

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

**2323 North Broadway
Santa Ana, CA 92706**

**Board of Trustees
(Regular meeting)**

Monday, April 13, 2020

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The Zoom meeting was called to order at 4:45 p.m. by Ms. Claudia Alvarez via video/teleconference. Other members present were Ms. Arianna Barrios, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, Mr. Phillip Yarbrough, and Mr. Theodore Moreno via video/teleconference (Zoom) pursuant to Governor Newsom's Executive Order N-29-20.

Administrators present during the regular meeting via video/teleconference (Zoom) were Ms. Tracie Green, Mr. Peter Hardash, Dr. John Hernandez, Dr. Linda Rose, Mr. Marvin Martinez, and Mr. Enrique Perez. Ms. Anita Lucarelli was present via video/teleconference (Zoom) as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Mendoza, Vice President, Rancho Santiago Community College District Board of Trustees.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve a revised page (1) for the 3-23-20 minutes and removing unrelated pages (7-16) from Item 6.3 (Public Disclosure of Collective Bargaining Agreement between RSCCD and Child Development Center, California School Employees Association [CSEA] Chapter 888). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno's advisory vote was aye.

1.4 Public Comment

Public comments were submitted prior to the meeting to Ms. Lucarelli by Mr. Mariano Cuellar and Mr. Ernesto Garza. Since Mr. Cuellar and Mr. Garza participated via Zoom in the meeting, Ms. Alvarez asked them to read their public comments.

Mr. Cuellar and Mr. Garza declared their candidacy for 2020-2021 student trustee position.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the minutes as revised (page 1) of the regular meeting held March 23, 2020. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Barrios 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 3.4 (Marketing Contract) and 4.3 (Purchase Orders), removed from the Consent Calendar by Ms. Alvarez. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

3.1 Approval of Standard Inter-Agency Instructional Services Agreement Renewal with Serrato & Associates, Inc.

The board approved the standard inter-agency instructional services agreement renewal with Serrato & Associates, Inc. located in Chino Hills, California, as presented.

3.2 Approval of First Amendment to Professional Services Agreement between Bricks 4 Kidz and Rancho Santiago Community College District on behalf of Santa Ana College (SAC) and Santiago Canyon College (SCC) Community Services Programs

The board approved the first amendment to the professional services agreement between Bricks 4 Kidz and RSCCD on behalf of SAC and SCC Community Services programs, as presented.

3.3 Approval of Amendment made as of 4-14-2020 to Career Services Central® Agreement between College Central Network, Inc. and Rancho Santiago Community College District on behalf of Santa Ana College

The board approved the amendment made as of 4-14-2020 to Career Services Central® agreement between College Central Network, Inc. and RSCCD on behalf of SAC.

3.5 Approval of Proposed Revisions for 2019-2020 Santa Ana College Catalog Addendum

The board approved the proposed revisions for the 2019–2020 SAC catalog addendum.

1.6 Approval of Consent Calendar (cont.)

3.6 Approval of Proposed Revisions for 2019-2020 Santiago Canyon College Addendum and/or 2020–2021 College Catalog

The board approved the proposed revisions for the 2019-2020 SCC addendum and/or 2020-2021 college catalog as presented.

3.7 Approval of Santa Ana College Community Services Program for Summer 2020

The board approved the SAC Community Services program for Summer 2020 as presented.

3.8 Approval of Santiago Canyon College Community Services Program for Summer 2020

The board approved the Community Services program for Summer 2020 as presented.

3.9 Approval of Professional Service Agreement between Movies by Kids-OC., LLC and RSCCD on behalf of Santiago Canyon College Community Services Program

The board approved the professional service agreement between Movies by Kids-OC., LLC and RSCCD on behalf of SCC Community Services program 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 from March 11, 2020, to March 31, 2020.

4.4 Acceptance of Completion of Bid #1380 for Barrier Removal East Chapman Entry Repairs at Santiago Canyon College and Approval of Recording a Notice of Completion

The board accepted the project as complete and approved filing a Notice of Completion with the County as presented.

4.5 Approval of Disposal of Surplus Vehicles

The board approved disposing of the surplus vehicle, declaring the Mobile Technology Education Center as surplus property, and utilizing Ken Porter Auctions to conduct an auction as presented.

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:

- Strong Workforce Program – Local Share (SAC & SCC) \$ 767,033
- Strong Workforce Program - Regional Share (District) \$ 4,899,800

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

Mr. Marvin Martinez, Chancellor, provided a report to the board, which included an update on the Novel Coronavirus (COVID-19).

2.2 Reports from College Presidents

The following college representatives provided reports to the board:

Dr. John Hernandez, President, Santiago Canyon College
Dr. Linda Rose, President, Santa Ana College

NOTE: At the April 24, 2017, board meeting Ms. Barrios asked that the enrollment reports presented by the college presidents be attached to the minutes.

2.3 Report from Student Trustee

Mr. Moreno provided a report to the board.

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to suspend the rules and hear Item 2.5 (Report from Classified Representative) at this time since the classified representative had to leave the meeting. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno's advisory vote was aye.

2.5 Report from Classified Representative

Ms. Sheryl Martin, Executive Secretary, Orange Education Center, provided a report on behalf of the classified staff.

2.4 Reports from Student Presidents

The following student representatives provided a report to the board on behalf of the Associated Student Government (ASG) organization:

Mr. Mariano Cuellar, Student President, Santa Ana College
Mr. Jio Gallardy, Student President, Santiago Canyon College

2.5 Report from Classified Representative

This report was heard after Item 2.3 (Report from Student Trustee).

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Mr. Michael De Carbo, Academic Senate President, Santiago Canyon College
Mr. Roy Shahbazian, Academic Senate President, Santa Ana College

3.0 INSTRUCTION

Items 3.1, 3.2, 3.3, and 3.5 through 3.9 were approved as part of Item 1.6 (Consent Calendar).

3.4 Ratification of Marketing Contract Approved by Chancellor per Resolution No. 20-03 Declaring an Emergency and Authorizing Necessary Actions Regarding Novel Coronavirus (COVID-19)

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza to ratify the marketing contract with Interact Communications approved by the chancellor per Resolution No. 20-03. Mr. Martinez explained the reason he approved this contract and the purchase orders (Item 4.3) per Resolution No. 20-03. Discussion ensued regarding Item 3.4 and 4.3. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno's advisory vote was aye.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.4, and 4.5 were approved as part of Item 1.6 (Consent Calendar).

4.3 Approval of Purchase Orders Approved by Chancellor per Resolution No. 20-03 Declaring an Emergency and Authorizing Necessary Actions Regarding Novel Coronavirus (COVID-19)

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to approve the purchase orders approved by the chancellor per Resolution No. 20-03. Discussion on this item took place during Item 3.4. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno's advisory vote was aye.

5.0 GENERAL

Item 5.1 was approved as part of Item 1.6 (Consent Calendar).

5.2 Board of Trustees Cast Ballot for California Community College Action Trustees (CCCT) Board of Directors Election – 2020

It was moved by Mr. Moreno and seconded by Ms. Barrios to discuss the candidates for the CCCT Board of Directors 2020 election. After discussion, it was moved by Mr. Hanna and seconded by Mr. Yarbrough to cast their ballot for the CCCT Board of Directors election for 2020 as follows: Barbara Jean Calhoun; Barbara Dunsheath; Pam Haynes; Andrea Hoffman; Larry Kennedy; Marisa Perez; and Thomas J. Prendergast, III. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

5.3 Board Member Comments

Board members thanked students and staff for their flexibility and patience during the COVID-19 pandemic.

Board members thanked staff, students, and volunteers who assisted in the drive-through food assistance distribution program at Santa Ana College on April 11, 2020. Mr. Hernandez and Ms. Alvarez indicated they volunteered at the program. While volunteering at the food distribution program, Ms. Alvarez learned of a student who did not have internet access and dropped their classes; therefore, she asked how staff might assist students in reaching their educational goals when faced with such difficulties.

Board members thanked Dr. Rose for her service to Santa Ana College and expressed well wishes for her upcoming retirement effective July 1, 2020.

Board members expressed appreciation for Ms. Alvarez and Mr. Martinez’ leadership during the COVID-19 pandemic.

Mr. Moreno commended Mr. Hanna on his recent participation at a Santa Ana City Planning Commission meeting.

Mr. Moreno commended Mr. Garza and Mr. Cuellar as nominees for the upcoming election of the 2020-2021 RSCCD student trustee.

Mr. Hernandez indicated he recently attended the trustee weekly Zoom webinar conducted online every Thursday by the Community College League of California, and urged board members to participate in the weekly webinars.

Ms. Barrios expressed appreciation for the assistance her business received from RSCCD Small Business Development Center (SBDC) and the value of SBDC to small businesses in the community.

5.3 Board Member Comments (cont.)

Mr. Hanna asked Mr. Moreno to send an email to the chancellor regarding the concern for students who are adult dependents and not eligible to receive funding from the stimulus bill. He asked the chancellor/board president to review Mr. Moreno's email and share it with Congresswoman Katie Porter and Congressman Lou Correa.

Mr. Hanna asked the chancellor to consult with the board president regarding anything that the district may be able to do to assist students in completing the census since federal funding depends on an accurate census count.

Ms. Alvarez asked the chancellor to consider reimbursing the students for services they are not able to access such as health services and parking.

Due to technical difficulties, Ms. Alvarez apologized for the late start of the board.

RECESS TO CLOSED SESSION

The board convened into closed session at 7:20 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. Management Staff
 - d. Classified Staff

2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Tracie Green, Vice Chancellor, Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association (CEFA)
Unrepresented Management Employees

3. Appeal of Student Expulsion (pursuant to Education Code 76030)
Student I.D. #2206184

RECONVENE

The board reconvened at 9:01 p.m.

Public Comment

There were no public comments.

Closed Session Report

Mr. Yarbrough reported during closed session the board discussed public employment, labor negotiations, and an appeal of a student expulsion; and the board took action to uphold the student expulsion and rejected the appeal for Student I.D. #2206184, with the following vote: Aye - Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno's advisory vote was aye.

Mr. Moreno left the meeting after participating in the discussion and vote on the appeal of the student expulsion item during closed session.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

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

- Approve Appointments/Temporary Full-time to Tenure Track
- Ratify Resignations/Retirements
- Approve Beyond Contract/Overload Stipends
- Approve Leaves of Absence
- Rescind Parental Leaves of Absence
- Approve Adjusted Effective Dates for Leave of Absence
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record

6.2 Classified Personnel

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

- Approve Out of Class Assignments
- Approve Return to Regular Assignments
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Short Term Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions

6.3 Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and Child Development Center, CSEA Chapter 888

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the collective bargaining agreement between RSCCD and CSEA Chapter 888 for the period of July 1, 2019, through June 30, 2020 as revised (to remove unrelated pages 7-16 during Item 1.3). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

7.0 **ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on April 27, 2020.

There being no further business, Ms. Alvarez declared the meeting adjourned at 9:05 p.m.

Respectfully submitted,

Marvin Martinez, Chancellor

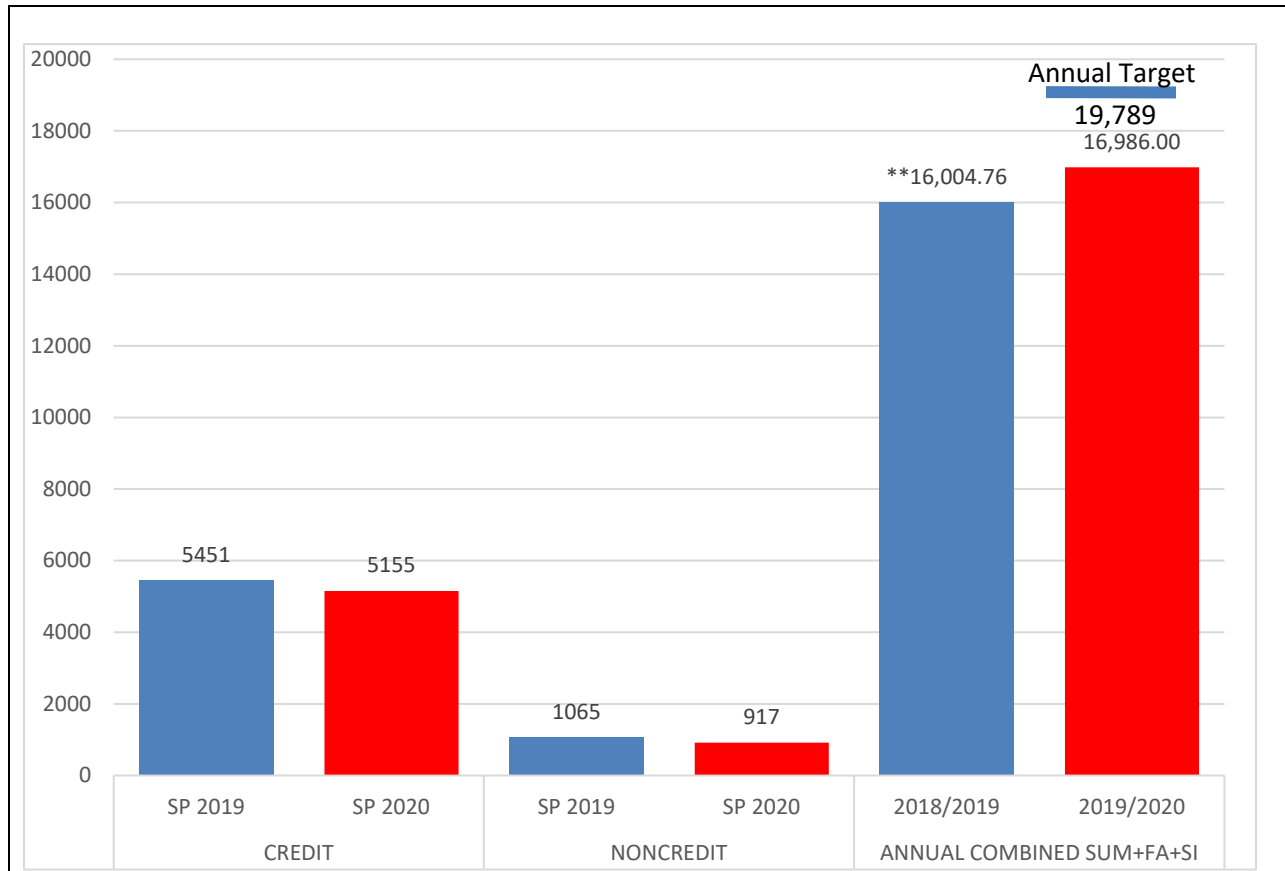
Approved: _____
Clerk of the Board

Minutes approved: April 27, 2020



SAC 2019/2020 Spring Enrollment Report

*Date: 4/8/2020



FTES Target

Terms	2019/2020	DIFF	PCT
Credit SP Target	6598.00		
Credit SP Projection	5798.00	-800.00	-14%
Noncredit SP Target***	2111.00		
Noncredit SP Projection	1236.00	-875.00	-71%
Annual Target	19789.00		
Annual Projection	18114.00	-1675.00	-9%

NOTES:

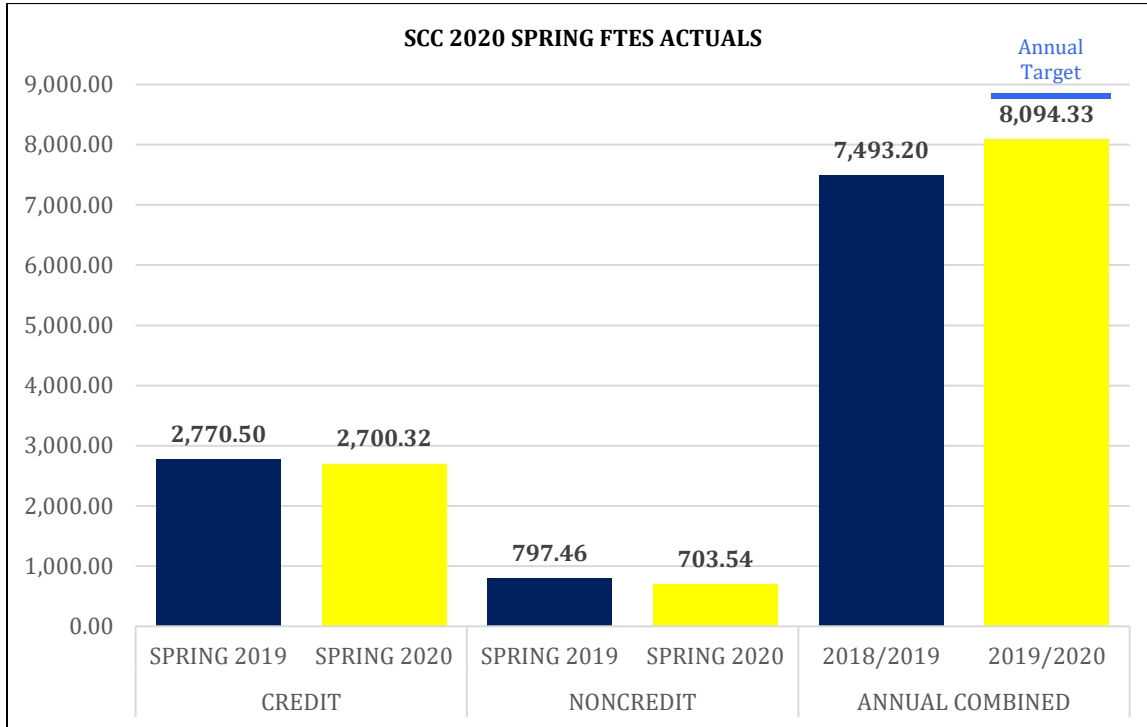
* This report represents a "moment in time" comparison between like terms.

** Accounts for summer shift of 942.34 FTES shifted from 2018/19 to 2017/18 which decreased summer 2018 FTES as well as the 2018/2019 Annual Combined Total.

*** Spring Target includes all FTES earned by June 30, 2020.



SCC 2019/2020 ENROLLMENT REPORT
4/7/2020



FTES TARGETS

TERMS	2019/2020	DIFF	PCT
Credit Spring Target	2766		
Credit Spring Projection	2700	-66.00	-2.4%
NonCredit Spring Target	1155		
NonCredit Spring Projection	840	-315.00	-27.3%
Annual Target	8389		
Annual Projection	8008	-381.00	-4.5%

NOTES:

*Accounts for summer shift of 450.66 FTES shifted from 2018/19 to 2017/18 which decreased summer 2018 FTES as well as the 2018/2019 Annual Combined Total.

SOURCE:

Executive Dashboard Report