

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, November 16, 2009
2323 North Broadway, #107
Santa Ana, CA 92706

Vision Statement (Board of Trustees)

Rancho Santiago Community College District is a learning community. The college district and its colleges are committed to ensuring access and equity and to planning comprehensive educational opportunities throughout our communities. We will be global leaders in many fields, delivering cost-effective, innovative programs and services that are responsive to the diverse needs and interests of all students. We will be exceptionally sensitive and responsive to the economic and educational needs of our students and communities. The environment will be collegial and supportive for students, staff, and the communities we serve.

We will promote and extensively participate in partnerships with other educational providers, business, industry, and community groups. We will enhance our communities' cultural, educational, and economic well-being.

We will be a leader in the state in student success outcomes. Students who complete programs will be prepared for success in business, industry, careers, and all future educational endeavors. We will prepare students to embrace and engage the diversity of our global community and to assume leadership roles in their work and public lives.

Americans with Disabilities Acts (ADA)

It is the intention of the Rancho Santiago Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, the Rancho Santiago Community College District will attempt to accommodate you in every reasonable manner. Please contact the executive assistant to the board of trustees at 2323 N. Broadway, Suite 410-2, Santa Ana, California, 714-480-7452, on the Friday prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Public Comment

At this time, members of the public have the opportunity to address the board of trustees on any item within the subject matter jurisdiction of the board. Members of the community and employees wishing to address the board of trustees are asked to complete a "Public Comment" form and submit it to the board's executive assistant prior to the start of open session. **Completion of the information on the form is voluntary.** Each speaker may speak up to three minutes; however, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

Please note the board cannot take action on any items not on the agenda, with certain exceptions as outlined in the Brown Act. Matters brought before the board that are not on the agenda may, at the board's discretion, be referred to staff or placed on the next agenda for board consideration.

1.4 Approval of Minutes – Regular meeting of October 26, 2009

Action

1.5 Approval of Consent Calendar

Action

Agenda items designated as part of the consent calendar are considered by the board of trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the board votes on them. The board retains the discretion to move any action item listed on the agenda into the Consent Calendar. **The consent calendar vote items will be enacted by one motion and are indicated with an asterisk (*).**

An exception to this procedure may occur if a board member requests a specific item be removed from the consent calendar consideration for separate discussion and a separate vote.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

- 2.1 Report from the Chancellor
- 2.2 Reports from College Presidents
 - Enrollment
 - Facilities
 - College activities
 - Upcoming events
- 2.3 Report from Student Trustee
- 2.4 Reports from Student Presidents
 - Student activities
- 2.5 Reports from Academic Senate Presidents
 - Senate meetings

RECESS TO CLOSED SESSION

Conducted in accordance with applicable sections of California law. Closed sessions are not open to the public. (RSCCD)

Pursuant to Government Code Section 54957, the Board may adjourn to closed session at any time during the meeting to discuss staff/student personnel matters, negotiations, litigation, and/or the acquisition of land or facilities. (OCDE)

The following item(s) will be discussed in closed session:

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 and Classified Administrators
2. Personnel (pursuant to Government Code Section 54957.6)
 - a. Evaluation of the Chancellor

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

At this time, members of the public have the opportunity to address the board of trustees on any item within the subject matter jurisdiction of the board. Members of the community and employees wishing to address the board of trustees are asked to complete a "Public Comment" form and submit it to the board's executive assistant prior to the start of open session. **Completion of the information on the form is voluntary.** Each speaker may speak up to three minutes; however, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

Please note the board cannot take action on any items not on the agenda, with certain exceptions as outlined in the Brown Act. Matters brought before the board that are not on the agenda may, at the Board's discretion, be referred to staff or placed on the next agenda for board consideration.

3.0 HUMAN RESOURCES

- 3.1 Management/Academic Personnel Action
- Approval of Cabinet and Management Salary Schedules
 - Approval of Employment Agreement
 - Ratification of Resignations/Retirements
 - Approval of Full-time and Part-time Faculty Salary Schedules
 - Approval of Additional Faculty Service Areas
 - Approval of Stipends
 - Approval of Leaves of Absence
 - Approval of Changes of Assignment
 - Approval of Part-time/Hourly Hires/Rehires
 - Approval of Non-paid Intern Services
- 3.2 Classified Personnel Action
- Approval of CSEA Salary Schedule
 - Approval of Voluntary Furloughs
 - Approval of Hourly On Going to Full Time
 - Approval of Changes in Positions
 - Approval of Out of Class Assignments
 - Approval of Leaves of Absence
 - Ratification of Resignations/Retirements
 - Approval of New Appointments
 - Approval of Temporary to Hourly On Going
 - Approval of Temporary Assignments
 - Approval of Instructional Associates/Associate Assistants
 - Approval of Community Service Presenters
 - Approval of Volunteers
 - Approval of Lists of Student Assistants
- 3.3 Approval of Search Consultant and Timeline for Chancellor Search Action
- It is recommended the board 1) engage Community College Search Services to assist in the recruitment and selection process of a new chancellor, and 2) approve the timeline for the chancellor search process and authorize the Executive Vice Chancellor of Human Resources and Educational Services to chair the screening committee and coordinate the recruitment and selection process with the selected search firm.
- 3.4 Authorization for Board Travel/Conferences Action

4.0 INSTRUCTION

- *4.1 Ratification of Recipients of Associate Degrees and Certificates for Summer 2009 at Santa Ana College (SAC) Action
The administration recommends ratification of the recipients of associate degrees and certificates for Summer 2009 at Santa Ana College.
- *4.2 Ratification of Recipients of Associate Degrees and Certificates for Summer 2009 at Santiago Canyon College (SCC) Action
The administration recommends ratification of the recipients of associate degrees and certificates for Summer 2009 at Santiago Canyon College.
- *4.3 Approval of Community Services Program at Santa Ana College for Spring 2010 Action
The administration recommends approval of the list attached to the agenda for the proposed Community Services program at Santa Ana College for Spring 2010.
- *4.4 Approval of Community Services Program at Santiago Canyon College for Spring 2010 Action
The administration recommends approval of the list attached to the agenda for the proposed Community Services program at Santiago Canyon College for Spring 2010.
- *4.5 Approval of Memorandum of Understanding with Our Lady of Pilar Church Action
The administration recommends approval of this memorandum of understanding on behalf of Santa Ana College School of Continuing Education with Our Lady of Pilar Church in Santa Ana, California.
- *4.6 Approval of New OTA Agreement – Head To Toe Therapy Action
The administration recommends approval of this new OTA agreement with Head To Toe Therapy in Santa Ana, California.
- 4.7 Approval to Name the Santa Ana College Baseball Field Action
The administration recommends approval of the naming of the Santa Ana College baseball field to *Sneddon Field*.
- *4.8 Approval of Apprenticeship Barbering Lease Agreement Action
The administration recommends approval of this contract with Creation Salon for 2009-2010 as presented.

* Item is included on the Consent Calendar, Item 1.5.

- *4.9 Authorization of Student Representation Fee at Santiago Canyon College Action
The administration recommends support of the ASG referendum and authorization for implementation of the student representation fee at Santiago Canyon College in Spring 2010.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *5.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *5.2 Approval of Budget Transfers and Budget Increases/Decreases Action
The administration recommends approval of budget transfers, increases, and decreases during the month of October 2009.
- *5.3 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended September 30, 2009 Action
The administration recommends approval of the CCFS-311Q for the period ending September 30, 2009, as presented.
- 5.4 Quarterly Investment Report as of September 30, 2009 Information
The administration presents the quarterly investment report as of September 30, 2009 as information.
- 5.5 Approval of Change Order #1 - Bid #1065 – HVAC for the New Science Building (State Portion) at Santiago Canyon College Action
The administration recommends approval of change order #1, Athena Engineering, Inc., for Bid #1065, HVAC for the SCC science building as presented.
- *5.6 Approval of Change Order #3 - Bid #1064 – Electrical for the New Science Building (State Portion) at Santiago Canyon College Action
The administration recommends approval of change order #3, Baker Electric for Bid #1064 for electrical in the SCC science building as presented.
- *5.7 Approval of Change Order #1 - Bid #1076 – Glass/Glazing for the New Science Building (State Portion) at Santiago Canyon College Action
The administration recommends approval of change order #1, Best Contracting Services for Bid #1076 for glass and glazing for the SCC Science building as presented.

- *5.8 Approval of Change Order #1 - Bid #1076 – Glass/Glazing for the New Science Building (Bond Portion) at Santiago Canyon College Action
The administration recommends approval of change order #1, Best Contracting Services for Bid #1076, glass and glazing for SCC science building as presented.
- *5.9 Approval of Change Order #4 – Bid #1063 – Plumbing for the New Science Building (State Portion) at Santiago Canyon College Action
The administration recommends approval of change order #4, J.M. Farnan Company, Inc. for Bid #1063, plumbing in the SCC science building as presented.
- *5.10 Approval of Change Order #3 – Bid #1116 – Gym Restroom Addition, Gym Floor Replacement and Fire Sprinkler Installation at Santa Ana College Action
The administration recommends approval of change order #3, General Consolidated Constructors, Inc. for Bid #1116, construction of the gym restroom addition, gym floor replacement, and fire sprinkler installation at SAC as presented.
- *5.11 Approval of Change Order #1 – Bid #1099 – Earthwork, Demolition, and Paving for the New Child Development Center at Santa Ana College Action
The administration recommends approval of change order #1, Triangle Enterprises, Inc. for Bid #1099, earthwork, demolition, and paving for the SAC child development center as presented.
- *5.12 Approval of Architectural Contract: Miscellaneous SAC and SCC Projects Action
The administration recommends approval of the request for additional services provided by LPA, Inc. in the amount of \$170,030 as presented.
- 5.13 Award of Bid #1131 – Relocation of Portable Classrooms at Santiago Canyon College Action
The administration recommends awarding Bid #1131 to DLG electric and Construction for the relocation of portable classrooms at SCC as presented.
- *5.14 Approval of Construction Management Services for various Santiago Canyon College Projects Action
The administration recommends the chancellor or his designee be authorized to enter into an agreement with Seville Construction Management Services in the amount of \$3,031,485 for the various SCC projects as presented.

- *5.15 Approval of Surplus Property Action
The administration recommends the list of equipment attached to the agenda be declared as surplus property and utilize The Liquidation Company to conduct an auction as presented.
- *5.16 Approval of Donation of Surplus Items Action
The administration recommends approval of the donations to Tustin Unified School District, Santa Ana Unified School District, Irvine Unified School District, and Orange Unified School District as presented.
- *5.17 Approval of Bid #1125 – Santiago Canyon College Audio Visual Equipment and Installation Action
The administration recommends acceptance of the bid and approval of awarding the bid to Troxell Communications, Inc. for Bid #1125 – SCC audio visual equipment and installation as presented.
- *5.18 Approval of Contracts with Dell Marketing L.P. and Hewlett Packard Company Action
The administration recommends approval of a contract with Dell Marketing L.P. pursuant to the Master Price Agreement #B27160 and approval of the contract with Hewlett Packard Company pursuant to the Master Price Agreement #B27164, awarded by the State of Minnesota on behalf of the National Association of State Procurement Officials/Western States Contracting Alliance (NASPO/WSCA) and approved for usage by the State of California pursuant to California Participating Addendums, for the purchase of computer equipment, software, peripherals, and related services, and any future renewals, extensions, and addendums as presented.
- *5.19 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period October 11, 2009, through October 31, 2009.

6.0 GENERAL

- *6.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization of the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- AB1725 – Equality Employment Opportunity (EEO) \$ 13,958
 - Diversity Allocation Funds (District)
 - Board Financial Assistance Program (BFAP) (SCC) \$322,142
 - Taller San Jose – Medical Career Academy (CEC) \$ 4,000
 - Teachers Assisting Students to Excel in Mathematics (TASEL-M) – Year 1 (SAC) \$ 15,440

* Item is included on the Consent Calendar, Item 1.5.

*6.2 Approval of Resolution #09-27 Authorizing Payment to Trustee Absent from Board Meetings Action

This resolution requests authorization of payment to R. David Chapel for his absence on October 12, 2009, due to illness and October 26, 2009, due to a family emergency.

*6.3 Approval of Resolution #09-28 Authorizing Payment to Trustee Absent from Board Meeting Action

This resolution requests authorization of payment to Brian Conley for his absence on October 26, 2009, due to illness.

6.4 Board Member Comments Information

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on December 7, 2009.

* Item is included on the Consent Calendar, Item 1.5.