

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, July 22, 2013
2323 North Broadway, #107
Santa Ana, CA 92706

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 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

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 June 17, 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.

- 1.7 Public Hearing – Notice of Intent to Dedicate an Easement and an Irrevocable Offer of Dedication to City of Santa Ana

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 Assignments
 - Approval of Interim Assignments
 - Approval of Extensions of Interim Assignments
 - Approval of End of Interim Assignments
 - Approval of Changes of Location
 - Approval of Academic Supervisory Step Increases
 - Approval of Adjusted Step Placements
 - Ratification of Resignations/Retirements
 - Approval of 2013-2014 CSEA Chapter 888 Child Development Center (CDC) Assistant Director Stipends
 - Approval of 2013-2014 CSEA Chapter 888 CDC Step Increases
 - Approval of 2013-2014 FARSCCD 192/225 Day Step Increases
 - Approval of 2013-2014 FARSCCD Athletic Coaching Stipends
 - Approval of 2012-2013 FARSCCD Contract Extension Days
 - Approval of 2013-2014 FARSCCD Contract Extension Days
 - Approval of 2013-2014 FARSCCD Coordinator Assignments
 - Approval of Rehiring of Temporary Employees per E.C. 87470
 - Approval of Column Changes
 - Approval of Leaves of Absence
 - Approval of Voluntary Workload Reductions
 - Approval of Stipends

- 3.1 Management/Academic Personnel - (cont.)
- Approval of Part-time Hourly Hires/Rehires
 - Approval of Non-paid Instructors of Record
 - Approval of Non-paid Intern Services
- 3.2 Classified Personnel Action
- Approval of New Classifications
 - Approval of Changes in Grade
 - Approval of New Appointments
 - Approval of Hourly On Going to Contract Assignments
 - Approval of Longevity Increments
 - Approval of Professional Growth Increments
 - Approval of Out of Class Assignments
 - Approval of Changes in Assignments/Locations
 - Approval of Leaves of Absence
 - Ratification of Resignations/Retirements
 - Approval of Temporary to Hourly On Going Assignments
 - Approval of Changes in Positions/Locations
 - Approval of Temporary Assignments
 - Approval of Changes in Temporary Assignments
 - Approval of Additional Hours for On Going Assignments
 - Approval of Substitute 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 and One-Time Stipends
- 3.3 Approval of Agreement with Liebert Cassidy Whitmore for Management Training and Legal Services Action
- The administration recommends approval of authorizing the chancellor to renew the agreement with Liebert Cassidy Whitmore for management training and legal services for the 2013-2014 fiscal year.
- 3.4 Approval of Agreement with The Wright Group, Inc. Action
- The administration recommends approval of authorizing the chancellor to renew the agreement with The Wright Group, Inc. for professional services as presented.
- 3.5 Authorization for Board Travel/Conferences Action

4.0 INSTRUCTION

- *4.1 Approval of Renewal of Nursing Program Agreement – Anaheim Regional Medical Center Action
The administration recommends approval of the renewal of the clinical affiliation agreement with Anaheim Regional Medical Center in Anaheim, California.
- *4.2 Approval of OTA Agreement Renewal – TheraGen, LLC Action
The administration recommends approval of the agreement with TheraGen, LLC in Newport Beach, California.
- *4.3 Approval of New OTA Agreement – Extended Care Hospital of Westminster Action
The administration recommends approval of the agreement with Extended Care Hospital of Westminster in Westminster, California.
- *4.4 Approval of Blackboard Training for Distance Education Action
The administration recommends approval of the contract to provide Blackboard training services for distance education.
- *4.5 Approval of Santa Ana College (SAC) Community Services Program – Fall 2013 Action
The administration recommends approval of the proposed SAC Community Services Program for Fall 2013.
- *4.6 Approval of Santiago Canyon College (SCC) Community Services Program – Fall 2013 Action
The administration recommends approval of the proposed SCC Community Services Program for Fall 2013.
- *4.7 Approval of Workforce Investment Act Individual Training Account (WIA ITA) Training Provider Services, First Amendment to Agreement #12-28-629648 Action
The administration recommends approval of the Workforce Investment Act Individual Training Account Training Provider Services, First Amendment, to extend the end date from June 30, 2013, to June 30, 2014.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *5.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *5.2 Approval of 2013-2014 Proposed Adopted Budget Assumptions Action
The administration recommends approval of the updated budget assumptions for the 2013-2014 fiscal year as presented.

- *5.3 Approval of Consulting Services – The Dolinka Group Action
The administration recommends approval of the redevelopment consulting services of The Dolinka Group as presented.
- *5.4 Award to Renew Independent Audit Contract – Vavrinek, Trine, Day & Co. LLP Action
The administration recommends approval of the contract renewal with Vavrinek, Trine, Day & Co., LLP for auditing services for the 2012-2013 fiscal year audit and authorization be given to the Vice Chancellor of Business Operations/Fiscal Services to execute the agreement on behalf of the district as presented.
- *5.5 Approval of Student Fee Tax Credit Reporting Service – Xerox Education Services, Inc. Action
The administration recommends approval of the agreement with Xerox Education Services, Inc. for the 2013-2014 fiscal year and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services to execute the agreement and any extensions if necessary as presented.
- *5.6 Approval of Lease Agreement with Jug Media Network Action
The administration recommends approval of the lease agreement with Jug Media Network and authorization be given to the Vice Chancellor of Business Operations/Fiscal Services to execute the agreement on behalf of the district as presented.
- *5.7 Approval of Amendment to Commercial Lease Agreement between Ontario Chamber of Commerce and Rancho Santiago Community College District (RSCCD) and its Center for International Trade Development Action
The administration recommends approval of the lease agreement with the Ontario Chamber of Commerce and authorization be given to the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the district as presented.
- *5.8 Approval of Purchase and Sale Agreement for Real Property Located at Southeast Corner of Bristol and 17th Street in Santa Ana, California Action
The administration recommends approval of the Purchase and Sale Agreement for Real Property located at the Southeast corner of Bristol and 17th Street in Santa Ana, California as presented.
- 5.9 Adoption of Resolution No. 13-26 – Authorizing the Dedication of Easement and Irrevocable Offer of Dedication to City of Santa Ana Action
The administration recommends adoption of Resolution No. 13-26 to execute deeds of dedication or conveyance for the Easement and Irrevocable Offer of Dedication to the City of Santa Ana as presented.

- *5.10 Approval of Change Order #3 for Bid #1180 – Perimeter Site Improvements for Santa Ana College (SAC) Action
The administration recommends approval of change order #3 for Bid #1180 for WoodCliff Corporation perimeter site improvements at SAC as presented.
- *5.11 Approval of Change Order #8 for Bid #1179 – New Soccer Field and Sports Facilities at Santa Ana College Action
The administration recommends approval of change order #8 for Bid #1179 for Los Angeles Engineering Inc. for the soccer field and football facilities at SAC as presented.
- *5.12 Approval of Notice of Completion for Bid #1179 – New Soccer and Sports Facilities at Santa Ana College Action
The administration recommends approval of the Notice of Completion for the new soccer field and sports facilities at SAC as presented.
- *5.13 Adoption of Resolution No. 13-27 – Landscaping for Humanities Building at Santiago Canyon College (SCC) Action
The administration recommends adoption of Resolution No. 13-27 for Tropical Plaza Nursery, Inc. for Bid #1134 for landscaping for the Humanities building at SCC as presented.
- *5.14 Approval of Resolution No. 13-28 – Concrete for Humanities Building at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 13-28 for Guy Yocom Construction, Inc. for Bid #1136 for concrete for the Humanities building at SCC as presented.
- *5.15 Adoption of Resolution No. 13-29 – Plumbing for Humanities Building at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 13-29 for Interpipe Construction, Inc. for Bid #1140 for plumbing for the Humanities building at SCC as presented.
- *5.16 Approval of Additional Testing Services for Humanities Building at Santiago Canyon College Action
The administration recommends approval of the additional testing services for the Humanities building at SCC as presented.
- *5.17 Approval of Awarding Bid #1213 – Building “D” Re-Roofing at Santiago Canyon College Action
The administration recommends approval of awarding Bid #1213 for Santiago Canyon College Building “D” re-roofing to Sylvester Roofing Company Inc. as presented.

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

- *5.18 Approval of Change Order #10 for Bid #1138 – Structural Steel for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #10 for Bid #1138 for Blazing Industrial Steel Inc. for structural steel for the Humanities building at SCC as presented.
- *5.19 Approval of Change Order #16 for Bid #1139 – Electricity for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #16 for Bid #1139 for Dynalectric for electricity for the Humanities building at SCC as presented.
- *5.20 Approval of Change Order #10 for Bid #1141 – HVAC for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #10 for Bid #1141 for West Tech Mechanical for HVAC for the Humanities building at SCC as presented.
- *5.21 Approval of Change Order #1 for Bid #1142 – Fire Suppression for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #1 for Bid #1142 for JPI Development Group, Inc. for fire suppression for the Humanities building at SCC as presented.
- *5.22 Approval of Change Order #7 for Bid #1144 – Roofing for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #7 for Bid #1144 for Troyer Contracting Company for roofing on the Humanities building at SCC as presented.
- *5.23 Approval of Change Order #2 for Bid #1148 – Flooring for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #2 for Bid #1148 for Continental Flooring, Inc., for flooring on the Humanities building at SCC as presented.
- *5.24 Approval of Agreement with Outsource Technical for Programming & Technical Services Action
The administration recommends approval of the Outsource Technical Service Agreement for Programming and Technical Services for the 2013-2014 fiscal year as presented.

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

- *5.25 Approval of Change Order #4 for Bid #1183 – IES Commercial, Inc. for District-wide Video Surveillance Security System Action
The administration recommends approval of change order #4 for Bid #1183 for IES Commercial, Inc. for the district-wide video surveillance security system as presented.
- *5.26 Approval of Change Order #5 for Bid #1183 – IES Commercial, Inc. for District-wide Video Surveillance Security System Action
The administration recommends approval of change order #5 for Bid #1183 for IES Commercial, Inc. for the district-wide video surveillance security system as presented.
- *5.27 Approval of Change Order #6 for Bid #1183 – IES Commercial, Inc. for District-wide Video Surveillance Security System Action
The administration recommends approval of change order #6 for Bid #1183 for IES Commercial, Inc. for the district-wide video surveillance security system as presented.
- *5.28 Approval of Notice of Completion for District-wide Video Surveillance Security System Action
The administration recommends approval of the Notice of Completion for the district-wide video surveillance security system as presented.
- *5.29 Approval of Release and Waiver Agreement – IES Commercial, Inc. for District-wide Video Surveillance Security System Action
The administration recommends approval of the Release and Waiver agreement with IES Commercial, Inc. for the district-wide video surveillance security system as presented.
- *5.30 Ratification of Agreement with Ellucian for Annual Maintenance of Mobile Software Action
The administration recommends ratification of the agreement with Ellucian for the annual maintenance of the mobile software at a cost of \$16,000 as presented.
- *5.31 Approval of Bid #1212 – EMC Avamar Hardware and Software Maintenance Action
The administration recommends accepting the bid and approval of awarding Bid #1212 – EMC Avamar Hardware and Software Maintenance to Thomas Galloway Corporation dba Technologent and any future renewals a presented.

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

- *5.32 Approval of Kern High School District Bid #2423 for Rental of Relocatable Modular Classrooms Action
The administration recommends approval of RSCCD's use of Kern High School District Bid #2423 for the rental of relocatable modular classrooms including extensions and for future projects districtwide as presented.
- *5.33 Approval of Los Alamitos Unified School District Bid #2010-001 Purchase of Temporary Portable Buildings Action
The administration recommends approval of RSCCD's use of Los Alamitos Unified School District Bid #2010-001 for the purchase of temporary portable buildings including extensions and for future projects district-wide as presented.
- *5.34 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 July 23, 2013, through December 31, 2013. The fee is estimated at \$16,000.
- *5.35 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period May 30, 2013, through June 29, 2013.
- *5.36 Approval of Agreement for Special Services – Atkinson, Andelson, Loya, Ruud & Romo Action
The administration recommends authorization be given to the Vice Chancellor of Business Operations/Fiscal Services or his designee to renew the proposed agreement between RSCCD and Atkinson, Andelson, Loya, Ruud & Romo for the period of July 1, 2013, through June 30, 2014, 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:
- Basic Skills Initiative (SAC/SCC) - *Augmentation* \$ 41,894
 - Career and Technical Education Act (CTEA) Title I-B - Vocational Research and Accountability Advisory Committee (SCC) \$ 38,000

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

*6.1	<u>Approval of Resource Development Items</u> – (cont.)	
	- Career and Technical Education Act (CTEA) Title I-C (District/SAC/SCC)	\$1,465,613
	- College Assistance Migrant Program (CAMP) – Year 2 (SCC)	\$ 414,219
	- Deputy Sector Navigator – Global Trade & Logistics (District)	\$ 300,000
	- Deputy Sector Navigator – Information & Communication Technologies (ICT)/Digital Media (District)	\$ 300,000
	- Deputy Sector navigator – Retail Hospitality/Tourism/ Learn and Earn (District)	\$ 300,000
	- Deputy Sector Navigator – Small Business (District)	\$ 300,000
	- Industry Driven Regional Collaborative (SCC)	\$ 17,000
	- Math, Engineering and Science Achievement (MESA) Program (SAC)	\$ 50,500
	- Santa Ana Middle College High School (SAC)	\$ 99,000
	- SBDC – Union Bank Small Business Technical Assistance Program (District)	\$ 45,000

*6.2 Approval of Second Amendment to Sub-award Agreement between RSCCD and The Regents of the University of California and First Amendment to Sub-award Agreement between RSCCD and SAUSD for Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) 2009 – Year 4 Action

The administration recommends approval of the amendments and authorization be given to the Vice Chancellor, Business Operations/ Fiscal Services or his designee to sign the amendments on behalf of the district.

*6.3 Adoption of Resolution No. 13-30 – California Department of Education (CSPP-3331) Action

The administration recommends adoption of the contract resolution with the California Department of Education and authorization be given to the chancellor or his designee to sign the contract on behalf of the district.

*6.4 Adoption of Resolution No. 13-31 – California Department of Education (CCTR-3163) Action

The administration recommends adoption of the contract resolution with the California Department of Education and authorization be given to the chancellor or his designee to sign the contract on behalf of the district.

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

6.5 First Reading of Revised Board Policies Information

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

- BP 2365 Recording
- BP 2410 Setting Policy BP 2510 Participation in Local Decision Making
- BP 3100 Organization Structure ~~BP2114~~
- BP 3200 Accreditation ~~BP7100~~
- BP 3250 Institutional Planning ~~BP7200~~
- BP 3280 Grants ~~BP3207~~
- BP 3300 Public Records ~~BP3106~~
- BP 3310 Records Retention and Destruction ~~BP3105~~
- BP 3406 Sustainable Practices
- BP 3420 Equal Employment Opportunity ~~BP4104~~
- ~~Deletion of Americans With Disabilities Act BP4121~~
- BP 3430 Prohibition of Harassment (new)
- BP 3440 Service Animals ~~BP1370~~
- BP 3500 District Safety ~~BP3517~~
- BP 3501 Campus Security and Access ~~BP1340~~
- BP 3505 Emergency Response Plan ~~BP7400~~
- ~~Deletion of BP6114 Emergencies~~
- BP 3510 Workplace Violence Plan ~~BP3522~~
- BP 3515 Reporting of Crimes ~~BP3521~~
- BP 3518 Child Abuse Reporting (new)
- 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 ~~BP3523~~
- BP 3560 Alcoholic Beverages ~~BP3212~~
- BP3570 Smoking on Campus ~~BP7010~~
- BP3600 Auxiliary Organizations ~~Services and RSC Foundation Transferring of Funds BP3221~~
- ~~Deletion of BP3222 Auxiliary Services Accounting Systems and Internal Control~~
- ~~Deletion of BP3227 RSCCD Foundations~~
- BP 3710 Securing of Copyright (new)
- BP 3715 Intellectual Property ~~Rights BP7002~~
- BP 3720 ~~Information Resource~~ Computer and Network Use ~~BP7000~~
- BP 3810 ~~Claims and Actions~~ Against the District ~~BP4602~~
- BP 3900 Speech: Time, Place, and Manner ~~Free Expression BP5420~~
- ~~Deletion of BP1230 Volunteers~~
- ~~Deletion of BP1312 Complaints by Citizens Against District Employees BP1312~~
- ~~Deletion of BP1314 Drives For Money, Food, or Clothing~~
- ~~Deletion of BP1360 Public Statements~~
- ~~Deletion of BP4134 Children (Minors) on Campus~~
- ~~Deletion of BP4605 Personal Property~~
- ~~Deletion of BP4606 Use of District Equipment~~

- 6.6 Appointment of RSCCD Community Representative (2013-2014) to Orange County Community Colleges Legislative Task Force (OCCCLTF) Action
It is recommended that the board select a community representative to serve on the 2013-2014 task force.
- 6.7 Reports from Board Committees Information
 - Board Facilities Committee
 - Board Legislative Committee
 - Board Policy Committee
- 6.8 Board Member Comments Information
- 6.9 Approval of Board Legislative Committee Recommendations Action

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. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Educational Administrator Appointments
 - (1) Director
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
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 Real Property Negotiators (pursuant to Government Code Section 54956.8)

Agency Negotiator: Dr. Raúl Rodríguez, Chancellor
Property Address: 1609-1631 North Bristol Street, Santa Ana, California
1240 West 17th Street, Santa Ana, California
1612 Louise Street, Santa Ana, California

Negotiating Parties: Danforth Holdings, LLC
Under Negotiation: Price and Terms of Payments

6. 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

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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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- 7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on August 19, 2013.