

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, December 10, 2012
2323 North Broadway, #107
Santa Ana, CA 92706

Vision Statement (Board of Trustees)

Rancho Santiago Community College District is a learning community. The college district and its colleges are committed to ensuring access and equity and to planning comprehensive educational opportunities throughout our communities. We will be global leaders in many fields, delivering cost-effective, innovative programs and services that are responsive to the diverse needs and interests of all students. We will be exceptionally sensitive and responsive to the economic and educational needs of our students and communities. The environment will be collegial and supportive for students, staff, and the communities we serve.

We will promote and extensively participate in partnerships with other educational providers, business, industry, and community groups. We will enhance our communities' cultural, educational, and economic well-being.

We will be a leader in the state in student success outcomes. Students who complete programs will be prepared for success in business, industry, careers, and all future educational endeavors. We will prepare students to embrace and engage the diversity of our global community and to assume leadership roles in their work and public lives.

District Mission

The mission of the Rancho Santiago Community College District and its colleges 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 pursuit 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, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an 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

INSTALLATION CEREMONY AND RECEPTION

4:30 p.m.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Presentation of District Annual Financial Audit

1.4 Approval of Additions or Corrections to Agenda

Action

1.5 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.

1.6 Approval of Minutes – Regular meeting of November 13, 2012 Action

1.7 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 BOARD ORGANIZATION

2.1 Annual Board Organization Action

Board Policy 2305 (attached) requires that the board take specific actions at its annual organizational meeting:

- Election of Board Officers (President, Vice President, and Clerk) for the 2012-13 year
- Designation of secretary and assistant secretary
- The President of the Board shall appoint members and chairs to the following board committees:
 - Facilities Committee
 - Fiscal and Audit Review Committee
 - Legislative Committee
 - Policy Committee
- The President of the Board shall appoint representatives to the the following organizations:
 - RSCCD Foundation
 - Orange County Community College Legislative Task Force
 - Orange County School Boards Association
 - Nominating Committee on School District Organization
- Adoption of schedule of meeting dates for 2013 (attached)
- Reaffirmation of Board Policy 2715 – Code of Ethics/Standards of Practice (attached)
- Reaffirmation of Board Policy 2735 – Board Member Travel (attached)
- Reaffirmation of Board Policy 3211 - Investments (attached)

3.0 INFORMATIONAL ITEMS AND ORAL REPORTS

3.1 Report from the Chancellor

3.2 Reports from College Presidents

- Enrollment
- Facilities
- College activities
- Upcoming events

3.3 Report from Student Trustee

3.4 Reports from Student Presidents

- Student activities

3.5 Reports from Academic Senate Presidents

- Senate meetings

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. Administrator Appointments
 - (1) Director
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (3 cases)
3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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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.

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4.0 HUMAN RESOURCES

4.1 Management/Academic Personnel

Action

- Approval of Permission to Accept Outside Assignments
- Approval of Appointments
- Approval of Interim to Permanent Assignments
- Approval of 2012-2013 Changes of Classification
- Approval of Additional 2012-2013 FARSCCD Contract Salary Step Increases
- Approval of 2012-2013 Permanent Part-time/Beyond Contract Salary Schedule B
- Approval of Leaves of Absence
- Approval of 2012-2013 Contract Extension Days
- Approval of Part-time Hourly Hires/Rehires
- Approval of Non-paid Instructors of Record

- 4.2 Classified Personnel Action
- Approval of New Appointments
 - Approval of Professional Growth Increments
 - Approval of Changes in Salary Placement
 - Approval of Leaves of Absence
 - Ratification of Resignations/Retirements
 - Approval of Expiration of Terms
 - Approval of Temporary Assignments
 - Approval of Miscellaneous Positions
 - Approval of Instructional Associates/Associate Assistants
 - Approval of Community Service Presenters and Stipends
 - Approval of Volunteers
 - Approval of Student Assistant Lists

5.0 INSTRUCTION

- *5.1 Approval of Amendment #1 to OTA Agreement – County of Riverside Action
The administration recommends approval of the agreement amendment with the County of Riverside in California.
- *5.2 Approval of New OTA Agreement – Los Angeles Unified School District Action
The administration recommends approval of the agreement with Los Angeles Unified School District in California.
- *5.3 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Basic Skills Training Action
The administration recommends approval of the instructional agreement with SER, Jobs for Progress, Inc. for the program year 2012-2013.
- *5.4 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Vocational Training Action
The administration recommends approval of the instructional agreement with SER, Jobs for Progress, Inc. for the program year 2012-2013.
- *5.5 Approval of New Courses and New Programs for 2013-2014 Santa Ana College Catalog Action
The administration recommends approval of the new courses and new programs for the 2013-2014 SAC catalog as presented.
- *5.6 Approval of New Credit and Non-Credit Curricula for 2013-2014 Santiago College Catalog Action
The administration recommends approval of the new credit and non-credit curricula for the 2013-2014 SCC catalog as presented.

* Item is included on the Consent Calendar, Item 1.7.

6.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *6.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *6.2 Approval of Budget Transfers and Budget Increases/Decreases Action
The administration recommends approval of budget transfers, increases, and decreases during the month of October 2012.
- *6.3 Receive and Accept the District Audit Report for Fiscal Year ended June 30, 2012 Action
The administration recommends the board receive and accept the Rancho Santiago Community College District Audit Reports for the fiscal year ended June 30, 2012, as presented.
- *6.4 Adoption of Resolution No. 12-75 – Authorizing the Issuance of RSCCD 2013 General Obligation Refunding Bonds and Approval of Investment Banking Agreement; Preliminary Official Statement; Purchase Contract and Escrow Agreement Action
The administration recommends adoption of Resolution No. 12-75, authorizing the issuance of the Rancho Santiago Community College District (Orange County, California) 2013 General obligation Refunding Bonds, not to exceed \$90 million and approval of refunding any of the remaining 2005 Series B Bonds and 2006 Series C Bonds and approval of the Investment Banking Agreement; Preliminary Official Statement; Purchase Contract and Escrow Agreement. It is further recommended that the board authorize the Vice Chancellor Business Operations/Fiscal Services to sign all required documents on behalf of the district as presented.
- *6.5 Approval of Consulting Services Agreement – Facilities Planning and Consulting Services Action
The administration recommends approval of the consulting services agreement for facilities planning and consulting services through June 30, 2013, as presented.
- *6.6 Approval of Agreement with Southland Industries for Planning and Energy Analysis Action
The administration recommends approval of entering into an agreement with Southland Industries to perform the services as presented.
- *6.7 Approval of Energy Service Companies (ESCO) Action
The administration recommends approval of the four highest-rated energy service companies: Southland Industries, ACCO Engineered Systems, Siemens, and Chevron Energy Solutions for creation of an ESCO pool to be used by the district for energy conservation projects.

- *6.8 Approval of DSA Inspector of Record, Testing & Inspection for Perimeter Site Improvements and Dunlap Hall Elevator Addition at Santa Ana College Action
The administration recommends approval of an agreement with TYR I.O.R. to provide DSA-mandated inspection services for the perimeter site improvements and Dunlap Hall elevator addition projects at SAC as presented.
- *6.9 Approval of Request For Proposal (RFP) – Geotechnical, Materials Testing and Special Inspections Services at Santa Ana College Action
The administration recommends approval of a contract with Geo-Advantec for geological technical services for the amount of Two Hundred and Ten Thousand Dollars (\$210,000) as presented.
- *6.10 Ratification of Award of Informal Bid #1201 – AT&T Electric and Data Equipment Installation at Santa Ana College Action
The administration recommends ratification of the award of Bid #1201 to PMK Professional, Inc. in compliance with Board Policy 3311 as presented.
- *6.11 Approval of Amendment to Agreement with HMC Architects for Architectural/Engineering Services for Dunlap Hall at Santa Ana College Action
The administration recommends approval of the HMC proposal for additional services and extending construction administration services for Dunlap Hall at SAC as presented.
- *6.12 Approval of Change Order #3 for Bid #1179 – Soccer Field and Football Facilities at Santa Ana College Action
The administration recommends approval of change order #3 for Bid #1179 for Los Angeles Engineering Inc. for soccer field and football facilities at SAC as presented.
- *6.13 Approval to Reject all Bids – Bid #1187 Dunlap Hall Elevator Addition and Handrail at Santa Ana College Action
The administration recommends approval of rejecting all bids in Bid #1187 Dunlap Hall Elevator Addition & Handrail Repairs at SAC as presented.
- *6.14 Adoption of Resolution No. 12-65 – Electricity for Loop Road Extension at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 12-65 for Dynalectric for Bid #1139 for electricity for the Loop Road Extension At SCC as presented.

* Item is included on the Consent Calendar, Item 1.7.

- *6.15 Adoption of Resolution No. 12-68 – Earthwork for Humanities Building at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 12-68 for Southern California Grading for Bid #1151 for earthwork for the Humanities building at SCC as presented.
- *6.16 Adoption of Resolution No. 12-69 – Landscaping for Humanities Building at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 12-69 for Tropical Plaza Nursery, Inc. for Bid #1134 for landscaping for the Humanities building at SCC as presented.
- *6.17 Adoption of Resolution No. 12-70 – Plumbing for Loop Road Extension at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 12-70 for Interpipe Construction, Inc., for Bid #1140 for plumbing for the Loop Road Extension at SCC as presented.
- *6.18 Adoption of Resolution No. 12-71 – Landscaping for Loop Road Extension at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 12-71 for Tropical Plaza Nursery, Inc. for Bid #1134 for landscaping for the Loop Road Extension at SCC as presented.
- *6.19 Adoption of Resolution No. 12-72 – Earthwork for Loop Road Extension at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 12-72 for Southern California Grading for Bid #1151 for earthwork for the Loop Road Extension at SCC as presented.
- *6.20 Adoption of Resolution No. 12-73 – Concrete for Loop Road Extension at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 12-73 for Guy Yocom Construction, Inc. for Bid #1136 for concrete for the Loop Road Extension at SCC as presented.
- *6.21 Adoption of Resolution No. 12-74 – Concrete for Athletic/Aquatic Complex at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 12-74 for Guy Yocom Construction, Inc. for Bid #1136 for concrete for the Athletic/Aquatic complex at SCC as presented.

- *6.22 Approval of Architectural Services Agreement with Westberg+White - Phase 1 for Central Plant Energy Analysis/Schematic Design Phase at Santiago Canyon College Action
The administration recommends approval of the architect services agreement with Westberg+White for Phase 1 for central plant energy analysis/schematic design phase at SCC as presented.
- *6.23 Approval of Change Order #6 for Bid #1136 – Concrete for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #6 for Bid #1136 for Guy Yocom Construction, Inc. for concrete for the Humanities building at SCC as presented.
- *6.24 Approval of Change Order #8 for Bid #1138 – Structural Steel for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #8 for Bid #1138 for Blazing Industrial Steel Inc. for structural steel for the Humanities building at SCC as presented.
- *6.25 Approval of Change Order #6 for Bid #1140 – Plumbing for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #6 for Bid #1140 for Interpipe Contracting, Inc. for plumbing for the Humanities building at SCC as presented.
- *6.26 Approval of Change Order #8 for Bid #1141 – HVAC for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #8 for Bid #1141 for West Tech Mechanical for HVAC for the Humanities building at SCC as presented.
- *6.27 Approval of Change Order #10 for Bid #1146 – Framing and Elevators for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #10 for Bid #1146 for Inland Building Construction Co. for framing and elevators for the Humanities building at SCC as presented.
- *6.28 Approval of Change Order #5 for Bid #1147 – Interiors for Athletic/Aquatic Complex at Santiago Canyon College Action
The administration recommends approval of change order #5 for Bid #1147 for Inland Empire Architectural Services for interiors for the Athletic/Aquatic complex at SCC as presented.

- *6.29 Approval of Change Order #10 for Bid #1147 – Interiors for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #10 for Bid #1147 for Inland Empire Architectural Specialties for interiors for the Humanities building at SCC as presented.
- *6.30 Approval of Change Order #2 for Bid #1183 – IES Commercial, Inc. for Video Surveillance System Action
The administration recommends approval of change order #2 for Bid #1183 for IES Commercial, Inc., for the district-wide video surveillance system as presented.
- *6.31 Approval of Independent Contractors Action
The administration recommends approval of the following independent contractor: Nueva Vista Media for consulting services to produce a cutting edge engagement and outreach campaign to promote a new STEM App Development course at Santiago Canyon College to include HD videos and website to serve as digital resources and tools to highlight the dynamic world of App Development and career opportunities for developers in Southern California. Dates of service are December 11, 2012, through April 30, 2013. The fee is estimated at \$34,300.
- *6.32 Approval of Independent Contractors Action
The administration recommends approval of the following independent contractor: Topgallant Group LLC for consulting services to assist in the Workforce Innovation Partnerships (WIP) grant to include development of curriculum for new media, multimedia and entertainment; facilitation of industry skills panel and new media roundtables; and outreach, promotion and recruitment of students and teachers. Dates of service are December 11, 2012, through May 31, 2013. The fee is estimated at \$46,000.
- *6.33 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period October 28, 2012, through November 17, 2012.

7.0 GENERAL

- *7.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization of the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- | | |
|-----------------------------------------------|-----------|
| - Women’s Business Center – Year 1 (District) | \$123,367 |
| - CalWORKs/Work Study/TANF (SAC/SCC) | \$430,044 |
| - SBA/CSUF – SBDC (District) | \$602,365 |

* Item is included on the Consent Calendar, Item 1.7.

- *7.2 Authorization of Signatures Action
The administration recommends approval of the revised list of authorized signatures.
- *7.3 Adoption of Resolution No. 12-64 authorizing payment to Trustee Absent from Board Meetings Action
This resolution requests authorization of payment to R. David Chapel for his absence from the November 13, 2012, board meeting due to personal business.
- 7.4 Adoption of Resolution No. 12-76 in honor of Police and Fire Departments of the City of Orange Action
The administration recommends adoption of Resolution No. 12-76.
- 7.5 List of 2013 Conferences and Legislative Executive Visits for Board Members Information
Board Policy 2735 and a list of conferences and legislative executive visits that board members may wish to attend is provided as information.
- 7.6 Review of RSCCD Board of Trustees Self-Evaluation Information
It is recommended the Board of Trustees review the evaluation responses and complete the self-evaluation process for 2012.
- 7.7 Board Member Comments Information
- 8.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be announced after the 2013 board meeting calendar is approved. The meeting will be held at the District Office at 2323 North Broadway, Room #107, in Santa Ana, California.

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