

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

**Board of Trustees (Regular meeting)**

**Monday, September 23, 2013**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:41 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. Correa, Student Trustee, Rancho Santiago Community College District (RSCCD) Board of Trustees.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve a revised page for the agenda, an addendum for Item 3.1 (Management/Academic Personnel), and an addendum for Item 3.2 (Classified Personnel).

1.4 Public Comment

Ms. Victoria Williams, representative from California School Employees Association, Chapter 579, spoke regarding the short notice given to classified staff by including a winter intersession as part of the modification to the 2013-2014 Credit Instructional Calendar (Item 3.3).

Ms. Barbara Lamere spoke regarding Centennial Park parking spaces being used by students attending Centennial Education Center.

### 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 September 9, 2013, with the following correction (underlined) requested by Ms. Alvarez:

#### 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 Officials (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.

### 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 CJA Agreement Renewal: California Association of Property and Evidence Officers (CAPE)

The board approved the contract with the California Association of Property and Evidence Officers in Chico, California.

#### 4.2 Approval of OTA Agreement Renewal Amendment #1 – Vibra Hospital d.b.a. Ballard Rehabilitation Hospital

The board approved the amendment with Vibra Hospital d.b.a. Ballard Rehabilitation Hospital in San Bernardino, California.

#### 4.3 Approval of Agreement with Santa Ana Beauty Academy

The board approved the Santa Ana Beauty Academy contract in order to allow Santiago Canyon College (SCC) to continue offering Cosmetician and Esthetician courses.

#### 4.4 Approval of Agreement with Medical Billing Technologies, Inc.

The board approved the agreement for provision of billing for Family Planning Access to Care and Treatment services with Medical Billing Technology performing a third party billing service.

#### 4.5 Approval of Classroom Lease Renewal with Orange Unified School District

The board approved the SCC Orange Education Center lease agreement renewal for classroom space with Orange Unified School District for the period of July 1, 2013, through June 30, 2014, as presented.

1.6 Approval of Consent Calendar – (cont.)

- 4.6 Approval of Revised Santiago Canyon College Mission Statement  
The board approved the revised SCC mission statement as presented.
- 5.1 Approval of Payment of Bills  
The board approved payment of bills as submitted.
- 5.2 Approval of 2012-2013 CCFS-311 Annual Report, including Gann Appropriation Limit  
The board approved the 2012-2013 CCFS-311 Annual Report as presented pending any audit adjustments and establishment of the district's 2013-2014 Gann Limit in the amount of \$227,688,238.
- 5.3 Approval of Lease Agreement with YayPlanner  
The board approved the lease agreement with YayPlanner and authorized the Vice Chancellor of Business Operations/Fiscal Services to execute the agreement on behalf of the district as presented.
- 5.5 Approval of Addendum for Lease with Career Technical Education Partnership Central Orange County  
The board approved the addendum with Orange County Department of Education for Career Technical Education Partnership Central Orange County to lease Suite #301 at 2323 North Broadway Avenue, Santa Ana, California, as presented.
- 5.6 Approval of Agreement for Environmental Consulting Services  
The board approved the agreement for environmental consulting services with Environmental Audit Inc. as presented.
- 5.7 Approval of Change Order #6 for Bid #1180 – Contract with WoodCliff Corporation for Construction Services for Perimeter Site Improvements for Santa Ana College  
The board approved change order #6 for Bid #1180 for WoodCliff Corporation at SAC as presented.
- 5.8 Approval of Change Order #7 for Bid #1134 – Contract with Tropical Plaza Nursery Inc. for Landscaping Work for Humanities building at Santiago Canyon College  
The board approved change order #7 for Bid #1134 for Tropical Plaza Nursery, Inc. for the Humanities building at SCC as presented.
- 5.9 Approval of Change Order #2 for Bid #1139 – Contract with Dynalectric Inc. for Electrical Work for Chapman Entry Drive and Learning Resource Center (LRC) Parking Lot at Santiago Canyon College  
The board approved change order #2 for Bid #1139 for Dynalectric, Inc. for the Chapman entry drive and LRC parking lot at SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

5.10 Approval of Change Order #15 for Bid #1139 – Contract with Dynalectric Inc. for Electrical Work for Humanities Building at Santiago Canyon College

The board approved change order #15 for Bid #1139 for Dynalectric, Inc. for the Humanities building at SCC as presented.

5.11 Approval of Change Order #17 for Bid #1139 – Contract with Dynalectric Inc. for Electrical Work for Humanities Building at Santiago Canyon College

The board approved change order #17 for Bid #1139 for Dynalectric, Inc. for the Humanities building at SCC as presented.

5.12 Approval of Change Order #2 for Bid #1145 – Contract with K & Z Cabinets for Casework, Fixtures and Laboratory Equipment for Humanities Building at Santiago Canyon College

The board approved change order #2 for Bid #1145 for K & Z Cabinets for the Humanities building at SCC as presented.

5.13 Approval of Change Order #12 for Bid #1147 – Contract with Inland Empire Architectural Specialties Inc. for Humanities Building at Santiago Canyon College

The board approved change order #12 for Bid #1147 for Inland Empire Architectural Specialties Inc. for the Humanities building at SCC as presented.

5.14 Award of Bid #1214 – Gymnasium Audio System, Installation and Maintenance Services Project

The board accepted the bids and approved awarding Bid #1214 – Gymnasium Audio System, Installation and Maintenance Services to Audio Video Design Build Group.

5.15 Approval of Purchase Orders

The board approved the purchase order listing for the period July 31, 2013, through September 5, 2013.

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:

- Strengthening Transfer Education and Matriculation in STEM (STEM<sup>2</sup>) – Year 3 (SCC) \$120,699

1.7 Presentation on Comprehensive Master Plan

Ms. Deborah Shepley and Ms. Eva Conrad provided a presentation to the board on the 2013-2023 Comprehensive Master Plan.

### 1.8 Presentation on Accreditation

Dr. Bonita Jaros and Dr. Aracely Mora provided an update to the board regarding the preparation process for the October 2014 accreditation team visit.

Dr. Jaros provided an overview on Santa Ana College (SAC) self- evaluation activities since 2008 and distributed a list of SAC Accreditation Oversight Committee Institutional Effectiveness and Assessment Committee members, Accreditation Timeline and Activity Matrix for Self Evaluation Report of Educational Quality and Institutional Effectiveness October 2014, and the following publications from the Accrediting Commission for Community and Junior Colleges (AACJC)/Western Association of Schools and Colleges: Manual for Institutional Self Evaluation and Team Evaluator Manual. Dr. Jaros explained that although the district is not accredited, a leader for the district is selected to coordinate and review the district's role in accreditation for the colleges. Dr. Jaros explained that in multi-college districts, each college is on the same accreditation cycle, but each has its own External Evaluation Team. In addition, during the time of the comprehensive site visits of the colleges, one person, who does not serve on the college External Evaluation Teams, is designated to lead review of the district.

Dr. Mora provided an overview of Santiago Canyon College (SCC) self evaluation activities since 2005 and distributed a list of SCC Self-Evaluation Steering Committee members with a tentative meeting schedule for Fall 2013. She explained that online accreditation workshops are offered on by AACJC on their website.

Board members received clarification on the staff members' role in accreditation, questions related to the annual report, the district's role in accreditation for the colleges, and the times/dates of the accrediting team's visit, exit interview, and possible date of the finalized accreditation report.

Mr. Hanna and Ms. Alvarez have been named as board representatives to the Standard IV accreditation committee which plans to meet on October 7 at 3 p.m. Mr. Hanna asked if it were possible to participate in the meeting via telephone; Ms. Alvarez confirmed her attendance at the meeting and indicated she and Mr. Hanna could coordinate their schedules so at least one of them would be able to attend future meetings. Mr. Hanna and Ms. Alvarez received clarification on the role of the board representatives for the committee.

## 2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

### 2.1 Report from Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board and thanked Dr. Jaros and Dr. Mora for their presentations on accreditation. He indicated that the annual reports include additional items since the Department of Education has mandated additional reports be included.

## 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).

There was no representation from Santiago Canyon College ASG.

## 2.5 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Mr. Michael DeCarbo, Academic Senate Vice President, Santiago Canyon  
College  
Mr. John Zarske, Academic Senate President, Santa Ana College

## 3.0 HUMAN RESOURCES

Items 3.1, 3.2, 3.4, and 3.5 were considered after Closed Session.

### 3.3 Approval of Modification to Credit Instructional Calendar for 2013-2014

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve the revised 2013-2014 Credit Instructional Calendar.

### 3.6 Authorization for Board Travel/Conferences

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to approve the submitted conference and travel by a board member.

## 4.0 INSTRUCTION

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

## 5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1, 5.2, 5.3, 5.5 through 5.15 were approved as part of Item 1.6 (Consent Calendar).

5.4 Adoption of Resolution No. 13-33 – Emergency Repair of Russell Hall Panels and Guardrails at Santa Ana College (SAC)

It was moved by Mr. Hanna, seconded by Mr. Labrado, and carried unanimously to adopt Resolution No. 13-33 for emergency repair of the Russell Hall panels and guardrails at SAC as presented.

**6.0 GENERAL**

Item 6.1 was approved as part of Item 1.6 (Consent Calendar).

6.2 RSCCD 2011-2013 Strategic Plan and Accomplishments

This was provided to the board as an informational item.

6.3 RSCCD Comprehensive Master Plan – First Reading

This was provided to the board as an informational item.

6.4 Approval of 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 nominate Mr. George Urch to serve as the community representative on the 2013-2014 taskforce.

6.5 Approval of Funding Allocations for Repairs to Orange Education Center

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the allocation of funding for repairs of the Orange Education Center as presented. Discussion ensued. The motion carried unanimously.

6.6 Reports from Board Committees

Mr. Labrado provided a report on the September 19, 2013, Board Facilities Committee meeting.

6.7 Board Member Comments

Ms. Alvarez commended SAC Digital Media Center staff on a recent presentation she attended. She indicated a dignitary from Aguascalientes, Mexico, was scheduled to attend but was unable to at the last minute.

Mr. Yarbrough reported he plans to speak at the SAC Academic Senate meeting on September 24.

6.7 Board Member Comments – (cont.)

Board members commended Santa Ana College on the new soccer field and upgrades to the campus.

Mr. Solorio stressed the need for continued improvements at SAC and SCC.

Mr. Labrado reported that a community member suggested a mural be placed on Russell Hall to attract people to SAC.

In reference to an article in the El Don newspaper regarding Russell Hall, Mr. Hanna indicated the article included a comment regarding Russell Hall not being repaired because Measure O did not receive enough votes in 2006. Mr. Hanna stated that at that time the chancellor explained to the board that the district was not able to rebuild Russell Hall in 2003-2004 because there was no place to build a new building. The college needed to build a Child Development Center, purchase property, and move the soccer field. He said it is hopeful that the misconception will be corrected so people in the community and at the college don't think it was an intentional move to delay the rebuilding of Russell Hall.

Mr. Hanna reported on a Community College League of California Advisory Committee on Legislation meeting he recently participated via teleconference which included an update on AB 955 (Williams. Community colleges: intersession extension programs). He indicated he had asked Ms. Lucarelli to forward information to the chancellor and board members that was sent to committee members as follow-up materials.

On behalf of student trustees and student groups, Mr. Correa expressed concern regarding the impact AB955 may have on lower income students.

Mr. Hanna stated the next Board Policy Committee meeting is scheduled for September 30 at 5 p.m. The committee plans to review the self-evaluation instrument as stated in Board Policy 2745 Board Self-Evaluation, as well as other policies.

Ms. Barrios thanked the Academic Senate Presidents for their reports and the accreditation team members for their hard work.

Ms. Barrios asked that the Comprehensive Master Plan be sent to public speaker Ms. Lamere.



## **RECESS TO CLOSED SESSION**

The board convened into closed session at 6:56 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. 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: Faculty Association of Rancho Santiago Community College District  
California School Employees Association, Chapter 579
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 Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)

Mr. Hanna left the meeting prior to the board reconvening.

## **RECONVENE**

The board reconvened at 7:46 p.m.

### **Closed Session Report**

Mr. Labrado reported the board discussed the aforementioned items and voted unanimously (including Mr. Hanna) to release Mr. Daniel Ng, Science Laboratory Coordinator, from probation and suspend Ms. Sandra Arredondo, Administrative Clerk, for fifteen (15) days.

### **Public Comment**

There were no public comments.

## **3.0 HUMAN RESOURCES**

Items 3.3 and 3.6 were considered after Item 2.5 (Reports from Academic Senate Presidents)

### 3.1 Management/Academic Personnel

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

- Approve Correction of New Job Description
- Approve Hourly to Full-time Tenure-track Assignments
- Approve Adjusted Final Salary Placements
- Approve Adjusted Leaves of Absence
- Approve Stipends
- 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 Ms. Mendoza Yanez, and carried unanimously to approve the following action on the classified personnel docket:

- Approve New Classifications
- Approve New Appointments
- Approve Hourly On Going to Contract Assignments
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Changes in Salary Placement
- Approve Voluntary Furloughs
- Ratify Resignations/Retirements
- Approve Professional Growth Increments
- Approve Leaves of Absence
- Approve Temporary Assignments
- Approve Changes in Temporary Assignment
- 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

### 3.4 Rejection of Claim

It was moved by Mr. Yarbrough, seconded by Ms. Mendoza Yanez, and carried unanimously to authorize the chancellor or his designee to reject claim #13-11911 RTV.

3.5 Rejection of Claim

It was moved by Mr. Yarbrough, seconded by Ms. Mendoza Yanez, and carried unanimously to authorize the chancellor or his designee to reject claim #13-0001 DM.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on October 14, 2013, at Santiago Canyon College, 8045 E. Chapman Avenue, Room SC-105, Orange, California.

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

Respectfully submitted,

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Raúl Rodríguez, Ph.D.  
Chancellor

Approved: \_\_\_\_\_  
Clerk of the Board

Minutes approved: October 14, 2013