

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees (Regular meeting)**  
**Monday, October 14, 2013**  
**Santiago Canyon College**  
**8045 E. Chapman Ave., Room SC-105**  
**Orange, CA 92869**

**District Mission**

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

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

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

**Americans with Disabilities Acts (ADA)**

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

**A G E N D A**

**1.0 PROCEDURAL MATTERS**

**4:30 p.m.**

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda

**Action**

1.4 Public Comment

At this time, members of the public have the opportunity to address the board of trustees on any item within the subject matter jurisdiction of the board. Members of the community and employees wishing to address the board of trustees are asked to complete a "Public Comment" form and submit it to the board's executive assistant prior to the start of open session. **Completion of the information on the form is voluntary.** Each speaker may speak up to three minutes; however, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

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

1.5 Approval of Minutes – Regular meeting of September 23, 2013

**Action**

1.6 Approval of Consent Calendar

**Action**

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

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

## **2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

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

## **3.0 HUMAN RESOURCES**

- 3.1 Management/Academic Personnel Action
  - Approval of New Job Descriptions
  - Approval of Appointments
  - Approval of Changes of Assignment
  - Approval of Adjusted Salary Placements
  - Approval of FARSCCD Part-time/Hourly Step Increases Effective Fall 2013
  - Approval of Final Salary Placements
  - Approval of Adjusted Hourly Rate Placements for CEFA
  - Approval of Adjusted Hourly Rate Placements for FARSCCD
  - Approval of 2013-2014 Contract Extension Days
  - Ratification of Resignations/Retirements
  - Approval of Stipends
  - Approval of CEFA Step Increases
  - Approval of Part-time Hourly Hires/Rehires
  - Approval of Non-paid Intern Services
  
- 3.2 Classified Personnel Action
  - Approval of Revised Job Descriptions/Changes in Grade
  - Approval of Temporary to Contract Assignments
  - Approval of Longevity Increments
  - Approval of Changes in Positions
  - Approval of Changes in Salary Placements
  - Ratification of Resignations/Retirements
  - Approval of New Appointments
  - Approval of Temporary to Hourly On Going Assignments
  - Approval of Additional Hours for On Going Assignments
  - Approval of Substitute Assignments

3.2 Classified Personnel – (cont.)

- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Volunteers
- Approval of Student Assistant Lists

**4.0 INSTRUCTION**

- \*4.1 Approval of SLPA Agreement Renewal – Jurupa Unified School District Action  
The administration recommends approval of the agreement with Jurupa Unified School District in Jurupa Valley, California.

**5.0 BUSINESS OPERATIONS/FISCAL SERVICES**

- \*5.1 Approval of Payment of Bills Action  
The administration recommends payment of bills as submitted.
- \*5.2 Acceptance of 2012-2013 Citizens’ Bond Oversight Committee Annual Report Action  
The administration recommends acceptance of the Citizens’ Bond Oversight Committee Annual Report to the Community for 2012-2013 as presented.
- \*5.3 Adoption of Resolution No. 13-35 – Void or Stale-date Warrant (Checks) Action  
The administration recommends adoption of Resolution No. 13-35 for void or stale-date warrant (checks) as presented.
- \*5.4 Approval of Amendment to Agreement with HMC Architects Action  
The administration recommends approval of the amendment to the agreement with HMC Architects to provide an extension of time for master architect consulting services through June 30, 2014, as presented.
- \*5.5 Approval of Agreement with All American Inspection, Inc. for Temporary Village at Santa Ana College (SAC) Action  
The administration recommends approval of the agreement with All American Inspection Inc. to provide DSA in-plant inspection services for the SAC temporary village as presented.
- \*5.6 Adoption of Resolution No. 13-34 – Change Order for Bid #1134 – Contract with Tropical Plaza Nursery Inc. for Landscaping for Humanities Building at Santiago Canyon College (SCC) Action  
The administration recommends adoption of Resolution No. 13-34 for Tropical Plaza Nursery, Inc. for Bid #1134 for landscaping for the Humanities building at SCC as presented.

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

- \*5.7 Approval of Amendment of Agreement with TYR I.O.R. Services for Humanities Building at Santiago Canyon College Action  
The administration recommends approval of the amendment to the existing contract with TYR I.O.R. Services to provide an extension of time and additional costs for DSA inspection services for the Humanities building as presented.
- \*5.8 Approval of Change Order #1, Bid #1211 – Contract with J.B. Bostick Company, Inc. for Asphalt Overlay Project and Stripping for Parking Lots 2-5 at Santiago Canyon College Action  
The administration recommends approval of change order #1 for Bid #1211 for asphalt overlay and stripping for parking lots 2-5 at SCC as presented.
- \*5.9 Approval of Notice of Completion for Bid #1134 – Contract with Tropical Plaza Nursery Inc. for Landscaping for Chapman Road Entry and Learning Resource Center (LRC) Parking Lot at Santiago Canyon College Action  
The administration recommends approval of the Notice of Completion with Tropical Plaza Nursery Inc. for landscaping for the Chapman Road entry and LRC parking lot at SCC as presented.
- \*5.10 Approval of Notice of Completion for Bid #1136 – Contract with Guy Yocom Construction Inc. for Concrete and Asphalt for Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College Action  
The administration recommends approval of the Notice of Completion with Guy Yocom Construction Inc. for concrete and asphalt for the Chapman Road entry and LRC parking lot at SCC as presented.
- \*5.11 Approval of Notice of Completion for Bid #1136 – Contract with Guy Yocom Construction Inc. for Concrete for Humanities Building at Santiago Canyon College Action  
The administration recommends approval of the Notice of Completion with Guy Yocom Construction Inc. for concrete for the Humanities building at SCC as presented.
- \*5.12 Approval of Notice of Completion for Bid #1138 – Contract with Blazing Industrial Steel, Inc. for Steel for Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College Action  
The administration recommends approval of the Notice of Completion with Blazing Industrial Steel, Inc. for steel for the Chapman Road entry and LRC parking lot at SCC as presented.

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

- \*5.13 Approval of Notice of Completion for Bid #1139 – Contract with Dynaletric Inc. for Electrical for the Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College Action  
The administration recommends approval of the Notice of Completion with Dynaletric Inc. for electrical for the Chapman Road entry and LRC parking lot at SCC as presented.
- \*5.14 Approval of Notice of Completion for Bid #1140 – Contract with Interpipe Contracting Inc. for Plumbing and Water Utilities for Humanities Building at Santiago Canyon College Action  
The administration recommends approval of the Notice of Completion with Interpipe Contracting, Inc. to complete the plumbing and water utilities for the Humanities building at SCC as presented.
- \*5.15 Approval of Notice of Completion for Bid #1140 – Contract with Interpipe Contracting Inc. for Underground Utilities for Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College Action  
The administration recommends approval of the Notice of Completion with Interpipe Contracting Inc. for underground utilities for the Chapman Road entry and LRC parking lot at SCC as presented.
- \*5.16 Approval of Notice of Completion for Bid #1143 – Contract with Glazcon Production, Inc. for Glazing for Humanities Building at Santiago Canyon College Action  
The administration recommends approval of the Notice of Completion with Glazcon Production, Inc. to complete the glazing for the Humanities building at SCC as presented.
- \*5.17 Approval of Notice of Completion for Bid #1144 – Contract with Troyer Contracting Company for Roofing and Waterproofing for Humanities Building at Santiago Canyon College Action  
The administration recommends approval of the Notice of Completion With Troyer Contracting Company for roofing and waterproofing for the Humanities building at SCC as presented.
- \*5.18 Approval of Notice of Completion for Bid #1145 – Contract with K&Z Cabinet Company for Architectural Woodwork for Humanities Building at Santiago Canyon College Action  
The administration recommends approval of the Notice of Completion with K&Z Cabinet Company to complete the architectural woodwork for the Humanities building at SCC as presented.

- \*5.19 Approval of Notice of Completion for Bid #1148 – Contract with Continental Flooring Inc. for Flooring for Humanities Building at Santiago Canyon College Action  
The administration recommends approval of the Notice of Completion with Continental Flooring Inc. for flooring for the Humanities building at SCC as presented.
- \*5.20 Approval of Notice of Completion: Bid #1211 – Contract with J.B. Bostick Company Inc. for Asphalt Overlay Project and Stripping for Parking Lots 2-5 at Santiago Canyon College Action  
The administration recommends approval of the Notice of Completion with J.B. Bostick Company Inc. for asphalt for the overlay project and stripping for parking lots 2-5 at SCC as presented.
- \*5.21 Approval of Sole Source for Ellucian Inc. Action  
The administration recommends declaration and approval of Ellucian Inc. as the sole source provider for existing and future software modules including licensing, maintenance and support services, training, enhancements and upgrades to the installed Colleague application as presented.
- \*5.22 Approval of Measure Q Citizens’ Bond Oversight Committee Amended Bylaws and Ethics Policy Statement Action  
The administration recommends approval of the amended bylaws for the Santa Ana College Improvement District No. 1 of the Rancho Santiago Community College District for the Measure Q Citizens’ Bond Oversight Committee as presented.

## 6.0 GENERAL

- \*6.1 Approval of Resource Development Items Action  
The administration recommends approval of budgets, acceptance of grants, and authorization for the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- |                                                                           |             |
|---------------------------------------------------------------------------|-------------|
| - Board Financial Assistance Program (BFAP) (SCC)                         | \$ 333,031  |
| - Child Care Access Means Parents in School (CCAMPIS) - Year 1 (District) | \$ 132,827  |
| - Child Development Training Consortium (SAC/SCC)                         | \$ 17,000   |
| - Cooperative Agencies Resources for Education (CARE) (SAC/SCC)           | \$ 78,259   |
| - Doctoral Psychology Internship (SAC)                                    | \$ 20,000   |
| - Extended Opportunity Programs & Services (EOPS) (SAC/SCC)               | \$1,543,040 |
| - UCI Graduate Student/Faculty Internship (SAC/SCC)                       | \$ 37,500   |
| - Veterans Upward Bound Program – Year 2 (SAC)                            | \$ 214,874  |
| - WIA Title II – Adult Basic Education Programs (SAC/SCC)                 | \$3,620,511 |

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

\*6.2 Approval of Sub-award Agreements between RSCCD and SAUSD and between RSCCD and The Regents of University of California (UCI) for Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) 2009 – Year 5 Action

The administration recommends approval of the sub-award agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services, or his designee to sign and enter related contractual agreements on behalf of the district.

6.3 First Reading of Revised Board Policies Information

The following policies are presented for first reading as an information item:

- BP 3410 Nondiscrimination –~~BP7300~~
- ~~Deletion of BP4119 Unlawful Discrimination and Sexual Harassment~~
- BP 5055 Enrollment Priorities (New)
- BP 6332 Competitive Bidding and Quotation Policies
- BP 7001 Code of Ethics –~~BP7020~~
- BP 7002 Civility –~~BP4137~~
- BP 7003 Oath –~~BP4103~~
- BP 7004 ~~Non-School~~ Outside Employment –~~BP4106~~
- BP 7005 Personnel Files –~~BP4110~~
- BP 7006 Service Recognition –~~BP4111~~
- BP 7007 Volunteers ~~Personnel Service~~ –~~BP4117~~
- BP 7008 Employee Evaluation –~~BP4128~~
- BP 7009 Staff Development –~~BP4138~~
- BP 7100 Commitment to Diversity (new)
- BP 7110 ~~General Personnel Policy Statement~~ Delegation of Authority –~~BP4101~~
- BP 7120 Recruitment and Hiring, ~~Selection, Appointment and Transfer of Employees~~ –~~BP4102~~
- BP 7121 Applicant Travel Reimbursement –~~BP4204~~
- ~~Deletion of BP4417 Personnel – Administrative Applicant Travel Reimbursement Administrative~~
- BP 7130 Compensation ~~Payroll Warrants for Employees~~ –~~BP3219~~
- BP 7131 ~~Personnel~~ – Management Salary Schedules –~~Initial Placement & Salary Step Advancement Recommendation~~ –~~BP4401~~
- BP 7132 Management Medical/Dental Insurance Benefits –~~BP4402~~
- BP 7133 Holidays Management –~~BP4414~~
- BP 7140 Collective Bargaining (new)
- BP 7141 Organizations Right of Access –~~BP4133~~
- BP 7210 Academic Employees (new)
- BP 7230 ~~Definition~~ Classified Employees ~~Service~~ –~~BP4301~~
- BP 7240 Confidential Employees (new)

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

6.3 First Reading of Revised Board Policies – (cont.)

- BP 7250 Educational Administrators ~~Administrative Retreat Rights~~  
~~Administrative~~—BP4423 (formerly BP4520)
- BP 7260 Classified Supervisors and Managers (new)
- BP 7310 Nepotism —BP4118
- BP 7330 Communicable Disease ~~Medical Examinations~~—BP4130
- BP 7335 Health ~~Medical Examinations~~ —BP4130
- BP 7340 Leaves
- ~~Deletion of BP4114 Maternity Leave~~
- ~~Deletion of BP4115 Military Leave~~
- ~~Deletion of BP4404 Bereavement Leave Management~~
- ~~Deletion of BP4405 Family and Medical Leave Management~~
- ~~Deletion of BP4406 Industrial Accident or Illness Leave Management~~
- ~~Deletion of BP4407 Judicial Leave Management~~
- ~~Deletion of BP4408 Personal Necessity Leave Management~~
- ~~Deletion of BP4409 Quarantine Leave Management~~
- ~~Deletion of BP4410 Sick Leave Management~~
- ~~Deletion of BP4412 Unpaid Leaves of Absence Management~~
- ~~Deletion of BP4413 Vacation Management~~
- BP 7345 Catastrophic Leave Program (new)
- BP 7348 Faculty Pre-retirement (Workload Reduction)—BP4207
- BP 7350 Resignations —BP4129
- BP 7360 Faculty Discipline and Dismissal ~~and/or Discharge~~ – Academic Employees —BP4206
- ~~Deletion of BP4415 Dismissal and/or Discharge Management~~
- BP 7365 Discipline and Dismissal – Classified Employees
- BP 7370 ~~Solicitation of Political Contributions and Political Activities by~~  
~~Employees~~—BP4135
- BP 7380 Retiree Health Benefits: Academic Employees (new)
- BP 7385 Salary Deductions —BP4127
- BP 7400 Travel —BP4108
- ~~Deletion of BP4403 Professional Conference Leave/In-Service Training Leave~~  
~~Management~~
- BP 7510 Domestic Partners (new)
- BP 7600 Campus Security Officers (new)
- BP 7700 Whistleblower Protection —BP4140
- ~~Deletion of BP4116 Meetings~~
- ~~Deletion of BP4123 Support Program For Substance Abuse~~
- ~~Deletion of BP4126 Acceptance of Outside Obligations~~
- ~~Deletion of BP4202 Continuing Employment Contracts~~
- ~~Deletion of BP4205 Faculty Salary Payments~~
- ~~Deletion of BP4302 Classified Salary Payments~~
- ~~Deletion of BP4419 Administrative Leave—Administrative~~
- ~~Deletion of BP4422 Management Retroactive Pay (formerly BP4519)~~



- 6.4 Adoption of 2013-2023 Rancho Santiago Community College District (RSCCD) Comprehensive Master Plan Action  
The administration recommends adoption of the 2013-2023 RSCCD Comprehensive Master Plan.
- 6.5 Adoption of Board of Trustees Annual Self-Evaluation Instrument, List of Designated Recipients, and Self-Evaluation Timeline Action  
The administration recommends adoption of the self-evaluation survey instrument, the list of designated individuals who will receive the survey, and the self-evaluation timeline.
- 6.6 Approval of Conditional Settlement Agreement and Memorandum of Understanding for Vehicle License Fee Adjustment Amounts (VLFFA) Litigation Action  
The administration recommends approval of the Conditional Settlement Agreement and Memorandum of Understanding and authorization be given to the chancellor to execute the documents on behalf of the district as presented.
- 6.7 Reports from Board Committees Information
- Board Facilities Committee
  - Board Policy Committee
  - Orange County Community Colleges Legislative Task Force
- 6.8 Board Member Comments Information

### **RECESS TO CLOSED SESSION**

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
  - a. Part-time Faculty
  - b. Classified Staff
  - c. Student Workers
  - d. Professional Experts
  - e. Classified Administrators
    1. Graphic Communications Manager
    2. Publications & Electronic Media Manager
  - f. Educational Administrator Appointments
    1. Director, Fire Education
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)

3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services  
Employee Organizations: Faculty Association of Rancho Santiago Community College District  
California School Employees Association, Chapter 579  
California School Employees Association, Chapter 888  
Continuing Education Faculty Association
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
5. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: Dr. Raúl Rodríguez, Chancellor  
Union Organizations: Los Angeles-Orange County Building and Construction Trades Council  
Craft Unions  
Carpenters Union

## **RECONVENE**

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

#### **Public Comment**

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

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

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

- 7.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on October 28, 2013, at Santa Ana College.