-INSTR.		0.44	
12.51495.00.684085.2000	FT FACULTY SUPPL SERV, NON-INS		301.64	
		7,874.88	7,874.88	B013568
12.51490.00.490011.2000	ADJUNCT OTHER NON-INSTR.	918.65		ADJUST BUDGET LINES TO CLOSE
12.52190.00.490011.2000	CLASSIFIED OVERTIME	3,864.83		OUT GRANT
12.52310.00.490011.2000	COLLEGE ASSIST., NON-INSTR.	3,091.25		
12.52320.00.490011.2000	ADULT HOURLY NON-INSTRUCTION	2,642.00		
12.52420.00.490011.2000	ADULT HOURLY INSTRUCTION	49.50		
12.64310.00.490011.2000	INSTRUCTIONAL SUPPLIES	9,395.43		
12.65130.00.490011.2000	CONTRACT SERVICES	266.71		
12.65220.00.490011.2000	CONFERENCES	3,310.22		
12.65310.00.490011.2000	MEMBERSHIPS	500.00		
12.65620.00.490011.2000	EQUIPMENT RENT/LEASE	2,231.00		
12.65860.00.490011.2000	ADVERTISING	2,856.00		
12.65880.00.490011.2000	PRINTING	5,669.38		
12.65890.00.490011.2000	OTHER EXPENSES	58.81		
12.66475.00.490011.2000	NEW EQUIP N-I (NON GASB)	183.76		
12.51495.00.490011.2000	FT FACULTY SUPPL SERV, NON-INS		12,940.66	
12.52120.00.490011.2000	CLASSIFIED CLERICAL		12,109.84	
12.53000.00.490011.2000	EMPLOYEE BENEFITS		6,719.93	
12.64550.00.490011.2000	NON-INSTRUCTIONAL SUPPLIES		3,267.11	
		35,037.54	35,037.54	B013570
12.52310.00.602000.2004	COLLEGE ASSIST., NON-INSTR.	1,763.54		TRF TO COVER ADJUNCT SUPPLE-
12.53000.00.602000.2004	EMPLOYEE BENEFITS	34.28		MENTARY SERVICES
12.51490.00.150100.2004	ADJUNCT OTHER NON-INSTR.		1,600.00	
12.53000.00.150100.2004	EMPLOYEE BENEFITS		197.82	
		1,797.82	1,797.82	B013578

BUDGET TRANSFERS (BT)

BUDGET CHANGES (BC)

INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
12.52320.00.602300.2000	ADULT HOURLY NON-INSTRUCTION	1,171.00		TRF TO COVER FULL TIME FACULTY SUPPLEMENTARY SERVICES
12.51495.00.602300.2000	FT FACULTY SUPPL SERV, NON-INS		1,150.00	
12.53000.00.602300.2000	EMPLOYEE BENEFITS		21.00	
		-----	-----	
		1,171.00	1,171.00	B013583
12.65130.00.490012.2000	CONTRACT SERVICES	358.18		TRF TO COVER SUPPLIES FOR DISCOVERING CAREERS EVENT
12.64550.00.490012.2000	NON-INSTRUCTIONAL SUPPLIES		358.18	
		-----	-----	
		358.18	358.18	B013584
12.52410.00.696501.2000	COLLEGE ASSISTANTS INSTRUCTION	0.89		ZERO OUT BUDGET CATEGORIES TO CLOSE OUT GRANT
12.53000.00.696501.2000	EMPLOYEE BENEFITS		0.47	
12.65890.00.696501.2000	OTHER EXPENSES		0.42	
		-----	-----	
		0.89	0.89	B013588
12.51495.25.120504.2000	FT FACULTY SUPPL SERV, NON-INS	20,000.00		TRF TO COVER TEXTBOOKS, INSTR. SUPPLIES AND ADVERTISING
12.64100.25.120504.2000	TEXTBOOKS		20,000.00	
12.51320.25.120504.2000	ADJUNCT FALL & SPRING	10,000.00		
12.65860.25.120504.2000	ADVERTISING		4,000.00	
12.64310.25.120504.2000	INSTRUCTIONAL SUPPLIES		6,000.00	
		-----	-----	
		30,000.00	30,000.00	B013589
12.64310.00.060110.2700	INSTRUCTIONAL SUPPLIES	2,250.00		TRF TO COVER INSTR. EQUIPMENT
12.66450.00.060110.2700	NEW EQUIP. INSTR (NON-GASB)		2,250.00	
		-----	-----	
		2,250.00	2,250.00	B013590
12.65130.00.043000.2700	CONTRACT SERVICES	286.00		TRF TO COVER FT SUPPLEMENTARY SERVICES
12.51495.00.043000.2700	FT FACULTY SUPPL SERV, NON-INS		254.00	
12.53000.00.043000.2700	EMPLOYEE BENEFITS		32.00	
		-----	-----	
		286.00	286.00	B013591
12.51490.00.123000.2700	ADJUNCT OTHER NON-INSTR.	310.00		TRF TO COVER INSTR. EQUIPMENT
12.53000.00.123000.2700	EMPLOYEE BENEFITS	38.33		
12.66450.00.123000.2700	NEW EQUIP. INSTR (NON-GASB)		348.33	
		-----	-----	
		348.33	348.33	B013592

BUDGET TRANSFERS (BT)

BUDGET CHANGES (BC)

INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
12.65890.00.100170.2000	OTHER EXPENSES	354.97		TRF TO COVER ADULT HOURLY AND PRINTING COSTS
12.65860.00.100170.2000	ADVERTISING	1,440.00		
12.52320.00.100170.2000	ADULT HOURLY NON-INSTRUCTION		1,031.97	
12.53000.00.100170.2000	EMPLOYEE BENEFITS		107.00	
12.65880.00.100170.2000	PRINTING		656.00	
		-----	-----	
		1,794.97	1,794.97	B013593
12.64310.00.170100.2300	INSTRUCTIONAL SUPPLIES	268.89		TRF TO COVER MATH CLASSROOM SOFTWARE
12.66455.00.170100.2300	SOFTWARE, INSTR (NON-GASB)		268.89	
		-----	-----	
		268.89	268.89	B013595
12.51490.00.101100.2700	ADJUNCT OTHER NON-INSTR.	959.50		TRF TO COVER GUEST LECTURER, ADULT HOURLY & INSTR EQUIPMENT
12.65120.00.101100.2700	LECTURERS		400.00	
12.52320.00.101100.2700	ADULT HOURLY NON-INSTRUCTION		559.50	
12.65130.00.101100.2700	CONTRACT SERVICES	13.00		
12.65880.00.101100.2700	PRINTING	0.86		
12.66450.00.101100.2700	NEW EQUIP. INSTR (NON-GASB)		13.86	
		-----	-----	
		973.36	973.36	B013599
12.51495.00.095730.2700	FT FACULTY SUPPL SERV, NON-INS	49.00		TRF TO COVER SUPPLEMENTARY SERVICES FOR CURRICULUM DEVELOPMENT AND OUTREACH EVENT
12.53000.00.095730.2700	EMPLOYEE BENEFITS		49.00	
12.65860.00.095730.2700	ADVERTISING	500.00		
12.51490.00.095730.2700	ADJUNCT OTHER NON-INSTR.		250.00	
12.51495.00.095730.2700	FT FACULTY SUPPL SERV, NON-INS		250.00	
		-----	-----	
		549.00	549.00	B013600
12.52410.25.120504.2000	COLLEGE ASSISTANTS INSTRUCTION	9,000.00		TRF TO PURCHASE EQUIPMENT FOR MLT PROGRAM
12.52320.25.120504.2000	ADULT HOURLY NON-INSTRUCTION	2,000.00		
12.64550.25.120504.2000	NON-INSTRUCTIONAL SUPPLIES	1,000.00		
12.65220.25.120504.2000	CONFERENCES	687.09		
12.65890.25.120504.2000	OTHER EXPENSES	12,000.00		
12.51495.25.120504.2000	FT FACULTY SUPPL SERV, NON-INS	3,982.00		
12.53000.25.120504.2000	EMPLOYEE BENEFITS	492.00		
12.66450.25.120504.2000	NEW EQUIP. INSTR (NON-GASB)		29,161.09	
		-----	-----	
		29,161.09	29,161.09	
12.66425.00.095650.2700	NEW EQUIP. INSTR. (GASB)	549.00		TRF TO COVER INSTR. SUPPLIES
12.64310.00.095650.2700	INSTRUCTIONAL SUPPLIES		549.00	

BUDGET TRANSFERS (BT)                      BUDGET CHANGES (BC)                      INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
		549.00	549.00	B013608
12.65220.00.602000.2700	CONFERENCES	5,000.00		TRF TO COVER WELDING PROGRAM
12.64310.00.095650.2700	INSTRUCTIONAL SUPPLIES		5,000.00	SUPPLIES AND CTE WEBSITE
12.65890.00.601000.2700	OTHER EXPENSES	150.00		UPGRADE
12.66455.00.601000.2700	SOFTWARE, INSTR (NON-GASB)	2,300.00		
12.65130.00.602000.2700	CONTRACT SERVICES		2,450.00	
		7,450.00	7,450.00	B013609
12.64310.00.060110.2700	INSTRUCTIONAL SUPPLIES	516.34		TRF TO ACCOMMODATE ADDITIONAL
12.66450.00.060110.2700	NEW EQUIP. INSTR (NON-GASB)		516.34	PLANNED PROGRAM PURCHASES
12.53000.00.060110.2700	EMPLOYEE BENEFITS	64.00		
12.64550.00.060110.2700	NON-INSTRUCTIONAL SUPPLIES		64.00	
		580.34	580.34	B013610
12.66425.00.093400.2700	NEW EQUIP. INSTR. (GASB)	5,000.00		TRF TO COVER A PURCHASE FOR
12.66450.00.093400.2700	NEW EQUIP. INSTR (NON-GASB)		4,600.00	ELECTRONICS SYSTEMS TECH
12.64310.00.093400.2700	INSTRUCTIONAL SUPPLIES		400.00	PROGRAM
		5,000.00	5,000.00	B013611
12.65220.00.125000.2700	CONFERENCES	1,586.08		TRF TO COVER SUPPLEMENTARY
12.51495.00.125000.2700	FT FACULTY SUPPL SERV, NON-INS		1,290.50	SERVICES
12.53000.00.125000.2700	EMPLOYEE BENEFITS		175.00	
12.51490.00.125000.2700	ADJUNCT OTHER NON-INSTR.		120.58	
		1,586.08	1,586.08	B013612
12.52410.00.649100.3000	COLLEGE ASSISTANTS INSTRUCTION	40.00		TRF TO COVER SHORTAGE IN
12.66475.00.649100.3000	NEW EQUIP N-I (NON GASB)		40.00	EQUIPMENT ACCOUNT
		40.00	40.00	B013614
12.65210.00.632020.3000	MILEAGE	200.00		TRF TO COVER ESL ASSESSMENTS
12.64360.00.632020.3000	TESTS	100.00		
12.51490.00.632020.3000	ADJUNCT OTHER NON-INSTR.		300.00	
		300.00	300.00	B013615

BUDGET TRANSFERS (BT)

BUDGET CHANGES (BC)

INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
12.51320.25.120504.2000	ADJUNCT FALL & SPRING	12,000.00		TRF TO COVER EQUIPMENT AND SUPPLIES
12.51490.25.120504.2000	ADJUNCT OTHER NON-INSTR.	6,416.68		
12.53000.25.120504.2000	EMPLOYEE BENEFITS	2,277.04		
12.64310.25.120504.2000	INSTRUCTIONAL SUPPLIES		8,000.00	
12.66450.25.120504.2000	NEW EQUIP. INSTR (NON-GASB)		12,693.72	
		-----	-----	
		20,693.72	20,693.72	B013617
12.65130.00.490012.2000	CONTRACT SERVICES	358.18		TRF TO COVER OFFICE SUPPLIES
12.64550.00.490012.2000	NON-INSTRUCTIONAL SUPPLIES		358.18	
		-----	-----	
		358.18	358.18	B013620
12.52320.00.602300.2000	ADULT HOURLY NON-INSTRUCTION	1,579.00		TRF TO COVER ADJUNCT FACULTY CAREER PATHWAYS
12.51490.00.602300.2000	ADJUNCT OTHER NON-INSTR.		1,550.00	
12.53000.00.602300.2000	EMPLOYEE BENEFITS		29.00	
		-----	-----	
		1,579.00	1,579.00	B013621
12.65210.00.684038.2000	MILEAGE	331.00		ALLOCATE MORE FUNDS INTO OTHER EXPENSES
12.65880.00.684038.2000	PRINTING	125.00		
12.52310.00.684038.2000	COLLEGE ASSIST., NON-INSTR.	117.00		
12.53000.00.684038.2000	EMPLOYEE BENEFITS	2.00		
12.65890.00.684038.2000	OTHER EXPENSES		575.00	
		-----	-----	
		575.00	575.00	B013623
12.48820.00.670091.9000	FOUNDATION CONTRIBUTIONS	1,500.00		EST. BUDGET FOR CITY OF SANTA CLARITA CCC GARDENS GRANT
12.65890.00.670091.9000	OTHER EXPENSES		1,500.00	
		-----	-----	
		1,500.00	1,500.00	B013628
12.65860.25.120504.2000	ADVERTISING	749.03		TRF TO PURCHASE SUPPLIES
12.64550.25.120504.2000	NON-INSTRUCTIONAL SUPPLIES		749.03	
		-----	-----	
		749.03	749.03	B013629
12.65890.00.684087.2000	OTHER EXPENSES	500.00		TRF TO COVER INSTR. SUPPLIES
12.64310.00.684087.2000	INSTRUCTIONAL SUPPLIES		500.00	
		-----	-----	
		500.00	500.00	B013641

BUDGET TRANSFERS (BT)

BUDGET CHANGES (BC)

INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
12.64360.00.632000.3000	TESTS	4,663.78		TRF TO COVER CONTRACT SERVICES
12.65130.00.632000.3000	CONTRACT SERVICES		1,200.00	ISSI BILLS AND COLLEGE
12.65890.00.632000.3000	OTHER EXPENSES		129.78	ASSISTANTS
12.52310.00.632000.3000	COLLEGE ASSIST., NON-INSTR.		3,270.00	
12.53000.00.632000.3000	EMPLOYEE BENEFITS		64.00	
		-----	-----	
		4,663.78	4,663.78	B013642
12.52000.00.095655.2000	CLASSIFIED SALARIES	2,000.00		TRF TO COVER COLLEGE ASSISTANT
12.52420.00.095655.2000	ADULT HOURLY INSTRUCTION	450.00		AND ADJUNCT'S SALARY
12.53000.00.095655.2000	EMPLOYEE BENEFITS	534.81		
12.52410.00.095655.2000	COLLEGE ASSISTANTS INSTRUCTION		1,844.61	
12.51320.00.095655.2000	ADJUNCT FALL & SPRING		1,140.20	
		-----	-----	
		2,984.81	2,984.81	B013643
12.65890.00.646010.3000	OTHER EXPENSES	217.78		TRF TO COVER ADJUNCT COUNSELOR
12.51440.00.646010.3000	ADJUNCT COUNSELORS		199.41	SALARY AND FRINGE
12.53000.00.646010.3000	EMPLOYEE BENEFITS		18.37	
		-----	-----	
		217.78	217.78	B013647
33.48871.00.692500.2000	CHILD DEVELOPMENT SERVICES	15,500.00		ADJUST BUDGET AS CURRENT
33.48871.00.692610.2000	CHILD DEVELOPMENT SERVICES	4,500.00		REVENUE FOR PRESCHOOL AND
33.51490.00.692500.2000	ADJUNCT OTHER NON-INSTR.		13,000.00	INFANT TODDLER PROGRAMS ARE
33.52320.00.692500.2000	ADULT HOURLY NON-INSTRUCTION		3,000.00	HIGHER THAN PROJECTED
33.52310.00.692500.2000	COLLEGE ASSIST., NON-INSTR.		1,000.00	
33.65890.00.692500.2000	OTHER EXPENSES		3,000.00	
		-----	-----	
		20,000.00	20,000.00	B013558
58.52320.00.683218.7000	ADULT HOURLY NON-INSTRUCTION	757.00		TRF TO COVER COSTS OF CREW
58.65135.00.683218.7000	OTHER CONTRACT SERVICES		757.00	WORKING ON BALLET FOLKLORICO
		-----	-----	
		757.00	757.00	B013502
58.52320.00.683218.7000	ADULT HOURLY NON-INSTRUCTION	0.50		TRF ADDITIONAL FUNDS TO COVER
58.65135.00.683218.7000	OTHER CONTRACT SERVICES		0.50	INDEPENDENT CREW WORKING ON
		-----	-----	BALLET FOLKLORICO
		0.50	0.50	B013512

BUDGET TRANSFERS (BT)

BUDGET CHANGES (BC)

INTERFUND TRANSFERS (IF)

ACCOUNT NUMBER	ACCOUNT NAME	TRANSFER FROM	TRANSFER TO	REFERENCE AND COMMENTS
59.65892.00.702400.2000	ANTICIPATED PROFITS	1,000.00		TRF TO COVER TEXTBOOKS FOR
59.64100.00.702400.2000	TEXTBOOKS		1,000.00	NEW ETP CLASSES
		1,000.00	1,000.00	B013553

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** BUSINESS SERVICES

**ITEM/TITLE** Ratification of Constellation NewEnergy, Inc., Fixed  
Price Solutions Pricing Schedules for January 5, 2012 to  
July 3, 2012 and July 3, 2012 to July 3, 2013

- ACTION/CONSENT
- ACTION
- INFORMATION
- DISCUSSION

**BACKGROUND / ANALYSIS:**

The District has been a participant in the Community College League of California (CCLC) Energy Consortium for many years. As part of the Consortium, the District has benefited from reduced energy costs achieved through the CCLC's regular monitoring of energy prices and timely contract negotiations on behalf of the 30 California Community College districts it represents. Through the Consortium, the District is a direct access utility customer for the Valencia Campus, with Constellation NewEnergy (CNE) as our energy provider. The direct access program allows the District to buy electricity from CNE at a rate lower than our local utility company could offer, and then pay our local utility company (Southern California Edison) only for distribution services.

In July 2010, the District renewed the energy agreement with CNE for the Valencia Campus at 5.9919 cents per kilowatt hour for 2011-12, and 6.2495 cents per kilowatt hour for 2012-13, based on the Consortium's recommendation to transact due to low energy prices at that time. Due to the process the Consortium follows that requires a signed Pricing Schedule and price ceiling be established before daily energy pricing is provided for consideration, these transactions were ratified by the board on 7/14/10.

Since the District has realized substantial energy cost savings through the consortium for the Valencia Campus, the Consortium recommended that the District enter the direct access market for the Canyon Country Campus. On May 31, 2011, the District received approval to move the Canyon Country Campus to direct access as of September 2011 or January 2012. The Consortium recommended that the District move to direct access for the Canyon Country Campus as of January 2012. The District was again required to sign a Pricing Schedule in order to start receiving daily pricing offers from CNE. On June 16, 2011 the pricing was favorable, and the District gave CNE the go ahead to lock in the following rates: 1/5/12 to 7/3/12: \$.050801 per kilowatt hour; 7/3/12 to 7/3/13: \$.059693 per kilowatt hour. Copies of the Pricing Schedules are available from the Business Office upon request.

**FISCAL IMPLICATIONS:**

The District expects to realize energy cost savings (approximately 5-10% over the next 2-3 years) upon entry to direct access, but the Consortium was unable to estimate the exact savings at this time due to direct access surcharges from SCE that are currently in dispute with the CA Public Utilities Commission. Even if the surcharges negate the immediate savings, having the Canyon Country Campus under direct access will definitely yield savings in future years, especially as permanent buildings are added to the campus and energy usage increases.

**RECOMMENDATIONS:**

Move Ratification of Constellation NewEnergy, Inc., Fixed Price Solutions Pricing Schedules for January 5, 2012 to July 3, 2012 and July 3, 2012 to July 3, 2013.

Submitted by:  
Cindy Grandgeorge

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

Recommended by:  
*Sharlene L Coleal*



Agreement is Not  
 Valid Unless  
 Executed by  
 NewEnergy

Constellation NewEnergy, Inc.  
 Fixed Price Solutions Pricing Schedule

**MRESA Reference.** This Pricing Schedule is entered into pursuant to and in accordance with a Master Electricity Supply Agreement executed on November 4, 2008, by and between Constellation NewEnergy, Inc. ("NewEnergy") and Santa Clarita Community College District ("Customer"), and is subject to all of the provisions, terms and conditions of such Master Electricity Supply Agreement. Notwithstanding anything to the contrary, any conflict between this Pricing Schedule and the Master Electricity Supply Agreement will be resolved in favor of this Pricing Schedule, but only with respect to the Account(s) listed on this Pricing Schedule. This Pricing Schedule supersedes all prior agreements and understandings with respect to the Account(s), and may not be contradicted by any prior or contemporaneous oral or written agreement. Capitalized terms used herein but not defined will have the meanings ascribed to them in the Master Electricity Supply Agreement.

**Price Terms.** NewEnergy will supply, and Customer will purchase, on an exclusive basis, Customer's full requirements for electricity for the Account(s) listed on the Account Schedule below. The prices contained in the Account Schedule include all the costs listed below as "Fixed", meaning that they are "fixed" for the existing term of this Pricing Schedule and only subject to change as a result of a Change in Law as described in the Master Electricity Supply Agreement or a material change and described in Section PS 2.4 or Section 2.7 of this Pricing Schedule. Costs listed below as "Passed Through" means that charges for these costs will change during the existing term of this Pricing Schedule if and as the related charges assessed or charged to NewEnergy vary for any reason, including but not limited to the types of changes described in Section PS 2.7 hereof or in the Change in Law Section of the Master Electricity Supply Agreement. Customer is also responsible to pay (1) Taxes - which NewEnergy will pass through to Customer on Customer's bill either as a separate line item or reflected as part of the price of electricity, as required by Law, and (2) Utility Charges for delivery/distribution services if NewEnergy provides a single bill that includes Utility Charges. The Utility Charges (if any) and Taxes are charged to Customer as "Passed Through." At any time during the term of this Pricing Schedule, Customer may request the purchase of renewable energy certificates in an amount equal to a prescribed percentage of Customer's load volume by entering into one or more Retail Trade Transactions ("RTTs") between Customer and NewEnergy. If the Parties agree to the pricing and terms of the renewable energy certificates purchase, a separate RTT Confirmation signed by Customer and NewEnergy will document each such purchase.

Energy Costs	Fixed
Ancillary Services And Other ISO Costs	Passed Through
Capacity Costs	Passed Through
Line Loss Costs	Fixed
Basis Costs	Passed Through
Renewable Portfolio Standards Cost	Passed Through

**GENERAL TERMS AND CONDITIONS**

**PS 1.1. General Definitions.**

**"Delivery Point"** means existing and future points of interconnection between the ISO-controlled grid or a third party transmission system and/or distribution system, as applicable, and the Utility's transmission system and/or distribution system.

**"Holdover Costs"** means the sum of all costs and charges incurred by NewEnergy for the retail delivery of energy, including, without limitation and as applicable, the Federal Energy Regulatory Commission, renewable portfolio standards, and any similar charges that may be imposed on NewEnergy with respect to the Accounts (whether by the ISO or the Utility) from time to time. We will pass Holdover Costs through to Customer on Customer's invoice without mark-up as part of Customer's Holdover Rate.

**"Holdover Rate"** means a rate calculated by NewEnergy in its sole discretion for each billing cycle as  $((\text{Metered Usage}) \times (\text{Market Price} + \text{Holdover Costs} + \$0.00525/\text{kWh}) + \text{Taxes})$ .

**"ISO"** means CAISO, or other successor or replacement entity, public or private, administering transmission reliability and control of the electricity grid.

**"Market Price"** means the ISO-published Real Time Locational Based Marginal Price for the ISO zone identified in the Account Schedule, expressed in \$/kWh. Market Prices are published hourly or sub-hourly depending on ISO. If Customer's Account(s) are not equipped with meters that provide an hourly reading, we will use either the load profiles provided by the Utility for Customer's class or, in the absence of such load profiles provided by the Utility on a timely basis, an otherwise reasonable allocation method established by us, in order to apply Market Prices to Customer's monthly usage.

**"Metered Usage"** means Customer's kilowatt-hour usage at the Account(s) during the applicable billing period, as adjusted by the applicable line loss factor(s).

**"NewEnergy Electricity Charges"** means for purpose of this Pricing Schedule all Fixed cost components identified in the "Price Terms" section above at the prices identified in the Account Schedule below multiplied, as applicable, by Customer's usage, demand, number of accounts or other factor shown on the Account Schedule for such Fixed price during the applicable period.

**"Notice Period"** means, unless a longer period is required by applicable Law, the five day period following written notice from NewEnergy to Customer informing Customer of any amounts past due under this Agreement.

**"Payment Date"** means the date thirty one (31) days following the invoice date, by which Customer's payment to NewEnergy is due without offset or reduction of any kind.

Account Representative: E15872 | FORM: Siebel - 4-11-19624050 | Page - 1 - of 6 | Printed: 6/18/2011 | E12909

©2009 Constellation Energy, Inc. All rights reserved. The offering herein is sold and contracted by Constellation NewEnergy, Inc., a subsidiary of Constellation Energy Group, Inc. Errors and omissions excepted. Non-Std (4b,19d,22c,23a) ES Pricing Schedule Rev. 1.3 Oct-19-2009

1-1133099291

"Utility Charges" means Delivery Charges to the extent provided by the Utility.

**PS 1.2. Market Definitions.**

"Ancillary Services And Other ISO Costs" means for any billing period the applicable charges regarding ancillary services as set forth in the applicable ISO Open Access Transmission Tariff ("OATT") and for other ISO costs not included in the definition of Basis Costs, Capacity Costs, Energy Costs, and Transmission Costs. NewEnergy will determine Customer's monthly Ancillary Services And Other ISO Costs based on Customer's \$/kWh share of NewEnergy's cost for Ancillary Services And Other ISO Costs incurred with respect to all of NewEnergy's customers within the applicable ISO service territory or in the form of an otherwise reasonable allocation method as NewEnergy may determine from time to time based on how Ancillary Services And Other ISO Costs are assessed by the ISO.

"Basis Costs" means the difference in Market Prices between the energy zone of the service account (sometimes referred to as the "Load Aggregation Point" or "LAP") and the supply hub (sometimes call the "EZ Gen Hub") associated with the service account energy zone. The market rules determine which hub is used to supply an energy zone. Currently the rules require that the PGE energy zone be supplied from the NP15 hub, the SCE energy zone be supplied from the SP15 hub, and the SDGE energy zone be supplied from the SP15 hub. The day ahead market price will be used to calculate Basis Costs except that where the contract specifies use of the real time market price as the energy index for settlement, the real time index price will be used for calculating Basis Costs.

"CAISO" means the California Independent System Operator.

"Capacity Costs" means a charge for fulfilling the capacity (Resource Adequacy) requirements for the Account(s) imposed by the Public Utilities Commission, ISO, or otherwise.

"Energy Costs" means a charge for the cost items included in the Locational Marginal Price for the ISO zone identified in the Account Schedule

"Line Loss Costs" means the distribution charges imposed by the Utility in connection with the supply of electricity by NewEnergy to Customer in accordance with this Agreement, which are calculated based on a percentage of Customer's kilowatt-hour consumption during the applicable period times.

"Non Time Of Use" or "NTOU" means all hours of each day.

"Renewable Portfolio Standards Cost" means Customer's pro rata share of NewEnergy's total cost of procuring renewable energy to comply with Renewable Portfolio Standards ("RPS") requirements for the State of California. NewEnergy will determine Customer's Renewable Portfolio Standards Cost based on the percentage that Customer's usage for a calendar year bears to all of NewEnergy's customers within the applicable ISO service territory or in the form of an otherwise reasonable allocation method as NewEnergy may determine from time to time based on how costs are incurred by NewEnergy to comply with its RPS requirements.

"TOU Price" means the NewEnergy Electricity Charges expressed in \$/MWh or \$/kWh.

**PS 2.1. Initial Term.** With respect to each Account set forth below, the term of this Pricing Schedule shall commence on the date set forth on the Account table below under "Start Date", through the date set forth on the Account table below under "End Date", unless extended on a holdover basis as described in this Agreement. Unless the Start Date and End Date specify a specific meter read date, such date shall be the first regularly scheduled meter read date for the stated month and calendar year, which meter read date may fall within the prior calendar month or in the subsequent calendar month (e.g., the meter read date for the month of March may in fact fall in February). Meter read dates are based on the information currently available from the Utility, actual meter read dates are determined by the Utility and may deviate from those shown on the Account Schedule. NewEnergy will use commercially reasonable efforts to begin service to the Account(s) on the Start Date(s) set forth below, but if NewEnergy is unable to enroll one or more of the Accounts by such date as a result of circumstances beyond NewEnergy's control (including (i) Customer's failure to timely provide NewEnergy with all information with respect to the Account(s) necessary in order to successfully enroll the Account(s) with the Utility or notify the Utility that it has selected NewEnergy as its supplier or (ii) any acts or omissions of the Utility), the Start Date(s) will commence on the next regularly scheduled Utility meter read date in the month and year following successful enrollment of such Account(s), but the End Date(s) will remain the same.

**PS 2.2 Renewal Terms.** Nothing in the Agreement (including this Pricing Schedule) shall be deemed to require or otherwise obligate NewEnergy to offer to extend the term of this Pricing Schedule.

**PS 2.3 Invoicing and Payment.** For amounts due under this Pricing Schedule and the Agreement, unless otherwise agreed to by the parties, Customer will receive two invoices, one from NewEnergy for all charges applicable to Customer's electricity usage, which consists of the NewEnergy Electricity Charge plus all charges identified as a Passed Through in the "Price Terms" section above, and one from the Utility for the Utility Charges.

Customer acknowledges that NewEnergy's ability to invoice Customer is dependent on the Utility's or ISO's ability to furnish NewEnergy with all necessary information. In the absence of such information, NewEnergy shall have the right to invoice Customer based on estimated meter readings or other estimated information. Customer's invoice will be adjusted the next billing cycle after which NewEnergy receives the actual consumption amount and other necessary information from the Utility or ISO, to reconcile any difference between estimated consumption and actual consumption or other matters. To the extent that dollar amounts included on an invoice are for the benefit of the Utility, Customer shall also comply with the standard terms and conditions of the Utility applicable to payments owed to it. Payments to NewEnergy are subject to adjustments in subsequent invoices if, on the basis of verified information provided by the ISO, the Utility or otherwise, the amount of electricity delivered to the Customer is adjusted. Customer shall have full responsibility for payment of any existing amounts owed to Utility.

**PS 2.4 Change in Usage.** Customer acknowledges that NewEnergy determined the TOU Price for electricity for the NewEnergy Electricity Charge calculation, in part, based on Customer's historical and/or anticipated usage for each Account by TOU period during the applicable supply Term under this Agreement. Customer agrees to provide NewEnergy with thirty (30) days prior written notice in the event that Customer reasonably anticipates, during the applicable Supply Term under this Agreement, a material change to Customer's electricity requirements that was not otherwise disclosed to NewEnergy prior to the execution of the applicable Pricing Schedule and associated supply Term, if such change is related to: (a) increased or decreased use of on-site generation; or (b) expansion or reduction of existing facilities. In the event that Customer's requirements are materially changed, as defined above, NewEnergy may amend the TOU Price if: (1) on more than one occasion an instance of such material change results in Customer's aggregate monthly usage either increasing or decreasing by more than 25% compared to Customer's aggregated usage during the same month in each of the two prior years, with each of those prior months' usages adjusted to account for any known sources of

Account Representative: ~~61672~~ | FORM: Siebel - 1-4449824050 | Page - 2 - of 6 | Printed: 6/18/2011 | E12909

©2009 Constellation Energy, Inc. All rights reserved. The offering herein is sold and contracted by Constellation NewEnergy, Inc., a subsidiary of Constellation Energy Group, Inc. Errors and omissions excepted. Non-Std (4b,19d,22c,23a) ES Pricing Schedule Rev. 1.3 Oct-19-2009

sustained usage changes; and (2) if NewEnergy's average per MWh costs of serving Customer, excluding all pass-through charges, increase materially as a result of Customer's material change in usage. If Customer does not accept the amended TOU Price offered by NewEnergy or if one or more of Customer's facilities which are receiving electricity supply hereunder are closed, vacated, sold, consolidated or otherwise disposed of, then Customer may, to the extent permitted by applicable Law, terminate this Pricing Schedule with respect to the corresponding Account(s) upon thirty (30) days written notice to NewEnergy, in which event Customer may be liable to make an early termination payment to NewEnergy under the applicable section of the Master Agreement.

**PS 2.5 Intentionally Omitted.**

**PS 2.6 Certain Customer Acknowledgements.** Customer acknowledges and agrees that (a) NewEnergy is not acting as Customer's consultant or advisor for any purpose, and Customer will not construe or rely on any information provided or statements made by NewEnergy, including without limitation as to the advantages or disadvantages of any specific product or service, predictions about future energy prices, or any other statements or information, as advice or representations of any sort; and (b) Customer is making its own decisions based solely upon its own analysis and the advice of its own advisors, if any, and is not relying on NewEnergy in any way in making its decision to enter into this Pricing Schedule or in making any other decision or taking any other action under this Pricing Schedule.

**PS 2.7 Material Changes.** If the Utility changes the designated rate class, the locational deliverability area or the assigned transmission and capacity obligations for an Account, or if the ISO changes capacity compensation, NewEnergy reserves the right to adjust its prices, and any such adjustment will reasonably reflect the incremental cost to NewEnergy. Any such change and corresponding adjustment by NewEnergy shall not be considered a "Change in Law" subject to Section T2.5 of the Master Electricity Supply Agreement.

**PS 2.8. NewEnergy and Utility Contact Information.** Customer may contact NewEnergy regarding its invoice or other matters concerning this pricing Schedule at NewEnergy's Customer Service Department by toll-free telephone at 888-635-0827, or email at [customer-care@constellation.com](mailto:customer-care@constellation.com). **CUSTOMER AGREES TO CONTACT ITS UTILITY IN THE EVENT OF A POWER OUTAGE OR OTHER ELECTRICITY RELATED EMERGENCY AT THE FOLLOWING TELEPHONE NUMBERS:**

Utility Name	Utility Abbreviation	Contact Numbers
Southern California Edison	SCE	Emergency: 8006111911

**PS 2.9 Certain Customer Representations and Warranties.** (a) Customer warrants and represents that (1) the Accounts are eligible for direct access services, (2) its aggregate peak demand during any 12 month period is greater than 20 kilowatts and (3) the electricity supplied under this Agreement is not for residential use. (b) Customer agrees and acknowledges that NewEnergy utilizes MRW Consulting ("MRW") for on-going utility rate and California market analysis. NewEnergy will authorize MRW to make available to Customer and its representative, Community College League of California ("CCLC"), certain utility rate analysis conducted on behalf of NewEnergy. NewEnergy makes no representations or warranties as to the completeness or correctness of any information or analysis provided to Customer or CCLC by MRW and any use or reliance on MRW information or analysis is at Customer's own risk. Customer further acknowledges and affirms that Customer or any representative thereof will not share any MRW information or analysis with any third parties nor will they utilize any MRW information or analysis for the benefit of any third parties.

**PS.2.10**

**Net Energy Metering.** NewEnergy shall provide Net Energy Metering to any Account(s) with the necessary metering installed to measure both (a) electricity flowing from the grid to the Account(s) and (b) electrical energy flowing from the Account(s) to the grid. Where Accounts have Net Energy Metering, NewEnergy will use the Net Energy Metered Amount in any billing period to calculate its invoice to the Customer. If Utility metering is not in place to allow the calculation of Net Energy Metering, then NewEnergy shall have no obligation to perform such calculation. If the Net Energy Metered Amount is negative for any billing period (i.e., more kWhs are transmitted from the Account(s) to the grid than are transmitted from the grid to the Account(s)), NewEnergy will apply the Net Energy Metered Amount to the calculation of the next invoice. Notwithstanding, amounts existing at the end of the term set forth in this Pricing Schedule shall not survive past the term and under no circumstances will NewEnergy be obligated to apply a credit or pay Customer for any such amounts; provided however that if the Customer has a subsequent agreement with NewEnergy that ensures continuous, uninterrupted supply to the Customer by NewEnergy, in which case any such negative Net Energy Metered Amounts will be applied to the calculation of the next invoice. "Net Energy Metering" means the measurement and calculation of the Net Energy Metered Amount, provided that for billing purposes, such measurement and calculation shall depend on the specific metering configuration in place by the Utility. "Net Energy Metered Amount" means, for a given billing period, the sum of (a) and (b), where (a) equals the number of kWhs taken from the grid by Account(s), which amount is taken to be a positive value; and (b) equals the number of kWhs transmitted to the grid from Account(s), which amount is taken to be a negative value, and which kWh production is produced by a Customer's solar or wind turbine electrical generating facility or a solar-wind hybrid on its premises ("Self-Generation") which is interconnected and operated in parallel with the Utility's transmission and distribution system.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK.]

Each party has caused this Agreement to be executed by its authorized representative on the respective dates written below.

CONSTELLATION NEWENERGY, INC.

By: 

Name: Vice President of Business

Title: Support Organization

Date: 6/16/11

Address: 1221 Lamar St Suite 750

Houston, Texas 77010

Attention: Contracts Administration

Facsimile:

Telephone:

Customer: Santa Clarita Community College District

By: 

Name: Sharlene Coleal

Title: Chief Business Officer

Date:

Address: 26455 Rockwell Canyon Road

Santa Clarita CA 91355 1803

Attention:

Facsimile: (861) 362-5405

Telephone: (661) 362-3222

Email Address: [sharlene.coleal@canvons.edu](mailto:sharlene.coleal@canvons.edu)

### Meter Acknowledgment Form

#### Meters

You acknowledge that you must have an approved direct access meter ("Meter") installed for each Account as a condition precedent to our obligation to perform our responsibilities for Accounts(s) under this Agreement. You are responsible for loss, damage, theft or destruction of the meters as a result of any cause whatsoever and, in the event of such loss, damage, or destruction, you must immediately repair or replace any such meter. We will invoice and you must pay any Meter Costs.

#### Installation of Meter and Telecommunications Equipment

- If you do not have an approved Meter, our meter service provider ("MSP") will install such meter and you agree to install any necessary telecommunications equipment so the meter can be read remotely. The MSP will provide an estimate of costs and a schedule of standard rates for the work to be performed.
- You will allow us to share the use of your fax or voice phone number for meter data acquisition as required.
- You will provide additional information and access to property within 30 calendar days of our notification to you to facilitate the installation of the meter and any associated telecommunications equipment. Failure to provide additional information and/or access to property could result in monthly manual meter reading charges and could impair direct access meter compliance.
- The costs listed above plus any adjustments for non-standard installations will be billed and attached to a monthly invoice. Payment terms outlined in the Agreement shall apply.

#### Meter Maintenance Plan

- The prices fixed in this agreement include the costs of the Meter Maintenance Plan ("MMP").
- The MMP covers:
  - i. dispatching trouble calls; ii. repairing or replacing malfunctioned meters caused by hardware (modem, mass memory, etc.) failure; iii. meter testing as required up to one annual visit; iv. test and calibration of transformer rated meter with annual usage of greater than 2,000,000 kWh per year prior to the 12-month anniversary of the installation date; Initial manual meter read required in the event of meter equipment failure or any change that prevents a remote meter reading; sample meter testing as required by the applicable state regulatory authority.
- The MMP does not cover:
  - i. phone wiring malfunction except for defects in work by the MSP; ii. dial tone malfunction; iii. removal of the meter; iv. field programming, re-programming, re-configuration requested by Customer outside of the Initial and basic meter programming specifications; v. repair, replacement, re-programming, or re-configuration of meters due to Customer tampering with meters; vi. failure of external device such as AMR module, Datastar, Line Share Switch, Load Control Box, etc.; vii. troubleshooting not related to meter equipment failure; viii. trouble calls related to previous problems where the Customer has not rectified the problem.
- Costs for services or equipment not covered by the MMP will be billed and attached to a monthly invoice.
- Existing direct access meters that are out of compliance at the time of transfer of service to us shall be tested for an additional fee and thereafter the meter testing shall be covered by the MMP.
- The MMP applies to all accounts on this agreement and any subsequent direct access metered accounts. It is a required service under this agreement.

**ACCOUNT SCHEDULE:  
For: Santa Clarita Community College District**

NewEnergy shall have no obligation to enroll or supply electricity to any account(s) that are not identified on the Account Schedule below.  
Please verify that your specific information is COMPLETE and ACCURATE.  
Your review and acceptance of this information will help ensure accurate future invoices

Notes: Accounts listed in the Account(s) Schedule may be updated or replaced with a new account number issued by the Utility, ISO or other entity.

No. Of Service Accounts: 1

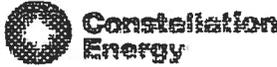
UDC	UDC Account Number	Service Address	Contract Start Date	Contract End Date	Energy Price Non TOU (\$/kWh)	Service Charge (\$/Invoice)
SCE	3030136406	17200 Sierra Highway, Santa Clarita, CA, 91355	1/5/2012	7/3/2012	\$ 0.075	\$ 49

**Payments to Certain Third-Parties:** Customer acknowledges and understands that:

- NewEnergy is making a payment to the Community College League of California in connection with its efforts to facilitate NewEnergy entering into this Agreement; and
- Customer's price reflects the fee NewEnergy is paying to the Community College League of California
- Community College League of California is acting on Customer's behalf as Customer's representative and is not a representative or agent of NewEnergy.

Customer should direct any questions regarding such fee to the Community College League of California.

050801 



Agreement is Not  
Valid Unless  
Executed by  
NewEnergy

**Constellation NewEnergy, Inc.  
Fixed Price Solutions Pricing Schedule**

**MRESA Reference.** This Pricing Schedule is entered into pursuant to and in accordance with a Master Electricity Supply Agreement executed on November 4, 2008, by and between Constellation NewEnergy, Inc. ("NewEnergy") and Santa Clarita Community College District ("Customer"), and is subject to all of the provisions, terms and conditions of such Master Electricity Supply Agreement. Notwithstanding anything to the contrary, any conflict between this Pricing Schedule and the Master Electricity Supply Agreement will be resolved in favor of this Pricing Schedule, but only with respect to the Account(s) listed on this Pricing Schedule. This Pricing Schedule supersedes all prior agreements and understandings with respect to the Account(s), and may not be contradicted by any prior or contemporaneous oral or written agreement. Capitalized terms used herein but not defined will have the meanings ascribed to them in the Master Electricity Supply Agreement.

**Price Terms.** NewEnergy will supply, and Customer will purchase, on an exclusive basis, Customer's full requirements for electricity for the Account(s) listed on the Account Schedule below. The prices contained in the Account Schedule include all the costs listed below as "Fixed", meaning that they are "fixed" for the existing term of this Pricing Schedule and only subject to change as a result of a Change in Law as described in the Master Electricity Supply Agreement or a material change as described in Section PS 2.4 or Section 2.7 of this Pricing Schedule. Costs listed below as "Passed Through" means that charges for these costs will change during the existing term of this Pricing Schedule if and as the related charges assessed or charged to NewEnergy vary for any reason, including but not limited to the types of changes described in Section PS 2.7 hereof or in the Change in Law Section of the Master Electricity Supply Agreement. Customer is also responsible to pay (1) taxes - which NewEnergy will pass through to Customer on Customer's bill either as a separate line item or reflected as part of the price of electricity, as required by Law, and (2) Utility Charges for delivery/distribution services if NewEnergy provides a single bill that includes Utility Charges. The Utility Charges (if any) and Taxes are charged to Customer as "Passed Through." At any time during the term of this Pricing Schedule, Customer may request the purchase of renewable energy certificates in an amount equal to a prescribed percentage of Customer's load volume by entering into one or more Retail Trade Transactions ("RTTs") between Customer and NewEnergy. If the Parties agree to the pricing and terms of the renewable energy certificates

purchase, a separate RTT Confirmation signed by Customer and NewEnergy will document each such purchase.

Energy Costs	Fixed
Ancillary Services And Other ISO Costs	Passed Through
Capacity Costs	Passed Through
Line Loss Costs	Fixed
Baseload Costs	Passed Through
Renewable Portfolio Standards Cost	Passed Through

**GENERAL TERMS AND CONDITIONS**

**PS 1.1. General Definitions.**

"Delivery Point" means existing and future points of interconnection between the ISO-controlled grid or a third party transmission system and/or distribution system, as applicable, and the Utility's transmission system and/or distribution system.

"Holdover Costs" means the sum of all costs and charges incurred by NewEnergy for the retail delivery of energy, including, without limitation and as applicable, the Federal Energy Regulatory Commission, renewable portfolio standards, and any similar charges that may be imposed on NewEnergy with respect to the Accounts (whether by the ISO or the Utility) from time to time. We will pass Holdover Costs through to Customer on

Customer's invoice without mark-up as part of Customer's Holdover Rate.

"Holdover Rate" means a rate calculated by NewEnergy in its sole discretion for each billing cycle as ((Metered Usage) x (Market Price + Holdover Costs + \$0.00525/kWh) + Taxes.

"ISO" means CAISO, or other successor or replacement entity, public or private, administering transmission reliability and control of the electricity grid.

"Market Price" means the ISO-published Real Time Locational Based Marginal Price for the ISO zone identified in the Account Schedule, expressed in \$/kWh. Market Prices are published hourly or sub-hourly depending on ISO. If Customer's Account(s) are not equipped with meters that provide an hourly reading, we will use either the load profiles provided by the Utility for Customer's class or, in the absence of such load profiles provided by the Utility on a timely basis, an otherwise reasonable allocation method established by us, in order to apply Market Prices to Customer's monthly usage.

"Metered Usage" means Customer's kilowatt-hour usage at the Account(s) during the applicable billing period, as adjusted by the applicable line loss factor(s).

"NewEnergy Electricity Charges" means for purpose of this Pricing Schedule all Fixed cost components identified in the "Price Terms" section above at the prices identified in the Account Schedule below multiplied, as applicable, by Customer's usage, demand, number of accounts or other factor shown on the Account Schedule for such Fixed price during the applicable period.

"Notice Period" means, unless a longer period is required by applicable Law, the five day period following written notice from NewEnergy to Customer informing Customer of any amounts past due under this Agreement.

"Payment Date" means the date thirty one (31) days following the invoice date, by which Customer's payment to NewEnergy is due without offset or reduction of any kind.

Account Representative: E16872 | FORM: Siebel - 44492691111 | Page - 1 - of 6 | Printed: 6/18/2011 | E172609  
 ©2009 Constellation Energy, Inc. All rights reserved. The offering herein is sold and contracted by Constellation NewEnergy, Inc., a subsidiary of Constellation Energy Group, Inc. Errors and omissions excepted. Non-Std (4b,19d,23a) ES Pricing Schedule Rev. 1.3 Oct-19-2009

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"Utility Charges" means Delivery Charges to the extent provided by the Utility.

**PS 1.2. Market Definitions.**

"Ancillary Services And Other ISO Costs" means for any billing period the applicable charges regarding ancillary services as set forth in the applicable ISO Open Access Transmission Tariff ("OATT") and for other ISO costs not included in the definition of Basis Costs, Capacity Costs, Energy Costs, and Transmission Costs. NewEnergy will determine Customer's monthly Ancillary Services And Other ISO Costs based on Customer's \$/kWh share of NewEnergy's cost for Ancillary Services And Other ISO Costs incurred with respect to all of NewEnergy's customers within the applicable ISO service territory or in the form of an otherwise reasonable allocation method as NewEnergy may determine from time to time based on how Ancillary Services And Other ISO Costs are assessed by the ISO.

"Basis Costs" means the difference in Market Prices between the energy zone of the service account (sometimes referred to as the "Load Aggregation Point" or "LAP") and the supply hub (sometimes call the "EZ Gen Hub") associated with the service account energy zone. The market rules determine which hub is used to supply an energy zone. Currently the rules require that the PGE energy zone be supplied from the NP15 hub, the SCE energy zone be supplied from the SP15 hub, and the SDGE energy zone be supplied from the SP15 hub. The day ahead market price will be used to calculate Basis Costs except that where the contract specifies use of the real time market price as the energy index for settlement, the real time index price will be used for calculating Basis Costs.

"CAISO" means the California Independent System Operator.

"Capacity Costs" means a charge for fulfilling the capacity (Resource Adequacy) requirements for the Account(s) imposed by the Public Utilities Commission, ISO, or otherwise.

"Energy Costs" means a charge for the cost items included in the Locational Marginal Price for the ISO zone identified in the Account Schedule.

"Line Loss Costs" means the distribution charges imposed by the Utility in connection with the supply of electricity by NewEnergy to Customer in accordance with this Agreement, which are calculated based on a percentage of Customer's kilowatt-hour consumption during the applicable period times.

"Non Time Of Use" or "NTOU" means all hours of each day.

"Renewable Portfolio Standards Cost" means Customer's pro rata share of NewEnergy's total cost of procuring renewable energy to comply with Renewable Portfolio Standards ("RPS") requirements for the State of California. NewEnergy will determine Customer's Renewable Portfolio Standards Cost based on the percentage that Customer's usage for a calendar year bears to all of NewEnergy's customers within the applicable ISO service territory or in the form of an otherwise reasonable allocation method as NewEnergy may determine from time to time based on how costs are incurred by NewEnergy to comply with its RPS requirements.

"TOU Price" means the NewEnergy Electricity Charges expressed in \$/MWh or \$/kWh.

**PS 2.1. Initial Term.** With respect to each Account set forth below, the term of this Pricing Schedule shall commence on the date set forth on the Account table below under "Start Date", through the date set forth on the Account table below under "End Date", unless extended on a holdover basis as described in this Agreement. Unless the Start Date and End Date specify a specific meter read date, such date shall be the first regularly scheduled meter read date for the stated month and calendar year, which meter read date may fall within the prior calendar month or in the subsequent calendar month (e.g., the meter read date for the month of March may in fact fall in February). Meter read dates are based on the information currently available from the Utility, actual meter read dates are determined by the Utility and may deviate from those shown on the Account Schedule. NewEnergy will use commercially reasonable efforts to begin service to the Account(s) on the Start Date(s) set forth below, but if NewEnergy is unable to enroll one or more of the Accounts by such date as a result of circumstances beyond NewEnergy's control (including (i) Customer's failure to timely provide NewEnergy with all information with respect to the Account(s) necessary in order to successfully enroll the Account(s) with the Utility or notify the Utility that it has selected NewEnergy as its supplier or (ii) any acts or omissions of the Utility), the Start Date(s) will commence on the next regularly scheduled Utility meter read date in the month and year following successful enrollment of such Account(s), but the End Date(s) will remain the same.

**PS 2.2 Renewal Terms.** Nothing in the Agreement (including this Pricing Schedule) shall be deemed to require or otherwise obligate NewEnergy to offer to extend the term of this Pricing Schedule.

**PS 2.3 Invoicing and Payment.** For amounts due under this Pricing Schedule and the Agreement, unless otherwise agreed to by the parties, Customer will receive two invoices, one from NewEnergy for all charges applicable to Customer's electricity usage, which consists of the NewEnergy Electricity Charge plus all charges identified as a Passed Through in the "Price Terms" section above, and one from the Utility for the Utility Charges.

Customer acknowledges that NewEnergy's ability to invoice Customer is dependent on the Utility's or ISO's ability to furnish NewEnergy with all necessary information. In the absence of such information, NewEnergy shall have the right to invoice Customer based on estimated meter readings or other estimated information. Customer's invoice will be adjusted the next billing cycle after which NewEnergy receives the actual consumption amount and other necessary information from the Utility or ISO to reconcile any difference between estimated consumption and actual consumption or other matters. To the extent that dollar amounts included on an invoice are for the benefit of the Utility, Customer shall also comply with the standard terms and conditions of the Utility applicable to payments owed to it. Payments to NewEnergy are subject to adjustments in subsequent invoices if, on the basis of verified information provided by the ISO, the Utility or otherwise, the amount of electricity delivered to the Customer is adjusted. Customer shall have full responsibility for payment of any existing amounts owed to Utility.

**PS 2.4 Change in Usage.** Customer acknowledges that NewEnergy determined the TOU Price for electricity for the NewEnergy Electricity Charge calculation, in part, based on Customer's historical and/or anticipated usage for each Account by TOU period during the applicable supply Term under this Agreement. Customer agrees to provide NewEnergy with thirty (30) days prior written notice in the event that Customer reasonably anticipates, during the applicable Supply Term under this Agreement, a material change to Customer's electricity requirements that was not otherwise disclosed to NewEnergy prior to the execution of the applicable Pricing Schedule and associated supply Term, if such change is related to: (a) increased or decreased use of on-site generation; or (b) expansion or reduction of existing facilities. In the event that Customer's requirements are materially changed, as defined above, NewEnergy may amend the TOU Price if: (1) on more than one occasion an instance of such material change results in Customer's aggregate monthly usage either increasing or decreasing by more than 25% compared to Customer's aggregated usage during the same month in each of the two prior years, with each of those prior months' usages adjusted to account for any known sources of

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sustained usage changes; and (2) if NewEnergy's average per MWh costs of serving Customer, excluding all pass-through charges, increase materially as a result of Customer's material change in usage. If Customer does not accept the amended TOU Price offered by NewEnergy or if one or more of Customer's facilities which are receiving electricity supply hereunder are closed, vacated, sold, consolidated or otherwise disposed of, then Customer may, to the extent permitted by applicable Law, terminate this Pricing Schedule with respect to the corresponding Account(s) upon thirty (30) days written notice to NewEnergy, in which event Customer may be liable to make an early termination payment to NewEnergy under the applicable section of the Master Agreement.

**PS 2.5 Intentionally Omitted.**

**PS 2.6 Certain Customer Acknowledgements.** Customer acknowledges and agrees that (a) NewEnergy is not acting as Customer's consultant or advisor for any purpose, and Customer will not construe or rely on any information provided or statements made by NewEnergy, including without limitation as to the advantages or disadvantages of any specific product or service, predictions about future energy prices, or any other statements or information, as advice or representations of any sort; and (b) Customer is making its own decisions based solely upon its own analysis and the advice of its own advisors, if any, and is not relying on NewEnergy in any way in making its decision to enter into this Pricing Schedule or in making any other decision or taking any other action under this Pricing Schedule.

**PS 2.7 Material Changes.** If the Utility changes the designated rate class, the locational deliverability area or the assigned transmission and capacity obligations for an Account, or if the ISO changes capacity compensation, NewEnergy reserves the right to adjust its prices, and any such adjustment will reasonably reflect the incremental cost to NewEnergy. Any such change and corresponding adjustment by NewEnergy shall not be considered a "Change in Law" subject to Section T2.5 of the Master Electricity Supply Agreement.

**PS 2.8. NewEnergy and Utility Contact Information.** Customer may contact NewEnergy regarding its invoice or other matters concerning this pricing Schedule at NewEnergy's Customer Service Department by toll-free telephone at 888-835-0827, or email at [customer-care@constellation.com](mailto:customer-care@constellation.com). **CUSTOMER AGREES TO CONTACT ITS UTILITY IN THE EVENT OF A POWER OUTAGE OR OTHER ELECTRICITY RELATED EMERGENCY AT THE FOLLOWING TELEPHONE NUMBERS:**

Utility Name	Utility Abbreviation	Contact Numbers
Southern California Edison	SCE	Emergency: 800611911

**PS 2.9 Certain Customer Representations and Warranties.** (a) Customer warrants and represents that (1) the Accounts are eligible for direct access services, (2) its aggregate peak demand during any 12 month period is greater than 20 kilowatts and (3) the electricity supplied under this Agreement is not for residential use (b) Customer agrees and acknowledges that NewEnergy utilizes MRW Consulting ("MRW") for on-going utility rate and California market analysis. NewEnergy will authorize MRW to make available to Customer and its representative, Community College League of California ("CCLC"), certain utility rate analysis conducted on behalf of NewEnergy. NewEnergy makes no representations or warranties as to the completeness or correctness of any information or analysis provided to Customer or CCLC by MRW and any use or reliance on MRW information or analysis is at Customer's own risk. Customer further acknowledges and affirms that Customer or any representative thereof will not share any MRW information or analysis with any third parties nor will they utilize any MRW information or analysis for the benefit of any third parties.

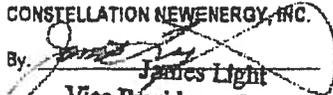
**PS 2.10**

**Net Energy Metering.** NewEnergy shall provide Net Energy Metering to any Account(s) with the necessary metering installed to measure both (a) electricity flowing from the grid to the Account(s) and (b) electrical energy flowing from the Account(s) to the grid. Where Accounts have Net Energy Metering, NewEnergy will use the Net Energy Metered Amount in any billing period to calculate its invoice to the Customer. If Utility metering is not in place to allow the calculation of Net Energy Metering, then NewEnergy shall have no obligation to perform such calculation. If the Net Energy Metered Amount is negative for any billing period (i.e., more kWhs are transmitted from the Account(s) to the grid than are transmitted from the grid to the Account(s)), NewEnergy will apply the Net Energy Metered Amount to the calculation of the next invoice. Notwithstanding, amounts existing at the end of the term set forth in this Pricing Schedule shall not survive past the term and under no circumstances will NewEnergy be obligated to apply a credit or pay Customer for any such amounts; provided however that if the Customer has a subsequent agreement with NewEnergy that ensures continuous, uninterrupted supply to the Customer by NewEnergy, in which case any such negative Net Energy Metered Amounts will be applied to the calculation of the next invoice. "Net Energy Metering" means the measurement and calculation of the Net Energy Metered Amount, provided that for billing purposes, such measurement and calculation shall depend on the specific metering configuration in place by the Utility. "Net Energy Metered Amount" means, for a given billing period, the sum of (a) and (b), where (a) equals the number of kWhs taken from the grid by Account(s), which amount is taken to be a positive value; and (b) equals the number of kWhs transmitted to the grid from Account(s), which amount is taken to be a negative value, and which kWh production is produced by a Customer's solar or wind turbine electrical generating facility or a solar-wind hybrid on its premises ("Self-Generation") which is interconnected and operated in parallel with the Utility's transmission and distribution system.

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Each party has caused this Agreement to be executed by its authorized representative on the respective dates written below.

CONSTELLATION NEWENERGY, INC.  
By:   
Name: James Light  
Title: Vice President of Business Support Organization  
Date: 6/17/2011  
Address: 1221 Lamar St Suite 750  
Houston, Texas 77010  
Attention: Contracts Administration  
Facsimile:  
Telephone:

Customer: Santa Clarita Community College District  
By:   
Name: Sharlene Coleal  
Title: Chief Business Officer  
Date:  
Address:  
Attention:  
Facsimile: (661) 362-5405  
Telephone: (661) 362-3222  
Email Address: [sharlene.coleal@canyons.edu](mailto:sharlene.coleal@canyons.edu)

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### Meter Acknowledgment Form

#### Meters

You acknowledge that you must have an approved direct access meter ("Meter") installed for each Account as a condition precedent to our obligation to perform our responsibilities for Accounts(s) under this Agreement. You are responsible for loss, damage, theft or destruction of the meters as a result of any cause whatsoever and, in the event of such loss, damage, or destruction, you must immediately repair or replace any such meter. We will invoice and you must pay any Meter Costs.

#### Installation of Meter and Telecommunications Equipment

- If you do not have an approved Meter, our meter service provider ("MSP") will install such meter and you agree to install any necessary telecommunications equipment so the meter can be read remotely. The MSP will provide an estimate of costs and a schedule of standard rates for the work to be performed.
- You will allow us to share the use of your fax or voice phone number for meter data acquisition as required.
- You will provide additional information and access to property within 30 calendar days of our notification to you to facilitate the installation of the meter and any associated telecommunications equipment. Failure to provide additional information and/or access to property could result in monthly manual meter reading charges and could impair direct access meter compliance.
- The costs listed above plus any adjustments for non-standard installations will be billed and attached to a monthly invoice. Payment terms outlined in the Agreement shall apply.

#### Meter Maintenance Plan

- The prices fixed in this agreement include the costs of the Meter Maintenance Plan ("MMP").
- The MMP covers:
  - i. dispatching trouble calls; ii. repairing or replacing malfunctioned meters caused by hardware (modem, mass memory, etc.) failure; iii. meter testing as required up to one annual visit; iv. test and calibration of transformer rated meter with annual usage of greater than 2,000,000 kWh per year prior to the 12-month anniversary of the installation date; initial manual meter read required in the event of meter equipment failure or any change that prevents a remote meter reading; sample meter testing as required by the applicable state regulatory authority.
- The MMP does not cover:
  - i. phone wiring malfunction except for defects in work by the MSP; ii. dial tone malfunction; iii. removal of the meter; iv. field programming, re-programming, re-configuration requested by Customer outside of the Initial and basic meter programming specifications; v. repair, replacement, re-programming, or re-configuration of meters due to Customer tampering with meters; vi. failure of external device such as AMR module, Datastar, Line Share Switch, Load Control Box, etc.; vii. troubleshooting not related to meter equipment failure; viii. trouble calls related to previous problems where the Customer has not rectified the problem.
- Costs for services or equipment not covered by the MMP will be billed and attached to a monthly invoice.
- Existing direct access meters that are out of compliance at the time of transfer of service to us shall be tested for an additional fee and thereafter the meter testing shall be covered by the MMP.
- The MMP applies to all accounts on this agreement and any subsequent direct access metered accounts. It is a required service under this agreement.

1-1133099542

**ACCOUNT SCHEDULE:**  
**For: Santa Clarita Community College District**

NewEnergy shall have no obligation to enroll or supply electricity to any account(s) that are not identified on the Account Schedule below.  
 Please verify that your specific information is COMPLETE and ACCURATE.  
 Your review and acceptance of this information will help ensure accurate future invoices

Notes: Accounts listed in the Account(s) Schedule may be updated or replaced with a new account number issued by the Utility, ISO or other entity

No. Of Service Accounts: 1

UDC	UDC Account Number	Service Address	Contract Start Date	Contract End Date	Energy Price Non TOU (\$/kWh)	Service Charge (\$/Invoice)
SCE	3030136406	17200 Sierra Highway, Santa Clarita, CA, 91355	7/3/2012	7/3/2013	5-0-075-	\$ 49

Initial Here  
 054693

**Payments to Certain Third-Parties:** Customer acknowledges and understands that:

- NewEnergy is making a payment to the Community College League of California in connection with its efforts to facilitate NewEnergy entering into this Agreement; and
- Customer's price reflects the fee NewEnergy is paying to the Community College League of California
- Community College League of California is acting on Customer's behalf as Customer's representative and is not a representative or agent of NewEnergy.

Customer should direct any questions regarding such fee to the Community College League of California.

1133099542

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** BUSINESS SERVICES

<u>ITEM/TITLE</u> Financial Report – Month Ending May 31, 2011	<input type="checkbox"/> ACTION/CONSENT
_____	<input type="checkbox"/> ACTION
_____	<input checked="" type="checkbox"/> INFORMATION
_____	<input type="checkbox"/> DISCUSSION

**BACKGROUND / ANALYSIS:**

Financial Reports for all District funds for the period ending May 31, 2011 are available from the Business Services Department upon request.

**The Unrestricted General Fund (Fund 11)** financial report includes the budgeted ending fund balance for fiscal year 2010-2011 of \$5,502,140. The actual ending fund balance after the Fiscal Year 2010-2011 books are closed will vary from this budgeted total. The following is a current estimate of the 6/30/11 ending fund balance:

- Estimated ending fund balance at 6/30/11 (current budget)      \$ 5,502,140      6.3%
- Add Estimated unused contingency for mid-year cuts              \$ 4,100,000      5.6%
- Add Estimated expense savings/revenue shortfalls              \$ 2,281,795      2.9%
- Total potential estimated ending fund balance at 6/30/11      \$11,883,935      14.8%

This is comparable to other districts, as a recent survey of 2010-11 budgeted ending fund balances indicated that 28 out of 53 responding districts had double digit fund balance percentages ranging from 10% to 28.7%. A fund balance that exceeds the State Chancellor's Office 5% minimum reserve is prudent due to the volatility of State revenues.

(Continued)

**FISCAL IMPLICATIONS:**

Overall increase in **funding** for use by District programs in the amount of **\$35,173** as follows:

**Fund 11** (Unrestricted General Fund)

- **\$13,314** to be used to fund various unrestricted expenses or to increase contingency.

**Fund 12** (Restricted General Fund)

- **\$1,859** to be used by grant and categorical programs.

**Fund 33** (Child Development Fund)

- **\$20,000** to be used for Preschool and Infant/Toddler programs.

**RECOMMENDATIONS:**

Information only.

Submitted by:

Kari Soffa

Approval for submission to Board of Trustees:

*Dr. Dianne G. Van Hook*

Dr. Dianne G. Van Hook  
Chancellor

Recommended by:

*Sharlene L. Coleal*

Sharlene L. Coleal

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

**PAGE:** Two  
**AGENDA CATEGORY:** BUSINESS SERVICES  
**ITEM TITLE:** Financial Report – Month Ending May 31, 2011  
**MEETING DATE:** July 13, 2011

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**BACKGROUND / ANALYSIS (Continued):**

The May 31, 2011 Financial Reports also include the following attachments, which summarize any budget adjustments that result in a change to the total Adopted Budget of a fund and/or result in a change to the contingency reserve budget of a fund:

**Unrestricted General Fund – Fund 11 – (Report Attachment A)**

- **Revenue/Expenditure:** A **\$13,314 increase in revenue/expenditure** is the result of increasing revenue and expense budgets for the following:
  - \$13,607 to establish budget for Honor’s Banquet event
  - (\$290) to adjust indirect support budget for RTF Incumbent Worker Manufacturing Grant
  - (\$3) to adjust indirect support budget from MESA
- **Contingency:** There are no changes in contingency to report for this period.

**Restricted General Fund – Fund 12 – (Report Attachment B)**

- **Revenue/Expenditure:** A **\$1,859 increase in revenue/expenditure** is the result of increasing or establishing budgets for the following categorical and grant programs:
  - \$8,000 to establish budget for MESA California Connects Grant
  - \$1,500 to establish budget for City of Santa Clarita Canyon Country Campus Gardens Grant
  - (\$7,573) adjustment to the RTF Incumbent Work Manufacturing Grant budget (Advanced Bionics)
  - (\$68) adjustment to MESA to match award allocation
- **Contingency:** There are no changes in contingency to report for this period.

**Child Development Center Fund – Fund 33 – (Report Attachment C)**

- **Revenue/Expenditure:** A **\$20,000 increase in revenue/expenditure** is the result of increasing or establishing budgets for the following categorical and grant programs:
  - \$20,000 to increase Preschool and Infant/Toddler program budgets due to an increased projection for parent fee income
- **Contingency:** There are no changes in contingency to report for this period.

**YTD Changes to Adopted Budget 2010-2011  
 Fund 11 - Unrestricted General Fund**

"Attachment A"

<b><u>Adopted Revenue Budget</u></b>	<b>81,022,005.00</b>
<i>YTD Changes to Revenue Budget reported through 4/30/11:</i>	938,719.46
<i>Additional Changes to Budget:</i>	
Establish revenue budget for Honor's Banquet event from attendance ticket sales	13,607.00
Adjust indirect support revenue budget from RTF Incumbent Worker Manufacturing Grant #1 (Advanced Bionics)	(290.00)
Adjust indirect support revenue budget from MESA	(3.00)
<i>Subtotal of Additional Changes</i>	<hr/> 13,314.00
<i>Total Changes YTD</i>	952,033.46
<b>Current Revenue Budget - as of 5/31/11</b>	<b>81,974,038.46</b>

<b><u>Adopted Expenditure Budget</u></b>	<b>91,940,613.00</b>
<i>YTD Changes to Expenditure Budget reported through 4/30/11:</i>	938,719.46
<i>Additional Changes to Budget:</i>	
Establish expenditure budget for Honor's Banquet event	13,607.00
Adjust indirect support expenditure budget from RTF Incumbent Worker Manufacturing Grant #1 (Advanced Bionics)	(290.00)
Adjust indirect support expenditure budget from MESA	(3.00)
<i>Subtotal of Additional Changes</i>	<hr/> 13,314.00
<i>Total Changes YTD</i>	952,033.46
<b>Current Expenditure Budget - as of 5/31/11</b>	<b>92,892,646.46</b>

<b><u>Adopted Contingency Reserve Budget / Fund Balance</u></b>	<b>10,972,608.00</b>
<i>YTD Entries to Contingency reported through 4/30/11:</i>	(1,370,467.54)
<i>None to report for this period</i>	-
<i>Subtotal of Additional Changes</i>	<hr/> -
<i>Total Changes YTD</i>	(1,370,467.54)
<b>Current Contingency Reserve Budget - as of 5/31/11</b>	<b>9,602,140.46</b>

**YTD Changes to Adopted Budget 2010-2011  
Fund 12 - General Restricted Fund**

"Attachment B"

<b><u>Adopted Revenue Budget</u></b>	<b>13,132,731.00</b>
<i>YTD Changes to revenue budget reported through 4/30/11:</i>	1,844,935.49
<i>Additional Changes to Budget:</i>	
Establish revenue budget for MESA California Connects Grant	8,000.00
Establish revenue budget for City of Santa Clarita Canyon Country Campus Gardens Grant	1,500.00
Adjust revenue budget for RTF Incubent Worker Manufacturing Grant #1 (Advanced Bionics)	(7,573.00)
Adjust revenue budget for MESA to match award allocation	(68.00)
 <i>Subtotal of Additional Changes</i>	<hr/> 1,859.00
 <i>Total Changes YTD</i>	1,846,794.49
 <b>Current Revenue Budget - as of 5/31/11</b>	<b>14,979,525.49</b>

<b><u>Adopted Expenditure Budget</u></b>	<b>14,166,582.00</b>
<i>YTD Changes to expenditure budget reported through 4/30/11:</i>	1,844,935.49
<i>Additional Changes to Budget:</i>	
Establish expenditure budget for MESA California Connects Grant	8,000.00
Establish expenditure budget for City of Santa Clarita Canyon Country Campus Gardens Grant	1,500.00
Adjust expenditure budget for RTF Incubent Worker Manufacturing Grant #1 (Advanced Bionics)	(7,573.00)
	(68.00)
 <i>Subtotal of Additional Changes</i>	<hr/> 1,859.00
 <i>Total Changes YTD</i>	1,846,794.49
 <b>Current Expenditure Budget - as of 5/31/11</b>	<b>16,013,376.49</b>

<b><u>Adopted Contingency Reserve Budget / Fund Balance</u></b>	<b>5,852.00</b>
<i>YTD Entries to Contingency reported through 4/30/11:</i>	0.00
<i>Additional Entries to distribute contingency to expenditure line items or increase contingency:</i>	
<i>None to report for this period</i>	0.00
 <i>Subtotal of Additional Changes</i>	<hr/> 0.00
 <i>Total Changes YTD</i>	0.00
 <b>Current Contingency Reserve Budget - as of 5/31/11</b>	<b>5,852.00</b>

**YTD Changes to Adopted Budget 2010-2011  
Fund 33 - Child Development Fund**

"Attachment C"

<b><u>Adopted Revenue Budget</u></b>	<b>1,017,580.00</b>
<i>YTD Changes to revenue budget reported through 4/30/11:</i>	(1,881.00)
<i>Additional Changes to Budget:</i>	
Increase revenue budget for Preschool, Infant and Toddler programs parent fees	20,000.00
<i>Subtotal of Additional Changes</i>	<u>20,000.00</u>
<i>Total Changes YTD</i>	18,119.00
<b>Current Revenue Budget - as of 5/31/11</b>	<b>1,035,699.00</b>

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<b><u>Adopted Expenditure Budget</u></b>	<b>1,024,287.00</b>
<i>YTD Changes to expenditure budget reported through 4/30/11:</i>	(1,881.00)
<i>Additional Changes to Budget:</i>	
Increase expenditure budget for Preschool, Infant and Toddler programs parent fees	20,000.00
<i>Subtotal of Additional Changes</i>	<u>20,000.00</u>
<i>Total Changes YTD</i>	18,119.00
<b>Current Expenditure Budget - as of 5/31/11</b>	<b>1,042,406.00</b>

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<b><u>Adopted Contingency Reserve Budget / Fund Balance</u></b>	<b>0.00</b>
<i>YTD Entries to Contingency reported through 4/30/11:</i>	0.00
<i>Additional Entries to distribute contingency to expenditure line items or increase contingency:</i>	
None to report for this period	0.00
<i>Subtotal of Additional Changes</i>	<u>0.00</u>
<i>Total Changes YTD</i>	0.00
<b>Current Contingency Reserve Budget - as of 5/31/11</b>	<b>0.00</b>

**Santa Clarita Community College District**

**Financial Report**

For The Period Ending

May 31, 2011

**Fund 11 - General Fund-Unrestricted**

**Resources**

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
Federal Revenues	152,863.00	152,863.00	115,861.00	-	37,002.00	75.79%
State Revenues	56,663,114.00	57,481,192.00	42,448,316.45	-	15,032,875.55	73.85%
Local Revenues	23,610,694.00	23,727,547.00	21,056,248.38	-	2,671,298.62	88.74%
Other Financing Sources	595,334.00	612,436.46	99,413.32	-	513,023.14	16.23%
<b>Total Income</b>	<b>81,022,005.00</b>	<b>81,974,038.46</b>	<b>63,719,839.15</b>	<b>-</b>	<b>18,254,199.31</b>	<b>77.73%</b>
Beginning Fund Balance	10,972,608.00	10,972,608.00	10,972,608.11	-	(0.11)	100.00%
Adjustments to Fund Balance	-	-	-	-	-	
<b>Total Resources</b>	<b>91,994,613.00</b>	<b>92,946,646.46</b>	<b>74,692,447.26</b>	<b>-</b>	<b>18,254,199.20</b>	<b>80.36%</b>

**Expenditures and Fund Balance**

Certificated Instructional Salaries	21,079,633.00	21,297,412.81	17,339,975.86	-	3,957,436.95	81.42%
Certificated Non-Instructional Salaries	7,587,692.00	7,340,556.49	5,736,743.28	-	1,603,813.21	78.15%
Classified Instructional Salaries	1,680,266.00	1,694,357.69	1,403,053.36	-	291,304.33	82.81%
Classified Non-Instructional Salaries	17,704,582.00	17,791,258.98	14,500,322.34	-	3,290,936.64	81.50%
<b>Total Salaries</b>	<b>48,052,173.00</b>	<b>48,123,585.97</b>	<b>38,980,094.84</b>	<b>-</b>	<b>9,143,491.13</b>	<b>81.00%</b>
Employee Benefits	13,347,039.00	13,325,582.43	11,966,035.97	90,688.73	1,268,857.73	89.80%
Supplies and Materials	939,833.00	993,486.62	685,296.81	143,254.47	164,935.34	68.98%
Other Expenses	19,250.00	20,530.00	-	-	20,530.00	0.00%
Contracts for Personal Services	8,615,691.00	8,615,276.29	2,548,939.10	93,387.01	5,972,950.18	29.59%
Travel and Conference Expense	274,208.00	274,800.07	165,797.81	3,780.00	105,222.26	60.33%
Dues and Memberships	101,739.00	97,555.45	91,977.95	600.00	4,977.50	94.28%
Insurances	592,309.00	578,959.00	572,869.12	-	6,089.88	98.95%
Utilities and Housekeeping	2,159,911.00	2,171,344.00	1,850,330.78	20,687.14	300,326.08	85.22%
Maintenance, Repairs and Rentals	1,165,496.00	1,154,263.60	839,525.59	129,072.39	185,665.62	72.73%
Professional Services	224,213.00	255,957.63	216,566.91	-	39,390.72	84.61%
Other Expenses	1,376,568.00	1,259,664.29	808,308.16	57,444.77	393,911.36	64.17%
Building Improvements	4,000.00	10,337.44	10,112.34	-	225.10	97.82%
Library Books & Materials	103,911.00	104,211.00	91,583.90	5,280.22	7,346.88	87.88%
New Equipment	860,976.00	1,789,264.21	1,227,135.90	103,635.50	458,492.81	68.58%
Debt Retirement	141,059.00	141,059.00	119,469.99	4,875.49	16,713.52	84.70%
Payments to Students	500.00	500.00	11,326.00	-	(10,826.00)	0.00%
Interfund Transfers	3,043,129.00	4,428,129.00	3,356,920.25	-	1,071,208.75	75.81%
Contingency Reserve	-	4,100,000.00	-	-	4,100,000.00	0.00%
<b>Total Expenditures</b>	<b>81,022,005.00</b>	<b>87,444,506.00</b>	<b>63,542,291.42</b>	<b>652,705.72</b>	<b>23,249,508.86</b>	<b>72.67%</b>
Ending Fund Balance	10,972,608.00	5,502,140.46	-	-		
<b>Total Expenditures and Ending Fund Balance</b>	<b>91,994,613.00</b>	<b>92,946,646.46</b>	<b>74,692,447.26</b>	<b>-</b>	<b>n/a</b>	<b>n/a</b>

# Santa Clarita Community College District

## Financial Report

For The Period Ending

May 31, 2011

### Fund 12 - General Fund-Restricted

#### Resources

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
Federal Revenues	4,819,328.00	5,238,234.25	1,418,883.30	-	3,819,350.95	27.09%
State Revenues	5,423,008.00	6,810,974.20	4,473,111.90	-	2,337,862.30	65.68%
Local Revenues	1,802,200.00	1,857,122.24	1,695,574.99	-	161,547.25	91.30%
Other Financing Sources	1,088,195.00	1,073,195.00	13,500.00	-	1,059,695.00	1.26%
<b>Total Income</b>	<b>13,132,731.00</b>	<b>14,979,525.69</b>	<b>7,601,070.19</b>	<b>-</b>	<b>7,378,455.50</b>	<b>50.74%</b>
Beginning Fund Balance	1,033,851.00	1,033,851.00	1,033,850.65	-	0.35	100.00%
Adjustments to Fund Balance	-	-	-	-	-	
<b>Total Resources</b>	<b>14,166,582.00</b>	<b>16,013,376.69</b>	<b>8,634,920.84</b>	<b>-</b>	<b>7,378,455.85</b>	<b>53.92%</b>

#### Expenditures and Fund Balance

Certificated Instructional Salaries	677,476.00	568,081.02	335,734.78	-	232,346.24	59.10%
Certificated Non-Instructional Salaries	1,198,683.00	1,456,405.63	983,094.89	-	473,310.74	67.50%
Classified Instructional Salaries	110,175.00	151,040.63	52,024.56	-	99,016.07	34.44%
Classified Non-Instructional Salaries	2,933,803.00	3,690,512.25	2,367,332.27	-	1,323,179.98	64.15%
<b>Total Salaries</b>	<b>4,920,137.00</b>	<b>5,866,039.53</b>	<b>3,738,186.50</b>	<b>-</b>	<b>2,127,853.03</b>	<b>63.73%</b>
Employee Benefits	1,328,899.00	1,479,414.44	947,592.03	-	531,822.41	64.05%
Supplies and Materials	742,751.00	893,118.38	392,993.78	168,579.50	331,545.10	44.00%
Contracts for Personal Services	1,085,901.00	1,244,538.97	705,100.88	134,542.25	404,895.84	56.66%
Travel and Conference Expense	212,304.00	219,685.18	116,137.89	500.00	103,047.29	52.87%
Dues and Memberships	9,479.00	10,969.00	7,087.75	-	3,881.25	64.62%
Insurances	20,000.00	20,000.00	16,439.50	-	3,560.50	82.20%
Utilities and Housekeeping	3,810.00	2,810.00	156.53	-	2,653.47	5.57%
Maintenance, Repairs and Rentals	28,494.00	65,251.77	19,363.21	21,300.46	24,588.10	29.67%
Other Expenses	2,589,789.00	2,599,020.51	489,626.16	782,604.72	1,326,789.63	18.84%
Building Improvements	28,000.00	31,812.00	9,681.17	2,709.73	19,421.10	30.43%
Library Books & Materials	677.00	1,007.35	1,006.09	-	1.26	99.87%
New Equipment	1,672,101.00	1,976,578.10	572,523.88	351,276.51	1,052,777.71	28.97%
Interfund Transfers	1,261,597.00	1,278,699.46	765,675.82	-	513,023.64	59.88%
Payments to Students	256,791.00	318,580.00	280,575.52	916.50	37,087.98	88.07%
Contingency Reserve	-	-	-	-	-	
<b>Total Expenditures</b>	<b>14,160,730.00</b>	<b>16,007,524.69</b>	<b>8,062,146.71</b>	<b>1,462,429.67</b>	<b>6,482,948.31</b>	<b>50.36%</b>
Ending Fund Balance	5,852.00	5,852.00	-	-	-	
<b>Total Expenditures and Ending Fund Balance</b>	<b>14,166,582.00</b>	<b>16,013,376.69</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>n/a</b>

**Santa Clarita Community College District**

**Financial Report**

For The Period Ending

May 31, 2011

**Fund 29 - Debt Service Fund**

**Resources**

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
Local Revenues	30,000.00	30,000.00	23,011.97	-	6,988.03	76.71%
Other Financing Sources	2,114,804.00	2,114,804.00	2,114,801.00	-	3.00	100.00%
<b>Total Income</b>	<b>2,144,804.00</b>	<b>2,144,804.00</b>	<b>2,137,812.97</b>	<b>-</b>	<b>6,991.03</b>	<b>99.67%</b>
Beginning Fund Balance	3,721,593.00	3,721,593.00	3,721,592.78	-	0.22	100.00%
Adjustments to Fund Balance	-	-	-	-	-	
<b>Total Resources</b>	<b>5,866,397.00</b>	<b>5,866,397.00</b>	<b>5,859,405.75</b>	<b>-</b>	<b>6,991.25</b>	<b>99.88%</b>

**Expenditures and Fund Balance**

Other Expenses	3,859,947.00	3,159,947.00	1,599,270.38	-	1,560,676.62	50.61%
Debt Retirement	1,144,962.00	1,144,962.00	1,144,961.88	-	0.12	100.00%
Interfund Transfers	-	700,000.00	700,000.00	-	-	100.00%
Contingency Reserve	808,500.00	808,500.00	-	-	808,500.00	0.00%
<b>Total Expenditures</b>	<b>5,813,409.00</b>	<b>5,813,409.00</b>	<b>3,444,232.26</b>	<b>-</b>	<b>2,369,176.74</b>	<b>59.25%</b>
Ending Fund Balance	52,988.00	52,988.00	-	-		
<b>Total Expenditures and Ending Fund Balance</b>	<b>5,866,397.00</b>	<b>5,866,397.00</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>n/a</b>

**Santa Clarita Community College District**

**Financial Report**

For The Period Ending

May 31, 2011

**Fund 32 - Cafeteria Fund**

**Resources**

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
Local Revenues	76,450.00	76,450.00	54,527.38	-	21,922.62	71.32%
Total Income	76,450.00	76,450.00	54,527.38	-	21,922.62	71.32%
Beginning Fund Balance	72,556.00	72,556.00	72,555.52		0.48	100.00%
Adjustments to Fund Balance	-	-	-	-	-	
Total Resources	149,006.00	149,006.00	127,082.90	-	21,923.10	85.29%

**Expenditures and Fund Balance**

Supplies and Materials	500.00	500.00	124.03	-	375.97	24.81%
Contracts for Personal Services	17,756.00	17,756.00	-	-	17,756.00	0.00%
Maintenance, Repairs and Rentals	40,000.00	40,000.00	19,703.56	5,500.00	14,796.44	49.26%
Other Expenses	70,750.00	70,750.00	30,016.16	16,455.62	24,278.22	42.43%
New Equipment	20,000.00	20,000.00	5,545.12	-	14,454.88	27.73%
Total Expenditures	149,006.00	149,006.00	55,388.87	21,955.62	53,529.54	37.17%
Ending Fund Balance	-	-	-	-		
Total Expenditures and Ending Fund Balance	149,006.00	149,006.00	-	-	n/a	n/a

**Santa Clarita Community College District**

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**Fund 33 - Child Development Center**

**Resources**

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
Federal Revenues	30,000.00	31,200.00	26,650.63	-	4,549.37	85.42%
State Revenues	500,429.00	433,454.00	406,104.48	-	27,349.52	93.69%
Local Revenues	375,578.00	459,472.00	470,438.36	-	(10,966.36)	102.39%
Other Financing Sources	111,573.00	111,573.00	100,000.00	-	11,573.00	89.63%
<b>Total Income</b>	<b>1,017,580.00</b>	<b>1,035,699.00</b>	<b>1,003,193.47</b>	<b>-</b>	<b>32,505.53</b>	<b>96.86%</b>
Beginning Fund Balance	6,707.00	6,707.00	6,707.33	-	(0.33)	100.00%
Adjustments to Fund Balance	-	-	-	-	-	
<b>Total Resources</b>	<b>1,024,287.00</b>	<b>1,042,406.00</b>	<b>1,009,900.80</b>	<b>-</b>	<b>32,505.20</b>	<b>96.88%</b>

**Expenditures and Fund Balance**

Certificated Non-Instructional Salaries	188,245.00	206,000.00	179,390.64	-	26,609.36	87.08%
Classified Non-Instructional Salaries	602,120.00	586,709.84	495,942.14	-	90,767.70	84.53%
<b>Total Salaries</b>	<b>790,365.00</b>	<b>792,709.84</b>	<b>675,332.78</b>	<b>-</b>	<b>117,377.06</b>	<b>85.19%</b>
Employee Benefits	195,027.00	191,407.16	177,691.09	-	13,716.07	92.83%
Supplies and Materials	6,000.00	13,500.00	11,890.16	546.13	1,063.71	88.08%
Contract Services	1,100.00	1,359.50	1,293.42	60.15	5.93	95.14%
Maintenance, Repairs and Rentals		2,500.00	2,417.88	-	82.12	96.72%
Other Expenses	31,500.00	37,677.54	36,232.09	1,445.45	0.00	96.16%
New Equipment	295.00	3,251.96	2,251.96	-	1,000.00	69.25%
<b>Total Expenditures</b>	<b>1,024,287.00</b>	<b>1,042,406.00</b>	<b>907,109.38</b>	<b>2,051.73</b>	<b>133,244.89</b>	<b>87.02%</b>
Ending Fund Balance	-	-	-	-		
<b>Total Expenditures and Ending Fund Balance</b>	<b>1,024,287.00</b>	<b>1,042,406.00</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>n/a</b>

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**Fund 37 - Special Revenue-Asset Management**

**Resources**

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
Local Revenues	240.00	240.00	169.81	-	70.19	70.75%
Total Income	240.00	240.00	169.81	-	70.19	70.75%
Beginning Fund Balance	16,774.00	16,774.00	16,773.80	-	0.20	100.00%
Adjustments to Fund Balance	-	-	-	-	-	
Total Resources	17,014.00	17,014.00	16,943.61	-	70.39	99.59%

**Expenditures and Fund Balance**

Professional Services	17,014.00	17,014.00	-	-	17,014.00	0.00%
Total Expenditures	17,014.00	17,014.00	-	-	17,014.00	0.00%
Ending Fund Balance	-	-	-	-		
Total Expenditures and Ending Fund Balance	17,014.00	17,014.00	-	-	n/a	n/a

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**Fund 39 - Special Reserve-Student Center**

**Resources**

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
Local Revenues	173,500.00	173,500.00	159,811.46	-	13,688.54	92.11%
Total Income	173,500.00	173,500.00	159,811.46	-	13,688.54	92.11%
Beginning Fund Balance	557,220.00	557,220.00	557,220.03	-	(0.03)	100.00%
Adjustments to Fund Balance	-	-	-	-	-	
Total Resources	730,720.00	730,720.00	717,031.49	-	13,688.51	98.13%

**Expenditures and Fund Balance**

Interfund Transfers	161,288.00	161,288.00	161,287.50	-	0.50	100.00%
Contingency Reserve	-	-	-	-	-	
Total Expenditures	161,288.00	161,288.00	161,287.50	-	0.50	100.00%
Ending Fund Balance	569,432.00	569,432.00	-	-		
Total Expenditures and Ending Fund Balance	730,720.00	730,720.00	-	-	n/a	n/a

# Santa Clarita Community College District

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### Fund 41 - State Construction Funds

#### Resources

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
State Revenues	957,130.00	957,130.00	40,727.65	-	916,402.35	4.26%
Local Revenues	1,500.00	1,500.00	4,301.39	-	(2,801.39)	286.76%
<b>Total Income</b>	<b>958,630.00</b>	<b>958,630.00</b>	<b>45,029.04</b>	<b>-</b>	<b>913,600.96</b>	<b>4.70%</b>
Beginning Fund Balance	1,502.00	1,502.00	1,501.68	-	0.32	99.98%
Adjustments to Fund Balance	-	-	-	-	-	
<b>Total Resources</b>	<b>960,132.00</b>	<b>960,132.00</b>	<b>46,530.72</b>	<b>-</b>	<b>913,601.28</b>	<b>4.85%</b>

#### Expenditures and Fund Balance

Building Improvements	143,000.00	143,000.00	-	-	143,000.00	0.00%
New Equipment	814,130.00	814,130.00	814,129.81	-	0.19	100.00%
Contingency Reserve	-	-	-	-	-	
<b>Total Expenditures</b>	<b>957,130.00</b>	<b>957,130.00</b>	<b>814,129.81</b>	<b>-</b>	<b>143,000.19</b>	<b>85.06%</b>
Ending Fund Balance	3,002.00	3,002.00	-	-		
<b>Total Expenditures and Ending Fund Balance</b>	<b>960,132.00</b>	<b>960,132.00</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>n/a</b>

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**Fund 42 - State Capital Outlay Grant Financing Fund**

**Resources**

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
State Revenues	-	6,803,000.00	6,122,700.00	-	680,300.00	90.00%
Local Revenues	-	-	2,327.56	-	(2,327.56)	0.00%
<b>Total Income</b>	<b>-</b>	<b>6,803,000.00</b>	<b>6,125,027.56</b>	<b>-</b>	<b>677,972.44</b>	<b>90.03%</b>
Beginning Fund Balance	-	-	-	-	-	
Adjustments to Fund Balance	-	-	-	-	-	
<b>Total Resources</b>	<b>-</b>	<b>6,803,000.00</b>	<b>6,125,027.56</b>	<b>-</b>	<b>677,972.44</b>	<b>90.03%</b>

**Expenditures and Fund Balance**

Building Improvements	-	6,803,000.00	602,987.91	-	6,200,012.09	8.86%
<b>Total Expenditures</b>	<b>-</b>	<b>6,803,000.00</b>	<b>602,987.91</b>	<b>-</b>	<b>6,200,012.09</b>	<b>8.86%</b>
Ending Fund Balance	-	-	-	-		
<b>Total Expenditures and Ending Fund Balance</b>	<b>-</b>	<b>6,803,000.00</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>n/a</b>

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**Fund 43 - Capital Improvement Projects**

**Resources**

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
Local Revenues	66,000.00	96,355.10	94,490.48	-	1,864.62	98.06%
Other Financing Sources	-	2,100,000.00	2,100,000.00	-	-	
<b>Total Income</b>	<b>66,000.00</b>	<b>2,196,355.10</b>	<b>2,194,490.48</b>	<b>-</b>	<b>1,864.62</b>	<b>99.92%</b>
Beginning Fund Balance	7,349,041.00	7,349,041.00	7,349,040.55	-	0.45	100.00%
Adjustments to Fund Balance	-	-	-	-	-	
<b>Total Resources</b>	<b>7,415,041.00</b>	<b>9,545,396.10</b>	<b>9,543,531.03</b>	<b>-</b>	<b>1,865.07</b>	<b>99.98%</b>

**Expenditures and Fund Balance**

Contracts for Personal Services	110,168.00	116,273.10	111,183.82	-	5,089.28	95.62%
Maintenance, Repairs and Rentals	-	287,500.00	227,858.36	36,040.11	23,601.53	79.26%
Other Expenses	100,000.00	100,000.00	7,555.00	-	92,445.00	7.56%
Sites and Site Improvement	-	9,140.00	-	-	9,140.00	0.00%
Building Improvements	7,029,806.00	8,824,801.35	3,207,230.62	60,842.19	5,556,728.54	36.34%
New Equipment	175,067.00	207,681.65	130,953.03	32,374.39	44,354.23	63.05%
<b>Total Expenditures</b>	<b>7,415,041.00</b>	<b>9,545,396.10</b>	<b>3,684,780.83</b>	<b>129,256.69</b>	<b>5,731,358.58</b>	<b>38.60%</b>
Ending Fund Balance	-	-	-	-	-	
<b>Total Expenditures and Ending Fund Balance</b>	<b>7,415,041.00</b>	<b>9,545,396.10</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>n/a</b>

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**Fund 44 - Scheduled Maintenance Fund**

**Resources**

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
State Revenues	-		-	-	-	0.00%
Local Revenues	1,000.00	1,000.00	986.94	-	13.06	98.69%
<b>Total Income</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>986.94</b>	<b>-</b>	<b>13.06</b>	
Beginning Fund Balance	97,444.00	97,444.00	97,444.26	-	(0.26)	100.00%
Adjustments to Fund Balance		-	-	-	-	
<b>Total Resources</b>	<b>98,444.00</b>	<b>98,444.00</b>	<b>98,431.20</b>	<b>-</b>	<b>12.80</b>	<b>99.99%</b>

**Expenditures and Fund Balance**

Building Improvements	98,444.00	98,444.00	-	-	98,444.00	0.00%
<b>Total Expenditures</b>	<b>98,444.00</b>	<b>98,444.00</b>	<b>-</b>	<b>-</b>	<b>98,444.00</b>	<b>0.00%</b>
Ending Fund Balance	-	-	-	-		
<b>Total Expenditures and Ending Fund Balance</b>	<b>98,444.00</b>	<b>98,444.00</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>n/a</b>

**Santa Clarita Community College District**

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**Fund 46 - SCCCD Project Fund, Election 2006, Series 2007**

**Resources**

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
Local Revenues	100,000.00	100,000.00	192,540.17	-	(92,540.17)	192.54%
Total Income	100,000.00	100,000.00	192,540.17	-	(92,540.17)	192.54%
Beginning Fund Balance	22,323,115.00	22,323,115.00	22,323,114.70	-	0.30	100.00%
Adjustments to Fund Balance	-	-	-	-	-	
<b>Total Resources</b>	<b>22,423,115.00</b>	<b>22,423,115.00</b>	<b>22,515,654.87</b>	<b>-</b>	<b>(92,539.87)</b>	<b>100.41%</b>

**Expenditures and Fund Balance**

Classified Non-Instructional Salaries	48,363.00	48,363.00	48,363.00	-	-	100.00%
Total Salaries	48,363.00	48,363.00	48,363.00	-	-	100.00%
Employee Benefits	17,286.00	16,708.79	16,708.79	-	-	100.00%
Professional Services	10,350.00	10,800.00	10,800.00	-	-	100.00%
Other Administrative	6,190.00	5,740.00	-	-	5,740.00	0.00%
Site Improvements	428,364.00	407,254.31	412,153.29	-	(4,898.98)	101.20%
Building Improvements	19,113,993.00	18,442,559.45	8,470,562.67	271,577.21	9,700,419.57	45.93%
New Equipment	2,798,569.00	3,491,689.45	1,229,885.36	522,088.11	1,739,715.98	35.22%
Total Expenditures	22,423,115.00	22,423,115.00	10,188,473.11	793,665.32	11,435,236.57	45.44%
Ending Fund Balance	-	-	-	-		
<b>Total Expenditures and Ending Fund Balance</b>	<b>22,423,115.00</b>	<b>22,423,115.00</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>n/a</b>

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**Fund 49 - Replacement of Field Turf Initial Surface Component**

**Resources**

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
Local Revenues	38,160.00	38,160.00	36,750.04	-	1,409.96	96.31%
Other Financing Sources	32,160.00	32,160.00	32,160.00	-	-	100.00%
<b>Total Income</b>	<b>70,320.00</b>	<b>70,320.00</b>	<b>68,910.04</b>	<b>-</b>	<b>1,409.96</b>	<b>97.99%</b>
Beginning Fund Balance	427,731.00	427,731.00	427,730.64	-	0.36	100.00%
Adjustments to Fund Balance	-	-	-	-	-	
<b>Total Resources</b>	<b>498,051.00</b>	<b>498,051.00</b>	<b>496,640.68</b>	<b>-</b>	<b>1,410.32</b>	<b>99.72%</b>

**Expenditures and Fund Balance**

Contingency Reserve	-	-	-	-	-	
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Ending Fund Balance	498,051.00	498,051.00	-	-		
<b>Total Expenditures and Ending Fund Balance</b>	<b>498,051.00</b>	<b>498,051.00</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>n/a</b>

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**Fund 57 - PAC K-12 Arts Education Outreach Program**

**Resources**

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
Local Revenues	-	50,000.00	4,500.00	-	45,500.00	9.00%
Total Income	-	50,000.00	4,500.00	-	45,500.00	9.00%
Beginning Fund Balance	-	-	-	-	-	0.00%
Adjustments to Fund Balance	-	-	-	-	-	
Total Resources	-	50,000.00	4,500.00	-	45,500.00	9.00%

**Expenditures and Fund Balance**

Contracts for Personal Services	-	50,000.00	6,000.00	44,000.00	-	12.00%
Total Expenditures	-	50,000.00	6,000.00	44,000.00	-	12.00%
Ending Fund Balance	-	-	-	-		
Total Expenditures and Ending Fund Balance	-	50,000.00	-	-	n/a	n/a

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### Fund 58 - Performing Arts Center

#### Resources

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
Local Revenues	379,326.00	379,326.00	345,070.84	-	34,255.16	90.97%
Total Income	379,326.00	379,326.00	345,070.84	-	34,255.16	90.97%
Beginning Fund Balance	73,683.00	73,683.00	73,682.77	-	0.23	100.00%
Adjustments to Fund Balance	-	-	-	-	-	
Total Resources	453,009.00	453,009.00	418,753.61	-	34,255.39	92.44%

#### Expenditures and Fund Balance

Certificated Non-Instructional Salaries	-	-	-	-	-	
Classified Non-Instructional Salaries	70,448.00	54,572.02	39,548.12	-	15,023.90	72.47%
Total Salaries	70,448.00	54,572.02	39,548.12	-	15,023.90	72.47%
Employee Benefits	10,513.00	10,513.00	6,533.55	-	3,979.45	62.15%
Supplies and Materials	3,995.00	3,870.00	854.92	-	3,015.08	22.09%
Contracts for Personal Services	216,200.00	231,644.54	227,248.78	1,000.00	3,395.76	98.10%
Equipment Rental	5,000.00	5,000.00	3,502.26	-	1,497.74	70.05%
Maintenance, Repairs and Rentals	44,000.00	50,540.35	47,306.17	-	3,234.18	93.60%
Other Expenses	102,853.00	96,869.09	23,798.15	111.12	72,959.82	24.57%
New Equipment	-	-	-	-	-	0.00%
Contingency Reserve	-	-	-	-	-	0.00%
Total Expenditures	453,009.00	453,009.00	348,791.95	1,111.12	103,105.93	76.99%
Ending Fund Balance	-	-	-	-	-	
Total Expenditures and Ending Fund Balance	453,009.00	453,009.00	-	-	n/a	n/a

**Santa Clarita Community College District**

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**Fund 59 - Enterprise-Employee Training Institute**

**Resources**

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
Federal Revenues	-	-	-	-	-	
State Revenues	72,000.00	72,000.00	66,993.75	-	5,006.25	93.05%
Local Revenues	218,450.00	295,325.00	205,094.60	-	90,230.40	69.45%
<b>Total Income</b>	<b>290,450.00</b>	<b>367,325.00</b>	<b>272,088.35</b>	<b>-</b>	<b>95,236.65</b>	<b>74.07%</b>
Beginning Fund Balance	220,871.00	220,871.00	220,871.27	-	(0.27)	100.00%
Adjustments to Fund Balance	-	-	-	-	-	
<b>Total Resources</b>	<b>511,321.00</b>	<b>588,196.00</b>	<b>492,959.62</b>	<b>-</b>	<b>95,236.38</b>	<b>83.81%</b>

**Expenditures and Fund Balance**

Certificated Non-Instructional Salaries	-	4,213.00	2,363.55	-	1,849.45	56.10%
Classified Non-Instructional Salaries	240,420.00	274,430.00	199,320.37	-	75,109.63	72.63%
<b>Total Salaries</b>	<b>240,420.00</b>	<b>278,643.00</b>	<b>201,683.92</b>	<b>-</b>	<b>76,959.08</b>	<b>72.38%</b>
Employee Benefits	63,416.00	66,803.00	64,755.91	-	2,047.09	96.94%
Supplies and Materials	11,100.00	19,330.00	-	1,527.57	17,802.43	0.00%
Contracts for Personal Services	3,500.00	43,420.00	32,822.21	4,422.00	6,175.79	75.59%
Travel and Conference Expense	3,900.00	2,500.00	2,915.90	-	(415.90)	116.64%
Dues and Memberships	900.00	260.00	-	-	260.00	0.00%
Utilities and Housekeeping	1,000.00	-	-	-	-	0.00%
Maintenance, Repairs and Rentals	-	527.42	489.60	-	37.82	92.83%
Other Expenses	167,085.00	155,212.58	5,173.99	1,381.94	148,656.65	3.33%
New Equipment	-	1,500.00	1,468.25	-	31.75	97.88%
Contingency Reserve	-	-	-	-	-	
<b>Total Expenditures</b>	<b>491,321.00</b>	<b>568,196.00</b>	<b>309,309.78</b>	<b>7,331.51</b>	<b>251,554.71</b>	<b>54.44%</b>
Ending Fund Balance	20,000.00	20,000.00	-	-		
<b>Total Expenditures and Ending Fund Balance</b>	<b>511,321.00</b>	<b>588,196.00</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>n/a</b>

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**Fund 69 - Internal Services-Retiree Benefits**

**Resources**

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
Local Revenues	40,000.00	40,000.00	29,205.18	-	10,794.82	73.01%
Other Financing Sources	483,735.00	483,735.00	483,735.00	-	-	100.00%
<b>Total Income</b>	<b>523,735.00</b>	<b>523,735.00</b>	<b>512,940.18</b>	<b>-</b>	<b>10,794.82</b>	<b>97.94%</b>
Beginning Fund Balance	2,721,699.00	2,721,699.00	2,721,699.04	-	(0.04)	100.00%
Adjustments to Fund Balance	-	-	-	-	-	
<b>Total Resources</b>	<b>3,245,434.00</b>	<b>3,245,434.00</b>	<b>3,234,639.22</b>	<b>-</b>	<b>10,794.78</b>	<b>99.67%</b>

**Expenditures and Fund Balance**

Employee Benefits	220,000.00	220,000.00	186,446.95	-	33,553.05	84.75%
Contingency Reserve	-	-	-	-	-	
<b>Total Expenditures</b>	<b>220,000.00</b>	<b>220,000.00</b>	<b>186,446.95</b>	<b>-</b>	<b>33,553.05</b>	<b>84.75%</b>
Ending Fund Balance	3,025,434.00	3,025,434.00	-	-		
<b>Total Expenditures and Ending Fund Balance</b>	<b>3,245,434.00</b>	<b>3,245,434.00</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>n/a</b>

**Santa Clarita Community College District**

**Financial Report**

For The Period Ending

May 31, 2011

**Fund 72 - Student Representation Fee Trust Fund**

**Resources**

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
Local Revenues	41,900.00	41,900.00	36,565.52	-	5,334.48	87.27%
Total Income	41,900.00	41,900.00	36,565.52	-	5,334.48	87.27%
Beginning Fund Balance	130,536.00	130,536.00	130,536.16	-	(0.16)	100.00%
Adjustments to Fund Balance	-	-	-	-	-	
Total Resources	172,436.00	172,436.00	167,101.68	-	5,334.32	96.91%

**Expenditures and Fund Balance**

Supplies and Materials	1,000.00	1,000.00	1,287.43	-	(287.43)	128.74%
Contracts for Personal Services	4,000.00	4,000.00	-	-	4,000.00	0.00%
Travel and Conference Expense	25,000.00	25,000.00	10,443.64	-	14,556.36	41.77%
Dues and Memberships	500.00	500.00	200.00	-	300.00	40.00%
Other Expenses	15,000.00	15,000.00	2,860.70	353.94	11,785.36	19.07%
Building Improvements	5,000.00	5,000.00	-	-	5,000.00	0.00%
New Equipment	25,000.00	25,000.00	-	-	25,000.00	0.00%
Interfund Transfers	1,800.00	1,800.00	1,800.00	-	-	100.00%
Contingency Reserve	-	-	-	-	-	
Total Expenditures	77,300.00	77,300.00	16,591.77	353.94	60,354.29	21.46%
Ending Fund Balance	95,136.00	95,136.00	-	-		
Total Expenditures and Ending Fund Balance	172,436.00	172,436.00	-	-	n/a	n/a

**Santa Clarita Community College District**

**Financial Report**

For The Period Ending

May 31, 2011

**Fund 74 - Financial Aid**

**Resources**

	Adopted Budget	Current Budget	YTD Actuals	Encumbrances	Balance	% of Budget Received/Spent
Federal Revenues	22,276,039.00	22,276,039.00	17,895,853.75	-	4,380,185.25	80.34%
State Revenues	500,000.00	500,000.00	504,851.00	-	(4,851.00)	100.97%
Local Revenues	1,500.00	1,500.00	2,320.29	-	(820.29)	154.69%
Other Financing Sources	42,013.00	42,013.00	42,074.25	-	(61.25)	100.15%
<b>Total Income</b>	<b>22,819,552.00</b>	<b>22,819,552.00</b>	<b>18,445,099.29</b>	<b>-</b>	<b>4,374,452.71</b>	<b>80.83%</b>
Beginning Fund Balance	20,067.00	20,067.00	20,067.11	-	(0.11)	100.00%
Adjustments to Fund Balance	-	-	-	-	-	
<b>Total Resources</b>	<b>22,839,619.00</b>	<b>22,839,619.00</b>	<b>18,465,166.40</b>	<b>-</b>	<b>4,374,452.60</b>	<b>80.85%</b>

**Expenditures and Fund Balance**

Other Expenses	21,567.00	21,567.00	338.59	-	21,228.41	1.57%
Student Financial Aid	22,818,052.00	22,818,052.00	18,444,330.00	-	4,373,722.00	80.83%
<b>Total Expenditures</b>	<b>22,839,619.00</b>	<b>22,839,619.00</b>	<b>18,444,668.59</b>	<b>-</b>	<b>4,394,950.41</b>	<b>80.76%</b>
Ending Fund Balance	-	-	-	-		
<b>Total Expenditures and Ending Fund Balance</b>	<b>22,839,619.00</b>	<b>22,839,619.00</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>n/a</b>

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** PHYSICAL PLANT, FACILITIES and CONSTRUCTION

**ITEM/TITLE** Ratification of Contract for the Del Valle Regional Training

ACTION/CONSENT

Center for Testing and Inspection Services

ACTION

(DC Inspections)

INFORMATION

DISCUSSION

**BACKGROUND / ANALYSIS:**

This project is a joint use agreement for the Del Valle Regional Training Center. The Los Angeles County Fire Department (LACoFD) and the Santa Clarita Community College District (SCCCD) have created a joint use agreement to expand opportunities for public safety training at the LACoFD-owned Del Valle regional training center that can benefit the SCCC, fire departments (including LACoFD), law enforcement agencies, and other public safety agencies. As outlined in the agreement, SCCC will fund \$22 million towards the expansion of facilities to accommodate the growth of both the SCCC's instructional programs and the current instructional service agreements with the LACoFD.

The District would like to ratify a contract for Testing and Inspections Services with DC Inspections (Bakersfield, CA) in the amount of \$14,000 for this project. This item is being presented as ratification because the cost of lab inspections and testing exceeded our original estimates, which were based on projected project schedules. As there is no choice as to how/what we inspect, we must process this additional amount in order to meet DSA requirements. Copies of the contract have been distributed under separate cover and are available upon request.

**FISCAL IMPLICATIONS:**

Funds for this project were obtained earlier through Certificates of Participation. Funds for this contract in the amount of **\$14,000** are included in the FY10/11 Adopted Budget in Fund 46 for facilities-related contracts.

**RECOMMENDATIONS:**

Move ratification of contract for the Del Valle Regional Training Center as noted above.

Submitted by:

James C. Schrage

Vice President, Facilities Planning,  
Operations and Construction

Approval for submission to Board of Trustees:

Dr. Dianne G. Van Hook

Dr. Dianne G. Van Hook  
Chancellor

Recommended by:

J. Schrage

SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
College of the Canyons

Item 6.5, 07/13/11  
Under Sep Cover

FIELD SERVICE AGREEMENT

THIS AGREEMENT is entered into by and between the Santa Clarita Community College District ("District") and **DC Inspections, 2321 Perseus Court, Bakersfield, CA 93308** ("Contractor").

WITNESSETH, the parties do hereby contract and agree as follows:

Scope of Work ("Work") and Specifications. (Describe here or attach Proposal): **Testing and Inspection Services for the Del Valle Regional Training Center**

1. Payment. The lump sum price for the Work is Fourteen Thousand Dollars (\$14,000).
2. Term. The term of this Agreement shall commence **March 31, 2011** and shall end no later than **July 30, 2011**.
3. Terms. Payment shall be net 30 days upon satisfactory completion and acceptance of Work and receipt of Contractor invoice. Inspection of services shall be performed by authorized District personnel who shall recommend acceptance to the District.
4. Terms and Conditions. The Agreement includes the Terms and Conditions as printed and set forth on the reverse of this page or as attached. Contractor, by executing this Agreement, agrees to comply with such Terms and Conditions.
5. Labor and Performance Guarantee. The Contractor shall guarantee all labor and materials used in the performance of this Agreement for a period of ninety (90) days from the date of acceptance of Work by the District or per proposal/quote/manufacture's warranty, whichever is longer.
6. Insurance. Contractor is aware of the laws of the State of California requiring employers to provide Workers' Compensation insurance. Contractor shall provide Commercial General Liability, Automobile Liability and Workers' Compensation. Certificate(s) of Insurance naming the District as an Additional Insured shall be submitted to District prior to commencing Work when requested by the District.
7. 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 District. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability.
8. Prevailing Wage. Contractor certifies that Contractor is aware of Labor Code Section 1771, prevailing wages paid on Public Works projects greater than \$1,000, and Contractor will comply with said requirement.
9. Documents. Parties hereunto subscribe to this Agreement, including all Agreement documents described below:
  - a.  Scope of Work/Proposal (If not described in 1. above, document is attached hereto and made a part hereof).
  - b.  Specifications (If not described in 1. above, document is attached hereto and made a part hereof).
  - c.  Payment Bond (If checked, must be submitted to District prior to commencing Work).
  - d.  Labor and Materials Release (If checked, must be submitted to District prior to payment).
  - e.  Other: \_\_\_\_\_

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

CONTRACTOR

BY: \_\_\_\_\_  
Authorized Representative

BY: \_\_\_\_\_  
Authorized Representative

Print Name Dr. Dianne G. Van Hook

Print Name

Print Title Chancellor

Print Title

Date  
Board Meeting  
Date of Approval

Date  
CONTRACTOR'S  
LICENSE NUMBER

## TERMS AND CONDITIONS

1. **EQUIPMENT AND LABOR:** The CONTRACTOR shall furnish all tools, equipment, apparatus, facilities, transportation, labor, and material necessary to furnish the service herein described. The service shall be performed in a high quality, workmanlike manner at such times and places as directed by and subject to the approval of the authorized DISTRICT representative indicated.
2. **SUBCONTRACTORS:** Subcontractors, if any, engaged by the CONTRACTOR for the service shall be subject to the approval of the DISTRICT. CONTRACTOR shall be held responsible for all operations of subcontractors and shall require them to maintain adequate Workers' Compensation and general liability insurance.
3. **SAFETY AND SECURITY:** It shall be the responsibility of the CONTRACTOR to ascertain from the DISTRICT, the rules and regulations pertaining to safety, security and driving on school grounds, particularly when students are present.
4. **TERMINATION:** The DISTRICT may terminate this Agreement upon ten (10) days notice without cause and the CONTRACTOR shall be entitled to compensation based on the services completed to the satisfaction of the DISTRICT. The DISTRICT may terminate immediately upon default and may withhold from payments due CONTRACTOR on this or any other Agreement the amount necessary to complete the contracted Work.
5. **AGREEMENT CHANGES:** No changes or alterations to this Agreement shall be made without specific prior written approval by the DISTRICT.
6. **DOCUMENT CONFLICT:** In case of conflict between specifications and drawings and/or actual site conditions, work shall immediately cease until the conflict is resolved by a DISTRICT representative. This document and any attachments referenced represent the entire Agreement and shall be enforced and interpreted under the laws of the State of California. In the event any provision of the Agreement shall be held invalid, the remainder shall be in full force and effect.
7. **WORKERS:** CONTRACTOR shall at all times enforce strict discipline and good order among his employees and shall not employ any unfit person or anyone not fully skilled in work assigned to him. All conduct of CONTRACTOR, employees, agents, or guests shall be of a high professional standard. Any person in the employ of the CONTRACTOR whom the DISTRICT may deem incompetent or unfit shall be dismissed from DISTRICT'S worksite and shall not again be permitted on DISTRICT'S worksite without the written consent of the DISTRICT.
8. **SUBSTITUTIONS:** No substitutions of materials specified shall be made without the prior written approval of the DISTRICT.
9. **CONTRACTOR SUPERVISION:** CONTRACTOR shall provide competent supervision of personnel employed on the job, use safe high quality equipment, and consistently deliver quality workmanship.
10. **PROTECTION OF WORK AND PROPERTY:** The CONTRACTOR shall erect and properly maintain at all times, as required by conditions and progress of work, all necessary safeguards, signs, barriers, lights and watchmen for protection of workers and the public and shall post danger signs warning against hazards created by such features in the course of the Agreement services. In an emergency affecting life and safety of life or of work or of adjoining property, CONTRACTOR, without special instruction or authorization from DISTRICT, is hereby permitted to act, at his discretion, to prevent such threatened loss or injury.
11. **INSPECTION OF WORK:** DISTRICT representatives shall at all times have access to work areas, whether it is in preparation or progress. CONTRACTOR shall provide safe and proper facilities for such access.
12. **ASSIGNMENT OF AGREEMENT AND/OR PURCHASE ORDER:** The CONTRACTOR shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties, or obligations without the prior written consent of the DISTRICT.
13. **DEFAULT:** Failure of the CONTRACTOR to comply with any of the terms and/or conditions of this Agreement shall constitute default by the CONTRACTOR.
14. **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and clause required to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included herein.
15. **PERMITS AND LICENSES:** The CONTRACTOR and all of his employee or agents shall secure and maintain in force such licenses and permits as are required by law, in connection with the furnishing of materials, supplies or service herein listed.
16. **FORCE MAJEURE:** CONTRACTOR shall be excused from performance hereunder during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, strike, terrorist act, lock-out, or acts of the government when satisfactory evidence thereof is presented to the DISTRICT, and provided that it is satisfactorily established that the nonperformance is not due in full or in part to the fault or neglect of the CONTRACTOR, its employees, subcontractors, suppliers or agents.
17. **INDEMNIFICATION:** CONTRACTOR and its successors or assigns agree to defend, indemnify and hold harmless the DISTRICT and its governing board, officers, employees, agents, subcontractors and volunteers from and against any and all liabilities, penalties, fines, forfeitures, demands, claims, causes of action, suits, and costs and expenses incidental thereto (including cost of defense, settlement, and reasonable attorney's fees) which any or all of them may hereafter suffer, incur, be responsible for or pay out as a result of bodily injuries (including death) to any person, damage (including loss of use) to any property (public or private), or any violation or alleged violation of statutes, ordinances, orders, rules or regulations of any governmental entity or agency, to the extent such are caused by, alleged to be caused by or arising out of:
  - (a) The negligent acts, errors, or omissions of CONTRACTOR or CONTRACTOR's subcontractor, agents or employees;
  - (b) Any violations of federal, state, or local statutes or regulations arising out of or resulting from any negligent act, error or omission of CONTRACTOR or its employees, agents, or subcontractors;
  - (c) The use of any copyrighted materials or patented inventions; or
  - (d) CONTRACTOR's breach of its warranties or obligations under this Agreement.
18. **INSURANCE:** The CONTRACTOR shall maintain adequate insurance for protection from claims under Workers' Compensation acts and from claims for damages for personal injury, including death, and damage to property, which may arise from operations under the Agreement. Failure to furnish the Agreement required insurance documents may be considered a material default of the CONTRACTOR.
19. **PAYMENT:** Unless otherwise specified, the CONTRACTOR shall render invoices in duplicate for materials delivered or services performed under the Agreement. The DISTRICT shall make payment in full for materials, supplies, or other services furnished under this Agreement within a reasonable and proper time after acceptance thereof by the authorized DISTRICT representative. No progress payments shall be authorized unless specifically called for in the Agreement.
20. **INDEPENDENT CONTRACTOR:** While engaged in carrying out the terms and conditions of the Agreement, the CONTRACTOR is an independent contractor, and not an officer, employee, or agent of the DISTRICT.
21. **AFFIRMATIVE ACTION:** It is the Policy of the Santa Clarita Community College District that in connection with all services performed under construction agreements and purchasing contracts, there be no discrimination against any employee engaged in the work because of creed, and therefore the CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment Practice Act, beginning with Labor Code Section 1410 and Labor Code Section 1735. In addition, the CONTRACTOR agrees to require like compliance by all subcontractors employed on the work by him.
22. **LABOR CODE:** CONTRACTOR shall comply with the applicable provisions of the Labor Code, Division 2, Part 7, ch. 1 Articles 1-5, including the payment of the General Prevailing Wages. Copies of the prevailing rate of per diem wages are on file in the DISTRICT'S Facilities Office.

If applicable statutes require payment of Prevailing Wages, CONTRACTOR shall maintain for audit by the DISTRICT, certified payroll records applicable to this Agreement, stating wage rates, trades, payments made, and employee signatures. Copies of these records shall be furnished to the DISTRICT upon request.
23. **CLEAN-UP:** The premises shall be kept clean and orderly at all times.
24. **TIME:** Time is of the essence in this Agreement.

Acknowledged Receipt: \_\_\_\_\_  
Initials/Date

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** PHYSICAL PLANT, FACILITIES and CONSTRUCTION

**ITEM/TITLE** Ratification of Contract for Cougar Way Modular Project

at the Canyon Country Campus (Heys Plumbing)

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

**BACKGROUND / ANALYSIS:**

As part of the District's capital improvement projects, the Cougar Way Modular Project consists of moving the former Academy of the Canyons modular buildings from the Valencia Campus to the Canyon Country Campus for classroom and faculty office use. The project consists of preparing the site for the placement of five 24 x 40 modular buildings including infrastructure requirements as well as the disassembling and moving of the modular buildings.

The District would like to **ratify a contract** with Heys Plumbing (Santa Clarita, CA) in the amount of \$27,380 to provide plumbing to the project including storm drains, water hose bibs, and a back flow preventer. Due to the critical nature of the schedule (classrooms must be open for the start of the fall, 2011 semester) work was commenced prior to Board approval of the contract.

Copies of the contract have been distributed under separate cover and are available upon request.

**FISCAL IMPLICATIONS:**

This is a District-funded Capital Improvement Project. Funds for this contract in the amount of **\$27,380** are included in the FY10/11 Adopted Budget.

**RECOMMENDATIONS:**

Move to Ratify the contract for the Cougar Way Modular Project at the Canyon Country Campus as noted above.

Submitted by:

James C. Schrage  
Vice President, Facilities Planning,  
Operations and Construction

Approval for submission to Board of Trustees:

*Dr. Dianne G. Van Hook*  
Dr. Dianne G. Van Hook  
Chancellor

Recommended by:

*J. Schrage*

**Santa Clarita Community College District**  
**College of the Canyons**  
**26455 Rockwell Canyon Road**  
**Santa Clarita, CA 91355**  
**(661) 259-7800**

**Contractor Agreement**

**THIS AGREEMENT** is hereby entered into this \_\_\_ day of \_\_\_\_\_, 2011, in the City of Santa Clarita, County of Los Angeles, by and between the Santa Clarita Community College District, a State of California community college district hereinafter referred to as “District” located at 26455 Rockwell Canyon Road, Santa Clarita, CA 91355, and **HEYS PLUMBING** hereinafter referred to as “Contractor” located at P.O. Box 80155, Santa Clarita, CA 91380.

The Contractor shall furnish and provide all necessary tools, equipment, apparatus, facilities, transportation, labor and materials to complete all of the Project Work required in connection with the Project Work improvement commonly referred to as **COUGAR WAY MODULAR PROJECT PLUMBING, CANYON COUNTRY CAMPUS**.

The service shall be performed in a high quality, Project Workmanlike manner at such times and places as directed by and subject to the approval of the authorized District representative.

Compensation and Invoicing. District agrees to pay Contractor for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed Twenty-Seven Thousand Three Hundred Eighty Dollars (\$27,380). District shall pay Contractor after District’s Board of Trustee 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 the prior month and shall include the invoice date, dates of service 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 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. District requires a 10% retention on projects requiring Performance Bonds and Labor & Material Payment Bond and Contractor will deduct 10% on invoices.

Change Orders. The District, at any time, by written order, make changes within the general scope of the Project Work or issue additional instructions, require additional Project Work or delete Project Work. If the District approves of a change, a written Change Order prepared by the District shall be forwarded to the Contractor describing the change and setting forth the adjustment to the Contract Cost and Contract Time, if applicable. Changes shall be billed as a part of normal invoicing submissions.

Subcontractors. Subcontractors, if any, engaged by the Contractor for the Project Work shall be subject to the approval of the District. Contractor shall be held responsible for all operations of subcontractors and shall require them to maintain adequate Project Workers’ Compensation and general liability insurance.



- Project Workers Compensation Insurance (California Labor Code §3700) In accordance with applicable law
- Employers Liability Insurance \$1,000,000 (One Million Dollars)
- Commercial General Liability Insurance \$1,000,000 (One Million Dollars)  
 (including coverage for bodily injury, death, property damage and motor vehicle liability)
  - Per Occurrence \$1,000,000
  - Aggregate \$2,000,000

Drug-Free Project Workplace. The Contractor agrees and acknowledges that they are aware of the provisions of California Government Code §8350 et seq., the Drug Free Project Workplace Act of 1990, and will adhere to, fulfill, satisfy and discharge all provisions of and obligations under this Act.

Indemnification: Contractor agrees to hold harmless and indemnify District, governing board, 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 non-performance occurred at the direction of or was caused by District. This hold harmless and indemnification includes, but is not limited to, compensatory damages, punitive damages, regulatory fines and penalties and extra-contractual liability.

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

Labor Code. Contractor shall comply with the applicable provisions of the California Labor Code §1770 including the payment of the General Prevailing Wages. Copies of the prevailing rate of per diem wages are on file in the District’s Facilities Office. If applicable statues require payment of Prevailing Wages, Contractor shall maintain for audit by the District, certified payroll records applicable to this Agreement, stating wage rates, trades, payments made and employee signatures. Copies of these records shall be furnished to the District upon request.

Licenses. Contractors are required by law to be licensed and regulated by the Contractors’ State License Board. Any questions concerning a contractor may be referred to the Registrar, Contractor’s State License Board, P.O. Box 2600, Sacramento, CA 95826.

Clean-Up. The premises shall be kept clean and orderly at all times.

Contractor Supervision. Contractor shall provide competent supervision of personnel employed on the job, use safe, high quality equipment, and consistently deliver quality Project Workmanship.

Safety. The Contractor shall comply with all applicable laws, rules and regulations pertaining to safety at the site and in connection with the Project Work. The Contractor shall implement reasonable safety measures for the safety of and provide protection from damage, loss or injury to persons at or about the site, the Project Work and materials/equipment to be incorporated therein,

whether in place or in progress and whether at or off the site and other property. If required by the District, the Contractor shall designate a supervisory employee to serve as the Safety Coordinator for the Project Work and who shall be responsible for oversight of the Contractor's obligations hereunder.

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 accruing out of the performance of such operations.

Inspection of Project Work. District representatives shall at all times have access to Project Work areas, whether it is in preparation or progress. Contractor shall provide safe and proper facilities for such access.

Documents. Parties hereunto subscribe to this Agreement, including all Agreement documents described below:

- \_\_\_ Scope of Project Work/Proposal (if not described above, document is attached hereto and made a part hereof).
- \_\_\_ Specifications (if not described above, document is attached hereto and made a part hereof.)
- \_\_\_ Other: \_\_\_\_\_

Authority to Execute. The individual executing this Agreement on behalf of the Contractor is duly and fully authorized to execute this Agreement on behalf of the Contractor and to bind the Contractor to each and every term, condition and covenant of this Agreement.

**IN WITNESS WHEREOF**, this Agreement has been duly executed by the District and the Contractor as of the date set forth above.

**DISTRICT**  
Santa Clarita Community College District,  
a California Community college district

**CONTRACTOR**  
HEYS PLUMBING

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

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

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

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

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 7/13/11

**AGENDA**

**CATEGORY** HUMAN RESOURCES

<u>ITEM/TITLE</u> Approval of Administrator Contract Amendments	<input type="checkbox"/> ACTION/CONSENT
_____	<input checked="" type="checkbox"/> ACTION
_____	<input type="checkbox"/> INFORMATION
_____	<input type="checkbox"/> DISCUSSION

**BACKGROUND / ANALYSIS:**

Language changes to administrator contracts are presented for all administrators for the 2011/12 and 2012/13 fiscal years. The new language will **add to** or **replace** current contract language pertaining to vacation accrual, establishment of a health and welfare pool for administrators, and educational incentive for administrators. The cost to do the proposed administrator contract changes is coming from savings from vacated administrative positions which have not been filled. Departments have been reorganized and duties of these vacant administrative positions have been reassigned to other administrators. The proposed contract language and list of salary changes is attached for approval.

Continued

**FISCAL IMPLICATIONS:**

The total cost of the ongoing district-funded contract changes is \$334,797 for 2011-12, and \$67,878 for 2012-13. In addition, there is \$12,000 proposed for one-time merit. Also, the proposed contract changes include self-funded increases of \$82,744 in 2011-12 and \$12,770 for 2012-13. Funds are included in the 2011-12 Tentative Budget, and will be included in the 2012-13 budget for those changes that are effective in the next fiscal year.

The district has chosen to not fill five vacant administrator/support positions included in the budget. Instead, the duties from these positions were absorbed by various administrators who saw the scope of their job responsibilities expanded. As a result of not filling those positions, the district achieved ongoing savings of \$652,343. When the costs of the ongoing district-funded contract changes and one-time merit for 2011-12 and 2012-13 are deducted from the savings, the district will realize an ongoing savings of \$237,668.

In addition, four other administrative positions were left vacant for varying periods over the last two years before being refilled. This created one-time savings of \$788,768.

**RECOMMENDATIONS:**

Move approval of administrator contract amendments as presented.

Submitted by:

Diane M. Fiero

Recommended by:



Diane M. Fiero

Asst Supt/VP, Human Resources

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

**PAGE:** Two  
**AGENDA CATEGORY:** HUMAN RESOURCES  
**ITEM TITLE:** Approval of Administrator Contract Amendments  
**MEETING DATE:** July 13, 2011

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**Background/Analysis (cont'd):**

**Each employee group receives additions to their total compensation in different ways:**

- ✓ **Full-time Faculty (COCFA):**
  - Negotiated salary increases added to multiple salary schedules;
  - Step and column advancement, estimated to be **\$258,395** in 2011/12;
  - Stipends, estimated to be **\$521,190** for 2011/12 and;
  - Overload assignments, estimated to be **\$1,167,619** for 2011/12.
    - **Note: Total stipends and overload for 2010/11 were approximately \$1.9 million which represents an additional 10.9% over total base salaries for full-time faculty. This percentage is in addition to the step percentage increase reflected in the chart below. The cost of backfilling full-time faculty reassigned time with adjunct faculty in 2011/12 is estimated to be \$567,121.**
  
- ✓ **Classified Represented Employees (CSEA):**
  - Negotiated increases added to salary schedule;
  - Step advancement, estimated to be **\$281,774** in 2011/12;
  - Longevity payments;
  - Educational incentives; and
  - Reclassifications.
  
- ✓ **Classified Confidential Employees:**
  - Negotiated increases added to salary schedule;
  - Step advancement, estimated to be **\$6,671** for 2011/12;
  - Longevity payments;
  - Educational incentives;
  - One time and on-going merit; and
  - Reclassifications.
  
- ✓ **Part-time Faculty (AFT):**
  - Negotiated increases added to the salary schedule; and
  - Step advancement, estimated to be **\$84,368** for 2011/12.
  
- ✓ **Administrators:**
  - One-time or on-going merit only.
  - Administrators do not receive steps, columns, overload/overtime pay, or stipends for any extra duties assigned or assumed.

Since there has been no COLA from the state beginning in 2008/09, no ongoing merit increases have been granted during this time period. The District is proposing salary changes to maintain equity with the District's other negotiated employee groups for 2011/12 and 2012/13. A "snapshot" of the compensation increases for each group for the past four years is provided on page three.

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

**PAGE:** Three  
**AGENDA CATEGORY:** HUMAN RESOURCES  
**ITEM TITLE:** Approval of Administrator Contract Amendments  
**MEETING DATE:** July 13, 2011

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**Background/Analysis (cont'd):**

	2007/08			2008/09			2009/10			2010/11			Average 4-year change
Group	Total Comp/ Other Increase	Step/ Column	Total Increase										
<b>COCFA</b>	5.70%	2.05%	7.75%	0%	2.07%	2.07%	0%	2.08%	2.08%	0%	1.90%	1.90%	3.45%
<b>CSEA</b>	6.65%	2.94%	9.59%	1.18%	3.32%	4.50%	2.04%	3.26%	5.30%	2.52%	2.96%	5.48%	6.22%
<b>Confidential</b>	8.41%	.47%	8.88%	2.23%	1.22%	3.45%	0%	1.53%	1.53%	.19%	1.06%	1.25%	3.78%
<b>AFT</b>	5.32%	1.20%	6.52%	1%	1.41%	2.41%	0%	1.20%	1.20%	0%	1.20%	1.20%	2.83%
<b>Educational Administrators</b>	6.26%	0%	6.26%	0%	0%	0%	2.41%	0%	2.41%	1.98%	0%	1.98%	2.66%
<b>Classified Administrators</b>	5.27%	0%	5.27%	0%	0%	0%	.98%	0%	.98%	1.25%	0%	1.25%	1.88%

**NOTES:**

- No state COLA was awarded for 2008/09, 2009/10, and 2010/11.
- Step and column for COCFA, CSEA and Confidential groups represent the average increase for all members of the unit.
- Step increases for AFT represent a percentage of total adjunct salaries.
- Administrator one time merit is not included in percentages.
- CSEA percentages do not include overtime pay or comp-time earned.
- Confidential percentages do not include merit pay.
- COCFA percentages do not include additional pay for overload and stipends which amounted to \$1.9 million in 2010/11.
- COCFA percentages do not include cost of backfilling full-time faculty reassigned time with adjunct faculty. In 2011/12 this is estimated to be \$567,121.

**Administrator  
Proposed Contract Language Changes  
Effective July 1, 2011**

The following language will be added to all district administrator contracts. The new language will add to or replace current language.

**Vacation Accrual**

New administrators commencing employment with the district on or after July 1, 2011, will accrue vacation leave at the following rate for continuous service performed each calendar year:

Years of Service	Days of Vacation
In years 1 and 2	15
In years 3 and 4	20
In years 5+	22

If a Classified, Classified Confidential or existing Administrator moves to an Administrative position and already has a higher level of vacation benefit, that accrual rate will apply. Administrators commencing employment prior to July 1, 2011 will maintain their accrual rate of twenty-two (22) vacation days per year.

**Health & Welfare**

The amount and purpose of the District's contributions for employees' fringe benefits will be established annually.

- 1) Effective with the 2011-12 plan year, the district and administrative employee group agree to establish a pool for all administrative employees for group health care benefits, like other employee groups on campus.
- 2) The 2011-12 district health and welfare contribution on average will be \$12,600 per contract administrative employee per year.
- 3) The district contribution is to be used towards medical (SISC plan option #2), dental, vision and life insurance coverage.
- 4) When individual elections cost less than the established health and welfare contribution, the difference will revert to the administrative group health and welfare pool balance, including those enrolled in the grandfathered benefits of cash-in-lieu and those who waive district benefits.
- 5) For the 2011-2012 plan year, administrative employees electing HMO medical coverage will not be required to contribute to the cost of their medical, dental, vision, and life insurance coverage.
- 6) Employees electing single and two-party PPO medical plans will be able to apply the district's average administrative group health and welfare contribution

(\$12,600 for the 2011-12 plan year) to their cost for medical coverage. Any amount above the district's contribution will be paid by the employee on a tenths basis. Employees electing family PPO medical coverage will pay the difference between the family PPO rate and the highest HMO family rate on a tenths basis.

- 7) In future years, if health and welfare plan designs, rates, as well as changes in census result in a deficit to the health and welfare pool balance, the administrative group agrees to begin working with the District by July 1 to implement one or more of the following options to balance the health and welfare pool effective October 1:
- Review the health and welfare contribution with the Board of Trustees to determine if change is warranted.
  - Make benefit plan changes that would lower the overall premium, and/or
  - Initiate administrator payroll deductions.

### **Educational Incentive**

Effective July 1, 2011, educational incentives will be offered to administrators. Only units started after the July 1, 2011 effective date and after employment with the district will count towards the incentive. For programs that begin after July 1, 2011, approval must be received from the Chancellor (or designee) prior to the start of the program. Administrators who are already enrolled in programs as of July 1, 2011 will need to submit their programs for approval.

The District will provide the following incentive for one degree of each type (i.e. one bachelors degree, one masters degree, and/or one doctoral degree) per administrator. All graded coursework must be completed with a grade C or better. A procedure and timeline will be developed to implement this process.

#### For those Administrators pursuing a job related Bachelor's or Master's Degree:

For pre-approved classes in a bachelors or masters program which were completed successfully, one time lump sum payments will be paid accordingly:

15 semester units	=	\$2,000
30 semester units	=	\$2,000
45 semester units	=	\$2,000
60 semester units	=	\$2,000
75 semester units	=	\$2,000

#### For those Administrators pursuing a job related Ph.D. or Doctoral Degree

For each 12 graduate level semester units earned beyond a Masters degree in a pre-approved doctoral program, all administrators will receive a 2% increase to their base salary to a maximum of sixty (60) semester units.

#### For those Administrators possessing Ph.D. or Doctoral Degrees

Effective July 1, 2011, all Administrators who possess or subsequently earn a doctorate degree or Ph.D. will receive a \$3,000 increase in their base annual salary.

The following administrators currently hold a doctoral degree and will have the \$3,000 incentive added to the new base salary effective July 1, 2011:

Dr. Barry Gribbons

Dr. Kevin Kistler

Dr. Dena Maloney

Dr. Michael McMahan

Dr. Daylene Meuschke

Dr. Floyd Moos

Dr. Diane Morey

Dr. Bruce Pelkey (prorated based on his 25% position)

Dr. Patty Robinson

Dr. Michael Wilding

## Administrator Contract Changes Contract Term Only

The following Administrators are new in their positions and were hired or promoted within the last 12 months. These administrators have no salary change but will receive an extension of the term of their contract.

Name	Title	Begin	End
Aasted, Jon	Director, Contracts, Procurement and Risk Management Services	7/1/11	6/30/13
Bellas, Pete	Interim Dean, Economic Development	7/1/11	10/31/11
Blanchard, Howard	Assistant Director, Campus Safety	7/1/11	6/30/13
Borcherding, Noelia	Assistant Director, Admissions & Records and Online Services	7/1/11	6/30/13
Dorroh, Cynthia	Division Dean, Allied Health and Public Safety	7/1/11	6/30/13
Houser, Kristin	Dean, Career Technical Education	7/1/11	6/30/13
Hull, Hsiawen	Assistant Director, Technology Services	7/1/11	6/30/13
Klocko, Joseph	Director, Center for Applied Competitive Technologies (CACT)	7/1/11	6/30/13
Makevich, John	Director, Distance and Accelerated Learning	7/1/11	6/30/13
Morey, Diane	Director of Nursing	7/1/11	6/30/13
Pelkey, Martin "Bruce"	Part-time Temporary Educational Administrator (ISP) - 25%	7/1/11	6/30/12
Temple, Gabrielle	NSF CREATE Renewable Energy Center Project Manager (60%)	7/1/11	6/30/13
Theule, Ryan	Assistant Dean, Student Services	7/1/11	6/30/13
Thomas, Renard	Director, Re-entry Programs and Veterans Affairs	7/1/11	6/30/13

**Administrator Contract Changes  
Salary, Title and Contract Term  
Effective July 1, 2011 and July 1, 2012**

**ADMINISTRATORS RECEIVING INCREASES CONSISTENT WITH NEGOTIATED GROUPS' TOTAL  
COMPENSATION CHANGES**

The following administrators, in most cases, have not received a salary increase, nor any step advancement since July 1, 2007. The District is proposing the following salary changes spread out over the 2011/12 and 2012/13 academic years. These salary changes are consistent with salary changes for the district's other negotiated employee groups.

\* Indicates a new title

\*\* Indicates a salary change that is paid for by external funding or department generated revenue.

<b>Name</b>	<b>Title</b>	<b>Contract Begin</b>	<b>Contract End</b>	<b>Salary Effective 7/1/11</b>	<b>Salary Effective 7/1/12</b>
Barrios, Yvette	Human Resources Analyst	7/1/11	6/30/13	77,520	79,070
Bilbruck, Thomas	Director, Financial Aid	7/1/11	6/30/13	101,940	104,998
Bogna, Gina	Director, Job Development	7/1/11	6/30/13	95,880	97,798
Brezina, Robert "Mike"	Assistant Director, MIS	7/1/11	6/30/13	92,865	95,651
Castor, Tamela "Tammy"	Director, Campus Safety	7/1/11	6/30/13	88,040	90,681
Crowther, Susan	Director, MESA	7/1/11	6/30/13	116,994	120,504
Denison, Brent	Box Office and Patron Services Manager	7/1/11	6/30/13	60,910	62,737
Devlin, Allison**	Director, Student Development	7/1/11	6/30/13	84,942	86,641
Ebaugh, Carl	Director, Central Energy Systems and Regulatory Compliance	7/1/11	6/30/13	100,091	102,593
Fors, Alejandra	Senior Project Manager (MIS)	7/1/11	6/30/13	95,950	96,910
Green, John	Director, District Publications and Reprographics	7/1/11	6/30/13	95,790	98,664
Gribbons, Barry	Assistant Superintendent/Vice President, Institutional Development, Technology and Online Services	7/1/11	6/30/14	171,562	No change
Grooms, Catherine**	Assistant Director, Small Business Development Center (SBDC)	7/1/11	6/30/13	72,100	74,263
Gunther, Michael	Assistant Director, Information Technology and Online Services	7/1/11	6/30/13	91,350	92,720
Haywood, Donna	Director, Budget Development	7/1/11	6/30/13	91,928	94,686
Helgesen, Elana**	Grant Writer	7/1/11	6/30/13	76,500	78,030
Killey, Rick	Custodial Shift Supervisor - Swing Shift	7/1/11	6/30/13	69,525	71,611
Koski, Kioko**	*Director, Grant and Categorical Accounting	7/1/11	6/30/13	82,400	84,872

**Administrator Contract Changes  
Salary, Title and Contract Term  
Effective July 1, 2011 and July 1, 2012**

**ADMINISTRATORS RECEIVING INCREASES CONSISTENT WITH NEGOTIATED GROUPS' TOTAL  
COMPENSATION CHANGES CONTINUED**

\* Indicates a new title

\*\* Indicates a salary change that is paid for by external funding or department generated revenue.

<b>Name</b>	<b>Title</b>	<b>Contract Begin</b>	<b>Contract End</b>	<b>Salary Effective 7/1/11</b>	<b>Salary Effective 7/1/12</b>
Lucas, John	Custodial Shift Supervisor - Graveyard Shift	7/1/11	6/30/13	66,300	67,626
Marshall, Monica	Associate Director, Center for Early Childhood Education Laboratory Preschool Programs	7/1/11	6/30/13	65,444	67,407
McMahan, Michael	Division Dean, Humanities and Fine & Performing Arts	7/1/11	12/31/11	161,285	N/A
Meuschke, Daylene	Director, Institutional Research	7/1/11	6/30/13	97,850	100,786
Michaelides, Anthony	Director, Career Services	7/1/11	6/30/13	91,698	94,449
Mohney, Len	Division Dean, Physical Education and Athletics	7/1/11	6/30/13	135,715	139,786
Pavik, Nicholas	Art Director/Manager, Graphic Design Services	7/1/11	6/30/13	81,576	84,023
Reeves, Colleen	Assistant Director/Nurse Practitioner, Student Health and Wellness Center	7/1/11	6/30/13	92,250	94,556
Ruiz, Wendy	Associate Director, Center for Early Childhood Education Infant/Toddler Programs (75%)	7/1/11	6/30/13	49,084	50,557
Ruys, Jasmine	Director, Admissions & Records and Online Services	7/1/11	6/30/13	112,015	115,375
Spankroy, Mimi	Director, Payroll Services	7/1/11	6/30/13	93,966	96,785
Steele, Brodie	Technical Director, Performing Arts Center	7/1/11	6/30/13	105,987	109,167
Tannehill, Steven**	Director, Small Business Development Center (SBDC)	7/1/11	6/30/13	97,375	99,809
Temple, James	*Associate Vice President, Information Technology	7/1/11	6/30/13	123,840	125,698
Toon, Tami	Theater Manager	7/1/11	6/30/13	92,700	95,481
Voogt, Donna	Director, Human Resources	7/1/11	6/30/13	101,228	104,265
Wall, Michelle	Assistant Technical Director, Performing Arts Center	7/1/11	6/30/13	57,680	59,410
Wilding, Michael	Assistant Superintendent/Vice President, Student Services	7/1/11	6/30/14	171,562	No change
Wood, Murray**	Chief Development Officer, COC Foundation	7/1/11	6/30/13	115,500	No change
Zuzevich, Theresa**	Director, Grants Development	7/1/11	6/30/13	82,400	84,872

**Administrator Contract Changes  
Salary, Title and Contract Term  
Effective July 1, 2011 and July 1, 2012**

**MANAGERS WITH ADDITIONAL RESPONSIBILITIES OR EQUITY ADJUSTMENTS**

The following administrators have assumed additional responsibilities, in many cases, from vacated positions which were not filled and whose duties were reassigned. Proposed salary changes are based on equity and/or a change in scope of responsibility.

\* Indicates a new title

\*\* Indicates a salary change that is paid for by external funding or department generated revenue.

<b>Name</b>	<b>Title</b>	<b>Contract Begin</b>	<b>Contract End</b>	<b>Salary Effective 7/1/11</b>	<b>Salary Effective 7/1/12</b>
Battle, Bruce	*Managing Director, Public Relations and Marketing	7/1/11	6/30/13	111,321	No change
Benz, Kathleen	*Director, Student Business Office	7/1/11	6/30/13	81,648	No change
Carr, Leslie	Director, Professional Development	7/1/11	6/30/13	90,600	No change
Coleal, Sharlene	Assistant Superintendent/Vice President, Business Services	7/1/11	6/30/14	162,000	No change
Edmonson, Michele**	Director of Development	7/1/11	6/30/13	71,500	No change
Fiero, Diane	Assistant Superintendent/Vice President, Human Resources	7/1/11	6/30/14	162,000	No change
Glapa-Grosklag, James	Dean, Educational Technology, Learning Resources and Distance Education	7/1/11	6/30/13	137,957	No change
Grandgeorge, Cynthia**	Controller	7/1/11	6/30/13	120,095	No change
Green, Audrey	Associate Vice President, Academic Affairs	7/1/11	6/30/13	146,810	No change
Harnish, Eric	*Managing Director, Government Relations and Advocacy	7/1/11	6/30/13	118,000	No change
Joslin, Michael	Dean, Student Services	7/1/11	6/30/13	127,668	No change
Kistler, Kevin	Dean, Instructional Support	7/1/11	6/30/13	96,390	No change
Maloney, Dena	*Assistant Superintendent/Vice President Canyon Country Campus & Economic Development	7/1/11	6/30/14	162,000	No change
McMahan, Michael	Division Dean, Humanities and Fine & Performing Arts	7/1/11	12/31/11	161,285	N/A
Philipson, Adam**	Managing Director, Santa Clarita Performing Arts Center at College of the Canyons	7/1/11	6/30/13	117,700	No change
Rio, Deborah	Dean, Enrollment Services	7/1/11	6/30/13	131,538	No change
Ritz, Catherine**	Chief Operational Officer, College of the Canyons Foundation/Interim Director, University Center	7/1/11	6/30/13	100,000	No change
Robinson, Patricia	Division Dean, Social Science and Business	7/1/11	6/30/13	138,409	No change

**Administrator Contract Changes  
Salary, Title and Contract Term  
Effective July 1, 2011 and July 1, 2012**

**MANAGERS WITH ADDITIONAL RESPONSIBILITIES OR EQUITY ADJUSTMENTS CONTINUED**

\* Indicates a new title

\*\* Indicates a salary change that is paid for by external funding or department generated revenue.

<b>Name</b>	<b>Title</b>	<b>Contract Begin</b>	<b>Contract End</b>	<b>Salary Effective 7/1/11</b>	<b>Salary Effective 7/1/12</b>
Schrage, Jim	*Assistant Superintendent/Vice President , Facilities Planning, Operations and Construction	7/1/11	6/30/14	162,000	No change
Soffa, Kari	Director, Accounting Services (Eff 7/1/11) *Director, Outreach and School Relations (Eff 9/1/11)	7/1/11	6/30/13	80,093 Eff 7/1/11 82,496 Eff 9/1/11	No change
Stewart, Diane**	*Dean, Early Childhood Education Centers, Early College High School (Academy of the Canyons), and Teacher Training Programs	7/1/11	6/30/13	141,517	No change
Torres, Omar	Division Dean, Mathematics, Sciences and Engineering	7/1/11	6/30/13	124,000	No change
Williams, Robin**	*Director, Civic Center	7/1/11	6/30/13	87,352	No change

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** POLICIES and PROCEDURES

**ITEM/TITLE** Approval of Modifications to Board Policy 529 (to BP 5529),  
Student Conduct, First Reading

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

Modifications to this policy have occurred from time to time over the past fifteen years. The latest modification clarifies jurisdictional issues by changing the definition of a student to include those enrolled in non-credit, fee based training, community education, workshops, courses through the ETI, as well as normal credit courses. Additionally, the proposed changes add a violation of classroom rules as a violation of policy.

New numbers reflect the standard format found in the CCLC model policies. The proposed changes are attached and have been endorsed by the Student Senate, the Academic Senate, and the College Policy Council.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATIONS:**

Move approval of Modifications to Board Policy 529 (to BP 5529), Student Conduct, First Reading.

Submitted by:

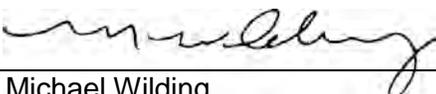
Michael Wilding

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



Michael Wilding  
Asst Supt/VP, Student Services

## **BP 5529 Student Conduct**

### **5529.1 Introduction**

The California Education Code (section 66300) requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules.

Students enrolling at College of the Canyons assume an obligation to abide by all College regulations.

**For the purposes of this policy, student is defined as an individual who:**

**1. has submitted an application to the College and has engaged in the admissions process;**

**2. is enrolled in, or registered in an academic program of the College, including classes for credit, noncredit classes, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops where teaching and/or training occurs, and/or;**

**3. has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms.**

### **5529.2 Grounds for Disciplinary Action**

A. student may be disciplined for one or more of the following causes which must be College/District related and which may occur either on any District site or elsewhere off-site during a college-sponsored activity or event. This list is not intended to be exhaustive, but is an example of good and sufficient causes for disciplinary action.

B. Any theft, conversion, or damage or destruction of and/or to any property, real or personal, belonging to the College, a member of the College staff, a student, or a campus visitor.

C. Forgery, alteration or misuse of College documents, keys, records, or identification, or knowingly furnishing false information to a college.

D. Cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty.

**E. Violation of classroom rules including: the use of cell phones, pagers, other unauthorized devices, attendance and punctuality standards, decorum standards, safety standards, and other standards found in the course syllabus.**

F. Physical or verbal abuse, including sexual assault, sexual harassment and stalking, or any threat of force or violence directed toward any member of the College or a campus visitor.

G. Manufacture, use, possession, distribution, or being under the influence of alcohol,

narcotics, or other dangerous drugs on campus, or off campus at any College-sponsored event.

H. Unauthorized entry into, unauthorized use of, possession of, or misuse of, College property.

I. Disorderly, lewd, indecent, obscene or offensive conduct or language on College-owned or controlled property of at College-sponsored or supervised function.

J. Possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances while on the College campus or at a College-sponsored function without prior authorization of the College President or designee.

K. Failure to identify oneself to or failure to comply with directions of College officials acting in performance of their duties including, but not limited to, the provisions of the Penal Code Sections 626.6 and 626.8

L. Obstruction or disruption, on or off campus, of the College's education process, administrative process, or other College function.

M. Violation of any order of the College President, notice of which has been given prior to such violation and which order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the College newspaper, web site, social network, or by posting on an official bulletin board designated for this purpose.

N. Soliciting or assisting another to ~~do~~ undertake any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.

O. Abusive behavior directed toward, or hazing of, a member of the College community.

P. Any other cause not listed above which is identified as good cause by Education Code Sections 76032 and 76033.

~~O. Attempting to do any of the causes for disciplinary action identified above.~~

Q. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or College official; and/or use of computing facilities to interfere with a College computing system. For specifics refer to the College of the Canyons Acceptable Use Agreement.

R. Committing any act or engaging in any behavior that threatens or endangers the health or safety of another individual on campus or at any college sponsored activity or event.

S. Willful misconduct that results in injury or death to a student or to College or District personnel or a campus visitor.

T. Unauthorized preparation, selling, giving, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, or any materials that are the intellectual property of a faculty member, except as permitted by any district policy or administrative procedure;

U. Gambling on College or District property.

V. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or District.

W. Failure to follow and comply with established guidelines and regulations of off-site entities while participating in college-sponsored, off-campus activities including, but not limited to, conferences, retreats, field trips, excursions, internships, **externships**, service-learning or volunteer placements, and athletic events.

X. Violation of College or District policies or of campus regulations including those concerning chartering and registration of student organizations, use of College or District facilities, or the time, place and manner of public expression.

**Y. Attempting to perform any actions that are cause for disciplinary action identified above.**

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** POLICIES and PROCEDURES

**ITEM/TITLE** Approval of Modifications to Board Policy 530 (to BP 5530),

**ACTION/CONSENT**

Disciplinary Action, First Reading

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

Modifications to this policy have occurred from time to time over the past fifteen years. The latest modification establishes a fine for certain violations such as smoking, notes that an Expulsion will be noted on the official transcript, and clarifies jurisdictional issues by listing those enrolled in non-credit, fee based training, community education, workshops, courses through the ETI, as well as normal credit courses as being subject to disciplinary action. Additionally, the proposal changes the length of time records will be retained from two years to four years.

New numbers reflect the standard format found in the CCLC model policies, to which the District has been transitioning.

The proposed changes are attached, and have been endorsed by the Student Senate, the Academic Senate, and the College Policy Council.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATIONS:**

Move approval of Board Policy 530 (to BP 5530), Disciplinary Action, First Reading.

Submitted by:

Michael Wilding

Approval for submission to Board of Trustees:

*Dr. Dianne G. Van Hook*

Dr. Dianne G. Van Hook  
Chancellor

Recommended by:

*Michael Wilding*

Michael Wilding  
Asst Supt/VP, Student Services

## **BP 5530    Disciplinary Action**

**5530.1** The following policies regulating student disciplinary actions are adopted for the purpose of providing a uniform method of disciplining students for misconduct, and assuring that all students are accorded fair and objective treatment. Every effort shall be made to make the student aware of these policies.

### A. Types of disciplinary Action (Sanctions)

The following types of disciplinary action may be imposed, or imposed and suspended, by appropriate College authorities when a student is found in violation of College rules and regulations.

#### (1) Warning

Notice to the student that continuation or repetition of specified misconduct may be cause for other disciplinary action.

#### (2) Restitution

The student is required to make payment to the College, or to other persons, groups, or organizations for damages incurred as a result of a violation of this policy.

#### **(3) Fine**

**A fine, as established in the associated Administrative Procedures 530, payable to the College, for violations of this policy. Failure to pay the specific fine by the established date will result in a Hold on the students records and ability to register, in any district program, for future terms.**

#### (4) Official Reprimand

A written reprimand is for violation of specified regulations or misconduct. It serves to place on record that a student's conduct in a specific instance does not meet with the student's expected performance at the College. A person receiving a reprimand is notified that continued conduct of the type described in the reprimand may result in additional action against the student. The student is further informed that records of reprimands are destroyed ~~two~~ **four** years after the last entry has been made concerning disciplinary action against an individual student and that such records are not considered part of a student's permanent record at the College.

#### (5) Disciplinary Probation

Disciplinary probation is a status imposed by the College for a specific length of time during which the student must conform to College standards of conduct. Conditions restricting privileges and/or eligibility may be imposed. For example, students may be removed from all College organization offices and denied the privilege of participating in all College and student-sponsored activities, including public performances. Other conditions, such as community service and academic workshops, may be imposed. The term of disciplinary probation shall be not less than one college month nor longer than **a four (4) college** years. Repetition during the probationary period of conduct resulting in disciplinary probation may be cause for suspension or other, more stringent, disciplinary action.

(6) Removal by Instructor

An instructor may remove a student from his/her class, **field trip, lab, or other educational program** when the student has interfered with the instructional process. The duration will be for the day of the removal, **at a minimum**, and the next class meeting **at the instructor's discretion**. The instructor shall immediately report the removal to the Office of Student Services for appropriate action.

(7) Disciplinary Suspension

Disciplinary suspension consists of the temporary removal of the student from enrollment in the College for both academic, **non credit, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, free workshops**, and extracurricular purposes. A student may be suspended from one or more classes for the remainder of the school term; or from all classes and activities of the College for one or more terms. A suspended student is not to occupy any portion of the campus and is denied all College privileges including class attendance and privileges noted under "Disciplinary Probation." **Removal of a student suspended from one or more courses may be notated on the student's transcript as W for withdrawal.**

(8) Expulsion

Expulsion consists of the permanent and unconditional removal of the student from the College **and all it's programs**. Students may be expelled from the College only by action of the Board of Trustees upon recommendation of the ~~Superintendent~~ **President CEO** (Education Code 76030). **Notation of the expulsion will be noted on the student's official transcript for an indefinite period of time. Appeal of this notation may be made to the CEO using the process established in Policy 531.3(F) – Due Process.**

(9) Interim Suspension

Interim suspension consists of temporary removal of the student from the College for both academic and extra-curricular activities during the limited time necessary to complete an investigation and is not necessarily considered a disciplinary action.

Interim Suspension shall be:

- (a) Imposed by the ~~Superintendent~~ **President CEO** of the College, or designee, pending a hearing, only when such action is deemed to be necessary for the immediate safety and welfare of the students and staff members or for the protection of the District property;
- (b) Limited to only that period of time necessary to assure that the purpose of interim suspension is accomplished;
- (c) For not more than a maximum of ten (10) College days.

Students suspended on an interim basis shall be given an opportunity for a hearing within ten (10) days.

The hearing will be held on the following issues: (a) the reliability of the information concerning the student's conduct, (b) whether the conduct and surrounding

circumstances reasonably indicate that the continued presence of the student on the campus poses a substantial threat to the student or to others, or to the stability and continuance of normal College functions. This hearing does not preclude the initiation of regular disciplinary action.

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** POLICIES and PROCEDURES

**ITEM/TITLE** Approval of Modifications to Board Policy 531 (to BP 5531),

**ACTION/CONSENT**

Due Process – Student Disciplinary Action, First Reading

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

Modifications to this policy have occurred from time to time over the past fifteen years. The latest modification clarifies jurisdictional issues by changing the definition of a student to include those enrolled in non-credit, fee based training, community education, workshops, courses through the ETI, as well as normal credit courses. Additionally, the proposal changes the length of time records will be retained from two years to four years.

New numbers (from Policy 531 to BP 5531) reflect the standard format found in the CCLC model policies to which the District is transitioning.

The proposed changes to the policy are attached, and have been endorsed by the Student Senate, the Academic Senate and the College Policy Council.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATIONS:**

Move approval of Modifications to Board Policy 531 (to BP 5531), Due Process – Student Disciplinary Action, First Reading.

Submitted by:

Michael Wilding

Approval for submission to Board of Trustees:

*Dr. Dianne G. Van Hook*

Dr. Dianne G. Van Hook  
Chancellor

Recommended by:

*Michael Wilding*

Michael Wilding  
Asst Supt/VP, Student Services

## **BP 5531 Due Process – Student Disciplinary Action**

### **5531.1 Introduction**

Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to comply with the general law as well as College policies. The procedures below apply to alleged misconduct of students on campus, or at official College events off campus.

The following procedures outlined in sections 531.2 and 531.5 represent steps that may be employed to reach a resolution in cases of alleged misconduct. The reader should note that each case is handled individually and that while due process is always employed, some of the procedures outlined below may not be necessary in every case. Questions concerning these procedures should be addressed to the Office of the Dean of Students.

### **5531.2 Definition of Terms**

**Student:** The term “student” means an individual who:

**1. has submitted an application to the College and has engaged in the admissions process;**

**2. is enrolled in, or registered in an academic program of the College, including classes for credit, noncredit classes, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops where teaching and/or training occurs, and/or;**

**3. has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms.**

**Notice:** Whenever this Policy requires giving notice to any student, mailing such notice, to the mailing address most recently provided by the student or, if undeliverable at that address, to the student’s permanent address of record, shall constitute notice.

**Days:** For purposes of this Policy, the term “days” means normal business days and shall not include Saturdays, Sundays, or administrative holidays.

**Student Conduct Committee:** This committee consists of five members of the campus community who convene as needed to adjudicate cases of misconduct. See 531.4 for additional information.

### **5531.3 Due Process**

#### **A. Referral of Cases:**

Any member of the campus community who has knowledge of alleged misconduct of students may bring the matter to the attention of the Dean of Student Services. The Dean may require a written statement relative to the alleged misconduct. The Dean of Student Services in consultation with the Academic Senate will develop specific procedures to address alleged violations of academic and/or classroom misconduct. Referrals to the Dean of Student Services Office shall be made within thirty days following the discovery of

the alleged misconduct. The President may grant exceptions.

#### B. Investigation and Notice to Student:

Upon receiving notice of the alleged violation, the Dean of Student Services (or designee) may consider information acquired from a complainant and may augment that information through further investigation in order to determine if there is cause to believe that a violation may have occurred. In cases in which the Dean (or designee) determines that there is not cause to believe that a violation may have occurred, the Dean (or designee) may decide that the case will not be pursued further. If the allegation concerned academic and/or classroom misconduct, the Dean will contact the complainant to explain his or her reasoning. The complainant may appeal the decision to not pursue discipline, within 10 working days, to the Vice President of Instruction ~~and Student Services.~~

The Dean may refer the matter to other campus and/or community resources.

The Dean shall notify the accused student in writing of the following:

1. the nature of the alleged conduct in question, including a brief statement of the factual basis of the charges; the time, date, and place it is alleged to have occurred; and the campus regulations allegedly violated;

##### (a) Campus Restraining Order (CRO):

In cases in which the Dean has a reasonable suspicion to believe that an alleged violation of Policy 529.2(D) and/or 529.2(M) occurred, the Dean may issue, in addition to the letter of notification, a Campus Restraining Order (CRO). The CRO shall prohibit named students from intentionally contacting, telephoning, or otherwise disturbing the peace of others specifically named for a specified period of time. A CRO shall not include a provision that terminates the accused student's status as a student, nor shall it be construed as a finding of culpability on the part of any student. Nevertheless, violation of a term or condition of such an Order may be regarded as actionable misconduct and may subject the student to disciplinary action without regard to the outcome of the case that occasioned the issuance of the CRO.

2. a copy of the student conduct procedures; and

3. that an interview with the Dean must be scheduled within seven (7) days for the purpose of an initial hearing. The student may waive the right to an initial hearing and request that the matter be referred directly to the Student Conduct Committee for a hearing.

#### C. Placement and Notice of Hold:

In the event that the student does not contact the Dean of Student Services Office within the seven (7) day period, or fails to keep any scheduled appointment, the Dean may then place a Hold on the student's records and notify the student that this action has been taken. Such Hold will be removed only when the student either appears at the Dean of Student Services Office for a scheduled interview, or requests in writing that the case be referred to the Student Conduct Committee for hearing.

#### D. Initial hearing with the Dean:

The Dean of Student Services (or designee) shall, at the initial hearing:

1. determine that the student has received a copy of these procedures;

2. discuss confidentiality; inform the student that the content of this and all subsequent communications with the Office regarding information not relevant to the case shall, insofar as allowed by law, be treated confidentially, unless such confidentiality is waived by the student; and that information relevant to the case may be divulged to those who have a legitimate educational interest;

3. describe to the student as completely as possible the allegation, and the College policies allegedly violated, hear the student's defense to such charges and;

4. provide the student with an opportunity to inspect all documents relevant to the case which are in the possession of the Dean at the time of the hearing, and all such documents arriving after the initial hearing but before disposition of the case by the Dean of Students;

5. provide the student with copies of the documents relevant to the case, as the student's request, and;

6. counsel the student regarding the campus discipline process as appropriate.

7. Student may be accompanied by any person(s) of their choice at the initial hearing.

E. Disposition by the Dean of Student Services:

After meeting with the student, the Dean (or designee) may take one of several actions:

1. Insufficient Evidence:

If the Dean concludes that there is insufficient evidence to sustain a finding of culpability, he or she may decide not to refer the case to the Student Conduct Committee. The complainant may still attempt to resolve the matter through campus and/or community resources.

In the cases of alleged violations of classroom and/or academic misconduct the Dean will notify the complainant of this outcome (if allowed by law). The complainant may appeal this decision, within ten working days, to the Vice President of Instruction ~~and Student Services~~.

2. Informal Agreement of Resolution:

In cases in which the Dean determines that an Informal Agreement of Resolution is appropriate, the accused student will be informed that this Resolution, while not a part of the student's permanent record, is binding. If the student fails to abide by in the Informal Agreement of Resolution, such failure will be regarded as actionable misconduct, under District Policy 529.2(K), and may subject the student to disciplinary action by the College.

Each Informal Agreement of Resolution shall be regarded as binding within the College and may include:

(a) Direction by the Dean to the student to refrain from the behavior(s) described by the Dean and/or restrictions regarding contact with others involved in the case.

(b) Required participation by the student in educational programs and/or reconciliation processes, including mediation.

(c) Required participation by the student as an unpaid volunteer in activities that serve the College and/or community.

(d) Retention of the case file and the Informal Agreement of Resolution in the Dean of Student's Office for ~~one~~ two years from the date appearing on the Agreement. During ~~that~~

~~year those two years~~, should the Dean have a reasonable suspicion to believe that the student has engaged in misconduct related in nature to the conduct which occasioned the Agreement, both cases may be subject of College disciplinary action.

### 3. Formal Disciplinary Action:

(a) If the student does not admit culpability, and if the Dean concludes that an Informal Agreement of Resolution is not appropriate, and that there is sufficient evidence such that a student Conduct Committee could find, by a preponderance of the evidence, that the student has violated College policy, the Dean shall refer the case to the Student Conduct Committee for a hearing.

(b) If the student does admit culpability, and if the Dean concludes that there is sufficient evidence to sustain a finding of culpability, the Dean may impose, or impose and suspend, one or more of the sanctions listed in Santa Clarity Community College District Policy 530 (excluding expulsion); moreover, the imposition of any sanction may be effective retroactively. No sanction involving separation from the College (i.e., Suspension or Expulsion) shall become official until five (5) days from the date appearing on the letter confirming the Dean's disposition. Regardless of the action taken, the Dean shall confirm his or her disposition of the case in a written notice mailed to the student within seven (7) days of the action.

### F. Appeal of the Sanction Imposed by the Dean:

If the Dean imposes a sanction of Suspension or recommends Expulsion, the student may submit a written appeal of the imposed Suspension or Expulsion to the President within five (5) days of the date appearing on the Dean's written confirmation of his or her action. The imposition of a sanction of Suspension shall be withheld during such appeal. The President's review of such appeal shall be in accordance with the provisions set forth in Section 531.5, The President, below. The President's decision is final.

### **5531.4** The Student Conduct Committee

A. The Student Conduct Committee shall provide a hearing for all cases referred to it under this Policy.

B. It is the intention of this Policy that hearings be set as soon as reasonably possible after referral to the Student Conduct Committee.

C. Hearings shall be held in accordance with generally accepted standards of procedural due process, including, but not limited to, the opportunity to present evidence in an orderly manner, and the right to examine and cross-examine witnesses. The student may be advised by any person of the student's choice, at the student's own expense, however, the student must represent him or herself. The Committee Chair may grant exceptions (for example pending criminal charges against the student). The Committee Chair shall rule on all questions of procedure. Evidence may be received of the sort upon which responsible persons are accustomed to rely in the conduct of serious affairs, and is not restricted to evidence admissible under the strict rules of evidence of a court of law.

D. When the hearing involves an allegation of rape, or other forms of sexual assault, evidence of the complainant's past sexual history, including opinion evidence, reputation evidence, and evidence of specific instances of the complainant's sexual conduct, shall not be admissible by the accused student unless the Committee Chair makes a specific finding

of relevance after an offer of proof by the accused student. Under no circumstances is past sexual history admissible to prove consent. The offer of proof must be made and resolved by the panel before the complainant testifies.

E. No inference shall be drawn from the silence of the accused. The standard of proof to be applied in these hearings is that of preponderance of the evidence. Hearings shall be recorded and the student shall receive, upon request, a copy of the record without charge. The record may be an audio-tape recording of the hearing.

F. The hearing shall be closed to spectators unless the student specifically requests an open hearing.

G. The Committee Chair has the right to exclude spectators from the hearing room if deemed necessary for the quiet or secure conduct of the hearing. When the hearing involves an allegation of rape or other forms of sexual assault, the hearing shall be closed to spectators except for the following:

(1). The complainant shall be entitled, for support, to have up to two persons of the complainant's choice accompany the complainant to the hearing. A support person may be called as witness, and the fact that he or she is to act as a witness shall not preclude that person's attendance throughout the entire hearing. If a support person is also a witness, the Committee Chair may require him or her to testify before the complainant. Neither of these persons shall be entitled to represent or defend the complainant. Similar rights shall be afforded the accused student.

(2). The complainant shall have the right to be present during the entire hearing, notwithstanding the fact that the complainant is to be called as a witness.

H. Responsibility for Presentation of Cases:

1. At the hearing, the accused must represent himself or herself (exceptions may be granted by the Committee Chair); however he or she may receive advice, from any person at the student's own expense. An advisor is not allowed to address the Committee directly and must conduct him or herself in an appropriate manner.

2. If the student wishes the Hearing Coordinator to direct communications concerning the case to his or her advisor, as well as to himself or herself, he or she must provide the Hearing Coordinator with such a request, including the name and address of his or her advisor, in writing.

3. The College's representative shall be the Dean of Students or the Dean's designee. The Dean may consult with Campus Attorneys.

I. Continuing Informal Resolution:

Until the Student Conduct Committee makes its report to the President, any agreement between the accused student and the Dean of Students as to the disposition of the matter shall bind all parties and terminate all proceedings.

J. Reports to the **President CEO**:

Within fifteen (15) days after the conclusion of a hearing, the Committee Chair shall submit a report advising the **President CEO** of:

1. the Committee's specific finding of fact;

2. whether, in the opinion of a majority of the Committee the student has violated one or more College policies; and

3. a recommendation of sanction, provided that prior to recommending any sanction, the Committee and accused student are briefed by the Dean of Students regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services; and provided further that the Committee indicate the rationale for such recommendation.

The ~~President~~ CEO may grant an extension of time for submission of the report for good cause shown and upon such terms as shall avoid undue prejudice to the student. Any member of the Committee may submit a minority report to the President.

K. A copy of all reports required to be submitted to the ~~President~~ CEO by this Policy, including any minority reports, shall be sent to the accused student, the Dean of Student Services, and the complainant (if allowed by law), when transmitted to the President.

L. The accused student shall have seven (7) days from the date appearing on the Committee report in which to submit to the ~~President~~ CEO any written argument supporting the student's position.

M. If an accused student does not meet with the Dean and/or does not appear at the hearing, or has withdrawn from the College while subject to pending disciplinary action, the case may proceed to disposition without the student's participation.

#### 5531.5 The ~~President~~ CEO

##### A. Decision by the ~~President~~ CEO:

The final decision regarding the case shall be made by the ~~President~~ CEO except in cases which:

1. are resolved by the Dean of Students, and no written appeal is made by the student;
2. include a recommendation for expulsion.

##### B. Bases for Decision:

The ~~President~~ CEO shall base his or her decision upon:

1. the report submitted by the Student Conduct Committee
2. counsel solicited from the Dean, regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services Office.

##### C. Sanctions

The ~~President~~ CEO may decide to impose, or impose and suspend, one or more of the sanctions listed in Section 530, with the exception of expulsion (discussed below). The ~~President~~ CEO is not limited to those sanctions imposed by the Dean, or to those recommended by the Student Conduct Committee, even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively.

##### D. Recommendation for Expulsion:

Should the Dean, ~~President~~ CEO, or ~~President's~~ CEO designee recommend a sanction of

expulsion the Santa Clarita Community College District Board of Trustees will meet in closed session, unless otherwise requested by the student, to affirm or alter the sanction. The Board is not limited to the recommended sanctions(s), and may impose an alternative sanction, even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively.

Whether the matter is considered at a closed session, or at a public meeting, the final action of the Board shall be taken at the next public meeting and the result of such action shall be public record of the District.

**E. Discussion With Student:**

If the ~~President~~ CEO deems it necessary or desirable, he or she may meet with the student at any point to discuss the case. The student may be accompanied by any person of his or her choice at the student's own expense.

**G. Decision by the ~~President~~ CEO:**

Not later than twenty (20) days after the date appearing on the written appeal of the student; or the report of the Student Conduct Committee, if any, whichever is latest, written notification of the ~~President's~~ CEO's decision shall be delivered to:

1. the accused student;
2. the Chair of the Student Conduct Committee, if the Committee heard or reviewed the case and made a report to the Chancellor, and
3. the Dean of Student Services.

The ~~President~~ CEO may also notify other parties of his or her decision. The ~~President~~ CEO may direct the Dean of Student Services, if there is an institutional interest in doing so, and if such parties are authorized to receive such information under the "Santa Clarita Community College District Policy on the Disclosure of Information from Student Records."

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** POLICIES and PROCEDURES

**ITEM/TITLE** Approval of Board Policy 5800, Prevention of Identity Theft

in Student Financial Transactions, Second Reading

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

**BACKGROUND / ANALYSIS:**

The Fair and Accurate Credit Transactions Act (FACTA) (Pub. L 108-159) and the "Red Flag" laws require creditors to develop and implement procedures for the identification, detection and response to patterns, practices or specific activities ("Red Flags") that could indicate identity theft in student financial transactions.

A "creditor" in this instance includes government entities who defer payment for goods or services (for example, enrollment, payment plans for enrollment fees, bookstore accounts, parking tickets, financial aid, etc.). Because the Santa Clarita Community College District is considered a creditor in relations to students, the District is required to establish an "Identity Theft Prevention Program" (ITPP).

The proposed policy has been reviewed and endorsed by the College Policy Council, was approved by the Board at its first reading on June 22, and is being presented to the Board for a Second Reading at this time.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATIONS:**

Move approval of Board Policy 5800, Prevention of Identity theft in Student Financial Transactions, Second Reading.

Submitted by:

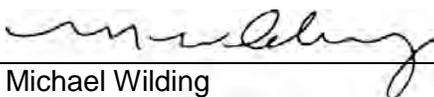
Michael Wilding

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:

  
Michael Wilding

## **BP 5800 Prevention of Identity Theft in Student Financial Transactions**

Reference:

*Fair and Accurate Credit Transactions Act, ( Pub.L. 108-159)*

In compliance with the law, the Santa Clarita Community College District provides for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students. The Chief Student Services Officer is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

**See Administrative Procedure 5800**

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** POLICIES and PROCEDURES

**ITEM/TITLE** Approval of Board Policy 3715, Intellectual Property

ACTION/CONSENT

Rights, First Reading

ACTION

INFORMATION

DISCUSSION

**BACKGROUND / ANALYSIS:**

This new policy has been formed to provide guidance regarding the creation of intellectual property. As the campus grows and expands into new areas of inquiry the need for guidance regarding the creation and management of intellectual property has become more prevalent.

The proposed policy, attached for review, has been endorsed by the Student Senate, the Academic Senate, and the College Policy Council.

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATIONS:**

Move approval of Board Policy 3715, Intellectual Property Rights, First Reading.

Submitted by:

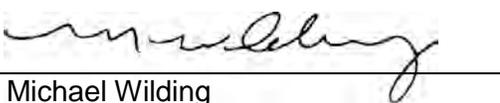
Michael Wilding

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



Michael Wilding  
Asst Supt/VP, Student Services

# BP 3715 Intellectual Property Rights

**Reference:** *17 U.S. Code Sections 101 et seq.;*  
*35 U.S. Code Sections 101 et seq.;*  
*37 Code of Federal Regulations Sections 1.1 et seq.*

## Introduction

The District recognizes and encourages the intellectual scholarship and academic creativity of employees as an inherent part of the educational mission of the college

The District, the Academic Senate, and all other campus constituent groups believe that the public interest is best served by creating an intellectual environment whereby creative efforts and innovations can be encouraged and rewarded, while still retaining for the college reasonable access to, and use of, the intellectual property for whose creation the college or university has provided assistance.

It is in the interest of the District, the Academic Senate, and all other campus constituencies to protect and promote the right of employees to benefit from their scholarly and institutional work, and to avoid copyright disputes by facilitating advance agreement between employees and the District regarding ownership and use of scholarly works.

## 1. Definitions

### A. Author or Creator

Means an individual who alone or as part of a group of other creators, invent, author, discover, or otherwise create intellectual property.

### B. Employee

Means an individual employed by the District, and shall include full-time and part-time faculty, classified staff, student employees, appointed personnel, persons with “no salary” appointments, and academic professionals, who develop intellectual property using District resources, unless there is an agreement providing otherwise.

### C. Intellectual Property

Intellectual Property rights refer to works that may be eligible for copyright protection. This includes, but is not limited to:

1. course materials such as course handouts, syllabi, lecture notes, student exercises, workbooks, study guides, laboratory manuals, multimedia programs, tests, literary works;
2. books, articles, fictional or non-fictional narratives, reviews;

3. dramatic and musical compositions, poetry, and choreography;
4. complete online courses including those created with a course management system;
5. other course materials related to online courses or web-related materials;
6. analysis (e.g. scientific, logical, opinion or criticism);
7. works of art and design, including pictorial, graphic and sculptural works, photographs, films, video and audio recordings;
8. computer-based programs and media (e.g. software or computed code of their representation in forms such as CD-ROM, video disk, compressed video, digital, web-based material and the like);
9. Architectural and engineering drawings.

#### **D. Form of Intellectual Property**

Intellectual Property works may be found in:

1. Any enduring medium (for example, print, film, or digital media, etc.), or
2. Digitally encoded works that can be stored on computer-readable media, manipulated by computers, and transmitted through data networks form (for example, video or audio broadcast, html transmissions, or email attachments), or
3. Other tangible forms (for example, as sculpture, painting, or structure).

#### **E. District Substantial Support**

1. "District Resources" includes all tangible resources including buildings, equipment, facilities, computers, software, personnel, and funding.
2. "Substantial Support" means use of District resources beyond the normal professional, technology, and technical support generally provided by the District and extended to an individual or individuals for development of a product, project or program.
  - a. Examples of Substantial Support could include, but are not limited to:
    - i. extra compensation for a work.
    - ii. The cost of providing secretarial, technical, legal, duplication, technological or creative services specifically for the creation of the work.
    - iii. A substantial use of the District's resources may be implicated in situations where the creator spends such time and energy in the creation of a work that results in a great reduction of the creator's contractual obligations.
  - b. Examples of normal professional, technology, and technical support generally provided by the District would include, but are not limited to:
    - i. the employee's regular compensation and the office space.

- ii. office computer, local telephone use, office supplies, and copy services regularly provided to an employee in the normal course of their employment.
- iii. District sponsored training customarily provided to an employee.
- iv. District tech support customarily provided to an employee.
- v. the use of an electronic learning management system.
- vi. any software management system for on-line instruction, assessment or virtual classroom instruction.
- vii. Compensation to a faculty member while on sabbatical.
- viii. COC Foundation support to the Scholarly Lecture program or mini-grant programs.

## **F. Categories of Intellectual Property works**

### **1. Institutional Work**

Institutional Works are those standard and ordinary works conducted by the District for specific District administrative purposes, excluding teaching and academic endeavors. Institutional works do not grant any intellectual property rights to their creators.

Examples of these would include, but are not limited to:

- a. preparing budgets, policies, contracts, personnel management,
- b. course schedules and catalogues,
- c. maintenance of computer data,
- d. long range planning,
- e. Keeping inventories of equipment,
- f. Promotional and other materials produced by the Public Information Office,
- g. Works that must be approved by a college committee,
- h. all materials produced by accreditation committees,
- i. course outlines approved by the Curriculum committee.

### **2. Commissioned Work**

All Commissioned Works are the property of the District, unless otherwise stated in a written agreement between the District and the employee prepared before the project is initiated,

- a. A commissioner work is a one-time work that is defined and directed by the District for a specific District purpose.
- b. This includes, but is not limited to, any works:
  - i. Commissioned by the District pursuant to a signed contract;
  - ii. Produced by research specifically supported by Federal, State, or third party sponsorship;
  - iii. Produced through substantial use of District resources or facilities;
  - iv. The District may provide additional compensation for a commissioned work, but any such compensation must be agreed to in writing before the project begins;
  - v. Commissioner works are outside of an employee's normal duties, and must be agreed to by both the employee and the District.

### **3. Personal Work**

Personal works are prepared outside the course and scope of District employment responsibilities, and are produced without the use of District resources or facilities. Personal Works are not subject to this policy.

- a. Since Personal Works are the property of the employee, any copyright shall be owned exclusively by the employee.
- b. When creating a personal work, the creation of such works shall not interfere with the employee's ability to perform assigned responsibilities.
- c. An employee shall not use any District resources to create, develop or commercialize works.

### **4. Scholarly Work (or Aesthetic Work)**

Scholarly works are considered the intellectual property of the employee.

- a. Scholarly works are those where the employees contributions:
  - i. Originate through their own initiative;
  - ii. Are the results of independent academic efforts for classroom, education, or professional purposes, and
  - iii. Do not rely on substantial District support.

### **5. Sabbatical Works.**

Generally, intellectual property created by District employees during a sabbatical is defined as an academic work.

- a. If substantial district resources and facilities are required to complete a sabbatical project, the District and the employee must first enter into an agreement to define the limit and scope of the District's support, as well as to define the District and employee's intellectual property rights in the sabbatical work.

## **2. District Use of Scholarly Works**

- a. Material created for ordinary teaching use in the classroom (including on-line teaching) and in department programs, such as syllabi, assignments, and tests, shall remain the property of the employee, but the District shall be permitted to use such material for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions.
- b. By accepting the assignment of a distance learning course as part of their faculty load, a faculty member implicitly authorizes the District to transmit or record for transmission, any classroom instruction, lecture or other instructional or performance event produced by the faculty member as part of that specific distance learning section. It is understood that such authorization is only for a specific course section during a specific semester.

## **3. District Restrictions on Use of Employees' Scholarly Works**

- a. Scholarly Works are the property of the employee and the copyright shall be owned by the employee. The District and the employee agree that the employee shall maintain the

exclusive right to royalties and non-transferable, perpetual, worldwide license to use works owned by the employee.

- b. The District may not authorize the for-profit publication of such works in return for royalties paid solely to the District without written authorization from the employee (s) who created the works.
- c. The District may not sell or re-transmit any recording of any classroom instruction, lecture or other instructional or performance event produced by the employee for transmission, except under the terms of a written agreement between the District and the employee specifying the terms of such re-transmission or sale, including distribution of net profits from the sale or rebroadcast.
- d. The District shall not authorize anyone to create derivative works (for example, companion materials, or updated versions) without the written agreement of the employee (s) who own the work.

#### **4. Employee Responsibilities on Scholarly Works**

- a. If a scholarly work is created by two or more employees, it is the responsibility of the employees to determine the manner in which they share ownership of the copyright to that work.
- b. It is their responsibility to prepare (or have prepared at their own expense) a written agreement between them documenting their determination.
- c. No grievance against the District may be asserted by employees arising out of any consequences of their failure to make or document an agreement concerning the manner in which they share ownership of the copyright
- d. It is the responsibility of the employee to ensure that any scholarly work does not include intellectual property owned by others. If it does include such intellectual property, the employee is responsible for obtaining the appropriate releases/permissions for the use of the material.
- e. As the copyright for Scholarly Works are held by the employee, the District assumes no liability for any legal action arising from the contents of the scholarly work.

#### **5. Use of Names, Logos**

- a. The District's names, logos, and trademarks are copyrighted material that may not be used without consent of the District.
- b. Employees may use their employment title for any work that they create while an employee of the District.
- c. If for any reason the District does not wish its name or the College's name to be identified, the District has the right to require the employee not to identify his or her relationship with the District; and in such a case, the employee will agree to stop doing so as soon as reasonably possible.

- d. The District agrees that when it uses a work created by an employee the District will identify the employee who created the work, for as long as the work continues to be used by the District.

## **6. Alternative Copyright Agreements**

- a. The CEO may waive the District's property rights by executing a written waiver.
- b. Employees and the District may, if they wish, enter into individual agreements with one another concerning copyright ownership and usage rights to specific works, the terms of which differ from those set forth above.
- c. The terms of any such individual agreement will supersede the terms of these procedures, once such an agreement is signed by the employee and an authorized representative of the District.
- d. In the event the provisions of these procedures and the provisions of any operative collective bargaining agreement conflict, the collective bargaining agreement shall take precedence.

## **7. Commercialization of Intellectual Property**

- a. The District may commercialize any work in which it maintains intellectual property rights using its resources or it may enter into agreements with others to commercialize the work as authorized by law.
- b. The District shall undertake such efforts, as it deems necessary to preserve its rights in original works for which the District is the sole or joint owner of intellectual property rights.
- c. The District may apply for a patent, for trademark registration, for copyright registration, or for other protection available by law on any new work in which it maintains intellectual property rights.
- d. The District may pay some or all costs required for obtaining a patent, trademark, copyright, or other classification on original works for which it exclusively owns intellectual property rights.
- e. If the District has intellectual property rights in a jointly owned work, the District may enter into an agreement with the joint owners concerning payment of such costs.
- f. At times the District may share intellectual property rights with employees. The employees are entitled to share in any royalties, licenses, and other payments from commercialization of these works in accordance with applicable agreements signed beforehand with the District.
- g. All expenses incurred by the District in protecting and promoting the work, including costs incurred in seeking patent or copyright protection and reasonable costs of marketing the work, shall be deducted and reimbursed to the District before the creator is entitled to share in the proceeds.

- h. The District shall deposit all net proceeds from commercialization of intellectual property in its own general intellectual property account. The District may use the account to reimburse expenses related to creating or preserving the District's intellectual property rights or for any other purpose authorized by law and District policy including the development of intellectual property.

## **8. Student and Members of the Public Intellectual Property Rights**

- a. District students own the intellectual property rights for intellectual property created to meet course requirements using college or District resources.
  - i. Students completing assignments for an outside entity as part of an internship, project based learning assignment, service learning assignment, etc. do not necessarily own the intellectual property rights related to their assignments. Clarification should be determined with the external agency prior to the start of the assignment. In the absence of such clarification, the intellectual property rights belong to the outside agency.
- b. The methods used by faculty to grade, certify, and assess a student's intellectual work created to meet course requirements shall not be construed as a violation of a student's intellectual property rights.
- c. Members of the public who create intellectual property using district resources available to the public retain the rights to those intellectual works.

## **9. Development of Procedures**

- a. The District will develop procedures to ensure for the recognition, administration, and assignment of Intellectual Property Rights.
- b. These procedures will be consistent with other District policies, including, but not limited to, the District's policy on academic freedom and federal and state statutes and regulations.
- c. In addition to procedures for general District implementation of this policy, there shall be specific procedures developed for employees, students, contractors, and volunteers.
  - i. Employees
    - a. Any procedures that would impact faculty members will be mutually agreed upon with the Academic Senate.
    - b. These procedures shall also be interpreted consistent with all collective bargaining agreements.
  - ii. Students
    - a. The District will develop procedures to ensure the protection of students' intellectual property rights.
    - b. Protection of student intellectual property rights shall not be construed to interfere with the role of the faculty in assigning grades to students' enrolled in college courses.

iii. Third Party Contractors

- a. The District will develop procedures to coordinate intellectual property rights between the district and any outside contractor.
- b. Assignment of Intellectual property rights shall be specified in any contract or agreement signed by the District.

iv. Volunteers

- a. The District will develop procedures to coordinate intellectual property rights between the district and any person not acting in the capacity of an employee, student, or contractor.

**See Administrative Procedures 3715**

## AP 3715 Intellectual Property Rights

### 1. Request for Substantial Support

- a. An employee may request the District to provide substantial support. Such a request must be provided in writing to the appropriate cabinet-level administrator.
- b. The District has no obligation to support the request.
- c. If approved, a formal agreement will be written out between the District and the employee prior to the start of any work. This written agreement shall include, at a minimum:
  1. the terms of the substantial support to be provided,

### 2. Intellectual Property Coordinator

- a. The CEO may designate a District Intellectual Property Coordinator.
- b. The coordinator shall administer this procedure and will implement the District's Intellectual Property Policy.
- c. The Intellectual Property Coordinator will also monitor the development and use of the District's intellectual property.
- d. Any questions relating to the applicability of the District Intellectual Property or this procedure may be directed and answered by the Intellectual Property Coordinator.
- e. The Intellectual Property Coordinator shall all arrange training on a periodic basis for faculty, staff, and/or other persons who are covered by this Intellectual Property Procedure including:
  2. conditions or timelines that must be met to ensure continued support;
  3. whether such work is considered a "Commissioned Work" or a "Scholarly Work"; and
  4. Shall specify whether the work is owned solely by the faculty member, or whether ownership shall be shared between the parties.

No grievance against the District may be asserted by employee arising out of any consequences of their failure to make or document an agreement concerning the manner in which they share ownership of the copyright.

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** GENERAL

**ITEM/TITLE** Redistricting Options for the Santa Clarita Community

College District

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

**BACKGROUND / ANALYSIS:**

The California Voting Rights Act (CVRA) was signed by Gray Davis in 2002 and went into effect in 2003. After court challenges, the CVRA was upheld by the Fifth District of the California Court of Appeal in 2005. The CVRA requires districts that conduct at-large elections to evaluate if their at-large election process is limiting minority voters influence in their elections. The Santa Clarita Community College District currently holds at-large elections.

Districts may be required to switch their elections from at-large elections to **trustee-area elections** and draw **trustee-areas** of equal population size based on the number of board members if the at-large election method is determined to be non-compliant with the CVRA. Districts initiating new district maps or lines would propose the changes through a Board resolution.

Unlike previous redistricting cycles, the California Voting Rights Act, combined with the Education Code's provisions for redrawing trustee area lines, **requires all districts** to evaluate their election systems in conjunction with the decennial census. Subsequent to this examination, there is an ongoing obligation for those districts that maintain at-large election systems to evaluate whether demographic changes trigger non-compliance with the California Voting Rights Act. The Community College League of California (CCLC) recommends Districts obtain a demographic study performed by an objective 3<sup>rd</sup> party, followed by a legal analysis on special interest populations in order to determine if **trustee-areas** should be established and the election method changed. The specialty populations could be based on ethnicity or on a particular specialty demographic (i.e. rural vs. urban).

Districts that move to **trustee-area elections** would follow their regular election schedule, with any changes taking place due to CVRA effective after March 2012. There is no immediate impact on the term of current Board members, but all future elections would be affected.

**FISCAL IMPLICATIONS:**

Estimated cost of consulting and legal services is \$40,000.

**RECOMMENDATIONS:**

Any action by the Board of Trustees will be determined at the meeting.

Submitted by:

Sharlene Coleal/Cindy Grandgeorge

Recommended by:

Dr. Dianne Van Hook

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 07/13/11

**AGENDA**

**CATEGORY** GENERAL

**ITEM/TITLE** Update on Legislation, Regulations, and Board of

Governors' Activities/Consultation Items

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

**BACKGROUND / ANALYSIS:**

Any relative handouts detailing updates on pending legislation and the state budget will be distributed at the meeting. Relevant comments will be added and input solicited regarding the follow-up the Board members would like to have taken in support of and/or opposition to specific pieces of legislation.

**FISCAL IMPLICATIONS:**

N/A

**RECOMMENDATIONS:**

Action, if any, to be determined.

Submitted by:

Dianne G. Van Hook

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by: