

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

**Board of Trustees (Regular meeting)**

**Monday, January 12, 2015**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:30 p.m. by Mr. Larry Labrado. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, and Mr. Phillip Yarbrough. Ms. Nelida Mendoza Yanez and Mr. Jose Solorio arrived at the time noted. Ms. Alana Voechting was not in attendance due to illness.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Erlinda Martinez, Dr. Raúl Rodríguez, and Dr. John Weispenning. 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 Ms. Corinna Evett, Academic Senate President, Santiago Canyon College (SCC).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve a revised page for Item 4.6 (Agreement with Onuma for Districtwide Work Order Tracking System), and a revised page and addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

1.4 Public Comment

There were no public comments.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the minutes of the meeting held December 8, 2014. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

## 1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez 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 4.15 (Purchase Orders), removed from the Consent Calendar by Mr. Hanna. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

### 3.1 Approval of New Pharmacy Technology Agreement – People’s Pharmacy “Compounding Specialists”

The board approved the agreement with People’s Pharmacy “Compounding Specialists” in Trabuco Canyon, California.

### 3.2 Approval of Occupational Therapy Assistant (OTA) Agreement Renewal - Villa Esperanza Services

The board approved the agreement renewal with Villa Esperanza Services in Pasadena, California.

### 3.3 Approval of Renewal for Nursing and Pharmacy Technician Programs Agreement – Hoag Memorial Hospital Presbyterian

The board approved of the clinical affiliation agreement with Hoag Memorial Hospital Presbyterian located in Newport Beach and Irvine, California.

### 3.4 Approval of Revenue Contract MA-026-15010828 with County of Orange Office of the District Attorney for Santa Ana College Community Services Program

The board approved the Revenue Contract MA-026-15010828 between County of Orange Office of the District Attorney and Rancho Santiago Community College District (RSCCD) on behalf of the SAC Community Services Program.

### 3.5 Approval of Revenue Contract with Associates Adults and Adolescents Alternative Program for Santa Ana College Community Services Program (Deferred Entry of Judgment Deferred Dismissal Drug Program)

The board approved the Revenue Contract between Associates Adults and Adolescents Alternative Program and RSCCD on behalf of the SAC Community Services Program.

### 3.6 Approval of Revenue Contract with Associates Adults and Adolescents Alternative Program for Santa Ana College Community Services Program (Drug and Alcohol Awareness)

The board approved the Revenue Contract between Associates Adults and Adolescents Alternative Program and RSCCD on behalf of the SAC Community Services Program.

1.6 Approval of Consent Calendar – (cont.)

3.7 Approval of Classroom Lease Renewal with Orange Unified School District (OUSD)

The board approved the Santiago Canyon College (SCC) Orange Education Center lease agreement renewal for classroom space with OUSD for the period of July 1, 2014, through June 30, 2015, as presented.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers during the month of November 2014.

4.3 Adoption of Resolution No. 15-01 – Separate Bank and Investment Accounts

The board adopted Resolution No. 15-01 regarding separate bank and investment accounts as presented.

4.4 Approval of City of Garden Grove Successor Agency Property Transfer Compensation Agreement

The board approved the City of Garden Grove Successor Agency Property Transfer Compensation Agreement as presented.

4.5 Approval of Nonresident Fees for 2015-2016

The board established the nonresident tuition fee at \$209 per unit, the capital outlay fee at \$31 per unit, and the application fee at \$25 for 2015-2016 as presented.

4.6 Approval of Agreement with Onuma for Districtwide Work Order Tracking System

The board approved the agreement with Onuma for a districtwide work order tracking system as presented.

4.7 Approval of Agreement with WLC Architects, Inc. for Professional Design Services for American with Disabilities Act (ADA) Compliance and Tenant Improvements at District Office

The board approved the agreement with WLC Architects, Inc. for professional design services for ADA compliance and tenant improvements at the district office as presented.

4.8 Approval of Amendment #1 with HPI Architecture for Professional Design Services for Johnson Student Center Project at Santa Ana College

The board approved the amendment with HPI Architecture for the Johnson Student Center Project at SAC as presented.

1.6 Approval of Consent Calendar – (cont.)

- 4.9 Approval of Agreement with Terracon Consultants, Inc. for Phase II Environmental, Geohazard, Geotechnical Inspection Services for Science, Technology, Engineering and Math (STEM) Project at Santa Ana College  
The board approved the contract with Terracon Consultants, Inc. for Phase II environmental, geohazard, geotechnical inspection services for the STEM project at SAC as presented.
- 4.10 Ratification of Award of Bid #1249 for Parking Lots 1-5 Slurry and Striping at Santa Ana College  
The board ratified award of Bid #1249 to JB Bostick Company, Inc. as presented.
- 4.12 Ratification of Award of Bid #1231 for Exterior Signage at Building G (Athletics), Building H (Humanities), and Building SC (Science Center) at Santiago Canyon College  
The board ratified the award of Bid #1231 to A Good Sign and Graphics Co. as presented.
- 4.13 Approval of Independent Contractors  
The board approved the following independent contractor: Public Health Foundation Enterprises (PHFE) for consulting services to provide fiscal support for Early Head Start (EHS) parental reimbursement, training and translation services. Dates of service are January 13, 2015, through December 31, 2015. The fee is estimated at \$16,000.
- 4.14 Approval of Independent Contractors  
The board approved the following independent contractor: Jennifer Walswick for consulting services to provide mental health education, service coordination, record keeping/documentation to ensure compliance with the Early Head Start standards for RSCCD Child Development Services at the rate of \$50 an hour. Dates of service are January 13, 2015, through December 31, 2015. The fee is estimated at \$21,000.
- 5.1 Approval of Resource Development Items  
The board approved budgets, accepted grants, and authorized the Vice Chancellor of Business Operations/Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- Child Development Training Consortium (SAC/SCC) \$ 17,000
  - Faculty Entrepreneurship Champion Mini-Grant (CEC) \$ 5,000
  - Student Success and Support Program (SSSP) – Non-Credit (CEC) \$1,158,027
  - Student Success and Support Program – Non-Credit (OEC) \$ 554,479

1.6 Approval of Consent Calendar – (cont.)

5.2 Approval of Second Amendment to Sub-Agreement between RSCCD and Children’s Hospital of Orange County (CHOC)/Help Me Grow for Early Head Start Program

The board approved the amendment to the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

5.3 Approval of Sub-Agreements between RSCCD and Career Technical Education Enhancement Fund (CTE EF) Partnership Colleges in Los Angeles and Orange County

The board approved the sub-agreements and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.

5.4 Approval of RSCCD Equal Employment Opportunity and Human Resources Plan

The board approved the Equal Employment Opportunity and Human Resources Plan and authorized transmittal of the plan to the State Chancellor’s Office.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the Chancellor

Dr. Rodríguez provided a report to the board which included informing board members that he attended the Accrediting Commission for Community and Junior Colleges (ACCJC) Commission meeting last week in Sacramento. He indicated he recused himself from the presentations/discussions related to Dr. Martinez’ and Dr. Weispfenning’s presentations on behalf of SAC and SCC.

Mr. Solorio arrived at this time.

2.2 Reports from College Presidents

The following college representatives provided reports to the board.

Dr. Erlinda Martinez, President, Santa Ana College  
Dr. John Weispfenning, President, Santiago Canyon College

Dr. Martinez reported that after months of preparing for the accreditation team’s visit to the college, she was given five minutes to address the Commission. She stated that the presentation was crucial in giving the accrediting commission something to consider regarding the accreditation status for SAC. She believes the exit report was more favorable than the written report that was received, and it was worth the time/expense of the trip to present evidence of the facts, and render her professional opinion as someone who has been

2.2 Reports from College Presidents – (cont.)

with institutions for over 30 years. Dr. Martinez indicated that the commission will advise the college of its accreditation standard by the end of January or beginning of February. She reported that her testimony will be posted on the SAC website under accreditation standards.

Dr. Weispfenning reported that he addressed the Commission last week by expressing his concern over inconsistencies in the accreditation teams' report and the inconsistent interpretations of technical issues. He indicated that the Commission asked targeted questions at the end of his presentation. He noted that Dr. Martinez and he did not discuss their presentation beforehand, but afterwards, they discovered both presentations were in alignment with one another. He is hopeful that the outcome will be reaffirmation of accreditation, but if it is a warning, staff is confident that they will be able to take care of any issue within the one-year timeframe.

2.3 Report from Student Trustee

Ms. Alana Voechting, Student Trustee, did not provide a report to the board due to her absence.

2.4 Reports from Student Presidents

Since Ms. Raquel Manriquez, Student President, Santa Ana College, arrived late to the meeting due to an intersession class, Mr. Hector Soberano, Student President, Santiago Canyon College, provided a report to the board on behalf of SAC and SCC Associated Student Governments.

Ms. Mendoza Yanez arrived at this time.

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

2.6 Informational Presentation on the Budget

Mr. Hardash provided an informational presentation on the budget. Board members received clarification on items related to the budget.

2.7 Informational Presentation on Student Success Scorecard

Dr. Sara Lundquist, Vice President, Student Services, SAC; Mr. Omar Torres, Vice President, Academic Affairs, SAC; and Mr. Aaron Voelcker, Dean of Institutional Effectiveness, Library and Learning Support Services, SCC, provided a report on the 2014 Student Success Scorecard for Santa Ana College and Santiago Canyon

2.7 Informational Presentation on Student Success Scorecard – (cont.)

College. The annual report is based upon college data submitted to the state through the Chancellor's Office management information system. Dr. Lundquist reviewed the background of the report including Assembly Bill 1417 and legislation authorizing the California Community Colleges Chancellor's Office (CCCCO) to design and implement a performance measurement system. The outcomes of the report are for the system as a whole and for individual colleges, but do not rank colleges. The report is available to the public on the CCCCCO website. Dr. Lundquist, Mr. Torres, and Mr. Voelcker reviewed the information provided for each college including a description of the college; annual unduplicated headcount of students, gender, age, and ethnicity of students; full-time equivalent student information (FTES); course sections (credit and non-credit); median credit section size; the percentage of full-time faculty; and student counseling ratio. They also reviewed the five performance indicators: (1) remedial, (2) persistence, (3) 30+ units, (4) completion, and (5) career technical education, and data for each indicator as described according to those who are "prepared" and those who are "unprepared" for college work.

Ms. Barrios asked for clarification of the meaning of "4 levels below" pertaining to English, math, and English as a Second Language (ESL) courses for the remedial education progress rates. Mr. Voelcker indicated that it means four levels below college level.

Mr. Labrado asked for clarification of "unprepared." Mr. Voelcker indicated it stands for the students who are not taking college-level courses, but the lowest level of math/English courses.

Ms. Barrios asked if Mr. Voelcker was surprised that the data from both colleges was almost identical. Mr. Voelcker indicated he was not surprised since last year's figures were similar.

Ms. Alvarez asked if the persistence figures increase every year. Mr. Voelcker indicated that last year's cohorts pertained to a different time period (2007/2008 to 2013/2014); therefore, the figures would not increase every year. He stated that the State Chancellor's Office began defining the metrics for use with the 2013 and 2014 scorecards, and it is possible to review data as far back as 2003/2004. Mr. Voelcker reported that overall the district has improved its scorecard figures.

In response to Ms. Alvarez earlier email request regarding ways the colleges are trying to improve the success rate in the areas that need the most improvement, Mr. Torres stated that the colleges use many strategies, such as accelerating entry into a particular program of study; minimizing the time necessary for students to become college-ready; ensuring students know the requirements needed for their course of study; customizing and contextualizing instruction; integrating student support with instruction or academic affairs; monitoring student progress; alerting students when

## 2.7 Informational Presentation on Student Success Scorecard – (cont.)

they are not doing well through systems such as “Early Alert;” rewarding behaviors that lend support and promote completion; and utilizing technology to promote and support instruction to ensure that RSCCD students are successful.

The Student Success Scorecard is one tool, among many, that the district uses to assess the effectiveness of its institutions. The district also uses comprehensive and continuous assessment which includes data from different local sources and different perspectives, such as on-going classroom assessment; on-going planning and program review; and on-going research conducted by the District Research Department.

Ms. Alvarez asked how the colleges are publicizing the accolades of student success at the colleges. Mr. Torres indicated the SAC Academic Affairs website is being renovated to include updates to the departments’ pages and student success information. In addition, staff is working with the public relations department at the district to publicize student opportunities. He explained that due to limited marketing funds, other ways to reach the community involve the ¡Adelante! and Freshman Experience programs with Santa Ana Unified School District.

Mr. Yarbrough asked what the legislature plan to do with the information on the student success scorecard. Dr. Lundquist indicated the scorecard results challenge districts to apply resources in the best possible way for student success. Mr. Yarbrough asked if the legislature is comparing the results of the student success scorecard with other districts, and if so, how does RSCCD compare to other college districts? Dr. Lundquist indicated SAC and SCC perform above the statewide average in the student success scorecard.

Referring to the Remedial ESL figures given in the presentation, Mr. Yarbrough asked if demographics are considered regarding the difference in ESL figures at SAC (25.2%) and SCC (66.7%). Mr. Voelcker indicated the expansion of the cohort term may be an explanation of the high figures for SCC. In the past the Accountability Reporting for the Community Colleges report used a 3-year period and the scorecard uses a 6-year period. Mr. Voelcker stated next year the scorecard will include the number of students within the cohort. Since the SCC population for non-credit ESL has dwindled at SCC, another explanation for the large fluctuation in numbers is the sample size.

In response to Mr. Yarbrough’s inquiry regarding the legislation, Mr. Torres indicated that AACJC requires colleges to set “institution set standards” for terms of success, completion, persistence, and the number of students that have completed the CTE programs and secured jobs in their respective fields.

## 3.0 INSTRUCTION

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



#### **4.0 BUSINESS OPERATIONS/FISCAL SERVICES**

Items 4.1 through 4.10, 4.12, 4.13, and 4.14 were approved as part of Item 1.6 (Consent Calendar). (Item 4.11 was removed from the agenda in error.)

##### 4.15 Approval of Purchase Orders

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the purchase order listing for the period November 20, 2014, through December 13, 2014. Mr. Hanna asked that the answers to the questions he asked be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

#### **5.0 GENERAL**

Items 5.1, 5.2, 5.3, and 5.4 were approved as part of Item 1.6 (Consent Calendar).

##### 5.5 Reports from Board Committees

Mr. Solorio provided a report on the January 8, 2015, Board Facilities Committee meeting.

##### 5.6 Board Member Comments

Mr. Yarbrough expressed optimism regarding the upcoming year as being a good year for opportunities for the students at both colleges.

Ms. Alvarez received clarification that the District Safety Officer positions listed on the Human Resources Classified Addendum are additional temporary positions. As chairperson of the Board Safety & Security Committee, Ms. Alvarez indicated she is ready to call another meeting for this committee if changes have occurred that need to be reported.

Board members wished everyone a “Happy New Year.”

Mr. Hanna, Ms. Mendoza Yanez, and Mr. Solorio expressed appreciation to staff for the Student Success Scorecard presentation. Mr. Solorio indicated he was in the legislature when the Student Success Scorecard was approved and it was hopeful that this scorecard would increase the efficiency in taxpayers’ dollars being spent wisely. He reported other items were included in the legislation such as creating priority enrollment for veterans/others and the advantage of districts throughout the state collaborating on best practices from each district to better serve students and taxpayers.

Mr. Solorio reported he was recently appointed to the California Student Aid Commission and offered his services regarding Cash for College, Cal Grants, etc.

## 5.6 Board Member Comments – (cont.)

Mr. Hanna asks that the Board Policy Committee meet within two months to discuss public/private partnerships and issues relating to 30-hour-per-week employees. Mr. Hanna asked for an update on the standards/criteria for 30-hour positions at the meeting. In addition, Mr. Hanna asks that the policy and administrative regulation for the student trustee be reviewed by the Board Policy Committee during the summer.

Mr. Solorio asked that Townsend Public Affairs assist the trustees by providing a list of items to advocate for and recommending legislative meetings for trustees to attend during the Association of Community College Trustees (ACCT) National Legislative Summit in Washington, D.C. in February.

Mr. Labrado asked staff to complete the “Impact of Federal Education Dollars on Your Campus” form provided by ACCT to assist the trustees in meetings with legislators.

Mr. Labrado asked that Townsend Public Affairs assist the trustees during the upcoming Sacramento and Washington, D.C. conferences.

## **RECESS TO CLOSED SESSION**

The board convened into closed session at 6:40 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: California School Employees Association, Chapter 888  
Continuing Education Faculty Association

Mr. Hanna left the meeting at this time.

## **RECONVENE**

The board reconvened at 6:40 p.m.

### Closed Session Report

Ms. Alvarez reported the board discussed public employment and labor negotiations, and that the board took no reportable action during closed session.

### Public Comment

There were no public comments.

## **6.0 HUMAN RESOURCES**

### **6.1 Management/Academic Personnel**

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve Job Descriptions
- Approve Permission to Accept Outside Assignments
- Approve Extension of Interim Assignments
- Approve Adjusted Hourly Rates for Interim Assignments
- Approve Adjusted Hourly Rates for Short-term Assignments
- Ratify Resignations/Retirements
- Approve FARSCCD Beyond Contract/Overload Column Changes/Effective January 1, 2015
- Approve FARSCCD Part-time Column Changes Effective January 1, 2015
- Approve Hiring of Temporary Long-term Substitutes per E.C. 87481 and 87482
- Approve Final Salary Placements
- Approve Changes of Classification
- Approve Additional Contract Extension Days for 2014-2015
- Approve Stipends
- Approve Adjusted Column Placements
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Services

### **6.2 Classified Personnel**

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve 2014-2015 CSEA Permanent Salary Schedules
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Ratify Resignations/Retirements
- Approve New Appointments

6.2 Classified Personnel – (cont.)

- Approve Temporary to Hourly On Going Assignments
- Approve Out of Class Assignments
- Approve Leaves of Absence
- 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

6.3 Adoption of Resolution No. 15-02 regarding Reduction in Force of Classified Staff

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt Resolution No. 15-02. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

**7.0 ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on February 2, 2015.

There being no further business, Mr. Labrado declared this meeting adjourned at 6:51 p.m.

Respectfully submitted,

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Raúl Rodríguez, Ph.D.  
Chancellor

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

Minutes approved: February 2, 2015

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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
*Office of the Vice Chancellor - Business Operations/Fiscal Services*

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2323 N. Broadway  
Santa Ana, CA 92706  
(714) 480-7340 – Office  
(714) 796-3935 – Fax

**Date:** January 12, 2015  
**To:** Dr. Raúl Rodríguez  
**From:** Peter J. Hardash  
**Subject:** Responses to Board of Trustees Requests/Questions

*From Trustee John Hanna*

**4.15(4) 15-P0034160 \$12,000 for Nixon Peabody. What was this legal expense? What office is handling this for the firm?**

- Nixon Peabody is the district bond counsel for Measure Q bonds. The U.S. Securities and Exchange Commission's (SEC) Municipalities Continuing Disclosure Cooperation (MCDC) Initiative, launched in March of 2014, required municipal bond issuers and underwriter's to self-report any past violations of Rule 15c2-12 (continuing disclosure requirement). Through the MCDC initiative, the SEC offered amnesty for entities that self-report past violations by the deadline of December 1, 2014. The district engaged the services of Nixon Peabody to review all Measure E bond issuances and refundings to evaluate and verify continuing disclosure compliance and the need to report any deficiencies to the SEC. As bond counsel, they coordinated their evaluation with The Dolinka Group evaluation in reviewing and verifying any reportable items and any disclosures that were necessary in the Official Statement for the issuance of Series A of Measure Q bonds. The legal services necessary in reviewing and researching all Measure E bonds and refundings were outside of the scope of work included for bond counsel services for Measure Q. The purchase order was issued in the amount of \$12,000. The cost of this service, year to date, was \$6,119.50.

Lisalee (Lisel) Wells from the Los Angeles office services as bond counsel to the District.