

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

Board of Trustees (Regular meeting)

Monday, September 9, 2013

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:38 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. Debra Gerard was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Jorge Sandoval, Santa Ana College Associated Student Government President.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to approve revised pages 8 and 9 on the agenda, an addendum for Item 3.1 (Management/Academic Personnel), an addendum for Item 3.2 (Classified Personnel), an addendum for Item 3.3 (Board Travel/Conferences) and to remove Item 5.10 (Approval of Change Order #1 for Bid #1142 – Fire Suppression for Humanities Building at Santiago Canyon College) from the agenda.

1.4 Public Comment

Ms. Barbara Lamere spoke regarding the facility at Centennial Park.

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 August 19, 2013.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, 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 SLPA Agreement Renewal – Saddleback Unified School District
The board approved the agreement Saddleback Unified School District in Mission Viejo, California.

4.2 Confirmation of Santa Ana College (SAC) Associate Degrees and Certificates for Spring 2013
The board confirmed the list of recipients of SAC associate degrees and certificates for Spring 2013.

4.3 Confirmation of Santiago Canyon College (SCC) Associate Degrees and Certificates for Spring 2013
The board confirmed the list of recipients of SCC associate degrees and certificates for Spring 2013.

4.4 Approval and Certification of Santa Ana College School of Continuing Education High School Diploma Program Graduate List 2012-2013
The board approved and certified the list of 2012-2013 high school program graduates for the SAC School of Continuing Education.

4.5 Approval and Certification of Santiago Canyon College, Orange Education Center, High School Diploma Program Graduate List for 2012-2013
The board approved and certified the list of 2012-2013 high school program graduates for the SCC Orange Education Center.

4.6 Approval Amended Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Fiscal Impact
The board approved the amended Master Cost Agreement for 2013-2014.

4.7 Approval of Amended Southern California Surveyors Fiscal Impact
The board approved the amended Master Cost Agreement for Southern California Surveyors for 2013-2014.

5.1 Approval of Payment of Bills
The board approved payment of bills as submitted.

5.2 Approval of Budget Increases/Decreases and Budget Transfers
The board approved budget increases, decreases and transfers for June 2013.

5.3 Approval of 2013-2014 Adopted Budget
The board approved the 2013-2014 Adopted Budget.

1.6 Approval of Consent Calendar – (cont.)

5.4 Approval of Appointments to Measure E Citizens’ Bond Oversight Committee
The board approved the appointment of Mr. Luis Vargas as the SAC student representative and Mr. Matt Blake as the SCC student representative to the Measure E Citizens’ Bond Oversight Committee.

5.5 Approval Agreement with HMC Architects for Comprehensive Master Planning Services
The board approved the agreement with HMC Architects to complete the update to the 2013 Comprehensive Master Planning Services for the district.

5.6 Approval of Change Order #5 for Bid #1180 – Perimeter Site Improvements for Santa Ana College (SAC)
The board approved change order #5 for Bid #1180 for WoodCliff Corporation for perimeter site improvements at SAC.

5.7 Approval of Change Order #1 for Bid #1134 – Landscaping for Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College (SCC)
The board approved change order #1 for Bid #1134 for Tropical Plaza Nursery, Inc. for landscaping for Chapman entry drive and Learning Resource Center parking lot at SCC.

5.8 Approval of Change Order #1 for Bid #1136 – Concrete for Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College (SCC)
The board approved change order #1 for Bid #1136 for Guy Yocom Construction, Inc. for concrete for Chapman entry drive and Learning Resource Center parking lot at SCC.

5.9 Approval of Change Order #11 for Bid #1138 – Structural Steel for Humanities Building at Santiago Canyon College
The board approved change order #11 for Bid #1138 for Blazing Industrial Steel Inc. for structural steel for the Humanities building at SCC.

5.11 Approval of Notice of Completion: Bid #1149 – Furnishings for the Humanities Building at Santiago Canyon College
The board approved the Notice of Completion for furnishings for the Humanities Building at SCC.

5.12 Approval of Independent Contractors – Coast Community College District/Coastline Community College
The board approved the independent contractor agreement with Coast Community College District/Coastline Community College for consulting services to provide website development, mobile application development and database management and content management for the “Contract Readiness” program for September 10 to September 30, 2013.

1.6 Approval of Consent Calendar – (cont.)

5.13 Approval of Independent Contractors – Nueva Visa Media, Inc.

The board approved the independent contractor agreement with Nueva Vista Media, Inc. for consulting services to provide online content and video consulting/production work for target audiences for September 20, 2013 through June 30, 2014.

5.14 Approval of Independent Contractors – Reactor Institute

The board approved the independent contractor agreement with Reactor Institute for consulting services to conduct Reactor Café Roundtables for September 20, 2013 through June 30, 2014.

5.15 Approval of Independent Contractors – Structum, Inc.

The board approved the independent contractor agreement with Structum, Inc. for consulting services to design, launch and maintain a website portal through a new networking website for September 20, 2013 through June 30, 2014.

5.16 Legal Services Agreement – Hirschfeld Kraemer, LLP

The board approved the legal services agreement with Hirschfeld Kraemer, LLP.

6.1 Approval of Resource Development Items

The board approved the 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:

- California Community College Student Mental Health Transition Aged Foster Youth Project (CCC SMHP-TAFY) (SAC)	\$ 15,000
- Enrollment Growth for Nursing AND Programs – Year 2 (SAC)	\$ 152,000
- GEAR UP 2009 – Year 5 (SAC)	\$ 800,000
- SBA/CSUF – SBDC (District)	-\$ 46,453
- Student Support Services – Year 3 (SAC)	\$ 277,051
- Upward Bound – Year 2 (SAC)	\$ 276,409
- Upward Bound Math & Science Program – Year 2 (SCC)	\$ 236,925
- Youth Empowerment Strategies for Success – Independent Living Program (YESS – ILP) (SAC)	\$ 22,500

6.2 Adoption of Revised and Renumbered Board Policies

The board adopted the following revised and renumbered Board policies:

- 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~~

1.6 Approval of Consent Calendar – (cont.)

6.2 Adoption of Revised and Renumbered Board Policies (cont.)

- 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~~
- ~~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~~

1.6 Approval of Consent Calendar – (cont.)

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

- 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~~
- 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

1.6 Approval of Consent Calendar – (cont.)

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

- 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~~

1.7 Recognition of Faculty Members by Board of Trustees

The board recognized Dr. Alexander Taber, Professor of Macro and Microeconomics at Santiago Canyon College, and Dr. Regina Giroux, Professor of Nursing at Santa Ana College, for their dedication to students and accomplishments in their fields.

1.8 Public Hearing – 2013-2014 Proposed Adopted Budget

There were no public comments.

1.9 Presentation by Orange County Transportation Authority (OCTA)

Ms. Julie Toledo and Mr. Dennis Mak from OCTA gave a presentation on the I-5 Central County Improvement Project.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Chancellor

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

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

2.3 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 (ASG). Mr. Sandoval stated that Vice President of Instruction Dr. Linda Rose and Vice President of Student Services Dr. Sara Lundquist will be making a presentation to ASG to update the students on accreditation and seek their involvement in the accreditation process.

Since Mr. Yuh Hwan Ko, Student President, was absent, there was no report given to the board on behalf of SCC Associated Student Government.

2.5 Reports from Academic Senate Presidents

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College, provided a report to the board. Ms. Evett stated that the faculty, classified staff and students were continuing work in preparation for the October 2014 accreditation visit. "Ask Me" accreditation buttons were distributed. These buttons will be worn by SCC staff to encourage inquiries about SCC from the accreditation visiting team. Ms. Evett expressed appreciation to Ms. Alvarez, Mr. Hanna, and Mr. Didion for their willingness to serve as liaison to the college for accreditation and provided each with an accreditation handbook.

Mr. John Zarske, Academic Senate President, Santa Ana College provided a report to the board.

Mr. Hanna stated that the board, by adoption of the policies on the agenda, provided clarity to the Student Trustee that he/she was held accountable to the board's Code of Ethics.

2.6 Informational Presentation on the Budget

Mr. Hardash and Mr. O'Connor presented a summary of the 2013-2014 Adopted Budget to the board.

3.0 HUMAN RESOURCES

Items 3.1 and 3.2 were considered after Closed Session.

3.3 Authorization for Board Travel/Conferences

It was moved by Mr. Solorio and seconded by Mr. Yarbrough to approve Ms. Alvarez's travel to Washington, D.C. for the National Association of Latino Elected and Appointed Offices (NALEO) Summit on September 29 to October 2, 2013. Ms. Alvarez indicated she applied for and received a scholarship from NALEO which covers registration, travel, and hotel expenses to attend the conference, and the focus of the conference addresses the need for meeting Science, Technology, Engineering, and Mathematics (STEM) education requirements. The motion carried unanimously.

4.0 INSTRUCTION

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

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1 through 5.9, and 5.11 through 5.16 were approved as part of Item 1.6 (Consent Calendar).

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

6.0 GENERAL

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

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

It was moved by Mr. Hanna, seconded by Mr. Labrado, and carried unanimously to continue this item to the September 23, 2013 meeting.

6.4 Approval of Appointment to Community College League of California (CCLC) Advisory Committee on Legislation (ACL)

It was moved by Mr. Solorio, seconded by Mr. Yarbrough, and carried unanimously to approve Mr. Hanna's appointment to the CCLC Advisory Committee on Legislation during the 2013-2014 calendar year.

6.5 Solicitation of Candidates to serve on the Orange County (O.C.) Committee on School District Organization

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to give Ms. Barrios authority to nominate candidates on behalf of the board to serve on the O.C. Committee on School District Organization.

6.7 Reports from Board Committees

Mr. Labrado provided a report on the September 5, 2013, Board Facilities Committee meeting.

Mr. Hanna provided a report on the Board Policy Committee activities. He requested that the college communities review the policies adopted by the board at this meeting, as they include updated information, and it is important to the accreditation process that all are aware of the changes.

Mr. Correa provided a report on the September 5, 2013, Orange County Community Colleges Legislative Task Force meeting.

6.8 Board Member Comments

Ms. Alvarez and Mr. Labrado thanked Mr. Jeff McMillan and the SAC Academic Senate for hosting the back-to-school event.

Mr. Yarbrough wished Mr. Correa a happy birthday on Saturday, September 14.

Ms. Mendoza Yanez recognized Dr. Taber and Dr. Giroux as outstanding faculty. She expressed appreciation to the public for staying for the meeting and the College Presidents, Academic Senate Presidents and ASG Presidents for their reports. Ms. Mendoza Yanez expressed her concern for safety at SAC and asked that the board be kept apprised of the repairs to Phillips Hall. She expressed appreciation to Ms. Gerard for her assistance.

Mr. Hanna also thanked Ms. Gerard and requested that, in scheduling meetings regarding accreditation to which the trustees are invited, as much notice as possible be given. Mr. Hanna also requested input from administration, faculty, classified staff and students with regard to how the board is handling its responsibilities and duties relating to Accreditation Standard IV. Mr. Hanna stated his and the board's commitment to doing their best for the district.

Ms. Barrios welcomed everyone back to the start of the academic year, thanked the presidents for their reports, and wished everyone a good year.

RECESS TO CLOSED SESSION

The board convened into closed session at 7:25 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Community Service Presenters
 - e. Volunteers
 - f. Student Workers
 - g. Educational Administrator Appointments

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
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

The board reconvened at 8:57 p.m.

Closed Session Report

Mr. Labrado reported the board discussed the aforementioned items and voted unanimously to release Mr. Will Thai, Administrative Secretary, from probation and suspend Ms. Denise Hatakeyama, Science Laboratory Coordinator for five (5) days.

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. Labrado, and carried unanimously to approve the following action on the management/academic personnel docket:

- Approve New Job Description
- Approve Employment Agreement
- Approve Outside Assignments
- Approve Interim to Permanent Assignments
- Approve Final Salary Placements
- Approve Adjusted Tentative Salary Placements
- Approve Adjusted Stipend Amounts
- Approve Hourly to Full-time Tenure Track
- Ratify Resignations/Retirements
- Approve Hiring of Long-term Substitute
- Approve Part-time Hourly Hires/Rehires
- Approve Non-paid Intern Service

3.2 Classified Personnel

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

- Approve Temporary to Contract Assignments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Salary Placements

3.2 Classified Personnel – (cont.)

- Approve Leaves of Absence
- Approve New Appointments
- Approve Temporary to Hourly On Going Assignments
- Approve Changes in Assignments
- Approve Leave of Absences
- Ratify Resignations/Retirements
- Approve Temporary 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 23, 2013.

There being no further business, Ms. Barrios declared this meeting adjourned at 9:00 p.m. in memory of Ms. Alice Linnert, a long time resident of Orange, and Mr. Timothy Smith, a lifelong resident of Orange and brother of Mayor Tita Smith, both of whom passed away last week.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: September 23, 2013