

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 North Broadway, #107
Santa Ana, CA 92706

Board of Trustees (Regular meeting)

Monday, February 4, 2013

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:33 p.m. by Ms. Arianna Barrios. Other members present were Ms. Claudia Alvarez, Mr. John Hanna, Mr. Larry Labrado, Ms. Nelida Mendoza Yanez, Mr. Jose Solorio and Mr. Ryan Ahari. Mr. Phillip Yarbrough arrived at the time noted.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Erlinda Martinez, Dr. Raúl Rodríguez, and Mr. Juan Vázquez. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Ahari, Student Trustee, Rancho Santiago Community College District.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Ahari, seconded by Ms. Mendoza Yanez, and carried unanimously to approve an addendum and revised pages for Item 3.1 (Management/Academic Personnel) and an addendum for Item 3.2 (Classified Personnel).

1.4 Public Comment

There were no public comments.

1.5 Approval of Minutes

It was moved by Ms. Mendoza Yanez and seconded by Mr. Labrado to approve the minutes of the regular meeting held January 14, 2013, with the following revisions (in italics):

Mr. Hanna and Mr. Solorio requested the following be included in Item 2.7 (Informational Presentation on the Three-Day Drop Period of Non-Payment of

1.5 Approval of Minutes – (cont.)

Enrollment Fees): *Mr. Hanna encouraged students to work with the chancellor and college presidents on this issue, and Mr. Solorio asked staff to follow-up with nearby districts referenced in the presentation for additional information regarding the impact at their districts, particularly in regard to the losses.*

1.6 Approval of Consent Calendar

It was moved by Ms. Mendoza Yanez, seconded by Mr. Ahari, and carried unanimously to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 5.24 (Purchase Orders), removed from the Consent Calendar by Mr. Hanna. In addition, Dr. Rodríguez removed Item 5.9 (Change Order #4 for Bid #1179 – Soccer Field and Football Facilities at Santa Ana College [SAC]), Item 5.12 (Resolution No. 13-02 – Plumbing for Athletic/Aquatic Complex at Santiago Canyon College [SCC]), and Item 6.4 (Consulting Services Contract – McCallum Group, Inc.) from the agenda.

4.1 Approval of Nursing Program Agreement – Oasis Senior Center

The board approved the clinical affiliation agreement renewal with Oasis Senior Center in Corona del Mar, California.

4.2 Approval of Speech-Language Pathology Assistant (SLPA) Agreement Renewal – Laguna Beach Unified School District

The board approved the renewal agreement between the SLPA program and the Laguna Beach Unified School District in Laguna Beach, California.

4.3 Approval of Affiliation Agreement Contract with Western Interpreting Network

The board approved the affiliation agreement with Western Interpreting Network for sign language interpreter services for the period of February 5, 2013, through June 30, 2015.

5.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

5.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved the budget increases, decreases and transfers during the month of December 2012.

5.3 Adoption of Resolution No. 13-05 – Certifying the Election Regarding the Santa Ana College (SAC) Improvement District No. 1 of the Rancho Santiago Community College District, Measure Q

The board adopted Resolution No. 13-05 – Certifying the Election regarding the Santa Ana College Improvement District No. 1 of the Rancho Santiago Community College District, Measure Q, as presented.

1.6 Approval of Consent Calendar – (cont.)

5.4 Adoption of Resolution No. 13-06 – Resolution to Establish a Citizens’ Bond Oversight Committee and Approve the Bylaws and Ethics Policy Statement for Measure Q

The board adopted Resolution No. 13-06 – Resolution to Establish a Citizens’ Bond Oversight Committee and approved the bylaws and ethics policy statement for the Santa Ana College Improvement District No. 1 of the Rancho Santiago Community College District for Measure Q as presented.

5.5 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended December 31, 2012

The board approved the CCFS-311Q for the period ending December 31, 2012, as presented.

5.7 Approval of Commercial Lease Agreement between Ontario Chamber of Commerce and Rancho Santiago Community College District and its Center for International Trade Development

The board approved the lease agreement with the Ontario Chamber of Commerce and authorized the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the district as presented.

5.8 Approval of Consulting Agreement with RBF Consulting – Santa Ana College Perimeter Site Improvements

The board approved the proposal with RBF Consulting to provide Qualified Storm Water Pollution Prevention Plan Services as presented.

5.10 Approval of De La Torre Commercial Interiors – Santa Ana College County Sheriff’s Regional Training Academy Fire Lane Improvements

The board approved the proposal with De La Torre Commercial Interiors as submitted.

5.11 Adoption of Resolution No. 13-01 – Concrete for Loop Road Extension at Santiago Canyon College (SCC)

The board adopted Resolution No. 13-01 for Guy Yocom Construction, Inc. for Bid #1136 for concrete for the Loop Road Extension at SCC as presented.

5.13 Adoption of Resolution No. 13-03 – Landscaping for Athletic/Aquatic Complex at Santiago Canyon College

The board adopted Resolution No. 13-03 for Tropical Plaza Nursery, Inc. for Bid #1134 for landscaping for the Athletic/Aquatic complex at SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

5.14 Adoption of Resolution No. 13-04 – Framing and Elevators for Athletic/Aquatic Complex at Santiago Canyon College

The board adopted Resolution No. 13-04 for Inland Building Construction Company, Inc. for Bid #1146 for framing and elevators for the Athletic/Aquatic complex at SCC as presented.

5.15 Approval of Change Order #11 for Bid #1139 – Electricity for Humanities Building at Santiago Canyon College

The board approved change order #11 for Bid #1139 for Dynalectric for electricity for the Humanities building at SCC as presented.

5.16 Approval of Change Order #1 for Bid #1142 - Fire Suppression for Athletic/Aquatic Complex at Santiago Canyon College

The board approved change order #1 for Bid #1142 for JPI Development Group, Inc. for fire suppression for the Athletic/Aquatic complex at SCC as presented.

5.17 Approval of Change Order #1 for Bid #1145 – Casework, Fixtures and Laboratory Equipment for Humanities Building at Santiago Canyon College

The board approved change order #1 for Bid #1145 for K & Z Cabinets for casework, fixtures and laboratory equipment for the Humanities building at SCC as presented.

5.18 Approval of Change Order #12 for Bid #1146 – Framing and Elevators for Humanities Building at Santiago Canyon College

The board approved change order #12 for Bid #1146 for Inland Building Construction Company for framing and elevators for the Humanities building at SCC as presented.

5.19 Approval of Change Order #3 for Bid #1148 – Flooring for Athletic/Aquatic Complex at Santiago Canyon College

The board approved change order #3 for Bid #1148 for Continental Flooring, Inc. for flooring for the Athletic/Aquatic complex at SCC as presented.

5.20 Approval of Change Order #1 for Bid #1191 – Roof for Maintenance & Operations Building at Santiago Canyon College

The board approved change order #1 for Bid #1191 for Letner Roofing for the roof on the Humanities building at SCC as presented.

5.21 Approval of Butte-Glenn Institution Participation Agreement for OpenCCCApplly

The board approved the Butte-Glenn Institution Participation Agreement for the OpenCCCApplly system as presented.

1.6 Approval of Consent Calendar – (cont.)

5.22 Approval of Contract with The Great American Lunch Box

The board approved the contract and authorized the chancellor or his designee to execute the contract with The Great American Lunch Box to provide services for children enrolled at the Orange Education Center, Child Development Center now housed at Fletcher Elementary School, 515 West Fletcher, Orange, California.

5.23 Approval of Bid #1204 – Purchase of DMU 50 Universal DMG 5-Axis Milling Machine

The board accepted the bids and approved Bid #1204 – Purchase of DMU 50 Universal DMG 5-Axis Milling Machine to Ellison Technologies as presented.

6.1 Approval of Resource Development Items

The board approved budgets, accepted grants, and authorized the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:

- Business & Entrepreneurship Center Statewide Leadership \$50,000
 - (District) - *Augmentation*
- Child Development Training Consortium (SAC/SCC) - \$ 3,600
 Augmentation
- Seeds to Trees – Digital Media Training (District) - -\$ 367
 Adjustment

6.2 Approval of First Amendment to Sub-award Agreements between RSCCD and The Regents of University of California and Santa Ana Unified School District for Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) 2009 – Year 3

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

6.3 Approval of Amendment One to Sub-award Agreement between RSCCD and The Regents of University of California for Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) 2009 – Year 4

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

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Chancellor

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

Mr. Yarbrough arrived at this time.

2.2 Reports from College Presidents

The following college presidents provided reports to the board:

Dr. Erlinda Martinez, President, Santa Ana College
Mr. Juan Vázquez, President, Santiago Canyon College

2.3 Report from Student Trustee

Mr. Ryan Ahari provided a report to the board.

2.4 Reports from Student Presidents

The following student representatives provided reports to the board on behalf of the Associated Student Government organizations:

Ms. Edna Tobias, Student President, Santa Ana College
Ms. Rachel Bulosan, Student President, Santiago Canyon College

2.5 Reports from Academic Senate Presidents

The following academic senate presidents provided reports to the board:

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College
Mr. Raymond Hicks, Academic Senate President, Santa Ana College

Mr. Yarbrough left the meeting at this time.

2.6 Informational Presentation on Measure Q Campaign

Mr. Charles Heath provided an informational presentation on the Measure Q campaign.

2.7 Informational Presentation on Accountability Reporting for the California Community Colleges (ARCC) and Student Success Scorecard

Ms. Nga Pham, RSCCD Director of Research; Mr. Craig Rutan, SCC Associate Professor, Astronomy/Physics; Mr. Aaron Voelcker, SCC Assistant Dean, Institutional Effectiveness and Assessment; and Dr. Sara Lundquist, SAC Vice President, Student Services, provided a presentation on the 2012 ARCC reports (for SAC, SCC, and RSCCD Continuing Education Division) and a preview of the 2013 ARCC 2.0/Scorecard to the board.

Ms. Pham explained that ARCC, as mandated by AB1417, requires California community colleges to provide a framework for system performance evaluation.

2.7 Informational Presentation on Accountability Reporting for the California Community Colleges (ARCC) and Student Success Scorecard – (cont.)

A report is produced by the State Chancellor's Office based upon Management Information System data submitted by each of the 112 colleges. ARCC provides an annual report to the legislators, sets standards for accountability and results for California community colleges, and reports outcomes for each college and systemwide. Each college is required to present the data to its board as information and for discussion. The ARCC report does not rank colleges against each other, but has peer grouping for comparison of colleges sharing similar environmental and characteristics, and is not attached to any funding mechanism.

Mr. Voelcker presented the 2012 ARCC report for Santiago Canyon College and Dr. Lundquist presented the 2012 ARCC report for Santa Ana College. The reports included student progress and achievement rates, students who earned at least 30 units rates, persistence rates, successful course completion rates for credit vocational courses and credit basic skills courses, improvement rates for credit basic skills courses and credit English as a Second Language (ESL) courses.

Mr. Voelcker indicated the credit ESL population has continued to decline at SCC, and staff is assessing the trend and determining a potential modification of curriculum that might better serve the credit ESL population. Mr. Voelcker noted that SCC scored above its peer group average in five out of seven performance indicators.

Dr. Lundquist indicated SAC is committed to increasing student success and working to sustain and expand practices that have proven impact through program effectiveness review, professional development workshops, Academic Senate dialogues, and peer mentoring.

Ms. Pham presented the 2012 ARCC report for RSCCD Continuing Education Division (CED) which included career development and college preparation (non-credit) progress and achievement rates. Ms. Pham indicated ARCC is one tool, among many, that the district uses to assess the effectiveness of its institutions. The district uses a comprehensive and continuous assessment which includes data from local sources with different perspectives which include on-going classroom assessment, on-going planning and program review (academic, student services, and administrative units), and on-going research developed by the district research department.

Ms. Alvarez expressed concern over the decline in numbers for SCC in two out of seven indicators and for SAC in three out of seven indicators. She asked if the decline in numbers would affect the district negatively in regards to a future accreditation team visit and if this item will be reviewed at the board's planning session on February 19.

2.7 Informational Presentation on Accountability Reporting for the California Community Colleges (ARCC) and Student Success Scorecard – (cont.)

Mr. Didion indicated the data elements presented in this report, along with a number of other elements, will be included in the comprehensive master plan at the board's planning session. Dr. Rodríguez stated that the accreditation process will not review the ARCC report to be critical of the district's standing, but allows the colleges to set its improvement goals.

Ms. Alvarez requested a list of indicator comparisons to other colleges. Ms. Pham will provide a copy of the report to board members.

Regarding SCC's decline in enrollment in credit ESL courses, Mr. Hanna asked if a similar decline had occurred at SAC. Dr. Lundquist indicated the same decline in credit ESL students is occurring at SAC.

Mr. Hanna asked if non-credit ESL was increasing or decreasing at the colleges. Dr. Lundquist indicated non-credit ESL at SAC was declining slightly. Mr. Jose Vargas, Vice President of Continuing Education at SCC, indicated there was a high persistence rate in non-credit ESL programs.

Mr. Hanna asked for an analysis of future planning needs for the ESL programs relating to instructors, etc.

Mr. Hanna asked for an explanation of the data for vocational programs that the state chose not to include in the ARCC report because it had not been submitted by the colleges. Ms. Pham indicated there was an inconsistency in the interpretation and coding of the data; therefore, only a few colleges submitted the data. Since the ARCC report is a comprehensive report, the state chose not to include this data. Ms. Pham reported it is stated in the report's appendix that the data is not available to be included in the calculations.

Mr. Vargas indicated that the reporting system is advancing in measuring student success in non-credit programs. He stated that standardized grading in basic education courses has captured more students, as well as measuring career development and college preparation certificates. In addition, non-credit ESL students learn enough English skills to be hired for a variety of jobs. The college is moving toward being able to track the students that have increased their salaries after learning English skills.

As a member of the Student Success Task Force (SSTF), Mr. Rutan explained that the State Chancellor's Office created the SSTF in 2012. The task force found that the original ARCC report failed in its original intent to improve student success. The matrix ARCC constructed did not aid colleges in finding a way to determine deficiencies and needs that should be addressed. As a result, the SSTF recommended moving away from using an ARCC report as a method of reporting and moving

2.7 Informational Presentation on Accountability Reporting for the California Community Colleges (ARCC) and Student Success Scorecard – (cont.)

towards implementing a student success scorecard. The scorecard, released on March 30, 2013, will be based on the original ARCC report data available at the State Chancellor's Office and will create a set of student metrics that identify achievement gaps in three primary areas of the community college mission: transfer, basic skills, and career technical education.

Mr. Rutan indicated the original ARCC report used peer groups to compare one college's results with another, which resulted in some colleges always falling in the below average category. The scorecard will represent each college's performance on each of the metrics over a five-year period and will not have colleges compared to each other; each college would only be compared against its own past performance. It is hopeful that the scorecard will provide a better opportunity to identify areas of strength and needed improvement.

Dr. Rutan reviewed the metrics, student progress and achievement rates, 30-unit rates, persistence, career technical education rates, remedial education progress rates, career development college preparation rates, and institutional profiles. The data collected will be based upon students that have a valid social security card as an accurate means to track students in the community college system. Apprenticeship courses are now excluded from the scorecard reporting since the only accurate information available on apprenticeship courses is through the Division of Apprenticeship Standards. Dr. Rutan stated that the scorecard is the evolution of the ARCC report, but it is not considered the final measurement tool.

Mr. Solorio asked for the reason that six years is used in developing desired outcomes for the career development college preparation rates. Although Dr. Rutan doesn't have a concrete answer, he assumes that this period assists the district in capturing the greatest number of students during a six-year period since most students attend classes part-time.

Ms. Alvarez and Mr. Hanna expressed concern over Dream Act students not being recorded in the scorecard figures due to the inability to obtain a valid social security card. Mr. Hanna asked if staff had the ability to track the Dream Act students at the district. Staff expressed concern over the ability to accurately track Dream Act students, especially across the entire California community college system.

3.0 HUMAN RESOURCES

Items 3.3, 3.4, and 3.5 were reviewed after Closed Session.

3.1 Management/Academic Personnel

It was moved by Mr. Hanna, seconded by Mr. Ahari, and carried unanimously to approve the following action on the management/academic personnel docket:

- Approve Revised Job Descriptions
- Approve Appointments
- Approve 2012-2013 FARSCCD Beyond Contract Step Increases Effective January 22, 2013
- Approve 2012-2013 FARSCCD Part-time Step Increases Effective January 22, 2013
- Approve 2012-2013 CEFA Step Increases for Long-term Substitute per E.C. 87481 and 87482
- Approve Column Changes
- Approve Corrections to 2012-2013 Change of Classification/Location
- Approve Leaves of Absence
- Approve Stipends
- Rescind Stipends
- Approve Part-time Hourly Hires/Rehires
- Approve Non-paid Intern Services

3.2 Classified Personnel

It was moved by Mr. Hanna, seconded by Mr. Ahari and carried unanimously to approve the following action on the classified personnel docket:

- Approve Longevity Increments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Leaves of Absence
- Approve Changes of Assignments
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

4.0 INSTRUCTION

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

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1, 5.2, 5.3, 5.4, 5.5, 5.7, 5.8, 5.10, 5.11, and 5.13 through 5.24 were approved as part of Item 1.6 (Consent Calendar). Please note that Items 5.9 and 5.12 were removed from the agenda.

5.6 Quarterly Investment Report as of December 31, 2012

The quarterly investment report as of December 31, 2012, was presented as information.

5.24 Approval of Purchase Orders

It was moved by Mr. Hanna and seconded by Mr. Labrado to approve the purchase order listing for the period December 16, 2012, through January 19, 2013.

Discussion ensued. The motion carried with a vote of abstention from Mr. Solorio.

6.0 GENERAL

Items 6.1 through 6.3 were approved as part of Item 1.6 (Consent Calendar). Item 6.4 (Consulting Services Contract – McCallum Group, Inc.) was removed from the agenda.

6.5 Reports from Board Committees

Mr. Labrado provided a report on the January 31, 2013, Board Facilities Committee meeting.

Mr. Ahari provided a report on the January 2013 legislative advocacy meetings hosted by the Orange County Community Colleges Legislative Task Force in Sacramento.

6.6 Board Member Comments

Mr. Hanna, Ms. Barrios, Mr. Ahari, and Ms. Mendoza Yanez reported on the recent legislative visits and the Community College League of California's (CCLC) Annual Legislative Conference in Sacramento. Mr. Hanna asked that the overview of the state advocacy day meetings prepared by Townsend Public Affairs be included in the public record.

Mr. Hanna reported on the recent meeting for the CCLC Advisory Committee on Legislation in Sacramento.

Ms. Alvarez and Ms. Mendoza Yanez reported on the recent CCLC Effective Trusteeship Workshop in Sacramento.

Ms. Alvarez expressed concern over the recent broken water pipe at SAC and asked if a priority report on SAC infrastructure relating to pipes is available.

6.6 Board Member Comments – (cont.)

Ms. Alvarez congratulated Dr. Sara Lundquist on being selected as a recipient of the Guardián de Justicia Award at the upcoming Orange County Hispanic Bar Association 35th Annual Scholarship Fundraiser and Installation Dinner on March 2.

Mr. Solorio asked for an expenditure report on the funds remaining for infrastructure relating to Measure E since the district is unable to spend funds on Measure Q until Measure E funds are depleted.

Ms. Barrios asked if the district is pursuing Prop. 39 (energy efficiency) funding for solar initiatives. She indicated Larry Labrado, as chairperson of the Board Facilities Committee, may wish to form an ad hoc committee to pursue Prop. 39 funding.

Ms. Barrios asked for the district's strategic plan for technological initiatives (including open source textbooks and online classes).

Mr. Ahari and Ms. Barrios encouraged board members to review the Socioeconomic Benefits Generated by Orange County's (OC) Community Colleges report prepared for the OC Community Colleges Legislative Task Force by the OC Business Council.

RECESS TO CLOSED SESSION

The board convened into closed session at 7:29 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Administrator Appointments
 - (1) Director
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: California School Employees Association, Chapter 888
Continuing Education Faculty Association
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

The board reconvened at 7:44 p.m.

Closed Session Report

Mr. Labrado reported the board discussed public employment, public employee discipline, conferred with its labor negotiator, and reviewed a liability claim. The board voted unanimously (Mr. Yarbrough absent) to approve the suspension of Mr. Michael Martinez, Financial Aid Analyst, for ten days.

Public Comment

There were no public comments.

3.0 HUMAN RESOURCES

Items 3.1 and 3.2 were approved after Item 2.7 (Informational Presentation on ARCC and Student Success Scorecard).

3.3 Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and California School Employees Association (CSEA) Chapter 888 (Child Development Teachers)

It was moved by Mr. Labrado, seconded by Ms. Alvarez, and carried unanimously to approve the collective bargaining agreement with CSEA Chapter 888 for the period of July 1, 2012, through June 30, 2015.

3.4 Presentation of Continuing Education Faculty Association (CEFA) Initial Bargaining Proposal to Rancho Santiago Community College District

It was moved by Mr. Labrado, seconded by Ms. Alvarez, and carried unanimously to receive the CEFA bargaining proposal and schedule a public hearing for February 19, 2013.

3.5 Rejection of Claim

It was moved by Mr. Labrado, seconded by Ms. Alvarez, and carried unanimously to authorize the chancellor or his designee to reject claim #P949-250696-01 on behalf of the district.

7.0 ADJOURNMENT

The next regular meeting and board planning session of the Board of Trustees will be held on February 19, 2013.

There being no further business, Ms. Barrios declared this meeting adjourned at 7:45 p.m. in honor of Mr. Ajay Anderson, a friend of her son's who is in the Intensive Care Unit after a recent aneurysm.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: February 19, 2013