

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, December 9, 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 pursuits in a global community.

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

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 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 12, 2013

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 2013-14 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 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 2014 (attached)
- Reaffirmation of Board Policy 2200 – Board Duties and Responsibilities (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 6320 - Investments (attached)
- Designation of specific days, weeks or months of observance, which relate to the educational mission of the district (attached)

3.0 **INFORMATIONAL ITEMS AND ORAL REPORTS**

3.1 Report from the Chancellor

- Accreditation

3.2 Reports from College Presidents

- Accreditation
- 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

4.0 INSTRUCTION

- *4.1 Approval of Agreement with Medical Billing Technologies, Inc. Action
The administration recommends approval of the agreement for provision of billing for Family PACT Services with Medical Billing Technologies, Inc. performing a third party billing service.
- *4.2 Approval of OTA Agreement Renewal – Glendale Adventist Medical Center Action
The administration recommends approval of the agreement with Glendale Adventist Medical Center in Glendale, California.
- *4.3 Approval of New OTA Agreement – Southwest Rehab Specialist Action
The administration recommends approval of the agreement with Southwest Rehab Specialist in Brawley, California.
- *4.4 Approval of OTA Agreement Renewal – Interface Rehab, LLC Action
The administration recommends approval of the agreement with Interface Rehab, LLC in Placentia, California.
- *4.5 Approval of New Courses and New Programs for 2014-2015 Santa Ana College (SAC) Catalog Action
The administration recommends approval of the new courses and programs for the 2014-2015 SAC catalog.
- *4.6 Approval of New Courses and New Programs for 2014-2015 Santiago Canyon College (SCC) Catalog Action
The administration recommends approval of the new courses and programs for the 2014-2015 SCC catalog.
- *4.7 Approval of Renewal Agreement with Sheraton Cerritos for Los Angeles/Orange County Regional Consortia Monthly Meetings January-February 2014 Action
The administration recommends approval of the Sheraton Cerritos contract for the Los Angeles/Orange County Regional Consortia for January and February 2014 monthly meetings.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *5.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.

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

- *5.2 Receive and Accept District Audit Report for Fiscal Year Ended June 30, 2013 Action
The administration recommends the board receive and accept the Rancho Santiago Community College District (RSCCD) audit reports for the fiscal year ended June 30, 2013, as presented.
- *5.3 Ratification of Award for Informal Bid #1215 District Office Domestic Water Pump Replacement Action
The administration recommends ratification of the award of Bid #1215 to De La Torre Commercial Interiors, Inc. in compliance to Board Policy 3311 as presented.
- *5.4 Approval of Amendment to Agreement with HMC Architects Action
The administration recommends approval of the amendment to agreement with HMC Architects to add additional fees for master architect consulting services as presented.
- *5.5 Approval of Temporary Lease of Parking Lot at Orange Education Center Action
The administration recommends approval of the contract with PAR Electrical Contractors, Inc. for the temporary lease of the parking lot at Orange Education Center as presented.
- *5.6 Adoption of Resolution No. 13-43 for Approval of Request for Qualifications and Proposals for Lease/Leaseback Services for Tessman Planetarium Upgrade and Restroom Addition, Parking Lot #11 Expansion and Improvements, and Temporary Village Projects at Santa Ana College Action
The administration recommends adoption of Resolution No. 13-43 authorizing staff to issue a Request for Qualifications and Proposals seeking proposals from qualified contractors to construct a project pursuant to Education Code Section 81335 and to enter into a Site Lease, Facilities Sub-Lease, and related construction agreements regarding one project which includes Tessman Planetarium Upgrade and Restroom Addition, parking lot #11 expansion, and Temporary Village projects at SAC as presented.
- *5.7 Adoption of Resolution 13-44 for Approval of Request for Qualifications and Proposals for Lease/Leaseback Services for Dunlap Hall Renovations at Santa Ana College Action
The administration recommends adoption of Resolution No. 13-44 which authorizes staff to issue a Request for Qualifications and Proposals seeking proposals from qualified contractors to construct a project pursuant to Education Code Section 81335 and to enter into a Site Lease, Facilities Sub-Lease, and related construction agreements regarding Dunlap Hall renovations at SAC as presented.

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

- *5.8 Approval of Agreement with LPA, Inc. for Construction Administration Services for Sports Field Netting Project at Santiago Canyon College Action
The administration recommends approval of the agreement with LPA, Inc. for construction administration services for the sports field netting project at SCC as presented.
- *5.9 Approval of Change Order #2 for Bid #1151 – Contract with Southern California Grading for Earthwork for Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College Action
The administration recommends approval of change order #2 for Bid #1151 for Southern California Grading for the Chapman Entry drive and Learning Resource Center parking lot at SCC as presented.
- *5.10 Approval of Change Order #2 for Bid #1198 – Contract with Marina Landscaping, Inc. for Landscaping for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #2 for Bid #1198 for Marina Landscaping, Inc. for Bid #1198 for landscaping for the Humanities building at SCC as presented.
- *5.11 Approval of Notice of Completion for Bid #1142 – Contract with JPI Development Group Inc. for Fire Suppression for Humanities Building at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion with JPI Development Group Inc. to complete the fire suppression for the Humanities building at SCC as presented.
- *5.12 Approval of Notice of Completion for Bid #1146 – Contract with Inland Building Construction Company, Inc. for Framing and Elevators for Humanities Building at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion with Inland Building Construction Company, Inc. for framing and elevators for the Humanities at SCC as presented.
- *5.13 Approval of Surplus Property Action
The administration recommends declaration of the list of equipment attached to the agenda as surplus property and utilization of The Liquidation Company to conduct an auction as presented.
- *5.14 Approval of Donation of Surplus Items Action
The administration recommends approval of the donation to Boys & Girls Clubs of Fullerton, Orange Unified School District, and Centralia School District as presented.

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

- *5.15 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period October 27, 2013, through November 9, 2013.
- *5.16 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers during the month of October 2013.

6.0 GENERAL

- *6.1 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:
- Early Head Start - Year 2 (District) \$1,693,211
 - Equality Employment Opportunity (EEO) – Diversity Allocation Funds (District) \$ 12,781
 - NSF – Fullerton Mathematics Teacher and Master Teacher Fellows Project (FULL MT2) – Year 4 (SAC) \$ 20,000
 - SBA/CSUF – SBDC (District) \$ 555,912
 - Student Success and Support Program (SSSP) – Credit (SAC/District) \$1,540,154
 - Student Success and Support Program (SSSP) – Credit (SCC/District) \$ 576,592
 - Student Success and Support Program (SSSP) – Non-Credit (SAC-CEC/District) \$1,185,488
 - Student Success and Support Program (SSSP) – Non-Credit (SCC-OEC/District) \$ 599,814
- *6.2 Approval of Second Amendment to Subcontract Agreement between RSCCD and CHOC/Help Me Grow for Early Head Start Program Action
The administration recommends approval of the amendment to the subcontract agreement and authorization be given to 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 Authorization of Signatures Action
The administration recommends approval of the revised list of authorized signatures.
- 6.4 Adoption of Resolution No. 13-45 authorizing payment to Trustee Absent from Board Meetings Action
This resolution requests authorization of payment to Luis Correa for his absence from the November 12, 2013, board meeting due to class on Tuesday evenings.

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

- 6.5 List of 2014 Conferences and Legislative Executive Visits for 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.
- 6.6 Approval of Appointments to Measure Q Citizens' Bond Oversight Committee Action
The administration recommends approval of the appointments to the Measure Q Citizens' Bond Oversight Committee as presented.
- 6.7 Presentation of Child Development Centers – California School Employees Association (CSEA), Chapter 888 Initial Proposal to Rancho Santiago Community College District Action
It is recommended that the board receive and file the Child Development Centers – CSEA, Chapter 888, initial proposal to the district and schedule a public hearing for January 2014.
- 6.8 Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and Continuing Education Faculty Association (CEFA) Action
It is recommended that the board approve the amendments to the collective bargaining agreement with CEFA.
- 6.9 First Reading of Revised Board Policies and New Administrative Regulations Information
The following policies and regulations are presented for first reading as an information item:
- BP 2305 Annual Organizational Meeting
 - BP 3250 Institutional Planning
 - BP 3900 Speech: Time, Place, and Manner
 - AR 2110 Vacancies on the Board
 - AR 2320 Special and Emergency Meetings
 - AR 2410 Board Policies and Administrative Regulations
 - AR 2430 Delegation of Authority
 - AR 2610 Presentation of Initial Collective Bargaining Proposals
 - AR 2710 Conflict of Interest
- 6.10 Reports from Board Committees Information
- Board Facilities Committee
 - Board Fiscal/Audit Committee
 - Board Policy Committee
- 6.11 Board Member Comments

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

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: California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association

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])

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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7.0 HUMAN RESOURCES

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| 7.1 <u>Management/Academic Personnel</u> | <u>Action</u> |
| <ul style="list-style-type: none">• Approval of Adjusted Salary/Allowances/TSA Reflecting 1.57% COLA (per Employment Agreement)• Approval of Permanent 2013-2014 Cabinet Salary Schedule• Approval of Permanent 2013-2014 Management Salary Schedule | |

- Approval of Appointments
- 7.1 Management/Academic Personnel – (cont.)
- Approval of Changes of Position Grade Levels Effective July 1, 2013
 - Approval of Permanent 2013-2014 CEFA Part-time Hourly Salary Schedule
 - Approval of Changes of Assignments
 - Approval of Long-term Substitute per Education Code 87481 and 87482
 - Approval of Interim Assignments
 - Ratification of Resignations/Retirements
 - Approval of 2013-2014 Contract Extension Days
 - Approval of Stipends
 - Approval of FARSCCD Part-time Hourly Step Increase Effective Fall 2013
 - Approval of Part-time Hourly Hires/Rehires
 - Approval of Non-paid Intern Services

- 7.2 Classified Personnel Action
- Approval of New Appointments
 - Approval of Out of Class Assignments
 - Approval of Changes in Positions/Locations
 - Ratification of Resignations/Retirements
 - Approval of Temporary to Hourly On Going Assignments
 - Approval of Changes in Positions/Departments
 - Approval of Professional Growth Increments
 - Approval of Leaves of Absence
 - Approval of 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 Student Assistant Lists

- 7.3 Approval of December 2013 Holiday Closure Action
- It is recommended that the board designate December 30 and 31, 2013, as paid holidays for all CSEA 579 and management employees.

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.