

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, September 9, 2013
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community.

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 Approval of Additions or Corrections to Agenda

Action

1.4 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.

1.5 Approval of Minutes – Regular meeting of August 19, 2013

Action

1.6 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.

- 1.7 Recognition of Faculty Members by Board of Trustees
- 1.8 Public Hearing – 2013-2014 Proposed Adopted Budget
- 1.9 Presentation by Orange County Transportation Authority - Upcoming I-5 Freeway Project

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

- 2.1 Report from the Chancellor
 - Accreditation
- 2.2 Reports from College Presidents
 - Accreditation
 - 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
- 2.6 Informational Presentation on the Budget

3.0 HUMAN RESOURCES

- 3.1 Management/Academic Personnel Action
 - Approval of New Job Description
 - Approval of Employment Agreement
 - Approval of Outside Assignments
 - Approval of Interim to Permanent Assignments
 - Approval of Final Salary Placements
 - Approval of Adjusted Tentative Salary Placements
 - Approval of Adjusted Stipend Amounts
 - Approval of Hourly to Full-time Tenure Track
 - Ratification of Resignations/Retirements
 - Approval of Hiring of Long-term Substitute
 - Approval of Part-time Hourly Hires/Rehires
 - Approval of Non-paid Intern Service

- 3.2 Classified Personnel Action
 - Approval of Temporary to Contract Assignments
 - Approval of Professional Growth Increments
 - Approval of Out of Class Assignments
 - Approval of Changes in Salary Placements
 - Approval of Leaves of Absence

- Approval of New Appointments
- Approval of Temporary to Hourly On Going Assignments
- Approval of Changes in Assignments
- Approval of Leave of Absences
- Ratification of Resignations/Retirements
- Approval of Temporary Assignments
- Approval of Additional Hours for On Going Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Community Service Presenters and Stipends
- Approval of Volunteers
- Approval of Student Assistant Lists

3.3 Authorization for Board Travel/Conferences Action

4.0 INSTRUCTION

- *4.1 Approval of SLPA Agreement Renewal – Saddleback Unified School District Action
The administration recommends approval of the agreement with Saddleback Unified School District in Mission Viejo, California.
- *4.2 Confirmation of Santa Ana College (SAC) Associate Degrees and Certificates for Spring 2013 Action
The administration recommends confirmation of the list of recipients of SAC associate degrees and certificates for Spring 2013 as presented.
- *4.3 Confirmation of Santiago Canyon College (SCC) Associate Degrees and Certificates for Spring 2013 Action
The administration recommends confirmation of the list of recipients of SCC associate degrees and certificates for Spring 2013 as presented.
- *4.4 Approval and Certification of Santa Ana College School of Continuing Education High School Diploma Program Graduate List 2012-2013 Action
The administration recommends approval and certification of the list of 2012-2013 high school program graduates for the SAC School of Continuing Education.
- *4.5 Approval and Certification of Santiago Canyon College, Orange Education Center, High School Diploma Program Graduate List for 2012-2013 Action
The administration recommends approval and certification of the list of 2012-2013 high school program graduates for the SCC Orange Education Center.

- *4.6 Approval of Amended Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Fiscal Impact Action
The administration recommends approval of the amended Master Cost Agreement for 2013-2014 as presented.
- *4.7 Approval of Amended Southern California Surveyors Fiscal Impact Action
The administration recommends approval of the amended Master Cost Agreement for Southern California Surveyors for 2013-2014 as presented.

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 Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers during the month of June 2013.
- *5.3 Approval of 2013-2014 Adopted Budget Action
The administration recommends approval of the 2013-2014 Adopted Budget as presented.
- *5.4 Approval of Appointments to Measure E Citizens' Bond Oversight Committee Action
The administration recommends approval of the appointment of Mr. Luis Vargas as the Santa Ana College student representative and Mr. Matt Blake as the Santiago Canyon College student representative to the Measure E Citizens' Bond Oversight Committee as presented.
- *5.5 Approval of Agreement with HMC Architects for Comprehensive Master Planning Services Action
The administration recommends approval of the agreement with HMC Architects to complete the update to the 2013 Comprehensive Master Planning Services for the district as presented.
- *5.6 Approval of Change Order #5 for Bid #1180 – Perimeter Site Improvements for Santa Ana College (SAC) Action
The administration recommends approval of change order #5 for Bid #1180 for WoodCliff Corporation for perimeter site improvements at SAC as presented.

- *5.7 Approval of Change Order #1 for Bid #1134 – Landscaping for Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College (SCC) Action
The administration recommends approval of change order #1 for Bid #1134 for Tropical Plaza Nursery, Inc. for landscaping for Chapman entry drive and Learning Resource Center parking lot at SCC as presented.
- *5.8 Approval of Change Order #1 for Bid #1136 – Concrete for Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College Action
The administration recommends approval of change order #1 for Bid #1136 for Guy Yocom Construction, Inc. for concrete for Chapman entry drive and Learning Resource Center parking lot at SCC as presented.
- *5.9 Approval of Change Order #11 for Bid #1138 – Structural Steel for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #11 for Bid #1138 for Blazing Industrial Steel Inc. for structural steel for the Humanities building at SCC as presented.
- *5.10 Approval of Change Order #1 for Bid #1142– Fire Suppression for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #1 for Bid #1142 for JPI Development Group, Inc. for fire suppression for the Humanities Building at SCC as presented.
- *5.11 Approval of Notice of Completion: Bid #1149 – Furnishings for the Humanities Building at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion for furnishings for the Humanities building at SCC as presented.
- *5.12 Approval of Independent Contractors Action
The administration recommends approval of the following independent contractor: Coast Community College District/Coastline Community College for consulting services to provide website development, mobile application development and database management and content management for the “Contract Readiness” program. Dates of service are September 10 through September 30, 2013. The fee is estimated at \$18,500.
- *5.13 Approval of Independent Contractors Action
The administration recommends approval of the following independent contractor: Nueva Vista Media, Inc. for consulting services to provide online content and video consulting/production work for target audiences including students, faculty, and industry. Dates of service are September 20, 2013, through June 30, 2014. The fee is estimated at \$18,000.

* Item is included on the Consent Calendar, Item 1.6.

- *5.14 Approval of Independent Contractors Action
The administration recommends approval of the following independent contractor: Reactor Institute for consulting services to conduct Reactor Café Roundtables where employers and faculty collaborate to develop an industry-driven curriculum and an event promoting ICT/Digital Media careers. Dates of service are September 20, 2013, through June 30, 2014. The fee is estimated at \$15,000.
- *5.15 Approval of Independent Contractors Action
The administration recommends approval of the following independent contractor: Structum, Inc. for consulting services to design, launch, and maintain a website portal through a new networking website for industry, faculty, and students. Dates of service are September 20, 2013, through June 30, 2014. The fee is estimated at \$39,000.
- *5.16 Legal Services Agreement – Hirschfeld Kraemer, LLP Action
The administration recommends approval of the legal services agreement with Hirshfeld Kraemer, LLP as presented.

6.0 GENERAL

- *6.1 Approval of Resource Development Items Action
The administration recommends approval of 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:
- | | |
|---|------------|
| - California Community College Student Mental Health Transition Aged Foster Youth Project (CCC SMHP-TAFY) (SAC) | \$ 15,000 |
| - Enrollment Growth for Nursing AND Programs – Year 2 (SAC) | \$ 152,000 |
| - GEAR UP 2009 – Year 5 (SAC) | \$ 800,000 |
| - SBA/CSUF – SBDC (District) | -\$ 46,453 |
| - Student Support Services – Year 3 (SAC) | \$277,051 |
| - Upward Bound – Year 2 (SAC) | \$276,409 |
| - Upward Bound Math & Science Program – Year 2 (SCC) | \$236,925 |
| - Youth Empowerment Strategies for Success – Independent Living Program (YESS – ILP) (SAC) | \$ 22,500 |
- *6.2 Adoption of Revised and Renumbered Board Policies Action
The administration recommends adoption of the following revised and renumbered board policies:
- BP 2015 Student Member
 - BP 2305 Annual Organizational Meeting
 - BP 2715 Code of Ethics/Standards of Practice
 - BP 2716 Political Activity
 - BP 3820 Gifts, Grants and Bequests ~~BP3208~~
 - BP 6010 Equitable Opportunities for Business Enterprises ~~BP3301~~

* Item is included on the Consent Calendar, Item 1.6.

- BP 6011 Interaction With and Solicitation From Private Businesses—~~BP3311~~
- BP 6012 Environmentally Preferable Purchases and Practices —~~BP3406~~
- BP 6013 Energy and Water Conservation —~~BP3508~~
- BP 6014 Location of District-Sponsored Events —~~BP7003~~
- BP 6015 Food and Meeting Refreshments —~~BP3103~~
- BP 6100 Delegation of Authority to Negotiate and Accept Discounts and Price Reductions—~~BP3308~~
- BP 6150 Designation of Authorized Signatures (new)
- BP 6200 ~~Policy on Budget Preparation Development Process—BP3201~~
- ~~Deletion of Budget Development Structure—BP3202~~
- ~~Deletion of General Fund Restricted Reserve BP3203~~
- BP 6250 Budget Administration Management —~~BP3204~~
- ~~Deletion of Transfer of Budget Appropriations—BP3205~~
- BP 6300 Fiscal Management and Auxiliary Services Fiscal Powers—~~BP3200~~
- ~~Deletion of Financial Reports—BP3216~~
- ~~Deletion of Quarterly Financial Reports—BP3220~~
- BP 6301 Payment – Goods & Services —~~BP3213~~
- BP 6302 Accounting for Monies Collected —~~BP3217~~
- BP 6320 Investments —~~BP3211~~
- BP 6330 Purchasing —~~BP3306~~
- ~~Deletion of Purchasing General Policy Statement —BP3300~~
- ~~Deletion of Cooperative Purchasing by State Contract with Department General Services and Other Public Agencies—BP3304~~
- ~~Deletion of Purchasing Code of Ethics and Control Guidelines—BP3302~~
- BP 6331 Fiduciary and Legal Considerations —~~BP3305~~
- BP 6332 Competitive Bidding and Quotation Policies —~~BP3307~~
- BP 6333 District Standard for Hardware and Software —~~BP7001~~
- BP 6340 Contracts —~~Equal Employment Opportunity Provision—BP3100~~
- BP 6400 Audits —~~BP3104~~
- BP 6450 Wireless or Cellular Telephone Use (new)
- BP 6500 Property Management —~~BP3518~~
- BP 6501 Plant Maintenance and Operations General Policy Statement – ~~BP3500~~
- BP 6502 Outside Governing Agencies —~~BP3507~~
- BP 6503 Inventory Control —~~BP3400~~
- BP 6504 Moveable Inventory Control Responsibilities —~~BP3403~~
- BP 6505 Inventory Order Quantity and Storage Controls —~~BP3404~~
- BP 6506 ~~Company~~ District Property, Security, Privacy and Searches – ~~BP3601~~
- BP 6507 Information Technology Services – Copyright of Software – ~~BP3600~~
- BP 6520 Security for District Property —~~BP3510~~
- BP 6521 Disaster Recovery —~~BP3602~~

* Item is included on the Consent Calendar, Item 1.6.

Revised Page

- BP 6540 ~~District Property & Liability Protection Insurance~~ —BP4603
 - ~~Deletion of Risk Management~~ BP4601
 - ~~Deletion of Bonding of Personnel~~ —BP4604
 - BP 6550 Disposal of Property —BP3405
 - BP 6600 Capital Construction —BP3504
 - ~~Deletion of Five Year Capital Construction Plan~~ —BP3506
 - BP 6601 Facility Modification and New Construction —BP3511
 - BP 6602 Facility Construction Standards —BP3505
 - BP 6603 Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act —BP3310
 - BP 6604 Deferred Maintenance —BP3512
 - BP 6605 Selection of Architects —BP3503
 - BP 6620 Naming District Properties and Facilities —BP9025
 - BP 6700 Civic Center and Other Use of District Facilities Use —BP 1330
 - BP 6740 Citizens Oversight Committee (new)
 - BP 6750 Vehicle Operation and Parking —BP3501
 - BP 6751 Transportation —BP3516
 - BP 6752 Donation of Vehicles —BP4608
 - BP 6800 Safety (new)
 - BP 6900 ~~Auxiliary Services Bookstores~~ —BP3226
 - BP 6901 Auxiliary Food Service Operation —BP3223
- 6.3 Appointment of RSCCD Community Representative (2013-2014) to Orange County Community Colleges Legislative Task Force (OCCCLTF) Action
It is recommended that the board select a community representative to serve on the 2013-2014 task force.
- 6.4 Approval of Appointment to Community College League of California (CCLC) Advisory Committee on Legislation (ACL) Action
It is requested that the board approve Trustee Hanna’s appointment to the CCLC Advisory Committee on Legislation during the 2013-2014 calendar year.
- 6.5 Solicitation of Candidates to serve on the Orange County Committee on School District Organization Action
It is recommended that the board provide the names of potential candidates to serve on the Orange County Committee on School District Organization.
- 6.6 Reports from Board Committees Information
 - Board Facilities Committee
 - Board Policy Committee
 - Orange County Community Colleges Legislative Task Force
- 6.7 Board Member Comments Information

Revised Page

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. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Community Service Presenters
 - e. Volunteers
 - f. Student Workers
 - g. Educational Administrator Appointments
 - (1) Director, Continuing Education Support Services
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 Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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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.

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- 7.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on September 23, 2013.