

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**Santa Ana College
1530 W. 17th Street, Room U-102
Santa Ana, California**

Board of Trustees (Regular meeting)

Monday, October 28, 2013

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:35 p.m. by Ms. Arianna Barrios. Other members present were Mr. John Hanna, Mr. Larry Labrado, Ms. Nelida Mendoza Yanez, Mr. Jose Solorio, Mr. Phillip Yarbrough, and Mr. Luis Correa. Ms. Claudia Alvarez arrived at the time noted.

Administrators present during the regular meeting were Mr. John Didion, 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. Jorge Sandoval, Santa Ana College (SAC) Associated Student Government President.

1.3 Approval of Additions or Corrections to Agenda

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

1.4 Public Comment

Mr. Aaron O'Brian, representative from Los Angeles Engineering, spoke regarding Item 5.6 (Reject All Bids for Bid #1202 – Parking Lot 11 Expansion and Improvements at SAC).

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 October 14, 2013, with the following correction (**in bold**) requested by Mr. Hanna:

6.5 Adoption of Board of Trustees Annual Self-Evaluation Instrument, List of Designated Recipients, and Self-Evaluation Timeline

It was moved by Mr. Labrado and seconded by Ms. Mendoza Yanez to adopt the self-evaluation survey instrument, the list of designated individuals who will receive the survey, and the self-evaluation timeline. **Mr. Hanna indicated the Board Policy Committee reviewed the survey instrument, list of designated recipients, and self-evaluation timeline at its September 30, 2013, meeting in accordance with Board Policy 2745 – Board Self Evaluation. The committee recommended the following changes (strikeover and italics) to the self-evaluation instrument:**

Under Board leadership, ethics, and standards of conduct:

The board makes decisions in the best interest of students, ~~and~~ the colleges, and the entire district.

The committee did not recommend any changes to the list of designated recipients.

The motion carried unanimously.

1.7 Report from Santa Ana College Foundation (This item was heard out of order.)

Mr. Ken Purcell and Ms. Kristin Crellin provided a report to the board on the Santa Ana College Foundation.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough, seconded by Mr. Solorio, and carried unanimously to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 6.3 (Revised and Renumbered Board Policies):

4.1 Approval of New OTA Agreement – AccentCare Home Health – El Centro Branch

The board approved the agreement with AccentCare Home Health – El Centro Branch in El Centro, California.

5.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

1.6 Approval of Consent Calendar – (cont.)

5.2 Approval of Agreement with Knowland Construction Services for Division of State Architect (DSA) Inspection Services for Perimeter Site Improvements and Building “G” Renovation Projects at Santa Ana College

The board approved the contract with Knowland Construction Services for DSA inspection services for the perimeter site improvements and Building “G” renovation projects at SAC as presented.

5.3 Approval of Amendment to Agreement with Bernards Management Services for Additional Construction Management Services for Close Out of Bid Packages 1, 2 and 3 at Santa Ana College

The board approved the amendment to agreement with Bernards Management Services for additional construction management services for the close out of packages 1, 2, and 3 projects at SAC as presented.

5.4 Approval of Amendment to Agreement with Bernards Management Services for Additional Construction Management Services for Gymnasium Building “G” Renovations at Santa Ana College

The board approved the amendment to agreement with Bernards Management Services for additional construction management services for the close out of Gymnasium Building “G” renovations at SAC as presented.

5.5 Approval of Change Order #1 for Bid #1197 – Contract with Haitbrink Asphalt Paving Inc. for Resurfacing of Parking Lots 6 and 8 at Santa Ana College

The board approved change order #1 for Bid #1197 for resurfacing of parking lots 6 and 8 at SAC as presented.

5.6 Approval to Reject All Bids for Bid #1202 – Parking Lot 11 Expansion and Improvements at Santa Ana College

The board approved rejecting all bids for Bid #1202 – Parking Lot 11 Expansion and Improvements at SAC as presented.

5.7 Approval to Reject All Bids for Bid #1206 – Tessman Planetarium Upgrade and Restroom Addition at Santa Ana College

The board approved rejecting all bids for Bid #1206 – Tessman Planetarium Upgrade and Restroom Addition at SAC as presented.

5.8 Approval of Agreement with Westberg + White Architects for Architectural and Engineering Services for Construction Administration Services for Boiler Replacement Projects at Santa Ana College and Santiago Canyon College (SCC)

The board approved the agreement with Westberg + White Architects for architectural services for construction administration for the boiler replacement projects at SAC and SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

5.9 Adoption of Resolution No. 13-36 for Bid #1151, Change Order #6 – Contract with Southern California Grading for Earthwork for Humanities Building at Santiago Canyon College

The board adopted Resolution No. 13-36 for Southern California Grading for Bid #1151 for earthwork for the Humanities building at SCC as presented.

5.10 Adoption of Resolution No. 13-37 – Bid #1151 - Change Order #7 – Contract with Southern California Grading for Earthwork for Humanities Building at Santiago Canyon College

The board adopted Resolution No. 13-37 for Southern California Grading for Bid #1151 for earthwork for the Humanities building at SCC as presented.

5.11 Adoption of Resolution No. 13-38 for Bid #1151 – Change Order #8 – Contract with Southern California Grading for Earthwork for Humanities Building at Santiago Canyon College

The board adopted Resolution No. 13-38 for Southern California Grading for Bid #1151 for earthwork for the Humanities building at SCC as presented.

5.12 Approval of Change Order #5 for Bid #1137 – Contract with Industrial Masonry Inc. for Humanities Building at Santiago Canyon College

The board approved change order #5 for Bid #1137 for Industrial Masonry Inc. for the Humanities Building at SCC as presented.

5.13 Approval of Change Order #6 for Bid #1137 – Contract with Industrial Masonry Inc. for Humanities Building at Santiago Canyon College

The board approved change order #6 for Bid #1137 for Industrial Masonry Inc. for the Humanities Building at SCC as presented

5.14 Approval of Change Order #7 for Bid #1137 – Contract with Industrial Masonry Inc. for Humanities Building at Santiago Canyon College

The board approved change order #7 for Bid #1137 for Industrial Masonry Inc. for the Humanities Building at SCC as presented

5.15 Approval of Change Order #12 for Bid #1138 – Contract with Blazing Industrial Steel Inc. for Structural Steel for Humanities Building at Santiago Canyon College

The board approved change order #12 for Bid #1138 for Blazing Industrial Steel Inc. for structural steel for the Humanities building at SCC as presented.

5.16 Approval of Change Order #18 for Bid #1139 – Contract with Dynalectric Inc. for Electrical Work for Humanities Building at Santiago Canyon College

The board approved change order #18 for Bid #1139 for Dynalectric Inc. for the Humanities building at SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

- 5.17 Approval of Change Order #19 for Bid #1139 – Contract with Dynalectric Inc. for Electrical Work for Humanities Building at Santiago Canyon College
The board approved change order #19 for Bid #1139 for Dynalectric Inc. for the Humanities building at SCC as presented.
- 5.18 Approval of Change Order #11 for Bid #1141 – Contract with West Tech Mechanical for HVAC for Humanities Building at Santiago Canyon College
The board approved change order #11 for Bid #1141 for West Tech Mechanical for the Humanities building at SCC as presented.
- 5.19 Approval of Change Order #12 for Bid #1141 – Contract with West Tech Mechanical for HVAC for Humanities Building at Santiago Canyon College
The board approved change order #12 for Bid #1141 for West Tech Mechanical for the Humanities building at SCC as presented.
- 5.20 Approval of Change Order #1 for Bid #1146 – Contract with Inland Building Construction Company for Chapman Entry Drive and Learning Resource Center (LRC) Parking Lot at Santiago Canyon College
The board approved change order #1 for Bid #1146 for Inland Building Construction Company for the Chapman entry drive and LRC parking lot at SCC as presented.
- 5.21 Approval of Change Order #1 for Bid #1146 – Contract with Inland Building Construction Company for Loop Road Extension at Santiago Canyon College
The board approved change order #1 for Bid #1146 for Inland Building Construction Company for the Loop Road extension at SCC as presented.
- 5.22 Approval of Change Order #1 for Bid #1147 – Contract with Inland Empire Architectural Specialties Inc. for Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College
The board approved change order #1 for Bid #1147 for Inland Empire Architectural Specialties Inc. for the Chapman entry drive and LRC parking lot at SCC as presented.
- 5.23 Approval of Change Order #13 for Bid #1147 – Contract with Inland Empire Architectural Specialties Inc. for Humanities Building at Santiago Canyon College
The board approved change order #13 for Bid #1147 for Inland Empire Architectural Specialties Inc. for the Humanities building at SCC as presented.
- 5.24 Approval of Rejection of all Bid #1209 – Janitorial Services
The board approved rejecting all bids for Bid #1209 – Janitorial Services as presented.

1.6 Approval of Consent Calendar – (cont.)

5.25 Approval of Purchase Orders

The board approved the purchase order listing for the period September 6, 2013, through October 12, 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:

- Basic Skills Initiative (SAC & SCC) \$683,675
 - Facilities Renovation and Repair (District) \$100,000
 - Upward Bound Math & Science Program – Year 2 (SCC) - -\$ 31,222
- Adjustment*

6.2 Adoption of Resolution No. 13-39 – California Department of Education (CRPM-3049)

The board adopted Resolution No. 13-39 with the California Department of Education and authorized the chancellor or his designee to sign the contract on behalf of the district.

1.7 Report from Santa Ana College (SAC) Foundation (This item occurred after Item 1.5 [Approval of Minutes.]

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

Dr. Martinez indicated accreditation Standard I asks “What is a college mission statement and is it real?” Posters with SAC students, photos, statements relating to the Standard I question, and mission statements were on display throughout Room U-102.

Mr. Vázquez indicated an interview meeting in accordance with Accreditation Standard IV B.1 with Trustees Hanna and Alvarez is scheduled for Friday, November 1.

2.3 Report from Student Trustee

Mr. Luis Correa, Student Trustee, provided a report to the board.

2.4 Reports from Student Presidents

The following student representatives provided reports to the board on behalf of the Associated Student Government organizations:

Mr. Jorge Sandoval, Student President, Santa Ana College

Mr. Hector Soberano, Director of Green Operations, Santiago Canyon College

2.5 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College

Mr. John Zarske, Academic Senate President, Santa Ana College

3.0 HUMAN RESOURCES

All items were considered after Closed Session.

4.0 INSTRUCTION

Item 4.1 was approved as part of Item 1.6 (Consent Calendar).

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

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

6.0 GENERAL

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

6.3 Adoption of Revised and Renumbered Board Policies

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to adopt the revised and renumbered board policies. In order to ensure the board is being a good steward of public funds, Mr. Hanna indicated that Board Policy 6332 - Competitive Bidding and Quotation Policies now includes the following language: "Purchases estimated to be greater than \$1 million will be subject to this policy without exception." The motion carried unanimously.

6.4 Review and Discussion of Self-Evaluation Responses from Community and Staff

The survey responses from community and staff were presented to the board for review and discussion. Mr. Hanna explained that board members review the survey responses from community/staff and then complete the self-evaluation survey.

Ms. Alvarez arrived during the discussion of Item 6.4.

6.4 Review and Discussion of Self-Evaluation Responses from Community and Staff –
(cont.)

Mr. Hanna addressed the survey result that 62% of respondents indicated board members act on behalf of the entire community, and comments from the survey regarding board members not acting on behalf of the entire community. He indicated that due to the redistricting of trustee areas, the district now has a new board that better represents the SAC community. Mr. Hanna explained that Measure E funds were spent more on SCC than SAC since it takes more funds to build a college rather than rebuild older buildings, and SCC's service area has a higher assessed property value than SAC's. He stated that the trustees now seated represent the entire district.

Mr. Hanna addressed the survey result that 68% of respondents indicated board members understand the colleges' education programs and services. He is concerned that 32% don't think the board understands the colleges' education programs and services and suggested working with the chancellor to have more study sessions.

Mr. Hanna addressed a comment that indicated the board overlooked recognizing Mr. Craig Rutan, SCC Faculty Excellence Award winner. On behalf of the board, Mr. Hanna apologized to Mr. Rutan and indicated the board is proud of Mr. Rutan.

Mr. Hanna addressed a comment that indicated the board had inappropriately commented to faculty members and favored certain programs. He stated that the chancellor is not concerned with board members speaking to faculty members; just not to have secrets, and the board does not have programs. Mr. Hanna indicated that he raised funds for one class but didn't do that until the college president let him know that the college planned on reinstating the program, and the money went into the college foundation.

Mr. Hanna addressed a comment that indicated the board had gotten involved in the Academic Senate and faculty union issue. He stated that the board did not get involved; the board read what was sent to them and listened to public speakers at a board meeting, but the board did not take action or get involved in the matter.

Mr. Hanna commended respondents on suggestions offered toward improvement of the board. He indicated some of the suggestions that stood out to him were having more training for new trustees and board members meeting perhaps on an annual basis with the chancellor, college presidents, and foundation board members to discuss policy and direction. He stated that this may be one area that board members would be able to raise visibility and network, and asked that the chancellor and colleges create this structure.

Mr. Hanna indicated that board members will now complete its self-evaluation survey and the results will be available at the next board meeting.

6.4 Review and Discussion of Self-Evaluation Responses from Community and Staff – (cont.)

Mr. Yarbrough expressed gratitude for those that participated in completing the survey as the results will assist board members in future improvement.

Ms. Alvarez stated as a new trustee she is focusing on the 100% ratings and expressed appreciation to those that completed the survey.

Ms. Barrios asked if last year's result were included; Mr. Didion indicated the survey results from 2009-2013 were included on page 6.4 (7).

6.5 Reports from Board Committees

Mr. Labrado provided a report on the October 24, 2013, Board Facilities Committee meeting.

6.6 Board Member Comments

Mr. Hanna questioned the following statistics on page 6.4 (3) and the result (81%) on page 6.4 (8) included in the survey results from community and staff:

Page 6.4 (3): The three areas that experienced the most significant decrease in ratings are:

- Reaching decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor (-16 percentage points)

Page 6.4 (8): 81 % of respondents indicated: The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.

Board members thanked SAC staff and students for hosting the board meeting and reception prior to the meeting.

Ms. Mendoza Yanez commended both college presidents for the colleges recycling programs.

Ms. Mendoza Yanez asked Mr. Sandoval how the \$7,000 he mentioned in his report was raised to send students to a conference. Mr. Sandoval indicated that the funds were raised through student sticker fees.

Ms. Mendoza Yanez thanked the students for attending the board meeting who were represented on poster board advertisements throughout the room.

Ms. Mendoza Yanez congratulated representatives from the el Don student newspaper on recently receiving a national award.

6.6 Board Member Comments – (cont.)

Ms. Mendoza Yanez commended the college presidents on their outreach efforts to veterans.

Ms. Mendoza Yanez reported that her office has SAC Upward Bound fliers/posters and asked Mr. Vázquez for similar fliers/posters from SCC to be made available.

Ms. Mendoza Yanez asked if the colleges had participated in the Great American Shakeout on October 17. Both presidents indicated their respective colleges participated in this event.

Mr. Correa commended SAC and SCC ASG for the great job they are doing this year.

Ms. Alvarez apologized for arriving late to the board meeting. She explained that she is a member of the American Council of Young Political Leaders (ACYPL) and a Chinese delegation of ACYPL was touring the federal courthouse at her request. Ms. Alvarez indicated that the Chinese delegation plans to tour the Digital Media Center on October 29.

Ms. Alvarez reported she attended the Orange County Hispanic Education Endowment Fund 20th Anniversary Dinner on October 26.

Ms. Alvarez welcomed Mr. Ed Arnold to the board meeting and thanked him for his work with the district.

Mr. Yarbrough reported he plans to speak at the SCC Academic Senate meeting on December 3.

Mr. Solorio asked that staff continue to review unpaid student fees and how the district would be able to assist students in a mutual agreement of when fees are due and when students are required to pay.

Mr. Solorio asked what the financial impact on the colleges/district is as a result of the recent federal government shutdown.

Mr. Solorio asked that communication be sent to staff regarding long-term and short-term plans for the Orange Education Center.

Ms. Barrios congratulated Mr. Alex Taber as Teacher of the Year for 2013. She indicated the Orange County Register ran a full-page ad congratulating the winners and four out of six teachers were within Rancho Santiago Community College District service area.

Ms. Barrios thanked the SAC Foundation board members for their presentation and for their efforts in assisting students.

6.6 Board Member Comments – (cont.)

Ms. Barrios indicated she is looking forward to the Key to the County football game against Fullerton on November 5.

NOTE: One additional comment by Ms. Mendoza Yanez is after Item 3.5 (Board Travel/Conferences).

RECESS TO CLOSED SESSION

The board convened into closed session at 6:22 p.m. to consider the following items:

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. Educational Administrator Appointments
 - (1) Interim Assistant Dean
 - f. Other Educational and Classified Administrators
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 Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
4. Liability Claim (pursuant to Government Code Section 54956.95)
 - a. 13-12805 JT
5. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Dr. Raúl Rodríguez, Chancellor
Unrepresented Management Employees

RECONVENE

The board reconvened at 7:00 p.m.

Closed Session Report

Mr. Labrado reported the board discussed the aforementioned items and voted unanimously to suspend Ms. Lorraine Melendez, Senior Account Clerk, for three (3) 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 Ms. Alvarez, and carried unanimously to approve the following action on the management/academic personnel docket:

- Approve Appointments
- Approve Adjusted Salary Placements
- Approve Final Salary Placements
- Approve Adjusted Final Salary Placements
- Ratify Resignations/Retirements
- Approve Permission to Accept Outside Assignments
- Approve Stipends
- Approve FARSCCD Part-time Hourly Step Increase Effective Fall 2013
- Approve Part-time Hourly Hires/Rehires

3.2 Classified Personnel

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

- Approve Hourly On Going to Contract Assignments
- Approve Longevity Increments
- Approve Professional Growth Increments
- Approve Changes in Position
- Approve Corrections of Changes in Grade
- Approve New Appointments
- Approve Out of Class Assignments
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

3.3 Rejection of Claim

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to authorize the chancellor or his designee to reject claim #13-12805 JT.

3.4 Approval of Modification to 2013-2014 Employee Calendar

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to approve the revised 2013-2014 Employee Calendar.

3.5 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.

6.6 Board Member Comments – (cont.)

Ms. Mendoza Yanez reported she attended the 24th Annual Adelante Young Women's Educational & Leadership Conference hosted by MANA de Orange County and Santa Ana College on October 26. She indicated this organization encourages young women to pursue higher education.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Tuesday, November 12, 2013.

There being no further business, Ms. Barrios declared this meeting adjourned at 7:02 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: November 12, 2013