

DISTRICT PROPOSAL #1

OCTOBER 12, 2016

FIRST AMENDED MEMORANDUM OF UNDERSTANDING

**RE: PREPARATION OF CURRICULUM MATERIALS BY PT FACULTY MEMBERS,
BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT**

AND THE PALOMAR FACULTY FEDERATION

This Memorandum of Understanding ("MOU") is entered into by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF"):

MOU relates to Article 4.1.10.1 – Professional Ancillary Activities of the current Agreement between the District and PFF.

The purpose of this Memorandum of Understanding (MOU) between the District and the Palomar Faculty Federation (PFF) is to clarify the nature of duties associated with and the compensation for the preparation or revision of curriculum materials by part-time faculty members.

The parties agree that preparation or revision of curriculum materials by part-time faculty members is compensable at their non-instructional hourly rate, and is a professional ancillary activity as defined by Article 4.1.10.1 *et seq.* of the Agreement between the District and the PFF.

The parties agree that, as a professional ancillary activity, time spent in curriculum development or revision shall not be included in calculating whether a part-time academic employee has been employed to teach more than 67% of the hours per week considered the maximum workload assignment for a part-time faculty. In addition, the parties reaffirm that curriculum development is exclusively a faculty matter.

The parties further agree that part-time faculty members participating in curriculum development shall, upon District request, complete a waiver which indicates their understanding that hours spent and compensated doing such curriculum development is excluded from the calculation of 67% per week hours as described above.

Curriculum development or revision by a part-time faculty member will be compensated using the following guidelines:

1. Hourly pay will be at their non-instructional hourly rate.
2. Dean and Department Chair will agree on the number of hours per course that will be compensated. Total number of hours per week employed by the District may not exceed twenty-eight (28) which is still considered part-time employment.

Dated:

10/12/16

By:

Mike Popielski

Mike Popielski
Interim Assistant Superintendent/ Vice
President Human Resource Services

Dated:

10/12/2016

By:

Bill Shaeffer

Bill Shaeffer
Rutan & Tucker, LLP
District Chief Negotiator

Dated:

10/12/16

By:

Teresa Laughlin

Teresa Laughlin
Lead Negotiator, PFF

Dated:

10/12/16

By:

Shannon Lienhart

Shannon Lienhart
Co-President, PFF

Dated:

10/12/16

By:

Colleen Bixler

Colleen Bixler
Co-President, PFF

DRAFT

Memorandum of Understanding
Between the Palomar Community College District
And the Palomar Faculty Federation

The purpose of this Memorandum of Understanding (MOU) between the District and the Palomar Faculty Federation (PFF) is to clarify the nature of duties associated with the preparation of curriculum materials by part-time faculty members.

The parties agree that ^{non-instructional} preparation of curriculum materials by part-time faculty members is compensable at their hourly rates, and is a professional ancillary activity as defined by Article 4.1.10.1 *et seq.* of the Agreement between the District and the PFF. The parties agree that, as a professional ancillary activity, time spent in curriculum development shall not be included in calculating whether a part-time academic employee has been employed to teach more than 67% of the hours per week considered a full-time assignment. In addition, the parties reaffirm that curriculum development is a faculty matter, ~~and while non-faculty may have input into the process, non-faculty shall not develop curriculum.~~ ^{exclusively} The parties further agree that part-time faculty members participating in curriculum development shall, upon District request, complete a waiver which indicates their understanding that hours spent and compensated doing such curriculum development is excluded from the calculation of 67% per week hours as described above.

Date: 1/29/14

By:

Shannon Fenhart
PFF Co-President

Christina Moore
PFF Co-President

Imra Yoghe
PFF Lead Negotiator

John Tortura
Assistant Superintendent/Vice President, Human Resource Services

DISTRICT COUNTER PROPOSAL NO. 2**TO PFF PROPOSAL NO. 1 DISTRICT RESPONSE NO. 2 TO PFF PROPOSAL
RE: ADDENDUM****JULY 18, 2016 AUGUST 24, 2016 OCTOBER 5, 2016****MEMORANDUM OF UNDERSTANDING****RE: COURSE MAXIMUMS – SCIENCE AND CINEMA****BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT****AND THE PALOMAR FACULTY FEDERATION**

This second Revised Memorandum of Understanding (“MOU”) is entered into by and between the PALOMAR COMMUNITY COLLEGE DISTRICT (“District”) and the PALOMAR FACULTY FEDERATION (“PFF”):

MOU relates to Article 8 – Course Maximums of the current Agreement between the District and PFF.

When any of the below Science classes (that are not associated with a laboratory) or Cinema classes are offered online, the course maximum will be 42. If any of the classes (below) do become associated with a laboratory then the on-line course maximum would need to equal the face-to-face course maximum. In-person classes will have a course maximum as defined by past practice and the current Course Maximums guidelines.

Course Maximums Changes

PFF Proposal #1 June 1, 2016

COURSE NUMBER	CURRENT COURSE TITLE
ASTR 120	PLANETS, MOONS, AND COMETS
ASTR 210	LIFE IN THE UNIVERSE
BIOL 110	HUMAN GENETICS
BIOL 201	FOUNDATIONS OF BIOLOGY II
CINE 102	HISTORY OF FILM TO 1945
CINE 103	HISTORY OF FILM 1945-PRESENT
CINE 105	FILM SUBJECTS
CINE 110	DOCUMENTARY FILM
CINE 120	FILM CRITICISM
CINE 122	IDENTITY IN AMERICAN FILM
ES 115/GEOG 115	NATURAL DISASTERS AND ENVIRONMENTAL HAZARDS
GEOG 105	INTRODUCTION TO HUMAN GEOGRAPHY
GEOG 110	METEOROLOGY: WEATHER AND CLIMATE
GEOG 115/ES 115	NATURAL DISASTERS AND ENVIRONMENTAL HAZARDS
GEOL 120	PLANETS, MOONS, AND COMETS
MICR 200	FUNDAMENTALS OF MICROBIOLOGY
OCN 100	OCEANOGRAPHY LECTURE
ZOO 120	ANIMAL BEHAVIOR
ZOO 135/BIOL 135	BIOLOGY OF MARINE MAMMALS

CINE 100 ART OF THE CINEMA

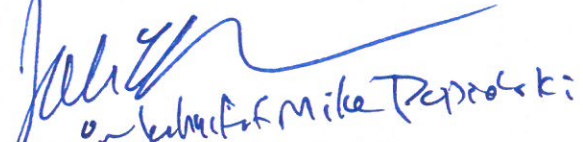
*These courses are presently offered with a laboratory. So, if they are offered with a laboratory in the future then on-line course maximums will equal the face-to-face course maximum.

This MOU is for the academic year 2016-17 only while the District and PFF work to establish course maximum norms and definitions.

Absent any agreement between the parties to the contrary regarding course maximums for any of the courses listed above, this MOU shall automatically expire at the conclusion of the 2016-17 academic year without any further action by the parties.

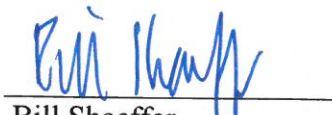
Dated: _____

By: _____


Mike Popielski
Interim Assistant Superintendent/ Vice
President Human Resource Services

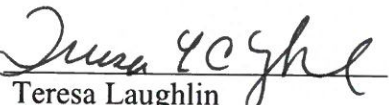
Dated: 10/5/2016

By: _____


Bill Shaeffer
Rutan & Tucker, LLP
District Chief Negotiator

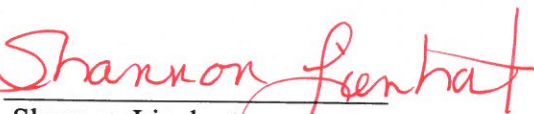
Dated: 10/5/16

By: _____


Teresa Laughlin
Lead Negotiator, PFF


Dated: 10/5/16

By: _____


Shannon Lienhart
Co-President, PFF

Dated: 10/5/16

By: _____


Colleen Bixler
Co-President, PFF

MONTHLY BOARD REPORT: November 8, 2016

SHORT-TERM PERSONNEL ACTION REQUEST

	Employee Name	Start Date	End Date	Job Code	Hourly	Job Description
Department	Career, Technical and Extended Education					
	Masiello, Ellie	10/05/16	06/30/17	Clerical/Secretarial	\$20.00	Assistant (professional)
	Vernia, Lynda	10/04/16	06/30/17	Clerical/Secretarial	\$14.00	Assistant III
Department	Disability Resource Center					
	Cusac, Ellen	10/03/16	06/30/17	Technical/Paraprofessional	\$47.00	Interpreter
Department	Early Childhood Education Lab School					
	Boling, Oliviya	10/13/16	06/30/17	Technical/Paraprofessional	\$10.00	Assistant I
	Nutter, Nicole	10/11/16	06/30/17	Technical/Paraprofessional	\$10.00	Assistant I
Department	English as a Second Language Department					
	Ludden, Chelo	10/12/16	06/30/17	Technical/Paraprofessional	\$15.00	Intern Tutor III
	Olivares, Andrea	10/20/16	06/30/17	Technical/Paraprofessional	\$14.00	Intern Tutor II
	Swanson, Kalina	10/13/16	06/30/17	Technical/Paraprofessional	\$14.00	Intern Tutor II
Department	Enrollment Services					
	Lewis, John	10/13/16	06/30/17	Technical/Paraprofessional	\$20.00	Assistant (professional)
Department	Emergency Medical Education Department					
	Maxwell, Jonathan	10/06/16	06/30/17	Technical/Paraprofessional	\$22.53	Assistant (professional)
Department	Financial Aid, Veterans and Scholarship Services					
	Baron, Shelby	10/18/16	06/30/17	Technical/Paraprofessional	\$14.00	Assistant III
	Briggs, Sterling	10/12/16	06/30/17	Technical/Paraprofessional	\$14.00	Assistant III

	Employee Name	Start Date	End Date	Job Code	Hourly	Job Description
Department	Grant Funded Student Programs					
	Camacho, Jullisa	10/05/16	06/30/17	Technical/Paraprofessional	\$14.00	Assistant III
	Cruz, Samantha	10/12/16	06/30/17	Technical/Paraprofessional	\$10.00	Peer Tutor
	Gonzalez Cortez, Miriam	10/12/16	06/30/17	Technical/Paraprofessional	\$10.00	Peer Tutor
	Klaus, Shelley	10/07/16	06/30/17	Clerical/Secretarial	\$12.00	Assistant
	Lopez, David	10/11/16	06/30/17	Technical/Paraprofessional	\$10.00	Peer Tutor
	Lopez Mendez, Christian	10/17/16	06/30/17	Technical/Paraprofessional	\$10.00	Peer Tutor
	Mai, Khoa	10/03/16	06/30/17	Technical/Paraprofessional	\$10.00	Peer Tutor
	Ortega, Annalyse	10/03/16	06/30/17	Technical/Paraprofessional	\$10.00	Peer Tutor
	Upham, Angelica	09/12/16	06/30/17	Clerical/Secretarial	\$12.00	Assistant
	Young, Felicity	10/11/16	06/30/17	Technical/Paraprofessional	\$20.00	Assistant (professional)
Department	Health Services					
	Shalabi, Sophia	09/28/16	06/30/17	Technical/Paraprofessional	\$18.00	Assistant (professional)
Department	Mathematics and Natural Health Sciences Division					
	Bui, Ngoc	09/06/16	06/30/17	Technical/Paraprofessional	\$12.00	Assistant II
	Rowell, Bryeson	10/12/16	06/30/17	Technical/Paraprofessional	\$12.00	Assistant II
	Schrenk, Christopher	10/06/16	06/30/17	Technical/Paraprofessional	\$12.00	Assistant II
Department	Mathematics Learning Center					
	Kirkpatrick, Gregg	10/07/16	06/30/17	Technical/Paraprofessional	\$14.00	Intern II
	Mrazkova, Theresa	10/18/16	06/30/17	Technical/Paraprofessional	\$10.00	Peer Tutor
	Wilcox, Brian	08/22/16	06/30/17	Technical/Paraprofessional	\$10.00	Peer Tutor
Department	Palomar College Police Department					
	Johnson, Joseph	09/19/16	06/30/17	Technical/Paraprofessional	\$10.00	Assistant I
	Lucas, Carlos	09/19/16	06/30/17	Technical/Paraprofessional	\$10.00	Assistant I
Department	Performing Arts					
	Richardson, Rickey	08/29/16	06/30/17	Technical/Paraprofessional	\$10.00	Assistant I
	Sapp, Cassidi	08/15/16	06/30/17	Technical/Paraprofessional	\$10.00	Assistant I

	Employee Name	Start Date	End Date	Job Code	Hourly	Job Description
Department	Public Safety Programs					
	Hansen, Brian	10/06/16	06/30/17	Technical/Paraprofessional	\$17.64	Assistant (professional)
	Ruth, Bobby	10/17/16	06/30/17	Technical/Paraprofessional	\$22.53	Assistant (professional)
Department	Tutorial Services					
	Olvera, Adam	10/04/16	06/30/17	Technical/Paraprofessional	\$10.00	Peer Tutor
Department	World Languages					
	Poland, Sydney	10/03/16	06/30/17	Technical/Paraprofessional	\$12.00	Assistant II

Department MATH&NHS Math/Natural & Health Sci Div

PeopleSoft
PAL PERSONNEL ACTIONS HISTORY

Page No. 2
Run Date 10/27/2016
Run Time 13:41:17

Report ID: PAL015ST
Personnel Action: HIR--
For the period 10/01/2016 through 10/31/2016

Effective Date	Action Reason	Employee Name	Employee ID	Hire Date	Emp Typ	Reg/ Tmp	Full/ Part	Job Code	Job Title	Salary Grade	Comp Rate	Supervisor
SETID - PALMR												
10/04/2016		Massey,Chad Jayden		10/04/2016	0.0	H	T	P	900STU Student EE	STU/ASTU	10.000000	H
Department PERARTS Performing Arts Department												
SETID - PALMR												
10/12/2016		Nelson,Gabriel Soberon		10/12/2016	0.0	H	T	P	900STU Student EE	STU/ASTU	10.000000	H
Department WORLD LANG World Languages Dept												
SETID - PALMR												
10/12/2016		Minor,Chase Wells		10/12/2016	0.0	H	T	P	900STU Student EE	STU/ASTU	12.000000	H

PeopleSoft
PAL PESONNEL ACTIONS HISTORY

Page No. 3
Run Date 10/27/2016
Run Time 13:41:17

Report ID: PAL015ST
Personnel Action: REH--
For the period 10/01/2016 through 10/31/2016

Effective Date	Action Reason	Employee Name	Hire Employee ID	Hire Date	Emp Typ	Reg/ Tmp	Full/ Part	Job Code	Job Title	Salary Grade	Comp Rate	Supervisor
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Department ATHLETICS Athletics Department
SETID - PALMR

10/27/2016		Solis,Albert		09/17/2014	2.1	H	T	P	900STU Student EE	STU/ASTU	10.000000	H
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End of Report

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

CERTIFY QUARTERLY DATA

CHANGE THE PERIOD 

Fiscal Year: 2016-2017

Quarter Ended: (Q1) Sep 30, 2016

District: (060) PALOMAR

Your Quarterly Data is ready for certification.

Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name:

Ron Ballesteros-Perez

CBO Phone:

Use format 999-555-1212
760-744-1150

CBO Signature:



Date Signed:

Chief Executive Officer Name: Dr. Joi Blake

CEO Signature:

Date Signed:

Electronic Cert Date:

District Contact Person

Name:

Carmen M. Coniglio

Title:

Director, Fiscal Services

Telephone:

Use format 999-555-1212
760-744-1150

Fax:

Use format 999-555-1212
760-761-3511

E-Mail:

cconiglio@palomar.edu

Certify This Quarter

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:

Christine Atalig (916)327-5772 catalig@ccccc.edu or Tracy Britten (916)324-9794 tbritten@ccccc.edu

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CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

[CHANGE THE PERIOD](#)

Fiscal Year: 2016-2017

Quarter Ended: (Q1) Sep 30, 2016

District: (060) PALOMAR

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	102,198,939	106,669,421	118,065,699	106,878,910
A.2	Other Financing Sources (Object 8900)	737,927	1,248,415	763,000	733,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	102,936,866	107,917,836	118,828,699	107,611,910
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	101,184,309	102,928,444	104,961,269	107,011,365
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,851,699	5,455,603	5,420,650	5,651,191
B.3	Total Unrestricted Expenditures (B.1 + B.2)	106,036,008	108,384,047	110,381,919	112,662,556
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-3,099,142	-466,211	8,446,780	-5,050,646
D.	Fund Balance, Beginning	13,647,556	10,548,414	10,082,203	21,852,544
D.1	Prior Year Adjustments + (-)	0	0	3,323,561	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	13,647,556	10,548,414	13,405,764	21,852,544
E.	Fund Balance, Ending (C. + D.2)	10,548,414	10,082,203	21,852,544	16,801,898
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.9%	9.3%	19.8%	14.9%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	18,802	19,323	16,603	17,800
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-2017
H.1	Cash, excluding borrowed funds		20,948,174	26,390,400	23,957,370
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1 + H.2)	21,029,736	20,948,174	26,390,400	23,957,370

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	106,876,950	106,878,910	15,447,447	14.5%
I.2	Other Financing Sources (Object 8900)	728,000	733,000	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	107,604,950	107,611,910	15,447,447	14.4%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	105,961,179	107,011,365	25,599,461	23.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	5,627,106	5,651,191	476,100	8.4%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	111,588,285	112,662,556	26,075,561	23.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-3,983,335	-5,050,646	-10,628,114	
L.	Adjusted Fund Balance, Beginning	21,852,544	21,852,544	21,852,544	
L.1	Fund Balance, Ending (C. + L.2)	17,869,209	16,801,898	11,224,430	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	16%	14.9%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management	Academic	Classified
	Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? NO
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

**Quarterly Report of Chief Financial Officer
Regarding Disclosure of District Investments**

Pursuant to Government Code Section 53646, you are hereby notified that as of the quarter ending on September 30, 2016 the funds of the Palomar Community College District were invested as provided below and shown in detail on the attached exhibits. This portfolio complies with the current investment policy.

Exhibit A

FDIC-Insured Accounts in Banks and in Savings and Loan Associations	\$ 1,697,891.69
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Exhibit B

San Diego County Treasury Investment Pool	\$ 292,203,436.17
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Exhibit C

Securities, Investments and Funds (Other than those shown in Exhibit A)	\$136,788,860.03
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TOTAL	\$ 430,690,187.89
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EXHIBIT A

**Investments of the Palomar Community College District
Quarter Ending September 30, 2016
Government Code Section 53646(e)**

**Federal Deposit Insurance Corporation-Insured Accounts
As of September 30, 2016 the funds of the Palomar Community College**

Wells Fargo
550 California St
San Francisco, CA 94104

Palomar College Transfer Account	533,627.75
Palomar College Associated Students Checking	139,848.39
Palomar College Financial Aid Federal Account	316,202.90
Palomar College Payroll - DDP	2,307.72
Palomar College Payroll - Federal Taxes	0.00
Palomar College Payroll - State Taxes	0.00
Palomar College Revolving Cash Fund	20,963.07
Palomar College State of CA Cal Grant Account	684,941.86

Total Wells Fargo	1,697,891.69
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Bank Total	\$ 1,697,891.69
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EXHIBIT B

Investments of the Palomar Community College District Quarter Ending September 30, 2016 Government Code Section 53646(e)

San Diego County Treasury Investment Pool

The County Treasurer reports that the market value of the Pool as of September 30, 2016 was 100.083%, which is a decrease of .134 basis pts from the final 100.217% for the previous quarter.

All investments made during the quarter were in compliance with the County Investment Policy for Pooled Money, dated January 2005

On September 30, 2016, the Cash in County balances of the Palomar Community College District are:

General Fund	23,400,471.02
Capital Outlay Fund	22,230,313.06
Child Center Fund	376,972.03
Energy Conservation Project Fund	1,478,168.89
Trust Fund	1,824,215.75
Post Retirement Benefits Fund	1,379,199.37
Prop M Series A Debt Service Fund	4,831,085.22
Prop M Series B Debt Service Fund	1,705,757.86
Prop M Series C Debt Service Fund	12,111,625.46
Prop M Building Fund	222,865,627.51
Total Cash in County Treasury	\$ 292,203,436.17

Market value in County Treasury (at September 30, 2016 average rate) 100.083% \$ 292,445,965.02

EXHIBIT C

Investments of the Palomar Community College District Quarter Ending September 30, 2016 Government Code Section 53646(b) (1)

Securities, Investments and Funds (Other than those listed in Exhibit A)

California Community College Financing Authority Lease Revenue Bonds, Series 2010B (Refinance of 1994 Certificates of Participation - Escondido Center)

Trustee of funds:

Bank of New York Mellon
400 South Hope Street, Suite 400
Los Angeles, CA 90017

Investment balances at Market Value as of September 30, 2016

Palomar Interest Fund-Federated Money Market	
Palomar Principal Fund-Federated Money Market	
Palomar Reserve Fund-Federated Money Market	392,081.27
Palomar Debt Service Sub Account-Federated Money Market	
Palomar 2015 Escrow GO Bonds Cost of Issuance	
Palomar 2015 Escrow Escondido FD 06A GO Bonds Cost of Issuance	131,923,384.10
Palomar 2015 GO Bonds Cost of Issuance	

Palomar Funds Totals	\$ 132,315,465.37
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California Community College Financing Authority Lease Revenue Bonds, Series 2001A (Student Union Center Project)

Trustee of funds:

U. S. Bank Trust National Association
633 West Fifth Street, 24th Floor
Los Angeles, CA 90071

Investment balances at Market Value as of September 30, 2016

Palomar Reserve-Bayerische Landesbank Investment Agmt	193,956.13
Palomar Reserve-First American Treasury Obligations CI D	11,152.48
Palomar Principal-First American Treasury Obligations CI D	0.00
Palomar Interest-First American Treasury Obligations CI D	49,192.78

Palomar Lease Revenue Bonds Total	\$ 254,301.39
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Retiree Health Benefits Funding Program Joint Powers Agency (Fund 69-Retiree Health Benefits)

Trustee of funds:

U. S. Bank
Institutional Trust & Custody
3121 Michelson, Suite 300
Irvine, CA 92612

Investment balances at Market Value as of September 30, 2016

Palomar Community College District Bonds Plus Portfolio	\$4,219,093.27
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Total Investments	\$136,788,860.03
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EXHIBIT D
ANNUAL STATEMENT OF INVESTMENT POLICY

The Governing Board of Palomar Community College District is concerned about the preservation of principal balances of all funds. The Board intends to follow a conservative investment strategy.

Investment Objectives

The Governing Board has established the priority of investment objectives in the following order:

- Preservation of principal
- Cash flow and liquidity
- Generation of returns on investments.

Management Responsibility

The Governing Board of Palomar Community College District delegates the management responsibility for District investments to the Superintendent/President. The Superintendent/President may designate the authority to establish written procedures for investments to the Assistant Superintendent/Vice President for Finance and Administrative Services.

The Superintendent/President or designee, shall use the San Diego County Treasury for deposits of moneys received in the following funds:

- General Fund
- Child Center Fund
- Capital Outlay Fund
- Energy Conservation Fund
- Trust Fund

The Superintendent/President or designee, will establish separate bank accounts for functions or revenue-producing activities or operations not directly associated with but complementary to the regular instructional and noninstructional functions of the District. Moneys will be deposited only in banks having extended coverage of deposits in excess of \$100,000 insured by the Federal Deposit Insurance Corporation (FDIC). Permissible operations include:

- Cafeteria
- Bookstore
- Electronic Transfer Accounts
- Clearing Accounts (Transfer Account)
- Student Financial Aid
- Scholarship and Loan Activities
- Associated Student Body
- Revolving Cash Fund
- Enterprise Accounts

The Superintendent/President or designee, may invest, as permitted by law and this policy, all or part of the surplus moneys of the District not required for immediate District use. Investment of District funds shall be limited to the following specific investments:

- The San Diego County Investment Pool/County Treasurer
- The Local Agency Investment Fund
- United States Treasury Bills
- Prime Commercial Paper having an "AA" rating or better
- Certificates of Deposit
- Guaranteed Investment Contracts

During the execution of duties, the Superintendent/President or designee shall exercise and operate under the standards of a prudent investor.

Palomar College
Extended Field Trip Authorization Request

Print Form

EXHIBIT J-20

(An Extended Field Trip is held in lieu of several class meetings and includes one or more overnight stays. It may involve domestic or international travel.)

Instructor's Name(s)

Sherry Titus

Department

Student Affairs

To the Instructor: It is your responsibility to be familiar with extended field trip regulations as found in Governing Board policy and procedures. Only students registered in the class may participate in extended field trips. PLEASE NOTE: All extended field trip requests require Palomar College Governing Board approval and must be submitted at least FIVE WEEKS prior to the proposed trip.

1. Dates of trip:

2-11 - 3/14 2017

2. Location/Address:

Washington D.C

3. Class Name(s) and Class Number(s)

ASG

4. Regular class meeting day, time, location, and classroom number:

Friday 10:15a-12:30pm (ASG MEETING TIME)

5. Specify what alternate learning activity has been arranged for students not making trip. Alternate arrangements are required. "None" or "Allowed absence" will not satisfy this requirement:

Conference and Visits with Representatives

6. Costs:

The instructor must make arrangements with the Cashier's Office for collection of student fees, if applicable. Instructors are not to collect fees from students.

● Transportation (see below): \$ 4000.00

Transportation/Lodging/Fees:

● Lodging (specify location): \$ 5000.00

● Other Fees (specify): \$ 800.00

● Total Costs: \$ 9800.00

7. Itinerary (attach): Itinerary must identify required activities, total instructional hours, and specific meeting times.

8. List of all participants (attach sheet)
9. Waivers signed by each participant or guardian (Waivers are available on the Instructional Services website.)
10. ☒ Yes Students have been supplied with a copy of the Student Code of Conduct.
11. Mode of transportation: ☐ College Car or Van ☒ Commercial Transportation
☐ Student Vehicles ☐ Other (attach sheet)

Please submit a *Request of Use of College Vehicle* to Facilities if a college car or van is desired, or purchasing requisition to Purchasing if commercial transportation is desired.

Please indicate below the type of transportation requested, if any, so that a copy of the approved Extended Field Trip request can be submitted to the appropriate office in order to release the vehicle(s).

☐ College Car or Van ☐ Commercial Transportation

Additional Requirement for International Extended Field Trip:

12. U.S. Department of State Travel Warnings or Travel Alerts for the Area: ☐ Yes ☐ No
 (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) Do any exist?
 (If a travel warning or alert exists and you are still requesting the Extended Field Trip, attach an explanation.)

Instructor's Signature _____ Date _____

Reviewed and Approved by:

Quinn M. Jiles 10/4/2016
 Department Chairperson/Director _____ Date _____

A. Re
 Division Dean _____ Date _____

Assistant Superintendent/Vice President for Instruction
 (required for Extended Field Trip)

A. Re
10/11/16 _____ Date _____

Division Office Use

Approved _____ Disapproved _____

1. Original to instructional Services _____
Date _____
2. Copy to Division Dean _____
Date _____
3. Copy to Instructor _____
Date _____
4. Copy to Center Staff _____
Date _____
5. Copy to Building/Grounds Purchasing _____
Date _____

 Date of Governing Board approval

Note to Dean: Please submit original to Instructional Services after approval.

If the class is taught at an Educational Center, please send a copy of this form to the Center staff after approval.

Sherry Titus, Advisor

Malik Spence, ASG President

David Aguilar, ASG Vice President

Armando Contreras, Senator

Alan Badel, Senator

Amber Bancroft, Senator

Nedy Velazquez, Senator

Chris Hopp, Senator

Jonathan Rodriguez, Senator

Palomar College
Extended Field Trip Authorization Request

Print Form

(An Extended Field Trip is held in lieu of several class meetings and includes one or more overnight stays. It may involve domestic or international travel.)

Instructor's Name(s) Jaime Arroyo

Department Athletics

To the Instructor: It is your responsibility to be familiar with extended field trip regulations as found in Governing Board policy and procedures. Only students registered in the class may participate in extended field trips. PLEASE NOTE: All extended field trip requests require Palomar College Governing Board approval and must be submitted at least FIVE WEEKS prior to the proposed trip.

1. Dates of trip: 4/4/17-4/9/17

2. Location/Address: Ocean Walk Resort Daytona Beach Florida

3. Class Name(s) and Class Number(s) ACS 55 ;73669

4. Regular class meeting day, time, location, and classroom number:
MW 8-10:05 am ; F 8-9:50am, Dome/Gymnasium, Palomar Main Campus

5. Specify what alternate learning activity has been arranged for students not making trip. Alternate arrangements are required. "None" or "Allowed absence" will not satisfy this requirement:

Students not attending must provide logged hours of exercise not to exceed 15 hours

6. Costs:
The instructor must make arrangements with the Cashier's Office for collection of student fees, if applicable. Instructors are not to collect fees from students.

● Transportation (see below): \$ 4,500.00 Transportation/Lodging/Fees:

● Lodging (specify location): \$ 1,200.00

● Other Fees (specify): \$ 1,400.00

● **Total Costs:** \$ 7,100.00

Southwest Airlines, Charter Bus, Ocean Walk Resort/Hilton Resort, Competiton fe

7. Itinerary (attach): Itinerary must identify required activities, total instructional hours, and specific meeting times.

8. List of all participants (attach sheet)
9. Waivers signed by each participant or guardian (Waivers are available on the Instructional Services website.)
10. ☒ Yes Students have been supplied with a copy of the Student Code of Conduct.
11. Mode of transportation: ☐ College Car or Van ☒ Commercial Transportation
☐ Student Vehicles ☐ Other (attach sheet)

Please submit a *Request of Use of College Vehicle* to Facilities if a college car or van is desired, or purchasing requisition to Purchasing if commercial transportation is desired.

Please indicate below the type of transportation requested, if any, so that a copy of the approved Extended Field Trip request can be submitted to the appropriate office in order to release the vehicle(s).

☐ College Car or Van ☒ Commercial Transportation

Additional Requirement for International Extended Field Trip:

12. U.S. Department of State Travel Warnings or Travel Alerts for the Area: ☐ Yes ☒ No
 (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) Do any exist?
 (If a travel warning or alert exists and you are still requesting the Extended Field Trip, attach an explanation.)

Instructor's Signature

Date

Reviewed and Approved by:

Department Chairperson/Director

Date

Division Dean

Date

Assistant Superintendent/Vice President for Instruction
 (required for Extended Field Trip)

Date

Division Office Use

Approved_____ Disapproved_____

1. Original to instructional Services _____
 Date

2. Copy to Division Dean _____
 Date

3. Copy to Instructor _____
 Date

4. Copy to Center Staff _____
 Date

5. Copy to Building/Grounds
 Purchasing _____
 Date

Date of Governing Board approval

Note to Dean: Please submit original to Instructional Services after approval.

If the class is taught at an Educational Center, please send a copy of this form to the Center staff after approval.

NCA & NDA COLLEGIATE CHEER AND DANCE CHAMPIONSHIP

BANDSHELL, OCEAN CENTER, PEABODY AUDITORIUM
DAYTONA BEACH, FL • APRIL 5-9, 2017

HOW TO QUALIFY

1. At NCA & NDA Summer Camp
2. By video - due by January 27, 2017 (for those teams not qualifying at Summer Camp)

Note: Must be a college/university-based team.

CHAMPIONSHIP PACKAGE

- Four (4) night's accommodations (April 5-9) at one of our official host hotels (resident package)
- Registration for the championship (participants only)
- Championship souvenir gift (participants only)

Note about commuter packages: Includes all amenities of the championship package except hotel accommodations and shuttle service option between hotels and venues.

AIRPORT TRANSFERS

For airport transfers to any area **hotel, NCA & NDA** recommends that you utilize Total Transportation, Inc. For a quote, complete the forms at the end of this packet or contact Melissa Stephenson at mstephenson@ttsorlando.com or at 321.231.8124 and mention that you're with NCA & NDA.

SPECTATOR HOUSING POLICY

Each team will be allotted a maximum of two (2) rooms for spectators, administrators and/or bus drivers to be assigned to their same hotel. These requests must accompany team registration and will not be guaranteed if not requested as such.

ITINERARY

WEDNESDAY, APRIL 5

Resident Packages:

Depart for Daytona Beach, FL (please contact A & I Travel for competitive fares). If flying, arrange airport transfer service through Total Transportation, Inc. Hotel check-in cannot be guaranteed until after 3:00 p.m.

THURSDAY, APRIL 6

Preliminary Competition for cheer divisions will be at the Bandshell and Ocean Center. Preliminary Competition for dance divisions will be at the Peabody Auditorium. Some Challenge Cup and Intermediate Finals Competition may also take place on April 6.

FRIDAY, APRIL 7

Final Competition for Cheer and Dance Divisions and any remaining Challenge Cup and Intermediate Finals Competition.

SATURDAY, APRIL 8

Partner Stunt, Mascot, Group Stunt Championships and Pom/Hip Hop Finals. Free day for enjoying the beach and sun!

**REGISTER EARLY TO RECEIVE THE BEST POSSIBLE
HOTEL ASSIGNMENT BASED ON YOUR PRIORITY!**

Instructor: Arroyo,Jaime M

CHEERLEADING

ACS 55 LAB

Room: DOME Units:2.00

Enrollment Total: 23

Capacity: 25

Term: Fall 16

FRI 8.00 - 9.50 am

* - Attendance Tracking Required (Fed. Prog.)

Palomar College

Roster Run Date:

10/3/2016

Class Start

8/22/2016

Day to Add:

8/28/2016

Last Day to Drop with 'W':

Session Code:

FUL

Class Number: 73669

Days: FRI Start Time: 8.00

Date

Enrolled

Day

Student ID

Name

Arango,Katherine Adrian

Baker,Brittany Nicole

Barajas,Gladiss Yessenia

Brown,Katelyn

Carruth,Jaelah Keaira

Chapman,Julia Loryn

Criego,Navia Sadiiah

Frank,Taylor Nicole

Hale-kocinski,Kelley Diar

Holland,Emily Margaret

Jacobsen,Katherine Susan

Jones,Zoe M

Logan,Jessica Depasquale

Lusk,Richard Fair

Miller,Sarah Miani

Ocampo,Amanda Elizabet

Perea,Maryann Ruth

Ramirez,Gabriela Anahi

Sciuto,Domenique Joseph

Staub,Allison Lorraine

Truong,Christina Hong A

Unutoa,Roman Letoa

Palomar College Field Course Authorization Request

(A Field Course consists of a class in which the majority (or all) of instruction time is offered off campus and may include overnight stays. It may involve domestic or international travel.)

Instructor's Name(s) Sean Figg and Mike Deal

Department Earth, Space, and Aviation Science and Life Science

To the Instructor: It is your responsibility to be familiar with field course regulations as found in Governing Board policy and procedures. Only students registered in the class may participate in field courses. PLEASE NOTE: All field courses require Palomar College Governing Board approval and must be submitted at least EIGHT WEEKS prior to the proposed trip.

1. Dates of trip: March 26-29, 2017
2. Class Name and Class Number(s) GEOL 195A Lec/Lab 34258/34259
BIOL 195A Lec/Lab 34260/34261

3. Destination(s) (Complete address information must be provided):

Two Harbors, Catalina Island, Los Angeles County, CA

4. Costs:
The instructor must make arrangements with the Cashier's Office for collection of student fees, if applicable. Instructors are not to collect fees from students.

Transportation (see below): \$ 125.00 Location/Meals/Fees:

Lodging & meals (specify location): \$ 80.00

Other Fees: (Specify) \$ 95.00

Total Costs: \$ 300.00

Lodging: Two Harbors Camping Cabins.
Other: Kayak rental, conference room rental, & shuttle rental.

Note: These costs are in addition to regular enrollment fees.

5. I have attached the Course Syllabus and the Student Code of Conduct
6. Course Itinerary (attach): Itinerary must identify required activities, total instructional hours, and specific meeting times.
7. List of all participants (Submit to Instructional Services two weeks prior to trip.)
8. Waivers signed by each participant or guardian. (Waivers are available on the Instructional Services website. Submit to Instruction Office two weeks prior to trip.)
9. ☒ Yes Students have been supplied with a copy of the Student Code of Conduct

Additional Requirement for International Field Course:

10. U.S. Department of State Travel Warnings or Travel Alerts for the Area:
(http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) Do any exist? ☐ Yes ☐ No
(If a travel warning or alert exists and you are still requesting the International Field course, attach an explanation.)

<p><i>Serriff</i> Instructor's Signature</p> <p><i>10/12/16</i> Date</p>	<p>Division Office Use</p> <p>Approved _____ Disapproved _____</p> <p>1. Original to Instructional Services _____ Date _____</p> <p>2. Copy to Division Dean _____ Date _____</p> <p>3. Copy to Instructor _____ Date _____</p> <p>4. Copy to Center Staff _____ Date _____</p> <p>5. Copy to Building/Grounds Purchasing _____ Date _____</p>
<p>Reviewed and Approved by:</p> <p><i>CM Jain</i> Department Chairperson/Director</p> <p><i>10/13/16</i> Date</p> <p><i>Kathryn Juilikole</i> Division Dean</p> <p><i>10/13/16</i> Date</p>	
<p><i>[Signature]</i> Assistant Superintendent/Vice President for Instruction</p> <p><i>10-26-16</i> Date</p>	

Date of Governing Board approval

Note to Dean: Please submit original to Instructional Services after approval.

Spring 2017

Catalina Island Detailed Itinerary

Biol 195A Lec 34260
Biol 195A Lab 34261

Geol 195A Lec 34258
Geol 195A Lab 34259

Instructors: Mike Deal & Sean Figg

Sunday 03/26/17 9:00AM – 7:30PM

Instructional Hours = 8.5

9:00 – 11:00 Travel via boat from San Pedro to Two Harbors via Avalon. We observe and discuss the Port of Los Angeles, the geography of the Southern California bight, the leeward coastline of Catalina Island, and marine life encountered.

11:00 – 11:30 Check in to cabins to drop off gear.

11:30 – 12:00 Group orientation to the town of Two Harbors.

12:00 – 1:00 Lunch break.

1:00 – 4:00 Hike to peak south of Catalina Harbor. Instructors discuss physical geography of the island including geological formation and climate patterns.

4:00 – 5:30 Dinner break.

5:30 – 8:00 Campfire chat/lecture on kelp forest ecology.

8:00 Students are dismissed for the evening.

Monday 03/27/17 7:00AM – 7:00PM

Instructional Hours = 9

7:00 – 8:00 Essay Question #1 announced. Time allotted for work on essay question.

8:00 – 8:30 Pick up Kayaks, wetsuits and snorkel gear (optional) from Two Harbors Dive Shop while receiving orientation and safety instruction from dive shop operators.

8:30 – 10:30 Kayak from Two Harbors and 4th of July Harbor, discussing geology of the cliffs. Students that choose to snorkel will do so with buddies in small groups lead by an instructor who will point out organisms and explain their natural history. The second instructor will remain out of the water, nearby in a kayak monitoring student safety. Kayaking/Snorkeling are optional activities which may be replaced with a self-guided geology rock identification activity or botanical survey arranged by the instructors.

10:30 – 12:00 Break. Showers. Lunch.

12:00 – 4:00 Walk to Cherry Cove for a presentation at Catalina Island Marine Institute and visit their touch tanks. During the walk, discuss the economic resources and the geologic impact of mining operations on the island. After the Marine Institute, explore native vegetation, including species in the coastal sage scrub community, an endemic ironwood grove, and Catalina cherry trees.

4:00 – 5:30	Break. Dinner.
5:30 – 7:00	Campfire chat on island biogeography.
7:00	Students are dismissed for the evening.

Tuesday 03/28/17 7:00AM – 7:00PM

Instructional Hours = 9

7:00 – 8:00	Essay Question #2 announced. Time allotted for work on essay question.
8:00 – 9:00	Board the Safari bus to Catalina Airport. On bus ride, instructors discuss climate of the interior, coastal sage scrub community, water supply system on island, and significance of bison.
9:00 – 12:00	At the airport, instruction involves geology of the island interior, which differs vastly from everywhere else on the island. Discussion will focus on the oldest volcanic and metamorphic rocks, including the creation of the island itself. Short hike to the nearby Soapstone Quarry.
12:00 – 1:00	Break. Lunch.
1:00 – 1:30	Take the Safari bus from airport to Little Harbor.
1:30 – 4:30	At Little Harbor, instruction involves geology, fluvial systems, and the effects of wave action on the windward coastline.
4:30 – 6:00	Return to Two Harbors. Break. Dinner.
6:00 – 7:00	Campfire chat on conservation efforts in the Channel Islands.
7:00	Students are dismissed for the evening.

Wednesday 03/29/17 7:00AM – 12:30PM

Instructional Hours = 5.5

7:00 – 8:00	Essay Questions #3 and #4 announced. Time allotted for work on essay questions.
8:00 – 8:30	Pack up gear and have everything ready to load onto boat.
8:30 – 10:30	Options: (1) Bicycle along the West End dirt road to Parson's Landing. Instruction on geological formation and biological significance of pocket beaches. (2) Use field guides and binoculars for birding expedition. Students will use checklist to mark bird species encountered.
10:30 – 11:00	Gather up gear and head to docks.
11:00 – 12:30	Travel via boat back to San Pedro. Marine life will be observed and discussed along the way.
12:30	Final dismissal from course.

Total Instructional Hours= 32

Note: Departure times are approximate. Routes, sites and sequences are subject to change based on weather or other conditions which might affect safety.

Board Agenda Item Attachment

Subject: Santa Catalina Island Field Course

From: Mike Deal & Sean Figg (Instructors of Record)

Summary: The Life Sciences and Earth, Space & Aviation Sciences Departments would like to offer a field course to the Island of Santa Catalina, California, from March 26 to March 29, 2017. The purpose of the course is to study the natural history, biogeography, and geology of the island through a variety of activities. We will travel by boat from San Pedro, California, to Two Harbors, where we will stay in cabins. We will take hikes to view native plants, animals, and geological features, and we will offer optional snorkeling and kayaking activities. In addition, we will have evening lectures to discuss the biology, geology and geography of the island. The estimated cost per student is \$300.

Students participating in this course may enroll in one of the following courses:

Course #	Course Title	Unit Value
Biology 195A	Field Studies in Natural History	1 unit
Geology 195A	Regional Field Studies in Geology	1 unit

Tentative Itinerary:
SEE ATTACHED

Vendors and services:

Boat Transportation: **Catalina Express** 800-481-3470

Lodging: **Two Harbors Cabins** 310-510-2800

Kayak/Snorkel Gear: **Two Harbors Dive & Recreation Center** 310-510-4272

Island Transportation: **Safari Bus** 800-446-0266

FY 2016 - 2017

Request for Travel Approval / Claim for Travel Expense

Rate Change as of January 1, 2016

Applicant: Sean Figg Ext: 2513 Date: 10/10/2016
Dept: ESAS - Geology Div: MNHS
Meeting/Event: Catalina Field Course City/State: Catalina, CA
Event Date(s): 03/26/2017 Departure Date: 03/26/2017 Return Date: 03/29/2017

Account	Fund	Org	Program	Class	Year	Proj/Grt	BusUnit	Fiscal Use
575310	11	346200	04010	10	2017	0811344	PALMR	
575310	11	345600	19140	10	2017	0000000	PALMR	
					2017			
6 digits	2 digits	6 digits	5 digits	2 digits	4 digits	7 digits	5 characters	

REQUEST / APPROVAL FOR TRAVEL

CLAIM

Expenses Anticipated:

CalCard

Actual Expenses:

CalCard

Mileage 196 X 0.54 \$105.84

Mileage X 0.54 \$0.00
(Prevailing IRS Standard Rate)

Commercial Transportation Yes ☐
(Purchasing Requisition Required for PrePay-
Send Req to Purchasing Dept)-Airfare costs
cannot exceed state contracted rates

Commercial Transportation Yes ☐
(Receipts and Itinerary Required)

*Refer to contracted rates
Official Contracted Air Fares*

Meals \$200.00

Meals Yes ☐

*** Original Itemized Receipts are Required.

*** Original Itemized Receipts are Required.

Lodging + Tax Yes ☐
Attach Prepaid Lodging Request Form

Lodging + Tax (nights) Yes ☐
(Detailed hotel invoice Required)

Fiscal Use
vendor # voucher #

Registration Fee Yes ☐
Attach Prepaid Registration Request Form

Registration Fee Yes ☐
(Receipts Required)

Fiscal Use
vendor # voucher #

Public Transportation (estimate) Yes ☐

Public Transportation Yes ☐
(Receipts Required)

Other Permissible Expenses \$65.00 Yes ☐
inc. Parking (estimate)

Other Permissible Expenses Yes ☐
(Receipts Required)

Total Estimated Expenses: \$370.84 Yes ☐

Travel Total Expense \$0.00
(*Total must not exceed Total Funds Authorized)

Less direct Payments to Vendor(s)

Less charges paid with CalCard

Total Due Applicant \$0.00

Applicant's Signature Sean Figg Date 10/10/16

Total Funds Authorized (Completed by
Senior/Executive Administrator OR Administrative Services Director)

Senior/Executive Administrator's Signature Date 10/13/16
OR Administrative Services Director

Applicant Signature

Senior/Executive Administrator's
Signature OR Administrative Services Director

Purpose of trip, remarks, details:

Field course GEOL 195A / BIOL 195A to
Catalina Island Spring 2017.

Cal Card Information:

Cardholder Name:

Vendor #

Voucher #

Claim #

Audited by

Palomar Community College District
San Marcos, CA 92069-1487

FY 2016 - 2017

Request for Travel Approval / Claim for Travel Expense

Rate Change as of January 1, 2016

Applicant: Yasue O'Neill Ext: 7525 Date: 09/20/2016
Dept: International Education Div: Student Services
Meeting/Event: AIRC (Recruitment) Conf City/State: Miami, FL
Event Date(s): 11/30/2016 Departure Date 11/29/2016 Return Date: 12/03/2016

Account	Fund	Org	Program	Class	Year	Proj/Grt	BusUnit	Fiscal Use
575200	11	424100	62100	10	2017	0000000	PALMR	
					2017			
					2017			
6 digits	2 digits	6 digits	5 digits	2 digits	4 digits	7 digits	5 characters	

REQUEST / APPROVAL FOR TRAVEL

CLAIM

Expenses Anticipated:

CalCard Actual Expenses:

CalCard

Mileage 76 X 0.54 \$41.04

Mileage X 0.54 \$0.00
(Prevailing IRS Standard Rate)

Commercial Transportation \$500.00 Yes ☐

(Purchasing Requisition Required for PrePay-
Send Req to Purchasing Dept)--Airfare costs
cannot exceed state contracted rates

Commercial Transportation
(Receipts and Itinerary Required)

Yes ☐

Refer to contracted rates
Official Contracted Air Fares

Meals \$270.00

Meals Yes ☐

*** Original Itemized Receipts are Required.

*** Original Itemized Receipts are Required.

Lodging + Tax \$1,000.00 Yes ☐

Attach Prepaid Lodging Request Form

Lodging + Tax (nights)
(Detailed hotel invoice Required)

Yes ☐

Fiscal Use

vendor # voucher #

Registration Fee \$800.00 Yes ☐

Attach Prepaid Registration Request Form

Registration Fee
(Receipts Required)

Yes ☐

Fiscal Use

vendor # voucher #

Public Transportation \$150.00 Yes ☐
(estimate)

Public Transportation
(Receipts Required)

Yes ☐

Other Permissible Expenses Yes ☐
inc. Parking (estimate)

Other Permissible Expenses
(Receipts Required)

Yes ☐

Total Estimated Expenses: \$2,761.04 Yes ☐

Travel Total Expense \$0.00
(*Total must not exceed Total Funds Authorized)

Less direct Payments to Vendor(s)

Less charges paid with CalCard

Total Due Applicant \$0.00

Applicant's Signature

Date 9/22/16

Total Funds Authorized (Completed by
Senior/Executive Administrator OR Administrative Services Director)

Senior/Executive Administrator's Signature
OR Administrative Services Director

Date 9/23/16

Applicant Signature

Senior/Executive Administrator's
Signature OR Administrative Services Director

Purpose of trip, remarks, details:

Airfare and hotel are approximate and
subject to approval of travel request.

Public Transportation to/from hotel in
Miami and airport parking in San Diego

Cal Card Information:

Cardholder Name:

Vendor #

Voucher #

Claim #

Audited by

**BUSINESS & CONTRACT SERVICES
REVIEW & RATIFICATION BY
GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
FY 2016-2017**

EXHIBIT J-22

BOARD DATE: November 8, 2016

REPORTING PERIOD: 9/1/16- 10/31/16

#.	REQUESTED BY	VENDOR	DESCRIPTION	TERM	AMOUNT	PROP "M"
42..	N. Puccio Extended Education	St. Francis Catholic Church	Amendment to use of facilities agreement due to new priest.	7/1/2016 – 6/30/2017	N/C	
43.	H. Murray Performing Arts Department	Donna Howe	Agreement for independent contractor to handle social media and on-line marketing for the fall 2016 semester for the performing arts department.	9/1/2016 – 12/12/2016	\$2,250.00	
44.	"	Matthew Novotny	Agreement for independent contractor to provide services as lighting designer for the fall dance production of "WinterDance".	11/28/2016 – 12/10/2016	\$1,000.00	
45.	N. Rose Alcohol and Other Drug Studies	Brother's Playhouse	Service-Learning memorandum of understanding to provide student-focused learning experience.	8/25/2016 – 12/16/2016	N/C	
46.	"	North Inland Regional Recovery Center	Service-Learning memorandum of understanding to provide student-focused learning experience.	8/25/2016 – 8/24/2017	N/C	
47.	S. Wenzel Fiscal Services	Citibank	Standard agreement with Citibank for 8 state travel program cards.	11/01/2016 – 10/31/2019	Estimated annual spend \$17,000.00	
48.	D. Astl Construction & Facilities Planning	Atkins NA, Inc.	Addendum #4 to professional services agreement to provide the environmental consulting work on the South Education Center project.	Effective: 9/6/2016	\$61,989.25	
49.	P. Ordille EME	Schaefer/Gold Cross Ambulance	Affiliation agreement for field education for the EMT-Paramedic students.	9/22/2016 – 9/21/2019	N/C	
50.	J. Smiley Performing Arts Department	Peter Gach	Agreement with independent contractor to perform as guest pianist for Rhapsody in Blue with the Palomar Pacific Concert Band.	11/10/2016 – 12/11/2016	\$1,000.00	
51.	C. One Deer Gavin GFSP Upward Bound	QLC Conference Center	Facilities usage agreement for use of Exhibit Hall for winter program achievement ceremony acknowledging fall accomplishment for the Upward Bound program.	12/07/2016	\$2,000.00	
52.	P. Ordille EME	UC San Diego School of Medicine	Anatomical material request application and use agreement for two (2) cadavers for paramedic students.	10/25/2016	N/C	
53.	N. Puccio Extended Education	Pauma Band of Mission Indians	Use of facilities agreement to hold community classes at Pauma Indian Reservation.	09/21/2016 – 06/30/2017	Classroom; \$150.00/month Office: \$225.00/month	
54.	P. Ordille EME	Balboa Ambulance Services, Inc.	Agreement for field experience for the EMT-Paramedic students.	09/27/2016 - 09/26/2021	N/C	
55.	D. Maggio GFSP	QLN Conference Center	Facilities usage agreement for end of year GEAR UP Encuentros event.	12/14/2016	\$2,000.00	
56.	J. Odom KKSM	Larson Machining	Underwriting agreement for underwriting funds paid by vendor to KKSM radio for the Fall 2016 semester.	Fall 2016	Paid to KKSM: \$100.00	
57.	D. Astl Construction & Facilities Planning	HMC Architects	Proposal for District design guidelines and material & systems standards for campus design, space guidelines and materials & systems standards.	Completed by: Spring 2017	\$365,110.00	X

**BUSINESS & CONTRACT SERVICES
REVIEW & RATIFICATION BY
GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
FY 2016-2017**

BOARD DATE: November 8, 2016

REPORTING PERIOD: 9/1/16- 10/31/16

#.	REQUESTED BY	VENDOR	DESCRIPTION	TERM	AMOUNT	PROP "M"
58.	D. Astl Construction & Facilities Planning	HMC Architects	Proposal for the athletics precinct program validation and site studies.	Effective: 10/5/2016	\$76,780.00	X
59.	"	Masson & Associates	Contract for vendor to compile base information, review master plan, prepare studies and meet with District and District Architect in regards to the Comet Circle Alignment Studies project.	Effective: 10/5/2016	\$7,670.00	X
60.	"	Construction Testing & Engineering, Inc.	Amendment 2 to agreement to provide special inspection and materials testing services on the South Education Center building.	Effective: 9/28/2016	\$265,899.00	X
61.	R. Antonecchia Career Center	Emerald Business Services, Inc. dba: Living My Purpose	Subscription agreement and site license assessments to access SaaS systems for 1,200 site licenses.	Effective: 12/22/2016	\$12,000.00	
62.	A. Slivick Athletics	RefPay	User agreement for signing up and utilizing ArbiterPay "RefPay" for future payments for officials.	Effective: 10/6/2016	Not to Exceed: \$20,000.00/year	
63.	W. Nelson Learning Outcomes Council	Tom Angelo	Independent contractor agreement to present a series of assessment workshops for faculty.	10/7/2016	\$2,000.00 plus travel expenses	
64.	J. Odom KKSM	Chad Richmond dba: Chad Richmond Video	Professional services agreement to provide various video production services to the Educational Television department.	10/3/2016 – 6/30/2017	Not to Exceed: \$50,000.00	
65.	N. Puccio Extended Education	Thunderbird Golf Range & Training Center	Use of facilities agreement to hold general classes at the Thunderbird Golf Range site.	7/01/2016 – 6/30/2017	N/C	
66.	R. Williams Camp Pendleton Education Center	Staff Noncommissioned Officer Academy of Camp Pendleton	Use of facilities agreement to hold classes in the classroom in Building 524103 for Fall 2016 (Fast Track 2).	10/17/2016 – 12/14/2016	N/C	
67.	"	Marine Wing Support Squadron 372 of Camp Pendleton	Use of facilities agreement to hold classes in the classroom in Building 25265 for Fall 2016 (Fast Track 2).	10/17/2016 – 12/15/2016	N/C	
68.	"	Facilities Maintenance Division of Camp Pendleton	Use of facilities agreement to hold classes in the classroom in Building 2296 (FMD Conference Room) for Fall 2016 (Fast Track 2).	10/17/2016 – 12/15/2016	N/C	
69.	"	1 st Marine Division of Camp Pendleton	Use of facilities agreement to hold classes in the classroom in Building 1364 for Fall 2016. (Fast Track 2).	10/17/2016 – 12/15/2016	N/C	
70.	"	Assault Craft Unit 5 of Camp Pendleton	Use of facilities agreement to hold classes in the classrooms 101/102 in ACU-5 for Fall 2016 (Fast Track 2).	10/17/2016 – 12/15/2016	N/C	
71.	"	Wounded Warrior Battalion of Camp Pendleton	Use of facilities agreement to hold classes in the classroom in Building 27847 (Rotunda Room) for Fall 2016. (Fast Track 2).	10/17/2016 – 12/17/2016	N/C	
72.	"	Weapon's & Field Training Battalion of Camp Pendleton	Use of facilities agreement to hold classes in the classroom in Buildings 31A30 (Room 200) and 31506 (Room 133) for Fall 2016 (Fast Track 2).	10/17/2016 – 12/15/2016	N/C	
73.	"	Field Supply & Maintenance Analysis Office West of Camp Pendleton	Use of facilities agreement to hold classes in the classroom in Building 16047T for Fall 2016 (Fast Track 2).	10/17/2016 – 12/15/2016	N/C	
74.	N. Rose Alcohol and Other Drug Studies	West Coast Recovery Centers	Service-Learning memorandum of understanding to provide student-focused learning experience.	10/12/2016 – 10/11/2016	N/C	

**BUSINESS & CONTRACT SERVICES
REVIEW & RATIFICATION BY
GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
FY 2016-2017**

BOARD DATE: November 8, 2016

REPORTING PERIOD: 9/1/16- 10/31/16

#.	REQUESTED BY	VENDOR	DESCRIPTION	TERM	AMOUNT	PROP "M"
75.	R. Bianchi TTIP South	American Teleconferencing Services, Ltd. dba: Premiere Global Services (PGi)	Rate modification amendment on services and pricing schedule for teleconferencing services.	Effective: 10/12/2016	Automated conferencing, domestic, per minute rates: Direct Dial \$0.012 Toll Free \$0.015 Softphone/VoIP \$0.012	
76.	D. Astl Construction & Facilities Planning	NV5	Amendment to master agreement to provide geotechnical testing and inspection on the South Education Center project.	10/5/2016 – 9/15/2017	\$115,013.00	X
77.	"	LPA	Professional services authorization for additional services for plan modifications on the South Education Center project per the agreement dated January 10, 2012.	Effective: 10/14/2016	\$99,500.00	X
78.	"	"	Professional services authorization for additional cost estimating services on the South Education Center project per the agreement dated January 10, 2012.	Effective: 10/14/2016	\$22,088.00	X
79.	D. Rudy Dental Assisting	La Costa Dental Group	Extern agreement for clinical externship experience for our dental assisting students.	10/19/2016 – 10/18/2021	N/C	
80.	J. Smiley Performing Arts Department	Yorly Y. Quintero	Agreement with independent contractor for Salsa Band to perform for Noche Havana	10/28/2016	\$800.00	
81.	D. Astl Construction & Facilities Planning	Helix Environmental Planning	Amendment 1 to agreement to provide all required services for the South Education Center project, Mitigation Monitoring and Reporting Program.	Effective: 08/29/2016	\$32,100.00	X



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Equipment and Supplies					
0000012711	09/21/16	WALTERS WHOLESALE ELECTRIC CO	REPAIR/MAINT BLDGS	ELECTRICAL	8,000.00
0000012761	09/28/16	TRANE U S INC	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	5,320.96
0000012769	09/29/16	B & H PHOTO-VIDEO INC	EQUIP INSTR, 5K OR MORE	GRAPHIC COMMUNICATION	9,553.43
0000012770	09/29/16	DISASTER MANAGEMENT SYSTEMS INC	INSTR SUPPL/MATERIALS	EMERGENCY MEDICAL ED	606.49
0000012770	09/29/16	DISASTER MANAGEMENT SYSTEMS INC	EQ INSTR ADD 1K-4999; GUNS;CPU	EMERGENCY MEDICAL ED	1,077.83
0000012778	10/06/16	NAPA AUTO PARTS, SAN MARCOS	REPAIR/MAINT NONINSTR EQUIP	FACILITIES DEPARTMENT	5,000.00
0000012779	10/06/16	B & H PHOTO-VIDEO INC	INSTR SUPPL/MATERIALS	GRAPHIC COMMUNICATION	920.87
0000012781	10/07/16	AMERGROUPO INC,THE	EQ NONIN ADD 1K-4999; GUNS;CPU	CAMPUS POLICE	1,975.08
0000012782	10/10/16	PLUMBMASTER	REPAIR/MAINT BLDGS	PLUMBING	2,500.00
0000012786	10/10/16	PROFORCE MARKETING INC	NONINSTR SUPPLIES/MATERIALS	CAMPUS POLICE	1,595.27
0000012788	10/11/16	B & H PHOTO-VIDEO INC	INSTR SUPPL/MATERIALS	GRAPHIC COMMUNICATION	1,010.51
0000012793	10/11/16	OFFICE DEPOT BUSINESS SERV	NONINSTR SUPPLIES/MATERIALS	PUBLIC AFFAIRS OFFICE	22,108.46
0000012797	10/12/16	PLANET INHOUSE INC	EQUIP INSTR, 5K OR MORE	GRAPHIC COMMUNICATION	482.00
0000012797	10/12/16	PLANET INHOUSE INC	EQUIP INSTR, 5K OR MORE	GRAPHIC COMMUNICATION	6,045.92
0000012802	10/13/16	FHEG PALOMAR COLLEGE BOOKSTORE	STUDT BOOK/SUPPLY PAYMENTS	EOPS	234,520.37
0000012821	10/19/16	KONICA MINOLTA BUSINESS SOLUTIONS USA	EQUIP INSTR, REPL 1K - 4999	LIBRARY	3,483.00
0000012825	10/19/16	RAYMOND ALLYN BUSINESS SUPPLY	NONINSTR SUPPLIES/MATERIALS	HEA TRIO	1,904.04
0000012833	10/20/16	APPLE COMPUTER INC	EQUIP TECH NONINSTR < 5000	OFFICE OF VP STUDENT SVC	1,409.28
0000012834	10/20/16	APPLE COMPUTER INC	EQUIP TECH NONINSTR < 5000	OFFICE OF VP STUDENT SVC	1,409.28
0000012835	10/20/16	APPLE COMPUTER INC	EQUIP TECH NONINSTR < 5000	OFFICE OF VP STUDENT SVC	1,409.28
0000012836	10/20/16	COMPUTER PROTECTION TECHNOLOGY	REPAIR/MAINT NONINSTR EQUIP	INSTL OBLIGATIONS INFO S	668.32
0000012837	10/20/16	DELL COMPUTER CORPORATION	EQUIP INSTR, 5K OR MORE	ADMINISTRATION OF JUSTIC	953.69
0000012837	10/20/16	DELL COMPUTER CORPORATION	EQUIP INSTR, 5K OR MORE	ADMINISTRATION OF JUSTIC	22,888.52



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0000012838	10/20/16	DELL COMPUTER CORPORATION	PRINTING	DRAFTING TECHNOLOGY	225.52
0000012841	10/21/16	RAYMOND ALLYN BUSINESS SUPPLY	REPAIR/MAINT NONINSTR EQUIP	ADA	4,105.64
0000012843	10/21/16	ACEREADER INC	SOFTWARE LICENSING FEES	READING	3,800.00
0000012847	10/24/16	B & H PHOTO-VIDEO INC	EQUIP INSTRUCT ADDTNL > \$1,000	GRAPHIC COMMUNICATION	16,604.97
0000012854	10/26/16	PARADOWSKI'S SWIM AND SPORT	SALES AND USE TAX	ATHLETICS DEPARTMENT	68.60
0000012854	10/26/16	PARADOWSKI'S SWIM AND SPORT	NONINSTR SUPPLIES/MATERIALS	ATHLETICS DEPARTMENT	857.44
0000012855	10/26/16	APPLE COMPUTER INC	EQUIP TECH INSTR < 4900	ECONOMICS	194.75
0000012855	10/26/16	APPLE COMPUTER INC	EQUIP TECH INSTR < 4900	ECONOMICS	3,669.01
0000012858	10/26/16	NCS PEARSON INC DBA CERTIPORT	SOFTWARE LICENSING FEES	BUSINESS ADMINISTRATION	7,050.00
0000012866	10/26/16	CARROLL,RICHARD G	REPAIR/MAINT INSTR EQUIP	DRAFTING TECHNOLOGY	486.00
0000012873	10/27/16	ARAMARK SERVICES	STUDENT OTHER SERVICES	EOPS	2,500.00
<i>Subtotal for Equipment and Supplies</i>					374,404.53
Advertising/Increases					
0000012787	10/11/16	ATHLETIC SPORTS SIGNS	ADVERTISE NOT REQ BY LAW	PUBLIC AFFAIRS OFFICE	2,595.00
<i>Subtotal for Advertising/Increases</i>					2,595.00
Employment Advertising					
0000012848	10/25/16	JOBELEPHANT.COM INC	ADVERTISEMENTS REQ BY LAW	HUMAN RESOURCES DIVERSIT	10,000.00
<i>Subtotal for Employment Advertising</i>					10,000.00
Agreements/Services					
0000012457	08/08/16	WORKPLACE SERVICES INC	REPAIR/MAINT BLDGS	CUSTODIAL SERVICES	1,761.20
0000012749	09/27/16	BILLCAN.INC DBA ELCAMINO RENTAL	MAINTENANCE, GROUNDS	GROUNDS SERVICES	769.50
0000012768	09/29/16	COMPETITIVE EDGE SOFTWARE INC	SOFTWARE LICENSING FEES	CAMPUS POLICE	3,375.00
0000012771	10/03/16	BENCO DENTAL SUPPLY CO	REPAIR/MAINT INSTR EQUIP	DENTAL ASSISTING	700.00
0000012773	10/05/16	CARACAL ENTERPRISES LLC	ADVERTISEMENTS REQ BY LAW	CAMPUS POLICE	2,901.25
0000012773	10/05/16	CARACAL ENTERPRISES LLC	ADVERTISEMENTS REQ BY LAW	CAMPUS POLICE	8,703.75
0000012774	10/05/16	APPLIED MECHANICAL SOLUTIONS INC	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	2,470.10



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0000012776	10/06/16	LEXIPOL LLC	STAFF DEVELOPMENT	CAMPUS POLICE	3,688.00
0000012777	10/06/16	BAKER ELECTRIC INC	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	5,712.00
0000012783	10/10/16	VAVRINEK TRINE DAY & COMPANY	AUDIT	INSTL OBLIGATIONS FISCAL	65,000.00
0000012784	10/10/16	GALA SYSTEMS INC	MAINT AGR, EQUIP	THEATRE ARTS	3,650.00
0000012785	10/10/16	TRANE U S INC	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	4,946.20
0000012790	10/11/16	JENSEN PROPERTIES SAN DIEGO INC	RENT/LEASE LAND/BLDGS	KKSM RADIO	3,200.00
0000012791	10/11/16	GEM INDUSTRIAL ELECTRIC INC	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	44,640.00
0000012792	10/11/16	ZOOM VIDEO COMMUNICATIONS INC	INDEPENDENT CONTRACTOR	TTIP SOUTH	73,000.00
0000012795	10/12/16	J.R. CLANCY INC	MAINT AGR, EQUIP	THEATRE ARTS	4,218.00
0000012804	10/14/16	CONSTANT CONTACT INC	ADVERTISE NOT REQ BY LAW	BUSINESS ADMINISTRATION	5,004.00
0000012805	10/14/16	LINGUALLINX LANGUAGE SOLUTIONS INC	INDEPENDENT CONTRACTOR	STUDENT HEALTH SERVICES	200.00
0000012806	10/17/16	SURERIDE CHARTER INC	RENT TRANSPORTATION	TEACHING LEARNING CENTER	1,127.50
0000012808	10/17/16	SENSENI,PHYLLIS E	INDEPENDENT CONTRACTOR	OFFICE OF THE VP INSTRUCT	10,000.00
0000012809	10/17/16	ACCURATE SECURITY PROS INC	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	3,742.17
0000012810	10/17/16	BRIGHTVIEW LANDSCAPE DEVELOPMENT INC	REPAIR/MAINT BLDGS	OFFICE, VP ADMINISTRATIV	24,283.00
0000012812	10/17/16	BRIGHTVIEW LANDSCAPE DEVELOPMENT INC	REPAIR/MAINT BLDGS	FACILITIES DEPARTMENT	10,836.00
0000012814	10/18/16	ACTIVE MINDS INC	INDEPENDENT CONTRACTOR	STUDENT HEALTH SERVICES	3,400.00
0000012815	10/18/16	COMMUNICATION WIRING SPECIALISTS INC	NETWORK EQUIPMENT	GENERAL LEDGER CONTROL	10,000.00
0000012818	10/18/16	KINGDOM SECURITY	REPAIR/MAINT BLDGS	OFFICE, VP ADMINISTRATIV	19,367.88
0000012820	10/19/16	SUNDANCE STAGE LINES INC	RENT TRANSPORTATION	HEA TRIO	1,179.00
0000012824	10/19/16	RAYMOND ALLYN BUSINESS SUPPLY	EQ NONIN ADD 1K-4999; GUNS; CPU	TTIP SOUTH	8,568.23
0000012826	10/19/16	EMERALD BUSINESS SERVICES INC	INTERNET ACCESS	VATEA	12,000.00
0000012827	10/19/16	OCEAN INSTITUTE	TRAVEL WITH STUDENT	OCEANOGRAPHY	4,950.00



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0000012831	10/20/16	RICHMOND, CHAD	INDEPENDENT CONTRACTOR	EDUCATIONAL TELEVISION	50,000.00
0000012840	10/20/16	COMPUTER PROTECTION TECHNOLOGY	REPAIR/MAINT NONINSTR EQUIP	INSTL OBLIGATIONS INFO S	2,317.51
0000012845	10/24/16	COMPASS ENERGY SOLUTIONS LP	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	203,716.97
0000012846	10/24/16	AMERICAN MESSAGING	RENT/LEASE EQUIPMENT	NURSING EDUCATION DEPART	727.95
0000012846	10/24/16	AMERICAN MESSAGING	RENT/LEASE EQUIPMENT	NURSING EDUCATION	889.71
0000012859	10/26/16	METRO MEDIA PRODUCTIONS	INDEPENDENT CONTRACTOR	TTIP SOUTH	20,000.00
0000012860	10/26/16	PRO AUDIO VIDEO INC	INDEPENDENT CONTRACTOR	TTIP SOUTH	20,000.00
0000012861	10/26/16	DOPPELT, ALEXANDRA	INDEPENDENT CONTRACTOR	TTIP SOUTH	25,000.00
0000012862	10/26/16	CARUSO, HARRY R	INDEPENDENT CONTRACTOR	TTIP SOUTH	25,000.00
0000012864	10/26/16	ZUMWALT, DANIELLE	INDEPENDENT CONTRACTOR	TTIP SOUTH	25,000.00
0000012869	10/27/16	NATHAN KOHEN	OTHER PERSONAL/CONSULT SVCS	GEAR UP	5,625.00
0000012870	10/27/16	AUTOMATIC SYNC TECHNOLOGIES LLC	INDEPENDENT CONTRACTOR	TTIP SOUTH	3,000.00
0000012871	10/27/16	EXHIBE CORPORATION	PRINTING	TTIP SOUTH	3,000.00
0000012872	10/27/16	CLOUD 9 MERCHANDISING	PRINTING	TTIP SOUTH	3,000.00
<i>Subtotal for Agreements/Services</i>					730,669.92
Repairs					
0000012748	09/27/16	GEM INDUSTRIAL ELECTRIC INC	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	1,190.00
0000012748	09/27/16	GEM INDUSTRIAL ELECTRIC INC	REPAIR/MAINT BLDGS	FACILITIES DEPARTMENT	5,120.19
0000012748	09/27/16	GEM INDUSTRIAL ELECTRIC INC	REPAIR/MAINT BLDGS	FACILITIES DEPARTMENT	7,199.81
<i>Subtotal for Repairs</i>					13,510.00
Prop M - Bond Money					
0000012775	10/05/16	ATKINS NORTH AMERICA INC	OTHER PERSONAL/CONSULT SVCS	PROP M BOND	61,989.25
0000012794	10/11/16	MTGL INC	BLUEPRINT/INSPECTION SVCS	PROP M BOND	45,000.00
0000012796	10/12/16	NV5 INC	BLUEPRINT/INSPECTION SVCS	PROP M BOND	115,013.00
0000012798	10/12/16	HMC GROUP	ARCHITECTURE/ENGINEER FEE	PROP M BOND	76,780.00
0000012799	10/12/16	HMC GROUP	ARCHITECTURE/ENGINEER FEE	PROP M BOND	39,935.25



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0000012799	10/12/16	HMC GROUP	ARCHITECTURE/ENGINEER FEE	PROP M BOND	335,174.75
0000012803	10/13/16	MASSON & ASSOCIATES INC	ARCHITECTURE/ENGINEER FEE	PROP M BOND	7,670.00
0000012816	10/18/16	CONSTRUCTION TESTING & ENGINEERING INC	BLUEPRINT/INSPECTION SVCS	PROP M BOND	265,899.00
0000012819	10/19/16	OFFICE DEPOT BUSINESS SERV	EQ INSTR ADD 1K-4999; GUNS;CPU	PROP M BOND	3,033.04
0000012822	10/19/16	SPACESAVER INTERMOUNTAIN	EQUIP NONINSTR, 5K OR MORE	PROP M BOND	25,535.57
0000012844	10/24/16	SWINERTON MANAGEMENT & CONSULTING INC	BUILDING CONSTRUCTIONS	PROP M BOND	11,339,186.42
0000012844	10/24/16	SWINERTON MANAGEMENT & CONSULTING INC	BUILDING CONSTRUCTIONS	PROP M BOND	32,147,962.58

Subtotal for Prop M - Bond Money 44,463,178.86

<i>Total PO Count:</i>	84
<i>Total PO Amount:</i>	\$45,594,358.31



**Purchase Orders \$50,000 or More
Governing Board Report**

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0000012775	10/05/16	ATKINS NORTH AMERICA INC	OTHER PERSONAL/CONSULT SVCS	PROP M BOND	61,989.25
0000012783	10/10/16	VAVRINEK TRINE DAY & COMPANY	AUDIT	INSTL OBLIGATIONS FISCAL	65,000.00
0000012792	10/11/16	ZOOM VIDEO COMMUNICATIONS INC	INDEPENDENT CONTRACTOR	TTIP SOUTH	73,000.00
0000012796	10/12/16	NV5 INC	BLUEPRINT/INSPECTION SVCS	PROP M BOND	115,013.00
0000012798	10/12/16	HMC GROUP	ARCHITECTURE/ENGINEER FEE	PROP M BOND	76,780.00
0000012799	10/12/16	HMC GROUP	ARCHITECTURE/ENGINEER FEE	PROP M BOND	375,110.00
0000012802	10/13/16	FHEG PALOMAR COLLEGE BOOKSTORE	STUDT BOOK/SUPLY PAYMENTS	EOPS	234,520.37
0000012816	10/18/16	CONSTRUCTION TESTING & ENGINEERING INC	BLUEPRINT/INSPECTION SVCS	PROP M BOND	265,899.00
0000012831	10/20/16	RICHMOND, CHAD	INDEPENDENT CONTRACTOR	EDUCATIONAL TELEVISION	50,000.00
0000012844	10/24/16	SWINERTON MANAGEMENT & CONSULTING INC	BUILDING CONSTRUCTIONS	PROP M BOND	43,487,149.00
0000012845	10/24/16	COMPASS ENERGY SOLUTIONS LP	BUILDING CONSTRUCTIONS	FACILITIES DEPARTMENT	203,716.97



AGREEMENT FOR CASINO DEALER PROGRAM General Terms & Conditions

This agreement is made between Palomar Community College District and 5-Star Dealer School to provide the following casino dealer program during the 2016-2017 school year:

Table Games

6 Deck Blackjack

Double Deck Blackjack

6/5 Single Deck Blackjack

Pai Gow Poker

Baccarat

Duration: Each program will be eight (8) weeks in duration and will be offered in Day (Monday-Thursday 11:00 am-3:00pm) and Evening (Monday-Thursday from 6:00-9:00 pm) formats. Students may switch between day and night sessions if needed. Classes start monthly.

Liability: During the life of this agreement Palomar CCD agrees to maintain professional liability, public liability and property damage insurance, as it protects the School. Such insurance shall be in the following amounts: General \$1,000,000 and Bodily injury \$1,000,000.

Pricing: 5-Star Dealer School charges \$1,100 per student for the 8-week program and will pay Palomar CCD up to \$250 per student referred by Palomar. The payment will be dependent on matching the 5-Star Dealer School discounts including:

- \$100 discount for military or veteran
- \$100 discount for current casino employee

Refunds: Full refunds will be given up to the 13th day after the start of the class. Palomar CCD will receive no payment if a refund has been requested within this deadline.

Payment: 5-Star Dealer School will manage enrollments, accept student payments, and provide payment to Palomar CCD within 2 weeks after the refund deadline has passed.

Certificate: Upon the successful completion a program, each graduate will be awarded a certificate of completion from 5-Star Dealer School with Palomar CCD name on the certificate.

Ron E. Ballesteros-Perez, Asst. Supt. V.P. Finance & Admin. Svcs.
Palomar Community College District

Date _____

Enrico Butta or Bing Laing
5-Star Dealer School
205 W. Mission Avenue, Suite C
Escondido, CA 92025

Date _____

RESOLUTION 16-21516

**A RESOLUTION OF THE GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
PALOMAR COLLEGE, SAN MARCOS, CALIFORNIA**

WHEREAS, the Governing Board of the Palomar Community College District (the "Board") previously adopted a resolution requesting San Diego County (the "County") to call an election for general obligation bonds (the "Bond Election") to be held on November 7, 2006; and

WHEREAS, on November 7, 2006, the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$694,000,000 (the "Measure M"); and

WHEREAS, at such election, Measure M received the affirmative vote of more than the fifty-five percent of the voters of the District voting on the proposition as certified by the Registrar of Voters of San Diego County in the official canvassing of votes, and,

WHEREAS, the Governing Board of the Palomar Community College District approved a resolution establishing an Independent Citizens' Oversight Committee (the "ICOC"), Resolution No. 06-20893, on September 26, 2006; and

WHEREAS, the Governing Board of the District established the Citizens' Bond Oversight Committee Bylaws, which defines the number of members and criteria in accordance with Proposition 39.

WHEREAS, four (4) member positions are vacant as of June 30, 2016, due to term limitations. These position appointments are for a 2-year term beginning FY 2016-17.

NOW, THEREFORE, be it resolved that the Governing Board of the Palomar Community College District does hereby appoint the following two individuals to serve on the "ICOC" for the terms and in the categories as specified:

NAME	CATEGORY	TERM
1. Sarah Rosenfield	One (1) member of the community –at-large.	July 1, 2016 – June 30, 2018
2. David Aguilar III	One (1) student enrolled and active in a community college support group, such as student government	July 1, 2016 – June 30, 2018

PASSED AND ADOPTED by the Governing Board of the Palomar Community College District, County of San Diego, State of California, this ____ day of November 2016 by the following vote:

AYES: NOES:

ABSENT:

Mark Evilsizer, Board President

Nancy Chadwick, Secretary

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

This grant sub-agreement (hereinafter "Agreement") is entered into on this 18th day of July, 2016, between Rancho Santiago Community College District (hereinafter "RSCCD") and Palomar Community College District (hereinafter "SUBCONTRACTOR"), on behalf of the Palomar College. RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the "CTE Data Unlocked Initiative," Prime Award #15-197-001 (hereinafter "Grant"), from the California Community Colleges Chancellor's Office (hereinafter "PRIME SPONSOR"), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges.

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

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

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

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

2. **Period of Performance**

The period of performance for this Agreement shall be from July 19, 2016 through October 31, 2017.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$50,000.00 USD.

2. Budget

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

3. Payment

A one-time payment of the total cost will be issued to SUBCONTRACTOR upon RSCCD's receipt of the fully executed Agreement and an invoice for payment indicating that the required training has been completed. Payment to the SUBCONTRACTOR will not exceed the amount listed above under Article I.3. "Total Costs".

4. Invoices

One invoice is to be submitted for payment for the total costs of the agreement that includes a statement indicating the date(s) the training was completed. Invoices must include the Agreement number (refer to footer), and should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Director of Grants
2323 North Broadway, Suite 350
Santa Ana, CA 92706
Santoyo_Sarah@rsccd.edu

5. Reporting

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

6. Expenditure of Grant Funds

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

7. Modifications

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the PRIME SPONSOR and/or RSCCD.

8. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

2. Independent Contractor

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

3. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by the PRIME SPONSOR. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

4. Record Keeping

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

5. Audit

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

6. Mutual Indemnification

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

7. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of

mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

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

2. Disputes

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

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

3. Notices

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

RSCCD: Primary Contact:
Sarah Santoyo, Director of Grants
2323 N. Broadway, Suite 350
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:
Rancho Santiago Community College District
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

SUBCONTRACTOR:

Primary Contact:

Michelle Barton
Sr. Dir. Institutional Research and Planning
1140 W. Mission Rd.
San Marcos, CA 92069
mbarton@palomar.edu
(760) 744-1150 x2534

2. Total Agreement

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

3. Amendments

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

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/16 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances


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

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

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *Palomar Community
College District*

By: 
Name: Peter J. Hardash
Vice Chancellor
Title: Business Operations/Fiscal Services
Date: 7/19/16
Board Approval Date: July 18, 2016

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

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work

Exhibit B: Articles I, Rev. 01/16 and Article II, Rev. 05/14

#54

COMPLETE



Collector: Web Link 1 (Web Link)
Started: Thursday, April 21, 2016 10:24:02 AM
Last Modified: Wednesday, May 25, 2016 10:13:32 AM
Time Spent: Over a month
IP Address: 205.153.156.222

PAGE 2: Eligibility

Q1: Which college do you represent? Palomar College

Q2: Has your college sent both a senior leader (CEO, CIO, or CSSO) and at least one additional staff person to spring CTE Data Unlocked training? Yes

Q3: If either a senior leader (CEO, CIO, CSSO) or another college representative has been unable to attend spring training, who should we contact to schedule a training during summer or early fall? (please provide a name, email, and phone number) NA

PAGE 3: Current Data Usage

Q4: Where does your college get information on CTE outcomes at other colleges or training providers? (Please check all that apply) Advisory committees, Surveys, Statewide or national data systems (e.g., Datamart, LaunchBoard, IPEDS)

Q5: Where does your college get information on employment and earnings? (Please check all that apply) Advisory committees, Surveys (e.g., CTE Outcomes Survey, post-graduation surveys, employer surveys), Statewide data systems (e.g., Salary Surfer, Wage Tracker, LaunchBoard, Perkins report)

Q6: Where does your college get information on labor market information like projected job openings and desired skills? (Please check all that apply) Conversations with students and employers, Advisory committees, Surveys (e.g., employer surveys), Statewide or national data systems (e.g., LMID, Bureau of Labor Statistics, O*NET), Purchased through a service or vendor (e.g., EMSI, Burning Glass, Help Wanted Online)

PAGE 4: Technical Assistance

Q7: What support would your college like from a technical assistance provider? (Please select one)

I would like to use my technical assistance for another purpose

PAGE 5: Technical Assistance: Data Clean-Up

Q8: What type of support would your college like with data clean-up? (Please select one)

Respondent skipped this question

Q9: Who on your campus will be responsible for working with the technical assistance provider?

Respondent skipped this question

Q10: Would you be interested in pooling resources with other colleges?

Respondent skipped this question

Q11: Do you have any additional detail that you'd like to share about your request? (optional response)

Respondent skipped this question

Q12: When would you like to receive this assistance? (Please check all that apply)

Respondent skipped this question

PAGE 6: Technical Assistance: Training

Q13: What type of support would your college like with training? (Please select one)

Respondent skipped this question

Q14: Who on your campus will be responsible for working with the technical assistance provider?

Respondent skipped this question

Q15: Would you be interested in pooling resources with other colleges?

Respondent skipped this question

Q16: Do you have any additional detail that you'd like to share about your request? (optional response)

Respondent skipped this question

Q17: When would you like to receive this assistance? (Please check all that apply)

Respondent skipped this question

PAGE 7: Technical Assistance: Data Integration

Q18: What type of support would your college like with integrating data into college processes? (Please select one)

Respondent skipped this question

Q19: Who on your campus will be responsible for working with the technical assistance provider?

Respondent skipped this question

Q20: Would you be interested in pooling resources with other colleges?

Respondent skipped this question

Q21: Do you have any additional detail that you'd like to share about your request? (optional response)

Respondent skipped this question

Q22: When would you like to receive this assistance?
(Please check all that apply)

Respondent skipped this question

PAGE 8: Designing Technical Assistance

Q23: A member of the CTE Data Unlocked team will contact your college in mid-June to discuss how best to design a technical assistance solution that meets your needs. Please identify the appropriate person for us to contact.

Respondent skipped this question

Q24: Does your college need help in determining how to use the \$50,000 as well?

Respondent skipped this question

PAGE 9: Technical Assistance: Self-Defined

Q25: Please describe the specific support you would like from a technical assistance provider. (500 word maximum)

Faculty training.

Q26: Who on your campus will be responsible for working with the technical assistance provider?

Name	Michelle Barton
Job Title	Sr. Dir. Institutional Research and Planning
Email Address	mbarton@palomar.edu
Phone Number	760 744-1150 X2534

Q27: Would you be interested in pooling resources with other colleges?

Yes

Q28: When would you like to receive this assistance?
(Please check all that apply)

January/February 2017

PAGE 10: Funding

Q29: How does your college intend to spend the \$50,000? (Please select one)

I would like to use funds in another way

PAGE 11: Funding: Data Clean-Up

Q30: How will a consultant or expanded staffing support your college in doing data clean-up?

Respondent skipped this question

Q31: Who on your campus will be responsible for managing the work that will be done with this funding?

Respondent skipped this question

Q32: Would you be interested in pooling resources with other colleges?	Respondent skipped this question
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Q33: Do you have any additional detail that you'd like to share about your request? (optional response)	Respondent skipped this question
---	----------------------------------

Q34: Would you like help identifying a consultant for this task?	Respondent skipped this question
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PAGE 12: Funding: Data Integration

Q35: How will your college use the funding to integrate data into college processes (select all that apply)?	Respondent skipped this question
--	----------------------------------

Q36: Who on your campus will be responsible for managing the work that will be done with this funding?	Respondent skipped this question
--	----------------------------------

Q37: Would you be interested in pooling resources with other colleges?	Respondent skipped this question
--	----------------------------------

Q38: Do you have any additional detail that you'd like to share about your request? (optional response)	Respondent skipped this question
---	----------------------------------

Q39: Would you like help identifying a consultant for this task?	Respondent skipped this question
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PAGE 13: Funding: Communications

Q40: How will your college use the funding to create communications materials?	Respondent skipped this question
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Q41: Who on your campus will be responsible for managing the work that will be done with this funding?	Respondent skipped this question
--	----------------------------------

Q42: Would you be interested in pooling resources with other colleges?	Respondent skipped this question
--	----------------------------------

Q43: Do you have any additional detail that you'd like to share about your request? (optional response)	Respondent skipped this question
---	----------------------------------

Q44: Would you like help identifying a consultant for this task?	Respondent skipped this question
--	----------------------------------

PAGE 14: Funding: Tool Adoption

Q45: How will your college use the funding to support adoption of CTE data tools?	Respondent skipped this question
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Q46: Who on your campus will be responsible for managing the work that will be done with this funding?	Respondent skipped this question
--	----------------------------------

Q47: Would you be interested in pooling resources with other colleges?	<i>Respondent skipped this question</i>
---	---

Q48: Do you have any additional detail that you'd like to share about your request? (optional response)	<i>Respondent skipped this question</i>
--	---

Q49: Would you like help identifying a consultant to support the adoption of CTE data tools?	<i>Respondent skipped this question</i>
---	---

PAGE 15: Funding: Self-Defined

Q50: Please describe the way you intend to use the \$50,000 (500 word maximum)

Providing indepth training to faculty on retrieving, interpreting and using data more effectively.

Q51: Would you be interested in pooling resources with other colleges?	No
---	----

Q52: Would you like help identifying a consultant for this task?	No
---	----

PAGE 16: Funding Design

Q53: A member of the CTE Data Unlocked team will contact your college in mid-June to discuss how best to design a funding solution that meets your needs. Please identify the appropriate person for us to contact.	<i>Respondent skipped this question</i>
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APPENDIX A

Chancellor's Office, California Community Colleges

GRANT AGREEMENT

ARTICLE I

The Workforce and Economic Development Program CTE Data Unlocked Grant

**Program-Specific Legal Terms and Conditions
(Effective January 15, 2016)**

1. Cost and Payments

In consideration of satisfactory performance of the services described in the Grantee's application, the California Community Colleges, Chancellor's Office (hereinafter Chancellor's Office) agrees to pay the Grantee a total amount not to exceed the "Grant Funds" amount stated on the fully executed Grant Agreement face sheet, which shall be used as set forth in the Application Budget.

Payment shall be made as follows:

- An advance payment of 40% of the total amount of this Grant Agreement will be paid as soon as feasible after the Grant Agreement is fully executed.
- Grantee may submit request for progress payments at the time that year-to-date quarterly and expenditures reports are submitted pursuant to section 4 of this Article. Payment will be made after review and approval of the quarterly reports by the Chancellor's Office. Progress payment(s) can only be made up to 90% of the total grant amount as the last 10% is withheld pending satisfactory performance and submittal of final performance and expenditure reports.
- A final payment will be calculated based on the Final Performance and Expenditure Reports due by July 31, 2018. If the total expenditure of funds by that date is less than the advance payment, the Chancellor's Office may invoice the Grantee for the excess amount.

Grantee agrees to expend matching funds at least equal to the match identified on the face sheet of this Grant Agreement. Payments shall be based on project costs reduced to the extent of required matching funds.

2. Budget Changes

- Grant recipient(s) may make changes to any budget category amounts without the approval of the Project Monitor so long as budget categories are not added or deleted, the total dollar amount of the Grant Agreement is not affected, and the outcomes of the Grant Agreement will not be materially affected.
- Adding or deleting budget categories are subject to the prior approval of the Project Monitor. Prior approval for these additions and/or deletions is made through the Chancellor's Office on-line quarterly reporting system. Once the requested change is approved, the affected quarterly budget will be updated electronically.
- Grant amendments are required for budget changes when there are changes in the total dollar amount of the Grant Agreement and/or the outcome of the Grant Agreement is materially affected.

3. Application Amendment Requests

If circumstances occur during the performance period that would materially affect outcomes(s) of the approved Grant Application, the grant recipient is required to contact the Project Monitor for further instructions.

4. Reporting

The Recipient shall prepare and submit to the Division of Workforce and Economic Development quarterly "Year-to-Date Expenditure and Progress Reports" using the online reporting system at:

<https://misweb.cccco.edu/SB70/prod/logon.cfm>

These reports are due on or before the following dates:

YEAR ONE

Reports	Due Dates
1 st Quarter Year-to-Date Expenditure and Progress Report	July 25, 2016
2 nd Quarter Year-to-Date Expenditure and Progress Report	October 25, 2016
3 rd Quarter Year-to-Date Expenditure and Progress report	January 25, 2017

EXHIBIT B

*Appendix A**Article I-Program-Specific Legal Terms and Conditions*

4 th Quarter Year-to-Date Expenditure and Progress Report	April 25, 2017
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YEAR TWO

Reports	Due Dates
1 st Quarter Year-to-Date Expenditure and Progress Report	July 25, 2017
2 nd Quarter Year-to-Date Expenditure and Progress Report	October 25, 2017
3 rd Quarter Year-to-Date Expenditure and Progress report	January 25, 2018
4 th Quarter Year-to-Date Expenditure and Progress Report	April 25, 2016
Final Claim of Expenditures and Final Report due	July 31, 2018

NOTE: If the above reporting dates fall on a weekend or a holiday the report shall be due by close of business on the last working day **prior to the reporting deadline**. Extensions of reporting deadlines require written approval of the Project Monitor.

The Final Performance and Expenditure Report must be received by the Division of Workforce and Economic Development no later than July 31, 2018.

5. The Chancellor's Office reserves the right to evaluate a grantees performance as follows:

- Reasonable and timely progress meeting the objectives of the grant; and
- Submission of a final report.

ARTICLE II

Standard Legal Terms and Conditions

(Revision 5/15/14)

1. Work to be Performed

The Grantee shall complete the tasks described in the Grantee's application and funds shall be expended in compliance with the requirements for the funding source and category referenced in the Grant Agreement face sheet.

Grantee may request modifications to the work to be performed. All such requests must be submitted in writing to the Project Monitor prior to the modification being made. The Project Monitor may require that a Grant Amendment be processed, if the monitor determines that the change would materially affect the project outcomes or the term of this Grant Agreement.

Modifications or amendments to the Work to be Performed provisions of this Agreement involving an extension of time are subject to applicable program limitations. For grants funded under the Carl D. Perkins Career and Technical Education Improvement Act of 2006, extensions of time are not allowed beyond June 30th of the year in which the funds were awarded. For other programs, no modification or amendment may permit expenditures to be made after June 30th of the second year following the period for which the funds were appropriated. Any modification or amendment permitting funds to be spent beyond the year of appropriation shall ensure that Grantee does not receive funding for the same expense from more than one fiscal year.

2. Amendments

An amendment of this Grant Agreement is required when the Grantee wishes to extend the completion date or materially change the work to be performed or the budget (see Article I section 2 and Article II section 1). The request must be made on the appropriate form provided by the Chancellor's Office and must be submitted to the Project Monitor prior to making the desired alteration in the performance or expenditures under the Grant Agreement. Requests for amendments should be received 60 days before the end of the performance period.

Amendments involving an extension of time are subject to applicable program limitations. For grants funded under the Carl D. Perkins Career and Technical Education Improvement Act of 2006, extensions of time are not allowed beyond June 30th of the year in which the funds were awarded. For other programs, no amendment may permit expenditures to be made after June 30th of the second year following the period for which the funds were appropriated. Any amendment permitting funds to be spent beyond

Article II-Standard Legal Terms and Conditions

the year of appropriation shall ensure that Grantee does not receive funding for the same expense from more than one fiscal year.

3. Unenforceable Provision

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

4. Dispute

In the event of a dispute, Grantee agrees to file a "Notice of Dispute" with the Chancellor's Office, within ten (10) days of discovery of the problem. Within ten (10) days, the Chancellor or his or her designee shall meet with the Grantee, the Vice Chancellor for the division awarding the Grant Agreement, and the Project Monitor for purposes of resolving the dispute. The decision of the Chancellor shall be final.

In the event of a dispute, the language contained within this Grant Agreement shall prevail over any other language including that of the grant proposal.

Grantee shall continue with the responsibilities under this Grant Agreement during any dispute.

5. Notice

Either party may give notice to the other party by sending certified mail properly addressed, postage fully prepaid to the other party's business address. Notices to be sent to the Chancellor's Office shall be addressed to the Project Monitor at California Community Colleges, Chancellor's Office, 1102 Q Street, Suite 4554, Sacramento, CA 95811-6539. Notices to be sent to the Grantee shall be addressed to the Project Director at the Grantee's address as specified on the face sheet of this Grant Agreement. Such notice shall be effective when received, as indicated by post office records, or if deemed undeliverable by the post office, such notice shall be postponed 24 hours for each such intervening day.

6. Interpretation

In the interpretation of this Grant Agreement, any inconsistencies between the terms hereof and the Exhibits shall be resolved in favor of the terms hereof.

7. Project Director and Key Personnel

The Project Director is designated by the Grantee on the face sheet of the Grant Agreement, and the key personnel are identified in the application or proposal. The Grantee may change the Project Director or other key personnel, but the Grantee shall immediately notify the Project Monitor in writing of any such changes.

8. Project Monitor

The Project Monitor is designated by the Chancellor's Office on the face sheet of the Grant Agreement. The Project Monitor is responsible for overseeing the project and any questions or problems relating to the project should be directed to the Project Monitor. If necessary, the Chancellor's Office may change the Project Monitor by written notice sent to the Grantee.

9. Budget Concerns

- a. It is mutually understood between the parties that this Grant Agreement may have been written before ascertaining the availability of state or federal funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if this Grant Agreement were executed after the determination was made.
- b. It is mutually agreed that if the state or federal budget for the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall have no force and effect. In this event, the Chancellor's Office shall have no liability to pay any funds whatsoever to Grantee or to furnish any consideration under this Grant Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- c. Grantee shall inform any subcontractors and subgrantees that any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized.
- d. In no event may Grantee use Grant funds to pay any individual or organization for the work associated with preparing the Grant application. For breach or violation of this prohibition, the Chancellor's Office shall, in addition to other remedies provided by law, have the right to annul this Grant Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.
- e. In addition, this Grant Agreement is subject to any additional restrictions, funding reductions, limitations or conditions enacted in the state or federal budget, any amendments thereto, or in the laws and Executive Orders that may affect the provisions, term, or funding of this Grant Agreement in any manner. The parties hereby agree that the Chancellor's Office will notify Grantee of any such changes affecting the terms of this Grant Agreement, but need not execute an amendment to modify the Grant Agreement.

10. Assignment

Grantee may not transfer by assignment or novation the performance of this Grant Agreement or any part thereof except with the prior written approval of the Project Monitor. Nor may Grantee, without the prior written consent of the Project Monitor, assign any other right that Grantee may have under this Grant Agreement. Each assignment that is approved by the Project Monitor shall contain a provision prohibiting further assignments to any third or subsequent tier assignee without additional written approval by the Project Monitor. The Project Monitor's consent to one or more such assignments or novations shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent assignment or novation.

11. Subcontracts or Subgrants

- a. Grantee agrees to obtain the written approval of the Project Monitor prior to the selection of subcontractors or subgrantees to perform services under this Grant Agreement, based upon a written request indicating compliance with the provisions set forth below. Except where prohibited by the Standards of Conduct provisions set forth in section 15 of this Article, subcontractors or subgrantees specifically identified in this Grant Agreement or the Exhibits attached hereto and which are secured in accordance with applicable legal requirements and the provisions set forth below are deemed approved upon execution of this Grant Agreement.
- b. In any event, if the Grantee wishes to enter into a subcontract or subgrant agreement for performance of any part of the activities under this Grant Agreement, Grantee shall disclose the intended purpose and amount of the subcontracting, identify the proposed subcontractor or subgrantee, and certify that the subcontractor or subgrantee was selected according to locally applicable competitive bidding processes which are reasonably calculated to ensure that cost shall be given substantial weight in the selection process, and that the selected subcontractor or subgrantee is the best qualified party available to provide the required services. Upon request, Grantee shall furnish evidence of compliance with this provision to the Project Monitor. Grantee shall immediately notify the Project Monitor in the event that any subcontract or subgrant is terminated.
- c. All subcontracts or subgrants shall contain a provision prohibiting any third or subsequent tier subcontracts or subgrants without additional written approval by the Project Monitor.
- d. The Project Monitor's consent to one or more subcontracts or subgrants shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent subcontract or subgrant.

Article II-Standard Legal Terms and Conditions

- e. Upon request, Grantee shall furnish any additional evidence the Project Monitor may deem appropriate concerning the competitive bidding procedures used or any other matter related to compliance with paragraphs (a) or (b).
- f. Grantee shall not enter into any subgrant or subcontract of the types described below and any such agreement which may be executed is null and void and of no force or effect.
 - 1. A former state employee (including a Chancellor's Office employee, or a district employee who worked for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract or subgrant under this Grant Agreement with the Grantee if that employee was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Grant Agreement while employed by the state. (Gov. Code, §§ 1090, et seq., 87100, and 87400 et seq.; Cal.Code Regs. tit. 5, §§ 18741.1 and 18747.)
 - 2. A current state employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract or subgrant with the Grantee, with the exception of rank-and-file employees of the California State University and the University of California. (Pub. Contr. Code, § 10410.)
 - 3. The spouse or a member of the immediate family of a current Chancellor's Office employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) may not enter into a subcontract or subgrant with the Grantee if the Chancellor's Office employee or person on an IJE was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Grant Agreement, or the subcontract or subgrant, or had any influence whatsoever in the making of this Grant Agreement, or the subcontract or subgrant. (Gov. Code, §§ 1090, et seq.; and 87100.)
- g. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relationship between the Chancellor's Office and any subcontractors or subgrantees, and no subcontract or subgrant shall relieve Grantee of its responsibilities and obligations hereunder. Grantee agrees to be as fully responsible to the Chancellor's Office for the acts and omissions of its subcontractors, subgrantees, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by Grantee. Grantee's obligation to pay its subcontractors and subgrantees is independent from the obligation of the Chancellor's Office to make payments to Grantee. As a result, the Chancellor's Office shall have no obligation to pay or enforce the payment of any moneys to any subcontractor.

12. Audit

Grantee agrees that the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement. Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract or subgrant related to performance of this Grant Agreement.

13. Products and Deliverables

- a. Each deliverable to be provided under this Grant Agreement shall be submitted to and approved by the Project Monitor. All products, documents and published materials, including multimedia presentations, shall be approved by the Project Monitor prior to distribution.
- b. Any document or written report prepared, in whole or in part by Grantee, or its subcontractors or subgrantees, shall contain the Grant number and dollar amount of the Grant and subcontracts or subgrants relating to the preparation of such document or written report. The Grant and subcontract or subgrant numbers and dollar amounts shall be contained in a separate section of such document or written report. (Gov. Code, § 7550(a).)
- c. When multiple documents or written reports are the subject or product of the Grant Agreement, the disclosure section must also contain a statement indicating that the total Grant amount represents compensation for multiple documents or written reports. (Gov. Code, § 7550(b).)
- d. All products resulting from this Grant Agreement or its subcontracts in whole or in part shall reference the California Community Colleges, Chancellor's Office and the specific funding source.
- e. All references to the project shall include the phrase, "funded in part by the California Community Colleges, Chancellor's Office."

*Article II-Standard Legal Terms and Conditions***14. Travel**

For travel necessary to the performance of this Grant Agreement, Grantee travel and other expense reimbursement claims shall be governed by the travel policy and procedures adopted by the Grantee's governing board. Travel and other expenses shall be limited to those necessary for the performance of this Grant Agreement. For grants involving federal funds, any out-of-state travel must be approved in advance by the Project Monitor.

Grant funds may be used to pay for travel for Chancellor's Office staff provided that the travel is related to the purposes of the Grant Agreement, the travel is necessary to allow Chancellor's Office staff to provide services or technical assistance beyond the scope of normal Grant monitoring, the request is made by the Grantee without duress from Chancellor's Office staff, Grantee does not seek or receive any favorable treatment in exchange for paying for travel, travel is arranged and paid for through ordinary Chancellor's Office processes, and the Grant funds are used to reimburse those costs using Accounting Form RT-01 Request for Services/Agreement to Pay Travel Expenses.

15. Standards of Conduct

Grantee hereby assures that, in administering this Grant Agreement, it will comply with the standards of conduct hereinafter set out, as well as the applicable state laws concerning conflicts of interests, in order to maintain the integrity of this Grant Agreement and to avoid any potential conflict of interests in its administration.

- a. Every reasonable course of action will be taken by the Grantee in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. The Grant Agreement will be administered in an impartial manner, free from personal, financial, or political gain. The Grantee, and its officers and employees, in administering the Grant Agreement, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.
- b. Conducting Business with Relatives. No relative by blood, adoption, or marriage of any officer or employee of the Grantee, or of any member of its governing board, will receive favorable treatment in the award of subcontracts or subgrants or in educational or employment opportunities funded by this Grant Agreement.
- c. Conducting Business Involving Close Personal Friends and Associates. In administering the Grant Agreement, officers and employees of the Grantee will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.

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- d. Avoidance of Conflicts of Economic Interests.
 - 1. Grantee shall take all reasonable steps to ensure that its officers and employees, and members of its governing board, will avoid any actual or potential conflicts of interests, and that no officer, employee, or board member who exercises any functions or responsibilities in connection with this Grant Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Grant Agreement. The term "financial interest" shall include the financial interest of the officer, employee, or board member's spouse or dependent child.
 - 2. Grantee shall establish safeguards to prohibit officers, employees or board members from using their positions for a purpose which could result in private gain, or give the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
 - 3. An officer or employee of Grantee, an elected official in the area, or a member of the governing board, may not solicit or accept money or any other consideration from a third person for the performance of any act reimbursed, in whole or in part, by Grantee or the Chancellor's Office. Supplies, materials, equipment, or services purchased with Grant funds will be used solely for purposes allowed under this Grant Agreement.
 - 4. The governing board may not authorize the award of any subcontract or subgrant funded by this Grant Agreement, if that contract, subcontract or subgrant is for the provision of services or goods by any board member, or by any person or entity which is a source of income to a board member.
- e. In the interest of avoiding conflicts of interests involving friends or associates of Chancellor's Office employees, in administering this Grant Agreement, officers and employees of the Grantee will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates of Chancellor's Office employees.

16. Statewide or Regional Projects

If this Grant involves provision of coordination, technical assistance, or other services for the California Community College system or for a particular region or group of colleges, the following requirements shall apply:

- a. Grantee agrees to consult regularly with the Project Monitor and representatives of the colleges to be served and to give every reasonable consideration to their views in the conduct of the project.

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- b. Grantee shall require all employees, consultants, subcontractors and subgrantees to disclose any employment or contractual relationships they may have with other colleges being served under a statewide or regional grant. Such relationships are prohibited and shall be promptly terminated unless, after being fully informed of the circumstances, the Project Monitor determines that the services being provided to the other college by the employee, consultant, or contractor are above and beyond or unrelated to those provided under this Grant.
- c. If the primary role of the Grantee under this agreement is to serve as a fiscal agent for distribution of funds, the Grantee agrees that it will not make any payment to subcontractors engaged to provide consulting services under this grant without the written approval of the Project Monitor and the Executive Vice Chancellor or the person he/she has designated to approve grants pursuant to subdivision (c) of section 3600 of the Chancellor's Office Contracts and Grants Manual. Grantee may, however, disburse funds as provided in the grant budget for other activities (including paying for expenses related to meetings of advisory bodies or travel expenses for site reviews) without prior approval.
- d. If this Grant exceeds \$750,000 and funds a full-time position to perform grant activities, Grantee hereby agrees to engage in full and open recruitment for that position in accord with subsection (a) of section 53021 of title 5 of the California Code of Regulations, with the understanding that such position may be filled on a temporary basis to the extent authorized by law. Grantee shall, in a timely manner, submit to the Personnel Office of the Chancellor's Office a copy of all such job announcements. In the event that an employee of the Chancellor's Office applies for and is selected to fill the position, the Chancellor's Office may consider executing an Interjurisdictional Exchange Agreement to permit the employee in question to work for the Grantee.
- e. Consistent with the requirements of section 19 of this Article ("Real Property and Equipment"), the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the Chancellor's Office.

17. Time Is of the Essence

Time is of the essence in this Grant Agreement.

18. Intellectual Property

- a. Grantee agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, and/or trademarks or servicemarks first created, developed or produced pursuant to the Grant Agreement, whether by Grantee or its subcontractors or subgrantees, shall be and are Work for Hire. All subcontracts or subgrants shall include a Work for Hire provision by which all materials, procedures, processes, machines, and trademarks or servicemarks produced as a result of the Grant

EXHIBIT B

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Agreement shall be Work for Hire. All rights, title, and interest in and to the Work first developed under the Grant Agreement or under any subcontract or subgrant shall be assigned and transferred to the Chancellor's Office. This Work for Hire agreement shall survive the expiration or early termination of this Grant Agreement.

- b. The copyright for all materials first produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office. Grantee, and all subcontractors, subgrantees, and others that produce copyright materials pursuant to the Grant Agreement, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement, to the Chancellor's Office. The Chancellor's Office shall acknowledge Grantee or its subcontractors and subgrantees, if any, as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office will license such copyrighted work with a Creative Commons CC BY license. The license will Grantee or its subcontractors and subgrantees, if any, to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement. Said license shall include the right to create and use works derived from those created under this Grant Agreement, even if such derivative works compete with those created under this Grant Agreement.

All materials first developed in draft and in final form pursuant to this Grant Agreement shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr.", followed by the year created; and the words "California Community Colleges, Chancellor's Office." In addition, all such materials shall bear the Creative Commons CC BY symbol below. Acknowledgment may be given to Grantee or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office or the Grantee that the copyright be registered with the U.S. Copyright Office, Grantee will be responsible for applying for, paying the filing fees for, and securing said copyright.



- c. All technical communications and records originated or first prepared by the Grantee or its subcontractors and subgrantees, if any, pursuant to this Work for Hire agreement, including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including Grantee's administrative communications and records relating to this Grant Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.

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- d. If it is deemed necessary by either the Chancellor's Office or the Grantee that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufacture, or composition of matter, Grantee will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this Grant Agreement shall be issued to the "California Community Colleges, Chancellor's Office." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to Grantee or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for such intellectual property to the Grantee. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or compositions of matter derived from those created under this Grant Agreement.
- e. All trademarks and servicemarks first created, developed or acquired pursuant to this Grant Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or the Grantee that a trademark or servicemark be registered with state or federal agencies, Grantee will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this Grant Agreement shall be issued to the "Chancellor's Office California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this Grant Agreement to the Grantee.
- f. In connection with any license granted pursuant to the preceding paragraphs, Grantee agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with such license. Grantee may, with the permission of the Chancellor's Office, enter into a written sublicensing agreement subject to these same conditions.
- g. Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, and trademarks or servicemarks created, developed or produced pursuant to this Grant Agreement by subcontractors or subgrantees that create works for this Grant for Grantee are for and are the property of the Chancellor's Office. Grantee shall obtain an acknowledgement of the work for hire performed by these subcontractors or subgrantees that produce intellectual property pursuant to this Grant Agreement, and all rights, title, and interests in such property shall be assigned to the Chancellor's Office from all subcontractors or subgrantees. Grantee shall incorporate the above applicable paragraphs, modified appropriately, into its agreements with subcontractors or subgrantees that create works for this Grant. No unpaid volunteer or other person shall produce copyright materials under this Grant Agreement without entering

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into a subcontract or subgrant between such person(s) and Grantee giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

19. Real Property and Equipment

Where allowed by the funding source, real property and equipment (as defined in the California Community Colleges Budget and Accounting Manual, page 4.64) procured with Grant funds will be used for the purpose of the Grant in accordance with the following:

- a. Equipment with an initial purchase price in excess of \$5,000 must be appropriately tagged as purchased with funds from the particular funding source and the Grantee shall maintain an inventory of equipment purchased, including a description of the equipment, a serial or other identification number, the acquisition date, the cost of the equipment, the location of the equipment, and any ultimate disposition data. The Grantee will also adhere to all other property management procedures and property accountability requirements as published by the Chancellor's Office.
- b. If the real property or equipment is not needed full time for the purposes of the Grant, it may also be used for other purposes so long as this does not interfere with its use in carrying out the purposes of the Grant throughout the term of this Grant Agreement.
- c. Upon completion or termination of the Grant, or when real property or equipment is no longer useful or necessary for purposes of the Grant, it may be disposed of as follows:
 1. Equipment with an initial purchase price less than \$5,000 may be disposed of as the Grantee deems appropriate.
 2. If the Grant-funded project involves systemwide or regional coordination or technical assistance activities, the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the Chancellor's Office.
 3. In all other cases, real property or equipment with an initial purchase price in excess of \$5,000 may be sold or used in another program funded by the Chancellor's Office. If the real property or equipment is sold, the proceeds of the sale shall be returned to the program funded by this Grant Agreement, or if that program has been discontinued, to another program funded by the Chancellor's Office; provided however, that the Grantee may retain \$100 or ten percent of the sale price (whichever is greater) to cover the costs of sale.

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- d. Equipment purchased with federal funds shall also comply with any additional or more stringent equipment management requirements applicable to the particular federal funding source.

20. Surveys

If this Grant Agreement involves a survey of community college faculty, staff, students, or administrators, Grantee shall ensure that the survey is developed, administered, tabulated, and summarized by a survey evaluator/specialist. Surveys shall conform to project goals, shall minimize the burden on the group being surveyed, and shall not collect data already available to the Grantee from the Chancellor's Office or another source.

21. Work by Chancellor's Office Personnel

- a. Chancellor's Office staff will be permitted to work side by side with Grantee's staff to the extent and under conditions that may be directed by the Project Monitor. In this connection, Chancellor's Office staff will be given access to all data, working papers, subcontracts, etc., which Grantee may seek to utilize.
- b. Grantee will not be permitted to utilize Chancellor's Office personnel for the performance of services which are the responsibility of Grantee unless such utilization is previously agreed to in writing by the Project Monitor, and any appropriate adjustment in price is made. No charge will be made to Grantee for the services of Chancellor's Office employees while performing, coordinating or monitoring functions, except where an Interjurisdictional Exchange agreement has been properly executed.

22. Termination

- a. Termination Option. Either party may at its option terminate this Grant Agreement at any time upon giving thirty (30) days' advance notice in writing to the other party in the manner herein specified. In such event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations hereunder. In such event, the Chancellor's Office shall pay Grantee for all satisfactory services rendered and expenses incurred prior to such termination which could not by reasonable efforts of Grantee have been avoided, but not in excess of the maximum payable under the Grant Agreement as specified on the Grant Agreement Face Sheet. In such event, Grantee agrees to relinquish possession of equipment purchased for this project to the Chancellor's Office or Grantee may, with approval of the Chancellor's Office, purchase or dispose of said equipment as provided in section 19 of this Article ("Real Property and Equipment").
- b. Event of Breach. In the event of any breach of this Grant Agreement, the Chancellor's Office may, without any prejudice to any of its other legal remedies, terminate this Grant Agreement upon five (5) days' written notice to the Grantee.

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In the event of such termination the Chancellor's Office may select a new grantee to proceed with the work in any manner deemed proper by the Chancellor's Office. The cost to the Chancellor's Office of having the project completed by another grantee shall be deducted from any sum due Grantee under this Grant Agreement, and the balance, if any, shall be paid to Grantee upon demand. Whether or not the Chancellor's Office elects to proceed with the project, the Chancellor's Office shall pay Grantee only the reasonable value of the services theretofore rendered by Grantee as may be agreed upon by the parties or determined by a court of law.

- c. **Gratuities.** The Chancellor's Office may, by written notice to Grantee, terminate the right of Grantee to proceed under this Grant Agreement if it is found, after notice and hearing by the Chancellor or his or her duly authorized representative, that gratuities were offered or given by Grantee or any agent or representative of Grantee to any officer or employee of the Chancellor's Office with a view toward securing a grant or securing favorable treatment with respect to awarding or amending or making a determination with respect to the performance of such grant.

In the event this Grant Agreement is terminated as provided herein, the Chancellor's Office shall be entitled to (1) pursue the same remedies against Grantee as it could pursue in the event of the breach of the Grant Agreement by the Grantee, and (2) exemplary damages in an amount which shall be not less than three nor more than ten times the cost incurred by Grantee in providing any such gratuities to any such officer or employee, as a penalty in addition to any other damages to which it may be entitled by law.

The rights and remedies provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant Agreement.

23. Waiver

No waiver of any breach of this Grant Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this Grant Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy provided therein or by law. The failure of the Chancellor's Office to enforce at any time any of the provisions of this Grant Agreement, or to require at any time performance by Grantee of any of the provisions thereof, shall in no way be construed to be a waiver of such provisions nor in any way affect the validity of this Grant Agreement or any part thereof or the right of Chancellor's Office to thereafter enforce each and every such provision.

24. Workers' Compensation Insurance

Grantee hereby warrants that it carries Workers' Compensation Insurance for all of its employees who will be engaged in the performance of this Grant Agreement, or is self-

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insured in accordance with the provisions of Labor Code section 3700, and agrees to furnish to the Chancellor's Office satisfactory evidence thereof at any time the Project Monitor may request.

25. Law Governing

It is understood and agreed that this Grant Agreement shall be governed by the laws of the State of California both as to interpretation and performance; venue of any action brought with regard to this Grant Agreement shall be in Sacramento County, Sacramento, California.

26. Participation in Grant-Funded Activities

- a. During the performance of this Grant Agreement, Grantee and its subcontractors or subgrantees shall ensure that no person is excluded from, denied the benefits of, or otherwise subjected to discrimination with respect to participation in, any program or activity funded under this Grant Agreement on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.
- b. Programs funded by this Grant Agreement should not be designed, administered, or advertised in a manner that discourages participation on any of the bases set forth above. Any informational, advertising, or promotional materials regarding such programs may not include any statements to the effect that a program is for, or designed for students of a particular race, color, national origin, ethnicity or gender. In the event that mentoring or counseling services are provided with funding provided by this Grant Agreement, students may not be paired with mentors or counselors based solely upon the race, color, national origin, ethnicity or gender of the students, mentors, or counselors. The Chancellor's Office may, by written approval of the Chancellor, grant an exception to the requirements of this paragraph where Grantee provides documentation clearly demonstrating that designing a program for a particular group of students is justified under applicable legal standards as a remedy for past discrimination.

27. Curriculum Development

If this Grant Agreement involves the development of new college curriculum, the following shall apply:

- a. All courses initiated or substantially modified as a result of activities supported by this Grant Agreement must comply with all applicable provisions of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations (commencing with section 55000), including but not limited to, section 55002, which defines standards for degree-applicable credit, non-degree-applicable

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credit, and noncredit courses. All such courses must be reviewed through the appropriate processes as described in the Program and Course Approval Handbook published by the Chancellor's Office.

- b. All programs (certificates or degrees) initiated or substantially modified as a result of activities supported by this Grant Agreement must be approved at the appropriate level and through the appropriate process as described in subchapter 1 (commencing with section 55000) and subchapter 2 (commencing with section 55100) of chapter 6 of division 6 of title 5 of the California Code of Regulations and the Program and Course Approval Handbook published by the Chancellor's Office.
- c. The fact that the Chancellor's Office has awarded funding through this Grant Agreement to support the development of new curriculum shall not be construed to constitute endorsement or approval of the resulting curriculum or to guarantee or affect the outcome of the curriculum review and approval process.

28. Eligibility for Noncitizens

Funds provided under this Grant Agreement shall only be used to employ, contract with, or provide services to citizens of the United States or noncitizens who are eligible to receive public benefits pursuant to section 401 (with respect to federally funded activities) or section 411 (with respect to state funded activities) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193, codified at 42 U.S.C. §§ 601 and 611, respectively). Grantee certifies that all of its employees and/or subcontractors or subgrantees are qualified pursuant to these provisions.

29. Nondiscrimination Clause

- a. During the performance of this Grant Agreement, Grantee and its subcontractors or subgrantees shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of ethnic group identification, national origin, religion, creed, age (over 40), sex, race, color, ancestry, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, marital status, denial of family care leave, political affiliation, or position in a labor dispute. Grantee and subcontractors or subgrantees shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- b. Grantee and its subcontractors or subgrantees shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §§ 12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, §§ 7285 et seq.). The applicable regulations of the Fair Employment and Housing

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Commission implementing Government Code section 12990 (a-f), set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations are incorporated into this Grant Agreement by reference and made a part hereof as if set forth in full.

- c. Grantee and its subcontractors or subgrantees shall also comply with the provisions of Government Code sections 11135-11139.8, and the regulations promulgated thereunder by the Board of Governors of the California Community Colleges (Cal. Code Regs., tit. 5, §§ 59300 et seq.); provided, however, that if Grantee or any subgrantee or subcontractor is not a community college district the references in the regulations of the Board of Governors to "the district" shall be deemed to refer to the Grantee, subgrantee or subcontractor and references to the "district governing board" shall be deemed to refer to the management or governing body of the Grantee, subgrantee or subcontractor.
- d. Grantee and its subcontractors or subgrantees shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- e. Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontract or subgrant agreements to perform work under this Grant Agreement.

30. Accessibility for Persons with Disabilities

- a. By signing this Grant Agreement, Grantee assures the Chancellor's Office that it complies with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.
- b. Grantee shall, upon request by any person, make any materials produced with Grant funds available in braille, large print, electronic text, or other appropriate alternate format. Grantee shall establish policies and procedures to respond to such requests in a timely manner.
- c. All data processing, telecommunications, and/or electronic and information technology (including software, equipment, or other resources) developed, procured, or maintained by Grantee, whether purchased, leased or provided under some other arrangement for use in connection with this Grant Agreement, shall comply with the regulations implementing Section 508 of the Rehabilitation Act of 1973, as amended, set forth at 36 Code of Federal Regulations, part 1194.
- d. Design of computer or web-based materials, including instructional materials, shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.

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- e. Grantee shall respond, and shall require its subcontractors and subgrantees to respond to and resolve any complaints regarding accessibility of its products and services as required by this section. If such complaints are not informally resolved, they shall be treated and processed as complaints of discrimination based on disability pursuant to California Code of Regulations, title 5, sections 59300 et seq.; provided, however, that if Grantee or any subgrantee or subcontractor is not a community college district the references in the regulations of the Board of Governors to "the district" shall be deemed to refer to the Grantee, subgrantee or subcontractor and references to the "district governing board" shall be deemed to refer to the management or governing body of the Grantee, subgrantee or subcontractor.
- f. Grantee and its subcontractors and subgrantees shall indemnify, defend, and hold harmless the Chancellor's Office, its officers, agents, and employees, from any and all claims by any person resulting from the failure to comply with the requirements of this section.
- g. Grantee shall incorporate the requirements of this section into all subcontract or subgrant agreements to perform work under this Grant Agreement.

31. Drug-Free Workplace Certification

By signing this Grant Agreement, the Grantee hereby certifies under penalty of perjury under the laws of the State of California that the Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code. §§ 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The organization's policy of maintaining a drug-free workplace;
 - 3. Any available counseling, rehabilitation, and employee assistance programs; and,
 - 4. Penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works under the Grant will:

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1. Receive a copy of the Grantee's drug-free policy statement; and,
2. Agree to abide by the terms of the Grantee's policy statement as a condition of employment under the Grant.

Failure to comply with these requirements may result in suspension of payments under the Grant Agreement or termination of the Grant Agreement or both and Grantee may be ineligible for award of any future state grants if the Chancellor's Office determines that any of the following has occurred: (1) Grantee has made false certification, or (2) violated the certification by failing to carry out the requirements as noted above.

32. Captions

The clause headings appearing in this Grant Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit, or extend the scope or intent of the clauses to which they appertain.

33. Indemnification

Grantee agrees to indemnify, defend and save harmless the State, the Board of Governors of the California Community Colleges, the Chancellor's Office, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all employees, subcontractors, subgrantees, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Grantee in the performance of this Grant Agreement. Such defense and payment will be conditional upon the following:

- a. The Chancellor's Office will notify Grantee of any such claim in writing and tender the defense thereof within a reasonable time; and
- b. Grantee will have sole control of the defense of any action on such claim and all negotiations for its settlement or compromise; provided that:
 1. When substantial principles of government or public law are involved, when litigation might create precedent affecting future Chancellor's Office operations or liability, or when involvement of the Chancellor's Office is otherwise mandated by law, the Chancellor's Office may participate in such action at its own expense with respect to attorneys' fees and costs (but not liability);
 2. The Chancellor's Office will have the right to approve or disapprove any settlement or compromise, which approval will not unreasonably be withheld or delayed; and

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3. The Chancellor's Office will reasonably cooperate in the defense and in any related settlement negotiations.

34. Independent Status of Grantee

The Grantee, and the agents and employees of Grantee, in the performance of this Grant Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California or the Chancellor's Office.

35. Grant Agreement is Complete

No amendment, alteration or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in this Grant Agreement is binding on any of the parties.

36. Union Organizing

Grantee, by signing this Grant Agreement, hereby acknowledges the applicability of Government Code section 16645.2 to this Grant Agreement, and hereby certifies that none of the Grant funds will be used to assist, promote or deter union organizing.

If Grantee incurs costs, or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from state funds has been sought for these costs, and Grantee shall provide those records to the Attorney General upon request.

37. Debarment, Suspension, and Other Responsibility Matters

If this Grant Agreement is funded in whole or in part with federal funds, Executive Order 12549, Debarment and Suspension, and the implementing regulations set forth at 34 Code of Federal Regulations part 85, require that prospective participants in covered transactions, as defined at 34 Code of Federal Regulations part 85, sections 85.105 and 85.110, provide the certification set forth in paragraph a. or the explanation required by paragraph b. below.

- a. By signing this Grant Agreement, Grantee hereby certifies under penalty of perjury under the laws of the State of California that Grantee 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 this Grant Agreement been convicted of or had a civil judgment rendered against them for

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commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 8(a)(2) of this certification; and
 4. Have not within a three-year period preceding this Grant Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- b. Where Grantee is unable to certify to any of the above statements, Grantee shall attach an explanation to the face sheet for this Agreement.

STRATEGIC PLAN 2019

Vision

Learning for Success

Mission

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education.

We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

Values

Palomar College is dedicated to empowering students to succeed and cultivating an appreciation of learning. Through ongoing planning and self-evaluation we strive for continual improvement in our endeavors. In creating the learning and cultural experiences that fulfill our mission and ensure the public's trust, we are guided by our core values of

- **Excellence** in teaching, learning, and service
- **Integrity** as the foundation for all we do
- **Access** to our programs and services
- **Equity** and the fair treatment of all in our policies and procedures
- **Diversity** in learning environments, philosophies, cultures, beliefs, and people
- **Inclusiveness** of individual and collective viewpoints in collegial decision-making processes
- **Mutual respect** and **trust** through transparency, civility, and open communications
- **Creativity** and **innovation** in engaging students, faculty, staff, and administrators
- **Physical presence** and **participation** in the community

DRAFT GOAL AND OBJECTIVES

Goal 1: Implement instructional strategies that strengthen and connect teaching and learning across the college.

Objective 1.1: Reintroduce Campus Explorations, a campus-wide learning community, to promote interdisciplinary dialogue and instruction on a topic of importance in society.

Objective 1.2: Engage in a campus-wide examination of the college's interdisciplinary Institutional Learning Outcome: Knowledge of Human Cultures and the Physical and Natural World.

Objective 1.3: Using the results and discussions of the Institutional Learning Outcomes assessment project on Intercultural Competency, identify strategies, including professional development opportunities, to strengthen and promote cultural fluency across the college.

Goal 2: Strengthen efforts to improve outreach, persistence, and student success.

Objective 2.1: Identify and implement targeted recruitment strategies for college programs.

Objective 2.2: Establish clear educational pathways with integrated student support services.

Objective 2.3: Strengthen and implement strategies to facilitate student completion of basic skills coursework within their first 30 units.

Objective 2.4: Implement user-friendly technology tools that allow students to easily enroll, persist, and complete their studies.

Objective 2.5: To better meet the needs of internal and external stakeholders, revise and strengthen integrated program review and planning processes across the institution.

Objective 2.6: To address opportunity gaps among the college's diverse student body, strengthen existing programs focused on persistence and student success such as FYE, Summer Bridge, Learning Communities, Village Mentoring, and STEM Scholars.

Goal 3: Strengthen the college's message to our community.

Objective 3.1: Evaluate our current marketing and messaging strategies and implement an integrated communications plan that reflects Palomar's value and presence in the community.

Goal 4: Maintain and support a diverse workforce.

Objective 4.1: Identify and address areas with critical staffing needs in relation to achieving enrollment growth strategies.

Objective 4.2: Evaluate and improve recruiting, hiring, and professional development processes to increase diversity in hiring and ensure faculty and staff are prepared to serve the college's diverse student body and community.

Objective 4.3: Develop and implement a comprehensive Professional Development Plan for all staff.

Goal 5: Ensure the fiscal stability of the college and increase enrollments.

Objective 5.1: Increase course offerings in the southern portion of the district while maximizing enrollment on the main campus.

Objective 5.2: Increase course offering in the northern portion of the district while maximizing enrollment on the main campus.

Objective 5.3: Strengthen existing relationships (such as STEM scholars and concurrent enrollment) and establish new relationships with local high schools and universities through partnerships and programs that facilitate access and seamless transfer.

Objective 5.4: Taking into account that the college is in stability, develop an action plan to balance the budget such that ongoing expenditures align with ongoing revenue.

Objective 5.5: Develop and implement an enrollment management plan that enhances access and success, supports intentional scheduling, and is integrated with budgetary planning.

Objective 5.6: Explore alternative revenue streams that align with the college's mission such as international education and contract education.