

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

Board of Trustees (Regular meeting)

Monday, January 11, 2010

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 Dr. David Chapel, Mr. Brian Conley, Mr. John Hanna, Ms. Gloria Holguin, Mr. Mark McLoughlin, Ms. Lisa Woolery, and Mr. Phillip Yarbrough.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Edward Hernandez, Jr., Dr. Erlinda Martinez, 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 Ms. Tina Lam, Student President, Santiago Canyon College.

1.3 Public Comment

There were no public comments.

1.4 Approval of Minutes

It was moved by Mr. Conley, seconded by Mr. Yarbrough, and carried unanimously to approve the minutes of the regular meeting held December 7, 2009, with the following addition to Item 5.5 (Approval of Chancellor Search Materials and Search Committee Composition):

Mr. Hanna proposed changes related to fundraising be inserted in five places in the chancellor job description and vacancy announcement (changes italicized and underlined in January 11, 2010, Board of Trustees Agenda, Item 3.3: Approval of Chancellor Search Materials). Mr. Yarbrough accepted Mr. Hanna's insertions as a friendly amendment.

1.5 Approval of Consent Calendar

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the recommended action on the following items as listed on the Consent Calendar:

1.5 Approval of Consent Calendar – (cont.)

4.1 Approval of Memorandum of Understanding with Orange County Health Care Agency, Behavioral Health Services for the Creation of Veterans Student Center at Santa Ana College (SAC)

The board approved the memorandum of understanding with Orange County Health Care Agency, Behavioral Health Services for the creation of a Veterans Student Center at Santa Ana College.

4.2 Approval of New OTA Agreement – Western Hand and Orthopedic Center
The board approved this contract with Western Hand and Orthopedic Center In Westlake Village, California.

4.3 Approval of Renewal of OTA Agreement – Select Therapy Inc.
The board approved this contract with Select Therapy, Inc. in Aliso Viejo, California.

4.4 Approval of Renewal of OTA Agreement – Glendale Adventist Medical Center
The board approved this contract with Glendale Adventist Medical Center in Glendale, California.

4.5 Approval of Renewal of OTA Agreement – Downey Regional Medical Center
The board approved this contract with Downey Regional Medical Center in Downey, California.

4.6 Approval of New Pharmacy Technology Agreement – Austin Drugs
The board approved this contract with Austin Drugs in Buena Park, California.

4.7 Approval of Renewal of Pharmacy Technology Agreement – Hoag Memorial Hospital Presbyterian
The board approved this contract with Hoag Memorial Hospital Presbyterian in Newport Beach, California.

4.8 Approval of New OTA Agreement – Casa de Amma
The board approved this contract with Casa de Amma in San Juan Capistrano, California.

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

- 1.5 Approval of Consent Calendar – (cont.)
- 5.2 Approval of Budget Transfers and Budget Increases/Decreases
The board approved budget transfers, increases, and decreases for the period November 21, 2009, through December 16, 2009.
- 5.3 Approval of Non-Resident Tuition Fee for 2010-11
The board established the non-resident tuition fee at \$183 per unit, the capital outlay fee at \$17 per unit, and the application fee of \$25 for 2010-11 as presented.
- 5.4 Approval of Additional DSA Inspection Services: Science Building at Santiago Canyon College (SCC)
The board approved the extension of services for Universal Laboratories to provide DSA mandated inspection services at SCC as presented.
- 5.5 Approval of Additional Land Surveying Services during the Construction of the Child Development Center at Santa Ana College
The board approved the request for additional land surveying services with North American Land Services during the construction of the Child Development Center at Santa Ana College as presented.
- 5.6 Approval of the Architectural Contract for Santiago Canyon College Infrastructure Project
The board approved the request for additional services provided by LPA, Inc. in the amount of \$24,200 as presented.
- 5.7 Approval of Architectural Services Contract: SAC Child Development Center
The board approved the request for additional Services provided by Harley Ellis Devereaux in the amount of \$14,520 as presented.
- 5.8 Approval of Change Order for Construction Management Services at Santa Ana College Child Development Center
The board approved additional construction management services for Bernards Builders and Management Services as presented.
- 5.9 Approval of Change Order #5 for Bid #1063 – Plumbing for New Science Building (State Portion) at Santiago Canyon College
The board approved Change Order #5, J.M. Farnan Company, Inc. for Bid #1063 for plumbing in SCC science building as presented.
- 5.10 Approval of Notice of Completion: Bid #1187 Street Improvement Plans at Santa Ana College
The board approved the Notice of Completion for the asphalt paving and parking lot lighting project as presented.

1.5 Approval of Consent Calendar – (cont.)

5.11 Approval of Bid #1132 – Purchase of Biofit (or equal) Lab/Classroom Stools

The board accepted the bids and approved the award for Bid #1132 – Purchase of Biofit Lab/Classroom Stools to McMahan Business Interiors as presented.

5.12 Approval of Purchase Orders

The board approved the purchase order listing for the period November 19, 2009, through December 12, 2009.

6.1 Approval of Resource Development Items

The board approved budgets, accepted grants, and authorized the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:

- Board Financial Assistance Program (BFAP) (SCC)	\$655,836
- Child Development Training Consortium (SAC)	\$ 15,000
- Matriculation – Credit (SAC)	\$956,201
- Tech Prep Regional Coordination (SAC)	\$ 15,000
- Youth Empowerment Strategies for Success – Independent Living Program (YESS – ILP) (SAC)	\$ 22,500
- Youth Entrepreneurship Career Pathways (YEP) – SBDC (District)	\$ 3,000

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Chancellor

Dr. Edward Hernandez, Jr. provided a report to the board.

2.2 Reports from College Presidents

The following college presidents provided reports to the board:

Dr. Erlinda Martinez, President, Santa Ana College (SAC)
Mr. Juan Vázquez, President, Santiago Canyon College (SCC)

2.3 Report from Student Trustee

Ms. Gloria Holguin provided a report to the board.

2.4 Report from Student President

Ms. Tina Lam, Student President, Santiago Canyon College provided a report to the board.

There was no representation from Santa Ana College.

2.5 Reports from Academic Senate Presidents

The following academic senate presidents provided reports to the board:

Mr. Morrie Barembaum, Academic Senate President, Santiago Canyon College
Mr. John Zarske, Academic Senate President, Santa Ana College

RECESS TO CLOSED SESSION

The board convened into closed session at 5:37 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Part-time Faculty
 - b. Temporary Classified Staff
 - c. Student Workers
 - d. Professional Experts
 - e. Classified Manager
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; Community College Search Services
3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

The board reconvened at 6:25 p.m.

Closed Session Report

Mr. Labrado reported the board discussed the aforementioned items, and took action to suspend Christina Villalobos, Senior Purchasing Clerk, at the district office for ten 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. Conley, and carried unanimously to approve the following action on the management/academic personnel docket:

- Approve Permission to Accept Outside Assignments
- Approve Interim to Permanent Positions
- Ratify Resignations/Retirements
- Approve Interim Assignments
- Approve Voluntary Reduced Workloads
- Approve Extension of STRS Reduced Workload Agreements
- Approve Leaves of Absence
- Approve Stipends
- Approve Changes of Assignments
- Approve Part-time/Hourly Hires/Rehires
- Approve Non-paid Intern Service

3.2 Classified Personnel

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

- Approve Reduction in Force Lay Offs
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Return to Regular Assignments
- Approve Change in Positions/Locations due to Reduction in Force
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary to Hourly On Going Positions
- Approve Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Miscellaneous Positions
- Approve Substitute Assignments
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters
- Approve Volunteers
- Approve Student Assistant Lists

3.3 Approval of Chancellor Search Materials

It was moved by Mr. Yarbrough and seconded by Mr. Hanna to approve the chancellor job description and chancellor vacancy announcement. Discussion ensued.

It was moved by Mr. Hanna and seconded by Mr. Yarbrough to amend the first three paragraphs of the chancellor vacancy announcement. Mr. Hanna read into the record changes to the document (changes underlined on pages 10-11 of January 11, 2010, minutes). The motion to amend the first three paragraphs of the chancellor vacancy announcement carried with one nay vote from Dr. Chapel.

It was moved by Mr. Hanna and seconded by Mr. Yarbrough to amend the Challenges and Opportunities section of the chancellor vacancy announcement. Mr. Hanna read into the record changes to the document (changes underlined on pages 10-12 of January 11, 2010, minutes). Discussion ensued. Mr. Hanna accepted revisions made by Mr. McLoughlin as a friendly amendment (changes underlined and italicized on page 12 of January 11, 2010, minutes). The motion to amend the Challenges and Opportunities section of the chancellor vacancy announcement carried with one nay vote from Dr. Chapel.

The motion to approve the chancellor vacancy announcement as amended carried with one nay vote from Dr. Chapel.

It was moved by Mr. Hanna and seconded by Mr. Conley to postpone action on the approval of the chancellor job description and to delegate the board's authority to the board president to work in conjunction with Mr. Didion to modify the chancellor job description based upon modifications made to the chancellor vacancy announcement. The motion carried unanimously.

3.4 Approval of Community Representatives on Chancellor Screening Committee

It was moved by Mr. Yarbrough and seconded by Mr. Conley to approve one community representative from the Santa Ana College service area and one community representative from the Santiago Canyon College service area to serve on the chancellor screening committee.

Dr. Hernandez indicated the board president submitted the following individuals for consideration in serving as community representatives on the chancellor screening committee: Mr. Zeke Hernandez from the SAC service area and Ms. Patrica Velasquez from the SCC service area. Discussion ensued.

The motion carried unanimously to have the following individuals serve as community representatives on the Chancellor Screening Committee: Mr. Zeke Hernandez, SAC service area, and Ms. Patricia Velasquez, SCC service area.

3.5 Authorization for Board Travel/Conferences

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the submitted conference and travel by board members.

4.0 INSTRUCTION

All items listed under Instruction were approved as part of Item 1.5: Consent Calendar.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

All items listed under Business Operation/Fiscal Services were approved as part of Item 1.5: Consent Calendar.

Ms. Woolery left at this time.

6.0 GENERAL

Item 6.1 was approved as part of Item 1.5: Consent Calendar.

6.2 Adoption of Resolution No. 2010-01 – ACCT Chief Executive Officer Nomination

It was moved by Mr. Yarbrough and seconded by Mr. Hanna to adopt Resolution No. 2010-01 to nominate Chancellor Edward Hernandez, Jr. for the 2010 Association of Community College Trustees Chief Executive Officer Award. Discussion ensued. The motion carried with a vote of abstention from Mr. Conley.

6.3 Board Member Comments

Dr. Chapel asked that board committees be reviewed regarding quorum requirements. Mr. Labrado asked for the board policy committee to review Dr. Chapel's concerns.

Mr. Yarbrough reported briefly on Congressman Ed Royce's recent visit to Santiago Canyon College.

Mr. Yarbrough expressed concern regarding the possibility of the state increasing tuition fees for community colleges.

Mr. Yarbrough expressed interest in the colleges using distance education as a means of offering classes more cost efficiently.

Mr. Conley thanked the board for its support of him serving as the Regional State Coordinator for the Association of Community College Trustees during the 2009-10 year and indicated he would be traveling to Colorado in March for a meeting.

Mr. Hanna gave a brief report on the Board Legislative Committee that was held prior to the board meeting.

7.0 ADJOURNMENT

The Board of Trustees will conduct a board planning session at its next regular meeting to be held on Monday, February 1, 2010.

There being no further business, Mr. Labrado declared this meeting adjourned at 7:35 p.m.

Respectfully submitted,

Eddie Hernandez, Jr., Ed.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: February 22, 2010

Chancellor Vacancy Announcement (see Item 3.3 – Approval of Chancellor Search Materials)

CHANCELLOR RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

The Board of Trustees of the Rancho Santiago Community College District invites applications and nominations for the position of Chancellor of the Rancho Santiago Community College District. The Chancellor is the Chief Executive Officer of the District and reports to an elected seven member Board of Trustees and ~~non-~~ one advisory-voting student trustee.

The Board is seeking a Chancellor who is innovative, energetic, possesses vision and the ability to lead a complex and progressive multi-college district through the current challenging economic times and beyond. The desired candidate is one who is committed to academic excellence and the comprehensive mission of the California Community Colleges. The desired candidate is student centered and focused on student success. Strong business acumen, fundraising ability and a commitment to serve the residents of the District are all important qualifications. Sensitivity to, and appreciation of students with special needs and the ethnic and cultural diversity of students, staff and the community is essential.

GENERAL RESPONSIBILITIES

In accordance with California law and policies adopted by the Board of Trustees, the Chancellor serves as Chief Executive Officer of the District with responsibility to the Board of Trustees for overall operations of the District, including all aspects of the planning, leadership, funding, fundraising, staffing, facilities and delivery of District programs, personnel services and employer-employee relations. The Chancellor assures the fiscal integrity of the District and provides leadership and advocacy for the District in keeping with its mission of supporting and promoting student learning and student success. The Chancellor maintains community and legislative relations, provides leadership for strategic planning and is responsible for the safety, security and preservation of human and fiscal resources. The Chancellor ensures that the Board of Trustees is informed of District operations, legal and accreditation requirements, and ensures access to continuing education opportunities. The Chancellor recommends and executes Board Policy and administrative rules and regulations of the District, serves as the Secretary of the Board and chief advisor to the Board, and performs other duties as assigned by the Board of Trustees.

CHALLENGES AND OPPORTUNITIES

The major CHALLENGES AND OPPORTUNITIES to be addressed by the CHANCELLOR of the Rancho Santiago Community College District are the following:

- Providing leadership and advice to the Board of Trustees on strategy, goals, and program

development to ensure that the District continues to provide high quality programs and services to the community.

- Provide leadership for continued advancement of the District's Master Plan, using collaborative and consensus building processes.
- ~~Serving as the District's advocate and assertively pursuing new sources of funding from state, federal and private sources in order to expand instructional programs and student services, and to continue the planning and construction of facilities at both colleges.~~
- Assertive pursuit of new sources of funding from state, federal, and private sources and strategic partners in order to expand instructional programs and student services, and to continue the planning and construction of facilities at both colleges.
- Effectively managing the District's financial resources and ensuring appropriate and equitable distribution of resources to the colleges and operating units.
- Fostering participatory governance and decision making, thereby promoting collegiality and respect among all constituencies.
- Establishing strategies to manage increasing enrollment demand with an emphasis on student success, retention, career technical education, university transfer, transition from non-credit to credit programs, and programs that benefit the community.
- Bringing expertise, knowledge and experience to collective bargaining and conflict resolution to ensure productive labor relations with faculty and staff associations.
- Supporting technology in the classroom and reviewing, upgrading, and maintaining equipment and technology systems for teaching, distance learning, and administration.
- Invigorating campus foundations and providing leadership in fundraising and economic development by expanding partnerships with *individuals*, business, industry, and government, while promoting community involvement and support for the District and its campuses.
- Enlisting support for events and programs that celebrate the cultural diversity of the District and its surrounding communities.
- Facilitate effective planning and use of resources to provide, upgrade and maintain facilities, equipment, technology and infrastructure for instructional programs, services and administrative support.
- Ensure ongoing systematic improvement of operational practices by working with the college Presidents and constituency groups.
- Collaborate with colleges to determine the needs of educational programs and services.
- Promote open communication and effective leadership in others.

- Promote and support teaching and student learning outcome measures in order to improve success and retention of a growing, diverse student population.