

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

Board of Trustees (Regular meeting)

Monday, August 19, 2013

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:50 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, Mr. Phillip Yarbrough, and Mr. Luis Correa.

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. Lucus Tuff and Mr. Brian Zarske, Boy Scouts of America Troop 733, Yorba Linda, California.

1.3 Approval of Additions or Corrections to Agenda

Since this item was overlooked, it was considered after Item 1.5 (Minutes).

1.4 Public Comment

Mr. Réne Guzman spoke regarding Santa Ana College (SAC) offering senior tennis activities and making the tennis courts available for the public use.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough, seconded by Mr. Solorio, and carried unanimously to approve the minutes of the meeting held July 22, 2013.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to approve an addendum for Item 3.1 (Management/Academic Personnel), an addendum for Item 3.2 (Classified Personnel), and remove Items 4.8 (Amended Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Fiscal Impact) and 4.9 (Amended Southern California Surveyors Fiscal Impact) from the agenda.

1.6 Approval of Consent Calendar

It was moved by Ms. Yarbrough, seconded by Mr. Solorio, and carried unanimously to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar:

4.1 Approval of New OTA Agreement – Manhattan Beach Unified School District

The board approved the agreement with Manhattan Beach Unified School District in Manhattan Beach, California.

4.2 Approval of Amendment #4 to CJA Agreement – County of Orange Sheriff's Department, Coroner's Office and Probation Department

The board approved the amendment with the County of Orange in Santa Ana, California.

4.3 Approval of Fire Technology Agreement Renewal: City of Burbank

The board approved the agreement renewal with the City of Burbank in California.

4.4 Approval of Nursing Program Agreement – Oasis Senior Center

The board approved the clinical affiliation agreement renewal with Oasis Senior Center in Newport Beach, California.

4.5 Approval of Nursing Program Agreement – Vanguard University

The board approved the clinical affiliation agreement with Vanguard University in Costa Mesa, California.

4.6 Approval of Nursing Program Agreement – Walden University

The board approved the clinical affiliation agreement with Walden University in Minneapolis, Minnesota.

4.7 Approval of Agreement with Sheraton Cerritos for Los Angeles/Orange County Regional Consortia Monthly Meetings, September-December 2013

The board approved the agreement with the Sheraton Cerritos for the Los Angeles/Orange County Regional Consortia monthly meetings, September-December 2013.

1.6 Approval of Consent Calendar – (cont.)

5.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

5.2 Approval of Amendment #1 to Classroom Lease – 2000 Chapman Inc.

The board approved Amendment #1 for lease of additional classroom and office space with 2000 Chapman Inc. for the period of October 1, 2013, through January 31, 2016, as presented.

5.3 Approval of Consulting Services – Cambridge West Partnership, LLC

The board approved the consulting services agreement with Cambridge West Partnership, LLC as presented.

5.4 Approval of Contract Renewal – Chancellor’s Office Tax Offset Program (COTOP)

The board approved the renewal of the COTOP contract with the Chancellor’s Office as presented.

5.5 Approval of Intrafund and Interfund Budget Transfers June 1, 2013 – June 30, 2013

The board approved the intrafund and interfund budget transfers from June 1, 2013, to June 30, 2013, as presented.

5.6 Approval of Public Hearing for 2013-2014 Proposed Adopted Budget

The board approved holding a public hearing on the 2013-2014 proposed Adopted Budget at the September 9, 2013, board meeting.

5.7 Approval of Quarterly Financial Status Report (CCFS-311Q) for period ended June 30, 2013

The board approved the CCFS-311Q for the period ending June 30, 2013, as presented.

5.9 Approval of Amendment to Communications Site Lease Agreement at Santa Ana College (SAC)

The board approved the amendment to the Communications Site Lease Agreement at SAC as presented.

5.10 Approval of Awarding Boiler Replacement Projects at Santa Ana College and Santiago Canyon College (SCC)

The board approved awarding the Boiler Replacement project to ACCO Engineering Systems as presented.

5.11 Approval of Change Order #4 for Bid #1180 – Perimeter Site Improvements for Santa Ana College

The board approved change order #4 for Bid #1180 for WoodCliff Corporation

perimeter site improvements at SAC as presented.

1.6 Approval of Consent Calendar – (cont.)

5.12 Approval of Notice of Completion for Bid #1179 – Installation of Synthetic Turf for New Soccer and Sports Facilities at Santa Ana College

The board approved the Notice of Completion for the installation of synthetic turf for the new soccer field and sports facilities at SAC as presented.

5.13 Adoption of Resolution No. 13-32 – Landscaping for Humanities Building at Santiago Canyon College

The board adopted Resolution No. 13-32 for Marina Landscape Inc. for Bid #1198 for landscaping for the Humanities building at SCC as presented.

5.14 Approval of Waiver and Release Agreement for Landscaping for Humanities Building at Santiago Canyon College

The board approved the waiver and release agreement with Tropical Plaza Nursery, Inc. for Bid #1134 for landscaping for the Humanities building at SCC as presented.

5.15 Approval of CMAS Contract #4-12-58-0071C to Axxess Video Corporation

The board approved the district's participation in CMAS Contract #4-12-58-0071C including renewals, extensions, modifications and supplements awarded to Axxess Video Corporation as presented.

5.16 Approval of Vendor Name Change

The board approved the vendor Datatel, Inc. name change to Ellucian Inc. as presented.

5.17 Approval of Independent Contractors

The board approved the following independent contractor: Jennifer Walsvick for consulting services to provide supervision and field instruction to Master of Social Work (MSW) student interns assigned to RSCCD Child Development Services at the rate of \$40 an hour. Dates of service are August 20, 2013, through June 30, 2014. The fee is estimated at \$18,000.

5.18 Approval of Purchase Orders

The board approved the purchase order listing for the period June 30, 2013, through July 30, 2013.

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:

- Early Head Start – Year 1 (District) \$ 265,223
- ENGAGE in STEM Project – Year 3 (SAC) \$1,189,826
- Santiago Canyon College – Developing HSI Program – \$ 650,000
Year 4 (SCC)

- Seeds to Trees – Digital Media Training (District) \$ 61,733
- Talent Search IV – Year 1 (SAC) \$ 304,052

1.6 Approval of Consent Calendar – (cont.)

6.2 Approval of First Amendment to Subcontract Agreements between RSCCD and CHOC/Help Me Grow and MOMS Orange County for Early Head Start Program

The board approved the amendments to the sub-contract agreements and authorized the Vice Chancellor, Business Operations/Fiscal Services, or his designee to sign and enter into related contractual agreements on behalf of the district.

6.3 Approval of First Amendment to Sub-award Agreements between RSCCD and CSU Fullerton Auxiliary Services Cooperation (DO-12-1666-01.01) and between RSCCD and NOCCCD – Fullerton College (DO-12-1666-02.01) for ENGAGE to STEM Project – Year 2

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

6.4 Approval of First Amendment to Sub-award Agreements between RSCCD and CSU Fullerton Auxiliary Services Cooperation and between RSCCD and NOCCCD – Fullerton College for ENGAGE to STEM Project – Year 3

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

6.6 Adoption of Revised and Renumbered Board Policies

The board adopted the following revised and renumbered board policies:

- BP 2365 Recording
- BP 2410 Setting Policy
- BP 2510 Participation in Local Decision Making
- BP 3100 Organization Structure
- BP 3200 Accreditation
- BP 3250 Institutional Planning
- BP 3280 Grants
- BP 3300 Public Records
- BP 3310 Records Retention and Destruction
- BP 3406 Sustainable Practices
- BP 3420 Equal Employment Opportunity
- ~~Deletion of Americans With Disabilities Act – BP4121~~
- BP 3430 Prohibition of Harassment
- BP 3440 Service Animals
- BP 3500 District Safety
- BP 3501 Campus Security and Access
- BP 3505 Emergency Response Plan

- ~~Deletion of Emergencies—BP6114~~
 - BP 3510 Workplace Violence Plan
- 1.6 Approval of Consent Calendar – (cont.)

6.6 Adoption of Revised and Renumbered Board Policies – (cont.)

- BP 3515 Reporting of Crimes
- BP 3518 Child Abuse Reporting
- BP 3520 Local Law Enforcement
- BP 3530 Weapons on Campus
- BP 3540 Sexual and Other Assaults on Campus
- BP 3550 Drug Free Environment and Drug Prevention Program
- BP 3560 Alcoholic Beverages
- BP3570 Smoking on Campus
- BP3600 Auxiliary Organizations
- ~~Deletion of Auxiliary Services Accounting Systems and Internal Control—BP3222~~
- ~~Deletion of RSCCD Foundations—BP3227~~
- BP 3710 Securing of Copyright
- BP 3715 Intellectual Property
- BP 3720 Computer and Network Use
- BP 3810 Claims Against the District
- BP 3900 Speech: Time, Place, and Manner
- ~~Deletion of BP1230 Volunteers~~
- ~~Deletion of Complaints by Citizens Against District Employees BP1312~~
- ~~Deletion of Drives For Money, Food, or Clothing—BP1314~~
- ~~Deletion of Public Statements—BP1360~~
- ~~Deletion of Children (Minors) on Campus—BP4134~~
- ~~Deletion of Personal Property—BP4605~~
- ~~Deletion of Use of District Equipment—BP4606~~

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board and distributed a document relating to accreditation entitled “Standard IV: Leadership and Governance.”

2.2 Reports from College Presidents

The following college representatives provided reports to the board.

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

2.2 Reports from College Presidents – (cont.)

Dr. Martinez indicated SAC's accreditation process has begun and a formal presentation on accreditation is to be given at the next board meeting.

Mr. Vázquez indicated SCC staff plans to meet with board members regarding accreditation in the future.

2.3 Report from Student Trustee

Mr. Luis Correa, Student Trustee, provided a report to the board.

2.4 Reports from Student Presidents

Mr. Jorge Sandoval, Student President, provided a report to the board on behalf of SAC Associated Student Government.

Since Mr. Yuh Hwan Ko was not in attendance, Mr. Correa provided a report to the board on behalf of SCC Associated Student Government.

2.5 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College
Mr. John Zarske, Academic Senate President, Santa Ana College

2.6 Informational Presentation on the State Budget

Mr. Hardash provided a report on the state budget to the board.

3.0 HUMAN RESOURCES

Items 3.1 and 3.2 were considered after Closed Session.

4.0 INSTRUCTION

Items 4.1 through 4.7 were approved as part of Item 1.6 (Consent Calendar).

4.8 This item was removed from the agenda as part of Item 1.3 (Additions or Corrections to Agenda).

4.9 This item was removed from the agenda as part of Item 1.3 (Additions or Corrections to Agenda).

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, and 5.9 through 5.18 were approved as part of Item 1.6 (Consent Calendar).

5.8 Quarterly Investment Report as of June 30, 2013

The quarterly investment report as of June 30, 2013, was presented as information.

6.0 GENERAL

Items 6.1, 6.2, 6.3, 6.4, and 6.6 were approved as part of Item 1.6 (Consent Calendar).

6.5 First Reading of Revised Board Policies

The following policies were presented for first reading as an informational item:

- BP 2015 Student Member
- BP 2305 Annual Organizational Meeting
- BP 2715 Code of Ethics/Standards of Practice
- BP 2716 Political Activity
- BP 3820 Gifts, Grants and Bequests ~~BP3208~~
- BP 6010 Equitable Opportunities for Business Enterprises ~~—BP3301~~
- BP 6011 Interaction With and Solicitation From Private Businesses ~~—BP3311~~
- BP 6012 Environmentally Preferable Purchases and Practices ~~—BP3406~~
- BP 6013 Energy and Water Conservation ~~—BP3508~~
- BP 6014 Location of District-Sponsored Events ~~—BP7003~~
- BP 6015 Food and Meeting Refreshments ~~—BP3103~~
- BP 6100 Delegation of Authority to Negotiate and Accept Discounts and Price Reductions ~~—BP3308~~
- BP 6150 Designation of Authorized Signatures (new)
- BP 6200 ~~Policy on Budget Preparation Development Process—BP3201~~
 - ~~Deletion of Budget Development Structure—BP3202~~
 - ~~Deletion of General Fund Restricted Reserve BP3203~~
 - BP 6250 Budget Administration Management ~~—BP3204~~
 - ~~Deletion of Transfer of Budget Appropriations—BP3205~~
 - BP 6300 Fiscal Management and Auxiliary Services Fiscal Powers ~~—BP3200~~
 - ~~Deletion of Financial Reports—BP3216~~
 - ~~Deletion of Quarterly Financial Reports—BP3220~~
 - BP 6301 Payment – Goods & Services ~~—BP3213~~
 - BP 6302 Accounting for Monies Collected ~~—BP3217~~
 - BP 6320 Investments ~~—BP3211~~
 - BP 6330 Purchasing ~~—BP3306~~
 - ~~Deletion of Purchasing General Policy Statement—BP3300~~
 - ~~Deletion of Cooperative Purchasing by State Contract with Department~~

~~General Services and Other Public Agencies — BP3304~~

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

- ~~Deletion of Purchasing Code of Ethics and Control Guidelines — BP3302~~
- BP 6331 Fiduciary and Legal Considerations — ~~BP3305~~
- BP 6332 Competitive Bidding and Quotation Policies — ~~BP3307~~
- BP 6333 District Standard for Hardware and Software — ~~BP7001~~
- BP 6340 Contracts — ~~Equal Employment Opportunity Provision — BP3100~~
- BP 6400 Audits — ~~BP3104~~
- BP 6450 Wireless or Cellular Telephone Use (new)
- BP 6500 Property Management — ~~BP3518~~
- BP 6501 Plant Maintenance and Operations General Policy Statement — ~~BP3500~~
- BP 6502 Outside Governing Agencies — ~~BP3507~~
- BP 6503 Inventory Control — ~~BP3400~~
- BP 6504 Moveable Inventory Control Responsibilities — ~~BP3403~~
- BP 6505 Inventory Order Quantity and Storage Controls — ~~BP3404~~
- BP 6506 ~~Company~~ District Property, Security, Privacy and Searches — ~~BP3601~~
- BP 6507 Information Technology Services – Copyright of Software – ~~BP3600~~
- BP 6520 Security for District Property — ~~BP3510~~
- BP 6521 Disaster Recovery — ~~BP3602~~
- BP 6540 ~~District Property & Liability Protection Insurance~~ — ~~BP4603~~
- ~~Deletion of Risk Management BP4601~~
- ~~Deletion of Bonding of Personnel — BP4604~~
- BP 6550 Disposal of Property — ~~BP3405~~
- BP 6600 Capital Construction — ~~BP3504~~
- ~~Deletion of Five Year Capital Construction Plan — BP3506~~
- BP 6601 Facility Modification and New Construction — ~~BP3511~~
- BP 6602 Facility Construction Standards — ~~BP3505~~
- BP 6603 Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act — ~~BP3310~~
- BP 6604 Deferred Maintenance — ~~BP3512~~
- BP 6605 Selection of Architects — ~~BP3503~~
- BP 6620 Naming District Properties and Facilities — ~~BP9025~~
- BP 6700 Civic Center and Other Use of District Facilities Use — ~~BP 1330~~
- BP 6740 Citizens Oversight Committee (new)
- BP 6750 Vehicle Operation and Parking — ~~BP3501~~
- BP 6751 Transportation — ~~BP3516~~
- BP 6752 Donation of Vehicles — ~~BP4608~~
- BP 6800 Safety (new)
- BP 6900 ~~Auxiliary Services~~ Bookstores — ~~BP3226~~
- BP 6901 Auxiliary Food Service Operation — ~~BP3223~~

6.7 Approval of Appointments to Measure Q Citizens; Bond Oversight Committee

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to approve the appointments to the Measure Q Citizens' Bond Oversight Committee as presented.

6.8 Appointment of RSCCD Community Representative (2013-2014) to Orange County Community Colleges Legislative Task Force (OCCCLTF)

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to postpone selecting a community representative to serve on the 2013-2014 task force. Discussion ensued. The motion carried unanimously.

6.9 Adoption of Rancho Santiago Community College District (RSCCD) 2013 – 2016 Strategic Plan

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to adopt the RSCCD 2013 – 2016 Strategic Plan.

6.10 Approval of Extension of Consulting Services – Townsend Public Affairs, Inc.

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to approve the Supplement to Contract for Consulting Services (#3) with Townsend Public Affairs, Inc. as presented. Discussion ensued. The motion carried unanimously.

6.11 Reports from Board Committees

Mr. Labrado provided a report on the August 15, 2013, Board Facilities Committee meeting.

Mr. Hanna provided a report on the August 7, 2013, Board Policy Committee meeting during the discussion of Item 6.5 (First Reading of Revised Board Policies).

6.12 Board Member Comments

Board members welcomed eleven new faculty members, Academic Senate President John Zarske, and ASG Student President Jorge Sandoval.

Ms. Alvarez thanked SCC staff for hosting the Water Education Seminar on August 14 that she attended along with 700 students.

Ms. Alvarez thanked Boy Scouts Lucus Tuff and Brian Zarske for attending the board meeting. Both boys recited the Boy Scouts oath after being asked to by Ms. Mendoza Yanez.

Mr. Yarbrough gave a report on the recent meeting of the City of Orange Oversight Board of the County of Orange as Successor Agency to the Orange County Development Agency.

Mr. Yarbrough reported he plans to meet with Mr. Tim Surridge, Board President, Orange Unified School District, later this week.

6.12 Board Member Comments – (cont.)

Mr. Yarbrough and Mr. Hanna reported they plan to attend the Academic Senate Back-to-School Dinner at Dr. Jeff McMillan's house on August 21.

Mr. Solorio indicated the Board Facilities Committee discussed the allocation of Measure E funds, Measure Q funds, and staff exploring the possibility of providing ESL or citizenship classes in the Garden Grove area.

Referring to Mr. Guzman's remarks during public comments, Ms. Mendoza Yanez indicated she agreed that the tennis program at SAC should be reinstated and the public should have access to the tennis courts.

Ms. Mendoza Yanez welcomed Mr. Tanner Kelly, Student Trustee, Coast Community College District, to the board meeting, and encouraged Mr. Correa to invite other student trustees to RSCCD board meetings.

Ms. Barrios indicated that she is looking forward to attending SAC and SCC's convocations later this week.

Ms. Barrios reported that she recently vacationed in England during National Test Result Day and explained the difference between America and England's coverage of the National Test Result Day since it is front page news in England. Her family also visited Oxford University.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:42 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Part-time Faculty
 - b. Classified Staff
 - c. Student Workers
 - d. Professional Experts
2. 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
3. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor
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

The board reconvened at 7:45 p.m.

Closed Session Report

Mr. Labrado reported the board discussed the aforementioned items and voted unanimously to terminate the employment of Mr. Victor Aguirre, Senior Custodian/Utility Worker, and Kevin Clarke, Bookstore Storekeeper.

Public Comment

There were no public comments.

3.0 HUMAN RESOURCES

3.1 Management/Academic Personnel

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

- Approve New Job Descriptions
- Approve Revised Job Descriptions
- Approve Interim Assignments
- Approve Extensions of Interim Assignments
- Approve Adjusted Effective Dates/Final Salary Placements
- Approve Adjusted Step Placements
- Approve Leaves of Absence
- Approve Stipends
- Approve Column Changes
- Approve Part-time Hourly Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-Paid Intern Services

3.2 Classified Personnel

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

- Approve Revised Job Descriptions and Changes in Grade
- Approve New Assignments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Changes in Salary Placements
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Temporary to Hourly On Going Assignments
- Approve Temporary Assignments
- Approve Correction of Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on September 9, 2013.

There being no further business, Ms. Barrios declared this meeting adjourned at 7:47 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: September 9, 2013