

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

2323 North Broadway, #107

Santa Ana, CA 92706

Board of Trustees

(Regular meeting)

Monday, June 12, 2017

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:34 p.m. by Mr. John Hanna. Other members present were Ms. Arianna Barrios, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, Mr. Phillip Yarbrough, and Mr. Gregory Pierot. Ms. Claudia Alvarez arrived at the time noted.

Administrators present during the regular meeting were Ms. Judy Chitlik, Mr. Peter Hardash, Dr. John Hernandez, Mr. Enrique Perez, Dr. Raúl Rodríguez, and Dr. Linda Rose. Ms. Debra Gerard was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Andrew Hanson, former RSCCD Student Trustee.

1.3 Administration of Oath of Allegiance to Gregory P. Pierot, 2017-2018 Student Trustee

Mr. Hanna administered the Oath of Allegiance to Mr. Gregory P. Pierot. The board welcomed him as the 2017-2018 student trustee.

1.4 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve addendums for Item 6.1 (Management/Academic Personnel) and Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye –Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

1.5 Public Comment

Ms. Michelle Barrera, Ms. Angie Cano, Ms. Amandaluz Cervantes, Ms. Yvonne Cervantes, Ms. Elsa Dominguez, Mr. Julian de la O, Ms. Maria Del Los Angeles Martinez, Mr. Abie Garcia, Ms. Renee Lancaster, Ms. Ivonne Mora-Cervantes, and Ms. Liliana Santos spoke regarding the Santa Ana College (SAC) College Promise. Ms. Barrios asked that Ms. Cano's email relating to this matter be attached to the minutes.

1.5 Public Comment (contd.)

Ms. Kristen Guzmán spoke regarding the district's negotiations with the Faculty Association of Rancho Santiago Community College District (FARSCCD).

Mr. Robert Hammond spoke regarding his son's parking ticket.

1.6 Approval of Minutes

It was moved by Mr. Hernandez and seconded by Ms. Mendoza to approve the minutes of the meeting held May 30, 2017. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

1.7 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Mr. Labrado 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 Items 3.1, 3.2, and 3.3 (Instructional Agreements with SER, Jobs for Progress, Inc.) removed from the Consent Calendar by Mr. Hernandez. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

3.4 Approval of Designated Representative to serve as Official RSCCD Representative on the Rancho Santiago Adult Education Consortium for 2017-2018 Fiscal Year

The board approved Dr. Lori Fasbinder, Dean of Instruction and Student Services (Continuing Education), to serve as the official district representative on the Rancho Santiago Adult Education Consortium from July 1, 2017, through June 30, 2018.

3.5 Approval of Proposed Revisions for 2017-2018 Santiago Canyon College (SCC) Catalog

The board approved the proposed revisions for the 2017-2018 SCC catalog.

3.6 Approval of Memorandum of Understanding (MOU) between Rancho Santiago Community College District and Unity Middle College High School (UMCHS)

The board approved the MOU between RSCCD and UMCHS.

3.7 Approval of Renewal of Five-Year Instructional Services Agreement with Integrated Resources Institute

The board approved the Five-Year renewal of the Instructional Services Agreement with Integrated Resources Institute.

1.7 Approval of Consent Calendar (contd.)

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 May 16, 2017, through May 29, 2017.

4.5 Approval of Amendment to Agreement with Lentz Morrissey Architects, Inc. for Professional Design Services for Americans with Disabilities Act (ADA) Upgrades to District Office

The board approved the amendment to the agreement with Lentz Morrissey Architects, Inc. for professional design services for ADA upgrades to the district office as presented.

4.6 Approval of Amendment to Agreement with MHP, Inc. for On-Call Structural Engineering Services for various Facility Improvement Projects

The board approved the amendment to the agreement with MHP, Inc. for on-call structural engineering services for various facility improvement projects as presented.

4.8 Rejection of Bid #1323 for 17th Street and Bristol Street Parking Lot at Santa Ana College

The board rejected Bid #1323 for 17th Street and Bristol Street Parking Lot at SAC as presented.

4.9 Approval of Amendment to Agreement with Terracon Consultants, Inc. for Environmental Consulting Services for Orange Education Center (OEC) at Santiago Canyon College

The board approved the amendment to the agreement with Terracon Consultants, Inc. for environmental consulting services for OEC at SCC as presented.

4.10 Approval of Amendment to Agreement with WLC Architects, Inc. for Architectural and Engineering Services for U Portable Certification and Renovation Project at Santiago Canyon College

The board approved the amendment to the agreement with WLC Architects, Inc. for architectural and engineering services for the U Portable certification and renovation project at SCC as presented.

4.11 Approval of Lease between Rancho Santiago Community College District and St. Peter Evangelical Lutheran Church

The board approved the lease with St. Peter Evangelical Lutheran Church in Santa Ana for facilities to provide child care services as presented.

1.7 Approval of Consent Calendar (contd.)

4.12 Approval of Amendment No. 1 to Agreement for Charter Bus Services

The board approved Amendment No. 1 to extend the Charter Bus Services Agreement for an additional one (1) year term effective July 1, 2017, through June 30, 2018, with Silverado Stages, Inc.

4.13 Approval of Renewal for Landscape Maintenance Services

The board approved the renewal of the Landscape Maintenance Services Agreement for an additional one (1) year term effective July 1, 2017, through June 30, 2018, with Tropical Plaza Nursery, Inc. as presented.

4.14 Approval of Renewal for Transportation Services

The board approved the renewal of the Transportation Services Agreements for an additional one (1) year term effective July 1, 2017, through June 30, 2018, with Gold Coast Tours and Certified Transportation Services, Inc. as presented.

4.15 Approval of Independent Contractor

The board approved the following independent contractor: Growth Sector, Inc. to provide support services as required to meet the outcomes of the SATech grant objectives including maintaining a caseload of one hundred twenty (120) active students, direct the planning and implementation of activities, establish and implement recruitment processes and participant services such as tutoring, mentoring, retention services and assessment, coordinate and conduct program outreach, and collect and maintain statistical information. Dates of service are July 1, 2017, through June 30, 2018. The fee is estimated at \$72,000.

4.16 Approval of Purchase Orders

The board approved the purchase order listing for the month of April 2017.

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:

- Assessment, Remediation & Retention for Associate Degree Nursing Program (SAC) \$114,000
- Deputy Sector Navigator – Global Trade & Logistics (District) \$200,000
- Deputy Sector Navigator – Information & Communication Technologies (ICT)/Digital Media (District) \$200,000
- Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn (District) \$200,000
- Deputy Sector Navigator – Small Business (District) \$200,000
- Enrollment Growth for Associate Degree Nursing Program (SAC) \$ 97,000
- Los Angeles/Orange County Regional Consortium (District) \$370,000
- Santa Ana Middle College High School (SAC) \$100,000
- Sector Navigator – ICT/Digital Media (District) \$372,500

1.7 Approval of Consent Calendar (contd.)

5.2 Approval of Sub-Agreement between RSCCD and Coast Community College District/Coastline Community College for Deputy Sector Navigator Information and Communications Technology (ICT)/Digital Media Grant

The board approved 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-Agreement between RSCCD and North Orange County Community College District/Cypress College for Deputy Sector Navigator ICT/Digital Media Grant

The board approved 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.

5.4 Approval of Sub-Agreement between RSCCD and Stephen A. Wright, LLC for Sector Navigator ICT/Digital Media Grant

The board approved 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.

1.8 Recognition of Dr. Stephen Eastmond

The board recognized Dr. Stephen Eastmond, Professor of Physics, Santa Ana College, for his professional achievements and years of dedicated service to the campus community and the Rancho Santiago Community College District.

Ms. Alvarez arrived during the recognition of Dr. Eastmond. Ms. Barrios left the room following the recognition of Dr. Eastmond.

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to suspend the rules and consider Items 2.4 and 2.8 at this time. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

2.4 Reports from Student Presidents

Ms. Esther Chian, Student President, Santiago Canyon College, provided a report to the board.

2.8 Reports from Board Committee Chairpersons

Mr. Hanna provided a report on the May 23, 2017, Board Policy Committee meeting. Mr. Hanna advised Mr. Hammond that the Administrative Regulation on parking was being revised and a copy would be sent to him when finalized.

1.9 Public Hearing – 2017-2018 Tentative Budget

There were no public comments.

1.10 Public Hearing – Faculty Association of Rancho Santiago Community College
District Initial Bargaining Proposal to Rancho Santiago Community College District

There were no public comments.

Ms. Barrios returned to the room at this time.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board.

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 each college president be attached to the minutes for each board of trustees' meeting.

2.3 Report from Student Trustee

Mr. Pierot provided a report to the board.

2.4 Reports from Student Presidents

Ms. Esther Chian, Student President, Santiago Canyon College, provided a report to the board following Item 1.8.

There was no representation from Santa Ana College.

2.5 Report from Classified Representative

Ms. Diane Hill, Administrative Clerk, Risk Management, RSCCD, provided a report to the board on behalf of the classified staff.

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Mr. Michael DeCarbo, Academic Senate President, Santiago Canyon College
Dr. Elliott Jones, Academic Senate President, Santa Ana College

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to suspend the rules and consider Item No. 5.6 at this time. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

5.6 Approval of Extension of Consulting Services – Townsend Public Affairs, Inc.

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the contract for consulting services with Townsend Public Affairs, Inc. as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

2.7 Informational Presentation on Tentative Budget

Mr. Hardash provided a presentation on the Tentative Budget to the board. Board members received clarification on items related to the Tentative Budget from Mr. Hardash. Mr. Yarbrough asked that the answers to the questions he asked be attached to the minutes. Ms. Barrios asked that the board receive updated multi-year projections at each board meeting.

2.8 Reports from Board Committee Chairpersons

Mr. Hanna provided a report on the May 23, 2017, Board Policy Committee meeting following Item 1.8.

3.0 INSTRUCTION

Items 3.4 through 3.7 were approved as part of Item 1.7 (Consent Calendar).

3.1 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Basic Skills Training

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the Instructional Agreement with SER, Jobs for Progress, Inc. for basic skills training for program year 2017-2018 as presented. Mr. Hernandez recused himself from the vote due to a potential conflict of interest. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough, and a vote of abstention by Mr. Hernandez due to a potential conflict of interest. Student Trustee Pierot's advisory vote was a vote of abstention.

3.2 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Vocational Training

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the Instructional Agreement with SER, Jobs for Progress for vocational training for program year 2017-2018 as presented. Mr. Hernandez recused himself from the vote due to a potential conflict of interest. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough, and a vote of abstention by Mr. Hernandez due to a potential conflict of interest. Student Trustee Pierot’s advisory vote was a vote of abstention.

3.3 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Citizenship Preparation

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the Instructional Agreement with SER, Jobs for Progress for citizenship preparation for program year 2017-2018 as presented. Mr. Hernandez recused himself from the vote due to a potential conflict of interest. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough, and a vote of abstention by Mr. Hernandez due to a potential conflict of interest. Student Trustee Pierot’s advisory vote was a vote of abstention.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.5, 4.6, and 4.8 through 4.16 were approved as part of Item 1.7 (Consent Calendar).

4.3 Adoption of Resolution No. 17-15 – Separate Bank and Investment Accounts

It was moved by Mr. Labrado and seconded by Ms. Barrios to adopt Resolution No. 17-15 – Separate Bank and Investment Accounts. 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 Pierot’s advisory vote was a vote of abstention.

4.4 Approval of 2017-2018 Tentative Budget

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza to approve the 2017-2018 proposed Tentative Budget as presented. Discussion ensued. 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 Pierot’s advisory vote was a vote of abstention.

4.7 Approval of Five Year Construction Plan (2019-2023), Final Project Proposals (FPPs) and Initial Project Proposals (IPPs) for Santa Ana College and Santiago Canyon College

It was moved by Ms. Barrios and seconded by Ms. Alvarez to approve the Five Year Construction Plan (2019-2023), FPPs, and IPPs for SAC and SCC as presented. Ms. Carri Matsumoto provided a presentation on the Five Year Construction Plan (2019-2023), FPPs, and IPPs for SAC and SCC. Board members received clarification on data related to the presentation from Ms. Matsumoto. Discussion ensued. 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 Pierot’s advisory vote was a vote of abstention.

5.0 GENERAL

Items 5.1 to 5.4 were approved as part of Item 1.7 (Consent Calendar).

5.5 First Reading of Board Policies

The following board policies were presented for a first reading as an information item:

- BP 2015 – Student Member
- BP 2340 – Agendas
- BP 2345 – Public Participation at Board Meetings
- BP 3430 – Prohibition of Harassment
- BP 3820 – Gifts
- BP 7365 – Discipline and Dismissal – Classified Employees
- BP 7310 - Nepotism

5.6 Approval of Extension of Consulting Services – Townsend Public Affairs, Inc.

Item 5.6 was considered after Item 2.6.

5.7 Board Member Comments

Ms. Alvarez congratulated both colleges on successes highlighted at the commencements.

Ms. Alvarez, Ms. Barrios, and Mr. Hernandez expressed appreciation for the commencements and being a part of the end-of-year celebrations for students.

Mr. Pierot expressed his eagerness to work with the board and commented on the professionalism exhibited at the meeting. Board members welcomed Mr. Pierot.

5.7 Board Member Comments (contd.)

Mr. Yarbrough reported that the presentation he and Mr. Hernandez proposed for the upcoming Association of Community College Trustees' conference has been accepted and he looks forward to working on it with Mr. Hernandez.

Ms. Barrios expressed appreciation to Dr. Jones for his work with the board during his tenure.

On behalf of Congressman Lou Correa, Ms. Mendoza extended an invitation to his district office's open house on Monday, June 19, at 6 p.m. in Suite 319.

Ms. Mendoza and Mr. Hanna are hopeful that the district is able to resolve the issues with students who spoke regarding the SAC College Promise and asked the chancellor to keep the board informed on this matter.

Mr. Hanna thanked Ms. Mendoza for coordinating the United Mexican American Veterans Association event and expressed appreciation that the district was so well represented by the trustees who attended.

Mr. Hanna asked if it were possible to assist in publicizing Congressman Lou Correa's Open House.

RECESS TO CLOSED SESSION

The board convened into closed session at 7:21 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
 - f. Educational Administrator Appointments
 - (1) President
 - g. Chancellor Annual Recommendations on the Nonrenewal/Renewal of Administrator Contracts and Board Discussion of Policy Implications
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District
4. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor

Mr. Pierot left the meeting at this time.

RECONVENE

The board reconvened at 9:15 p.m.

Closed Session Report

Ms. Barrios reported during closed session the board discussed public employment, anticipated/potential litigation, labor negotiations, and the chancellor's evaluation; and no reportable action was taken 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 Mr. Hernandez to approve the following action on the management/academic personnel docket. Discussion ensued. It was agreed the board would convene a special meeting on June 26, 2017 at 5 p.m. to address the contracts for the chancellor and Dr. Hernandez, newly appointed president of Santiago Canyon College. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

- Approve 2017-2018 Chancellor Interim Salary Schedule
- Approve 2017-2018 Cabinet Interim Salary Schedule
- Approve 2017-2018 Management Interim Salary Schedule
- Approve 2017-2018 Administrator/Academic Supervisor Step Increases
- Approve 2017-2018 Management/Classified Supervisor/Confidential Step Increases
- Approve New Job Descriptions
- Approve Appointments
- Approve Appointments/Interim to Permanent
- Ratify Executive Management Contracts
- Approve Extensions of Interim Assignment
- Ratify Resignations/Retirements
- Approve 2017-2018 FARSCCD Interim Salary Schedules
- Approve 2017-2018 California School Employees Association (CSEA) 888 Interim Salary Schedules
- Approve 2017-2018 Continuing Education Faculty Association (CEFA) Interim Salary Schedule
- Approve 2017-2018 FARSCCD Contract Salary Step Increases
- Approve 2017-2018 CSEA 888 Step Increases
- Approve 2017-2018 FARSCCD Athletic Coaching Contract Stipends

6.1 Management/Academic Personnel (contd.)

- Approve 2017-2018 CSEA 888 Contract Stipends
- Approve 2017-2018 FARSCCD Coordinator Contract Stipends
- Approve 2017-2018 FARSCCD Contract Extension Days
- Approve Rehiring of Temporary Employees per Education Code 87470
- Approve Voluntary Workload Reductions
- Approve Leaves of Absence
- Approve 2016-2017 Contract Extension Days
- Approve Additional Contract Extension Days
- Approve Beyond Contract/Overload Stipends
- Approve Summer Stipends
- 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. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

- Approve 2017-2018 CSEA Interim Salary Schedule
- Approve 2017-2018 Miscellaneous Salary Schedule
- Approve 2017-2018 CSEA Step Increases
- Approve New Appointments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Return to Regular Assignments
- Approve Changes in Position
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, July 17, 2017.

There being no further business, Mr. Hanna declared the meeting adjourned at 9:33 p.m., in memory of Mr. Hernandez's cousin Alice Hernandez-Gaona.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: July 17, 2017

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

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

Date: June 12, 2017
To: Dr. Raúl Rodríguez
From: Peter J. Hardash and Adam O’Connor
Subject: Responses to Board Requests

From Trustee Phillip Yarbrough

I have no docket questions, only budget questions. I only want to know where the budget cuts are coming from. There is \$2m in cuts mentioned on the Chancellor’s Message on page 3 and I want to know where those cuts are.

There is a \$2.3m operational deficit which is being covered by our ending balance. There are some increases in overall revenue, (namely Other State), and no decreases in any expenditure category with the exception of Capital Outlay (-\$1.39m) and Transfers which declines a whopping \$5.9m.

Recap of Round 1 Cuts for the 2017-18 Tentative Budget					5/24/2017
	SAC	SCC	DS	Total	
ONGOING REDUCTIONS:					
Ongoing Salaries & Benefits	\$ -	\$ 21,382	\$ -	\$ 21,382	
Hourly Salaries & Benefits	\$ 234,768	\$ 51,381	\$ -	\$ 286,149	
Supplies	\$ 20,000	\$ 10,000	\$ 16,803	\$ 46,803	
Other Operating Costs	\$ 860,476	\$ 405,393	\$ 320,890	\$ 1,586,759	
Capital Outlay	\$ 20,000	\$ -	\$ 38,907	\$ 58,907	
Total Ongoing Reductions	\$ 1,135,244	\$ 488,156	\$ 376,600	\$ 2,000,000	
ONE-TIME REDUCTIONS*	\$ 1,135,244	\$ 488,156	\$ 376,600	\$ 2,000,000	
Total Reductions Round 1	\$ 2,270,488	\$ 976,312	\$ 753,200	\$ 4,000,000	
* - One-time reductions are held until adopted budget once 2016/17 fiscal year is closed and actual carryover funds are known.					

- The \$2.3 million spend down in 2016-2017 is the effect of the spending down of one-time funds carried over from the 2015-2016 fiscal year. This is not an operating deficit. The 2017-2018 Tentative Budget is a balanced budget with approximately \$345,179 in the black.

1. **What is the difference in Funds 11, 12 and 13, how do they differ?**

- These three internal funds represent the Combined General Fund. Fund 11 is the unrestricted ongoing general fund. This accounts for current year ongoing revenues compared to current year ongoing expenses. Fund 13 is the unrestricted one-time general fund revenues and expenditures. Fund 13 accounts for one-time revenues and expenditures, non-reoccurring, which also includes unrestricted unspent carryover funds from prior fiscal years. Fund 12 accounts for the restricted general fund including all categorical programs and grants.

2. **What is the definition of an Inter Fund Transfer (7300) and a Intra Fund transfer (7200)? I'm not being facetious, I need to know the definition in relationship to the \$5.9m.**

- Intrafund transfers (7200) are transfers within the Combined General Fund (Funds 11, 12 and 13) used to close grants and categorical programs. There are a number of these each year and they are generally very small. Interfund transfers (7300) are used to transfer between funds such as from the unrestricted general fund (Funds 11 and 13) to another fund such as capital outlay fund (Fund 41) or child development fund (Fund 33). Our ongoing budget appropriation transfer in Fund 11 totals \$1,750,000. One transfer of \$1.5 million is to the capital outlay fund for various capital outlay projects throughout the year and a second transfer, if necessary, for \$250,000 to the child development fund as a contingency plan. Though budgeted at \$250,000, the actual transfer to the child development fund the last two years has been \$140,000. In 2016/17, Santa Ana College also budgeted a \$6.25 million interfund transfer from their campus reserves to the capital outlay fund to help fund two upcoming capital outlay projects on campus. The Health Science Center, the \$42 million Russell Hall replacement project which was just added back to the state list of funded projects for 2017/18 by the state budget conference committee, will require a district match of \$22 million. The Chavez Hall building renovation will also require an addition of \$6-8 million to this project budget. Depending on the Santa Ana College budget status in 2017/18, there is a potential to add an additional interfund transfer for these projects.

3. **What comprises the \$1.39m cut in Capital Outlay? Is it 6253 Contractor Services on page 46 among other items in this category?**

- In the recap of budget reductions above, there was a \$58,907 reduction in this line item in ongoing funds. In addition, Santa Ana College budgeted approximately \$2.5 million in state instructional equipment purchases in one-time funds in 2016/17 and for the Tentative Budget, the college is anticipating remaining

unspent funds of \$745,215 to be spent in 2017/18 budget year. This is not related to line item 6253 on page 46.

4. **What is “interfund borrowing” as mentioned in item #5, page 103 of the Sound Fiscal Management checklist? Is there intrafund borrowing? How does the \$5.9m in Transfers not constitute this type of borrowing?**

- This question refers to the need for the general fund to borrow cash from other funds due to cash flow issues. The district is not experiencing cash flow issues in the general fund operations and therefore is not in need of borrowing cash from other funds. The transfers you are referring to are transfers out of the general fund to other funds and is not cash borrowing.

5. **What is one-time unrestricted Fund 13 as on page 31? Why is it not part of the other unrestricted Fund 13 on page 16?**

- We differentiate the general fund budget in a number of different formats in the budget document. First, we show the Combined General Fund which includes the combination of Funds 11, 12 and 13. We then show the Combined Unrestricted General Fund which includes the combination of Funds 11 and 13. Then we show each of those three funds separately. Fund 13 that shows on page 31 is the one-time unrestricted fund by itself. On page 16 it is combined with Fund 11.

My observations for 7200 and 7300 Transfers:

Pg. 16 7300 – no change in Fund 11 and 13 unrestricted

- The Combined Unrestricted General Fund shows a decrease in this line item due to the addition in 2016/17 of the transfer from campus reserves to capital outlay made by Santa Ana College as referenced in #2 above.

Pg. 22 7300 – no change in Fund 12 unrestricted

- This is actually Fund 11 and there is no change to our ongoing interfund transfers as referenced in #2 above.

Pg. 27 7300 – no change in Fund 12 restricted

Correct, there are no anticipated interfund transfers in Fund 12.

Pg. 31 7300 – -\$6.25m in Fund 13 unrestricted one-time and the fund is depleted

- This is the same decrease as noted on page 16 when combined with fund 11 and as referenced in #2 above.

Pg. 38 7300 – -\$400k in Fund 31 Bookstore

- This decrease in the bookstore fund transfer is due to an estimated reduction in sales and net income for the stores.

Pg. 81 7200/7300 – -\$1.05m in Transfers Out in Fund 79 Diversified Trust Fund

- In 2016/17 a one-time transfer out of Fund 79 to the capital outlay fund (41) was made to cover the cost of a safety project which will add 27 emergency blue pole phones throughout the district, replacing all call boxes as recommended by the public safety task force. Additionally the radio project is 800MHz county wide

communication recommended by the public safety task force to improve interoperability with local law enforcement. The cost will cover one time fees required to participate in the program as well as the purchase of radios for district safety officers and other users, as defined by the incident command structure to include M & O, student conduct, building captains/floor wardens, and campus leadership.

We have an estimated actual ending balance of \$32.3m (pg. 113). A \$13.7m budget stabilization is mentioned in the Tentative Budget Assumptions (pg. 85). We have a 5% contingency. How do these three reserve funds relate to one another?

- The ending balance on page 113 includes the restricted fund (12) which has an estimated ending balance of approximately \$3 million. The best place to see the breakdown on the remaining \$29 million can be found on page 16 in the 7900 section. In this recap, line item 7930 represents the 5% Board Policy Contingency of \$8.95 million and line item 7950 is the budget stabilization fund of \$13.7 million. There is no spend down of the Budget Stabilization Fund proposed in the Tentative Budget.

Are all part of the ending balance?

- Yes, these amounts are all components of the ending balance.

Where is the \$13.7m itemized if anywhere?

- Line item 7950 on page 16.

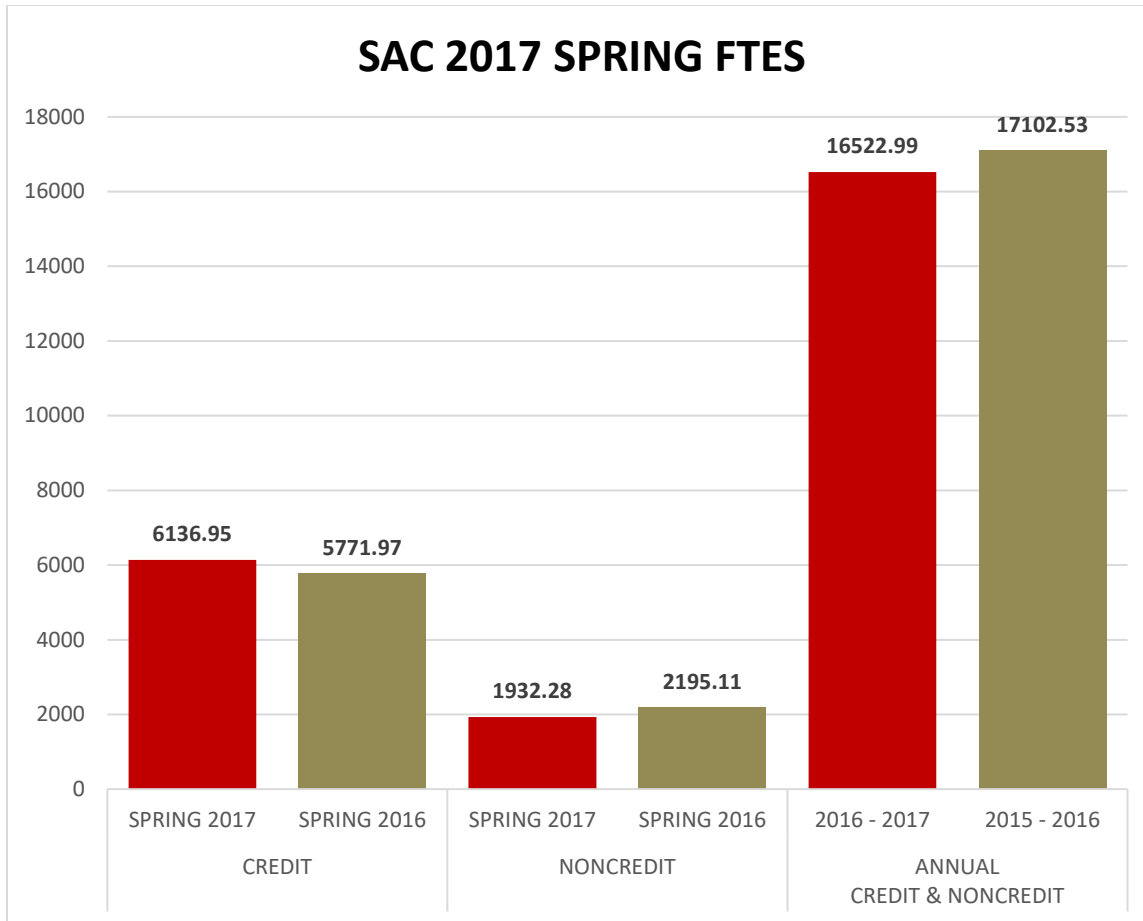
And do tell me where the 5% contingency can be found, I can't locate it.

- Line item 7930 on page 16.



SAC 2017 SPRING ENROLLMENT SNAPSHOT

Date: 06/08/17



SPRING SEMESTER	2016/2017	DIFF	PCT
CREDIT TARGET	6754		
CREDIT PROJECTION	6633.04	-120.96	-2%
NONCREDIT TARGET	2465		
NONCREDIT PROJECTION	2074	-391	-16%
COMBINED ANNUAL TARGET	20362		
COMBINED ANNUAL PROJECTION	19115.18	-1246.8	-6%

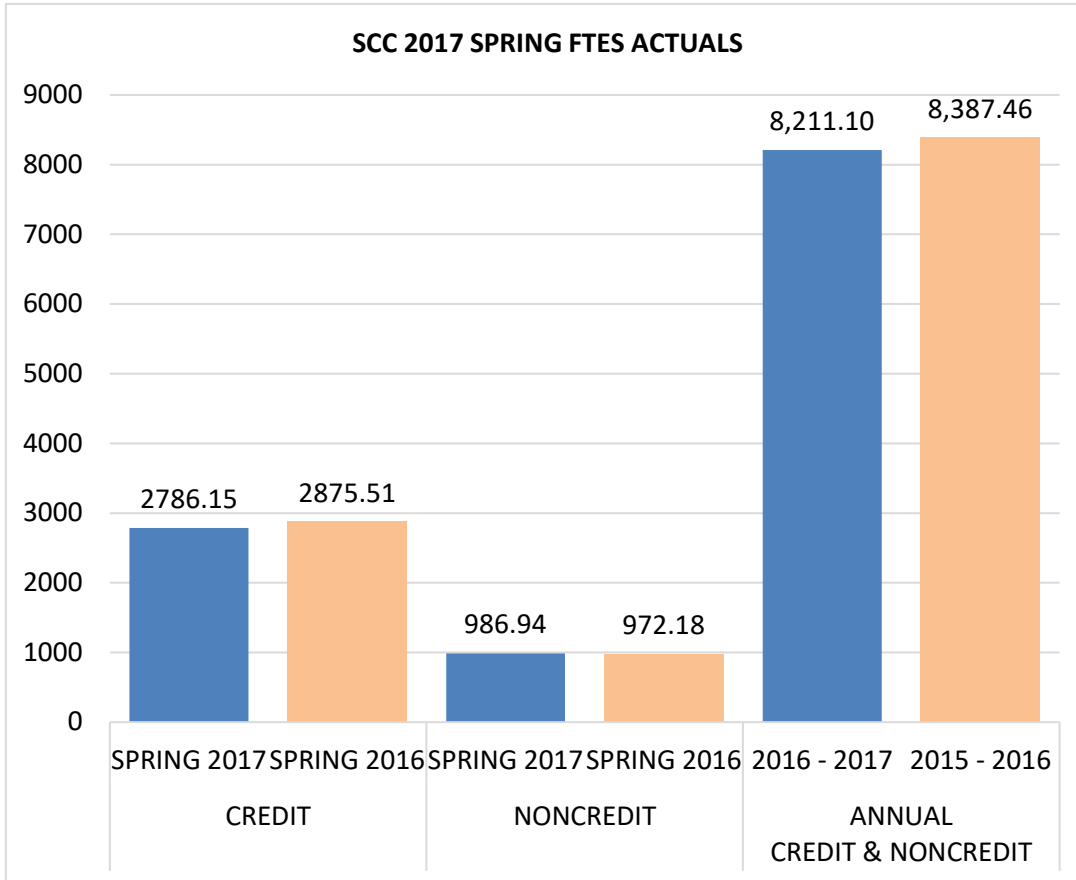
SOURCES:

Executive Dashboard
RG540 report



SCC 2017 SPRING ENROLLMENT SNAPSHOT

Date: 06/09/17



SPRING SEMESTER	2016/2017	DIFF	PCT
CREDIT TARGET	2896		
CREDIT PROJECTION	2816	-80	-3%
NONCREDIT TARGET	1103		
NONCREDIT PROJECTION	1103	0	0%
COMBINED ANNUAL TARGET	8571		
COMBINED ANNUAL PROJECTION	8373.94	-197.06	-2%

SOURCES:

Executive Dashboard
RG540 report

From: Angie Cano
To: [Love, Janice](#)
Cc: [Zeke Hernandez](#); [Adchristy, John Hanna](#); [# Board of Trustees](#); [Rose, Linda](#); [roseiavila](#); [abie](#); [mirey](#); [renee](#); [Anthony Saba](#); [Oliver Sicat](#); [Evelyn Castro](#); [Michelle Anderson](#); [Ralph Opacic](#)
Subject: College Promise
Date: Monday, June 12, 2017 11:30:23 AM

Hi Janice,

My name is Angie, and I am a resident from Santa Ana, California. I am concerned because my little brother attends a public charter school in Santa Ana and has been excluded from SAC's "College Promise." While my brother attends a high performing charter schools, he would like to attend a local college. Your "College Promise" does not support us as Santa Ana residents and has caused my little brother to face a lot of barriers going to college so that he can become a teacher.

<https://www.sac.edu/newsroom/Pages/Santa-Ana-Partnership-Announces-Tuition-Free-Freshman-Year-at-Santa-Ana-College.aspx#.WT7dJWjyteU>

My question is, how many Santa Ana residents applied to your college in the past 3 years? Also, how many of those of students attended public charter schools? Lastly, who is funding the "College Promise", and why are so many Santa Ana residents excluded?

Thank you

-Angie