

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

2323 North Broadway, #107

Santa Ana, CA 92706

Board of Trustees

(Regular meeting)

Monday, September 10, 2018

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:39 p.m. by Ms. Nelida Mendoza. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, Mr. Phillip Yarbrough, and Ms. Elizabeth Weber.

Administrators present during the regular meeting were Ms. Tracie Green, Dr. John Hernandez, Mr. Peter Hardash, Mr. Enrique Perez, Dr. Linda Rose, and Dr. Raúl Rodríguez. 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 Deputy Chief Enrique Esparza, Santa Ana Police Department.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Labrado and seconded by Mr. Hernandez to approve an addendum for Item 6.1 (Management/Academic Personnel). 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 Weber’s advisory vote was aye.

1.4 Adoption of Resolution No. 18-18 – Resolution Honoring First Responders in the Rancho Santiago Community College District

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt Resolution No. 18-18 Honoring First Responders in the Rancho Santiago Community College District. 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 Weber’s vote was aye.

1.5 Recognition of First Responders in Commemoration of Anniversary of 9/11 Attacks

The board recognized the First Responders from the Orange County Sheriff's Department, Costa Mesa Police Department, Santa Ana Police Department, Tustin Police Department, RSCCD Safety and Security Department, Huntington Beach Fire Department, Santa Ana College Basic Fire Academy, and Orange County Fire Authority in commemoration of the anniversary of the 9/11 attacks.

1.6 Public Comment

Ms. Evelyn Elmore spoke regarding Continuing Education Faculty Association (CEFA) negotiations.

Ms. Sheryl Martin spoke regarding the CSEA, Chapter 579's bargaining proposal not being included on the board's September 10, 2018, agenda.

Mr. Kevin Leeds, Ms. Janis Perry, Ms. Narges Rabii, Mr. Barry Resnick, Mr. Mark Smith, and Ms. Roberta Tragarz spoke regarding Faculty Association of RSCCD (FARSCCD) negotiations. Ms. Jane Mathis read a letter from Ms. Flo Luppiani regarding FARSCCD's negotiations.

1.7 Approval of Minutes

It was moved by Ms. Alvarez and seconded by Mr. Labrado to approve the minutes of the meeting held August 13, 2018. 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 Weber's advisory vote was aye.

1.8 Approval of Consent Calendar

It was moved by Mr. Labrado and seconded by Ms. Alvarez 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 4.4 Decertification Agency Fee[s] to Department of Transportation [Caltrans]), removed from the Consent Calendar by Ms. Barrios. 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 Weber's advisory vote was aye.

3.1 Approval of Clinical Training Affiliation Agreement (Without School Instructor on Entity Premises) with Lakeview Senior Center

The board approved the clinical training affiliation agreement (without school instructor on entity premises) with Lakeview Senior Center located in Irvine, California, as presented.

1.8 Approval of Consent Calendar (cont.)

3.2 Approval of Affiliation Agreement and Business Associate Agreement Renewals with Orange County Global Medical Center, Inc.

The board approved the affiliation agreement and business associate agreement renewals with the Orange County Global Medical Center, Inc. located in Santa Ana, California, as presented.

3.3 Approval of Integrated Testing Program with NCLEX-RN Review Course Agreement – Participant Pay Arrangement Renewal with Kaplan Test Prep

The board approved the Integrated Testing Program with NCLEX-RN Review Course Agreement – Participant Pay Arrangement renewal with Kaplan Test Prep located in New York, New York, as presented.

3.4 Approval of Clinical Training Affiliation Agreement (**With** School Instructor on Hospital Premises) Renewal with Children’s Hospital of Orange County (CHOC)

The board approved the clinical training affiliation agreement (with school instructor on hospital premises) renewal with CHOC located in Orange, California, as presented.

3.5 Approval of Clinical Training Affiliation Agreement (**Without** School Instructor on Hospital Premises) Renewal with Children’s Hospital of Orange County

The board approved the clinical training affiliation agreement (without school instructor on hospital premises) renewal with CHOC located in Orange, California, as presented.

3.6 Approval of Educational Affiliation Agreement with MemorialCare, Orange Coast Medical Center

The board approved the educational affiliation agreement with MemorialCare, Orange Coast Medical Center located in Fountain Valley, California, as presented.

3.7 Approval of Standard Inter-Agency Instructional Services Agreement Renewal with San Bernardino County Fire Training

The board approved the standard inter-agency instructional services agreement renewal with the San Bernardino County Fire Training located in San Bernardino, California, as presented.

3.8 Approval of Standard Inter-Agency Instructional Services Agreement Renewal with City of Rancho Cucamonga

The board approved the standard inter-agency instructional services agreement renewal with the City of Rancho Cucamonga located in California, as presented.

1.8 Approval of Consent Calendar (cont.)

3.9 Approval of Standard Inter-Agency Instructional Services Agreement Renewal with City of Laguna Beach Fire Department and Marine

The board approved the standard inter-agency instructional services agreement renewal with the City of Laguna Beach Fire Department and Marine located in California, as presented.

3.10 Approval of Standard Inter-Agency Instructional Services Agreement Renewal with Chino Valley Independent Fire District

The board approved the standard inter-agency instructional services agreement renewal with the Chino Valley Independent Fire District located in Chino Hills, California, as presented.

3.11 Approval of Digital Advertising Services with Twenty Fifth Hour Communications, Inc.

The board approved the digital advertising services with Twenty Fifth Hour Communications, Inc. as presented.

3.12 Approval of California Virtual Campus – Online Education Initiative Consortium Master Agreement for California Community Colleges

The board approved the California Virtual Campus – Online Education Initiative Consortium Master Agreement for California Community Colleges as presented.

3.13 Approval of Agreement between Rancho Santiago Community College District on behalf of Santiago Canyon College (SCC) and Foothill-De Anza Community College District (FHDA) representing the California Community College California Virtual Campus – Online Education Initiative (CVC-OEI)

The board approved the agreement between RSCCD on behalf of SCC and FHDA representing the California Community College CVC-OEI.

3.14 Confirmation of Santa Ana College (SAC) Associate Degrees and Certificates Awarded in Intersession and Spring 2018

The board confirmed the list of recipients of the SAC associate degrees and certificates awarded in Intersession and Spring 2018 as presented.

3.15 Confirmation of Santiago Canyon College Associate Degrees and Certificates Awarded in Intersession and Spring 2018

The board confirmed the list of recipients of SCC associate degrees and certificates awarded in Intersession and Spring 2018 as presented.

3.16 Approval and Certification of Santa Ana College School of Continuing Education High School Diploma Program Graduate List 2017-2018

The board approved and certified the list of recipients of the 2017-2018 High School Program Graduates for SAC School of Continuing Education.

1.8 Approval of Consent Calendar (cont.)

3.17 Approval and Certification of Santiago Canyon College, Orange Education Center High School Diploma Program Graduate List 2017-2018

The board approved and certified the list of recipients of the 2017-2018 High School Program Graduates for SCC Orange Education Center.

3.18 Approval of Clinical Affiliation Agreement for Athletic Training with Chapman University

The board approved the clinical affiliation agreement for athletic training with Chapman University.

3.19 Approval of Amendment #1 to Instructional Services Agreement with Goodwill Industries of Orange County

The board approved Amendment #1 to the instructional services agreement with Goodwill Industries of Orange County.

3.20 Approval of Designated Representative to Serve as Official RSCCD Representative on Rancho Santiago Adult Education Consortium for 2018-2019 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, 2018, through June 30, 2019.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.3 Approval of Agreement with Michael Baker International, Inc. for Topographic Land Survey Consultant Services at District Operations Center

The board approved the agreement with Michael Baker International, Inc. for topographic land survey consultant services at the District Operations Center as presented.

4.5 Approval of Agreement with PAL id Studio, Inc. for Furniture and Equipment Consulting Services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College

The board approved the agreement with PAL id Studio, Inc. for furniture and equipment consulting services for the Russell Hall Replacement (Health Sciences Building) at SAC as presented.

4.6 Approval of Amendment to Agreement with Sandy Pringle Associates Inspection Consultants for Hammond Hall Window Replacement Project at Santa Ana College

The board approved the amendment to the agreement with Sandy Pringle Associates Inspection Consultants for project inspector services for the Hammond Hall window replacement project at SAC as presented.

1.8 Approval of Consent Calendar (cont.)

4.7 Approval of Change Order #1 for Golden Gate Steel, Inc. dba Golden Gate Construction for Bid #1341 for Barrier Removal Exterior Path of Travel (Phase 2A) at Santiago Canyon College

The board approved change order #1 for Golden Gate Steel, Inc. dba Golden Gate Construction for Bid #1341 for barrier removal exterior path of travel (Phase 2A) at SCC as presented.

4.8 Approval of Contract with CASE Systems, Inc.

The board approved the contract with CASE Systems, Inc., CMAS Contract #3-17-70-3480A for the purchase of an emergency telephone and mass notification system and related services and future addendums, as presented.

4.9 Approval of Contract with Cisco Systems, Inc.

The board approved the contract with Cisco Systems, Inc. and its Authorized Resellers, Master Agreement #AR233, California Participating Addendum #7-14-70-04, for the purchase of Cisco data center applications, networking hardware, unified communications equipment and network security solutions and related software, devices and future addendums, as presented.

4.10 Approval of Independent Contractor

The board approved the following independent contractor: Gregg D. Ander, LLC to provide strategic and tactical support to the Energy, Construction and Utilities mission and initiatives; lead the preparation of the launch of an automation program; coordinate work of advisory council members and consultants related to curriculum, lab equipment and training; and participate and advocate for work force issues and opportunities. Dates of service are October 1, 2018, through February 28, 2019. The fee is estimated at \$52,000.

4.11 Approval of Independent Contractor

The board approved the following independent contractor: Terry A. Schmidt to serve as the Automation Project Manager for SCC, conduct and attend meetings and discussions with faculty, expand a pool of expert network advisors and industry partners for participating disciplines, coordinate review of other automation programs in the state, and prepare a building automation at one or more colleges in the region. Dates of service are October 1, 2018, through February 28, 2019. The fee is estimated at \$60,000.

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:

- Adult Education Program (SAC & SCC) \$3,066,565
- California Apprenticeship Initiative Fiscal Agent – Public Pathway Program Grant (District) \$1,100,000
- Early Head Start – Year 4 (District) – *Augmentation* \$ 249,000

1.8 Approval of Consent Calendar (cont.)

5.2 Approval of Sub-Agreement between RSCCD and Orange County Superintendent of Schools for Strong Workforce Program – Regional Funds Initiative (#DO-18-2225-35)

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 Friendly Center for Adult Education Program (Assembly Bill 104) (#DO-18-2238-01)

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 Think Together for Adult Education Program (Assembly Bill 104) (#DO-18-2238-02)

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.

5.5 Approval of Sub-Agreement between RSCCD and Los Rios Community College District/American River College for California Financial Services Apprenticeship Collaborative Project funded by California Apprenticeship Initiative (#DO-18-2029-01)

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.

5.6 Approval of Service Agreement with Jennifer Walsvick

The board approved the service agreement with Jennifer Walsvick and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.

1.9 Public Hearing – 2018-2019 Proposed Adopted Budget

There were no public comments.

1.10 Public Hearing – Child Development Centers - California School Employees Association (CSEA) Chapter 888 Initial Proposal to Rancho Santiago Community College District

There were no public comments.

1.11 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to Child Development Centers – CSEA, Chapter 888

There were no public comments.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Student Trustee

Ms. Weber had no report at this time.

2.2 Reports from Student Presidents

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

Ms. Breanna Ceja, Student President, Santa Ana College
Mr. Evan Ostrow, Student President, Santiago Canyon College

2.3 Report from Classified Representative

There was no representation from classified staff.

2.4 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Mr. Michael DeCarbo, Academic Senate President, Santiago Canyon College
Ms. Monica Zarske, Academic Senate President, Santa Ana College

2.5 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.

2.6 Report from the Chancellor

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

2.7 Informational Presentation on the Proposed Adopted Budget

Mr. Hardash and Mr. Adam O'Connor provided a presentation to the board on the Proposed Adopted Budget. Board members received clarification on data related to the presentation from Mr. Hardash and Mr. O'Connor.

2.8 Reports from Board Committee Chairpersons and Representatives of the Board

Ms. Barrios provided a report on the September 4, 2018, RSCCD Foundation meeting.

3.0 INSTRUCTION

All items were approved as part of Item 1.8 (Consent Calendar).

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.3, and 4.5 through 4.11 were approved as part of Item 1.8 (Consent Calendar).

4.2 Approval of 2018-2019 Adopted Budget

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the 2018-2019 Adopted Budget as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

Mr. Labrado left the meeting during the presentation on the 2018-2019 Adopted Budget. (He returned to the meeting shortly after the board recessed to closed session.)

4.4 Approval of Decertification Agency Fee(s) to Department of Transportation (Caltrans)

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to approve decertification agency fee(s) to the Department of Transportation (Caltrans) as presented. Ms. Barrios indicated during discussion of Item 1.8 (Consent Calendar) that she removed the item from the Consent Calendar due to a potential conflict with her employer. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Ms. Mendoza, Mr. Yarbrough, and a vote of abstention from Ms. Barrios. Student Trustee Weber's advisory vote was aye.

5.0 GENERAL

Items 5.1 through 5.6 were approved as part of Item 1.8 (Consent Calendar).

5.7 First Reading of Master Agreement Template between RSCCD and its Three Auxiliary Foundations

The master agreement template was presented for a first reading as an information item.

5.8 Adoption of Board Policies

It was moved by Mr. Hanna and seconded by Ms. Alvarez to adopt the following revised policies:

- Board Policy (BP) 2015 Student Member
- BP 3580 Use of Unmanned Aircraft Systems (NEW)
- BP 4010 Academic Calendar
- BP 4020 Program, Curriculum and Course Development
- BP 4022 Course Approval (NEW)
- BP 4023 Hours and Units (NEW)
- BP 4025B Baccalaureate Degree Programs
- BP 4070 Course Auditing and Auditing Fees (NEW)
- BP 4100 Graduation Requirements for Degrees and Certificates
- BP 4106 Nursing Programs
- BP 4231 Grade Changes
- BP 4300 Field Trips and Excursions
- BP 4410 Educational Research

The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

5.9 Ad Hoc Committee to Select Chancellor's Search Consultant

This item was presented as an information item.

5.10 Nomination of Phillip Yarbrough to Association of Community College Trustees (ACCT) Public Policy and Advocacy Committee

It was moved by Ms. Barrios and seconded by Ms. Weber to approve a letter of nomination for Mr. Yarbrough to serve on ACCT's Public Policy and Advocacy committee during the 2019 and 2020 calendar years. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

5.11 Nomination of Elizabeth M. Weber to Association of Community College Trustees Student Trustee Advisory Committee

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to approve a letter of nomination and financial support for Ms. Weber to serve on ACCT's Student Trustee Advisory Committee during her term of service during the 2018-2019 academic year. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

5.12 Board Member Comments

Ms. Weber asked the student presidents to encourage students to promote information relating to the colleges' Health and Wellness Center through their social media accounts.

Mr. Hernandez reported that he plans to attend the Orange County Community College Legislative Task Force meeting on September 13, 2018, at Coast Community College District.

Mr. Hernandez asked Dr. Rose if Santa Ana College had been working with Santa Ana Unified School District (SAUSD) to provide classes to SAUSD employees. Dr. Rose indicated that SAUSD has been working with SAC staff to provide non-credit classes.

Mr. Hernandez asked if the college is planning to provide a presentation on the athletic program at Santa Ana College at the October 15, 2018, board meeting to be held at SAC. Dr. Rodríguez indicated that the college did not plan to provide a presentation on its athletic program at that meeting. Mr. Hanna indicated both campuses attract students for their athletic programs and asked for data regarding athletic programs and the impact athletic programs have on Full Time Equivalent Students (FTES) figures.

Mr. Hernandez and Ms. Barrios spoke regarding the possibility of providing classes to Disney employees.

Ms. Barrios invited everyone to participate and visit the 2018 Orange Field of Valor at Handy Park in November. She reported that the city of Orange and the Community Foundation of Orange are hosting a tribute to members of the military by displaying flags during the week of November 10-17, 2018, and a portion of the proceeds will be given to the Veterans program at Santiago Canyon College.

Board members thanked staff and board members for honoring the First Responders. Mr. Hanna asked that the meeting be adjourned with a moment of silence in memory of those who lost their lives on 9-11-2001.

5.12 Board Member Comments (cont.)

Ms. Alvarez reported that she plans to attend the NALEO National Policy Institute on Emergency Preparedness and Response Management to be held on September 14-15, 2018, in Miami, Florida. She noted that this trip is no expense to the district.

Mr. Hanna stated that the public comments expressed earlier in the meeting were professional and well done.

RECESS TO CLOSED SESSION

The board convened into closed session at 7:15 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) Dean
 - g. Other Educational and Classified Administrators
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: Melanie L. Chaney, J.D., Partner, Liebert Cassidy Whitmore
Tracie Green, Vice Chancellor, Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 888
Continuing Education Faculty Association
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
5. Liability Claims (pursuant to Government Code Section 54956.95)
 - a. 1804961
 - b. 1805151

Ms. Weber left the meeting at this time.

Mr. Labrado returned to the meeting at 7:23 p.m.

RECONVENE

The board reconvened at 9:09 p.m.

Closed Session Report

Ms. Alvarez reported during closed session the board discussed public employment, anticipated litigation, labor negotiations, public employee discipline/dismissal/release and liability claims, and took no action.

Public Comment

There were no public comments.

Mr. Yarbrough asked that the answers to his questions on Item 4.2 Adopted Budget be attached to the minutes.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

It was moved by Mr. Yarbrough and seconded by Ms. Barrios 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 New Job Descriptions
- Approve Revised Job Descriptions
- Approve Appointments
- Approve Interim/Out-of-Class Appointments
- Approve Adjusted Effective Dates for Extensions of Interim Assignment
- Approve Adjusted Salary Placements for Appointment
- Approve CEFA Part-time Hourly Step Increases Effective Fall 2018
- Approve FARSCCD Beyond Contract/Overload Hourly Step Increases Effective Fall 2018
- Approve FARSCCD Part-time Hourly Step Increases Effective Fall 2018
- Approve Leaves of Absence
- Approve Corrected Titles/Divisions for Leaves of Absence
- Ratify Resignations/Retirements
- Approve Corrected Titles/Divisions for Ratification of Resignation/Retirement
- Approve Adjusted Final Salary Placements
- Approve Contract Stipends
- Approve Beyond Contract/Overload Stipends
- Approve Part-time Hourly Column Changes
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Services
- Approve Corrected Divisions/Colleges for Non-paid Intern Service

6.2 Classified Personnel

It was moved by Mr. Yarbrough and seconded by Ms. Barrios 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 Miscellaneous Pay Schedule 2018-23019 Revised 9-10-18
- Approve New Appointments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Out of Class Assignments
- Approve Temporary Assignments
- Approve Changes in Temporary Assignment
- Approve Additional Hours for Ongoing Assignment
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Request for Proposals for Selection of Executive Search Firm and Proposed Timeline

The request for proposals for selection of an executive search firm and proposed timeline were presented as information only.

6.4 Adoption of Rancho Santiago Community College District's Initial Bargaining Proposal to Child Development Centers, CSEA Chapter 888

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to adopt the district's initial bargaining proposal to the Child Development Centers, 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.

6.5 Approval of Memorandum of Understanding (MOU) between University of Redlands and Rancho Santiago Community College District

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the MOU between the University of Redlands and RSCCD. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.6 Approval of Fringe Benefit Providers for Calendar Year 2019

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the renewal of the list of insurance programs at the negotiated rates and authorization be given to the chancellor or his designee to enter into the appropriate agreements with the list of companies for January 1, 2019 through December 31, 2019. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.7 Rejection of Claim #1804961

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to authorize the chancellor or his designee to reject claim #1804961. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.8 Rejection of Claim #1805151

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to authorize the chancellor or his designee to reject claim #1805151. 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 Monday, September 24, 2018.

There being no further business, Ms. Mendoza declared the meeting adjourned at 9:11 p.m., in memory of the first responders of the 9-11-2001 incident, in honor of all Americans; and hopefulness that this country will never see such tragedy again.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

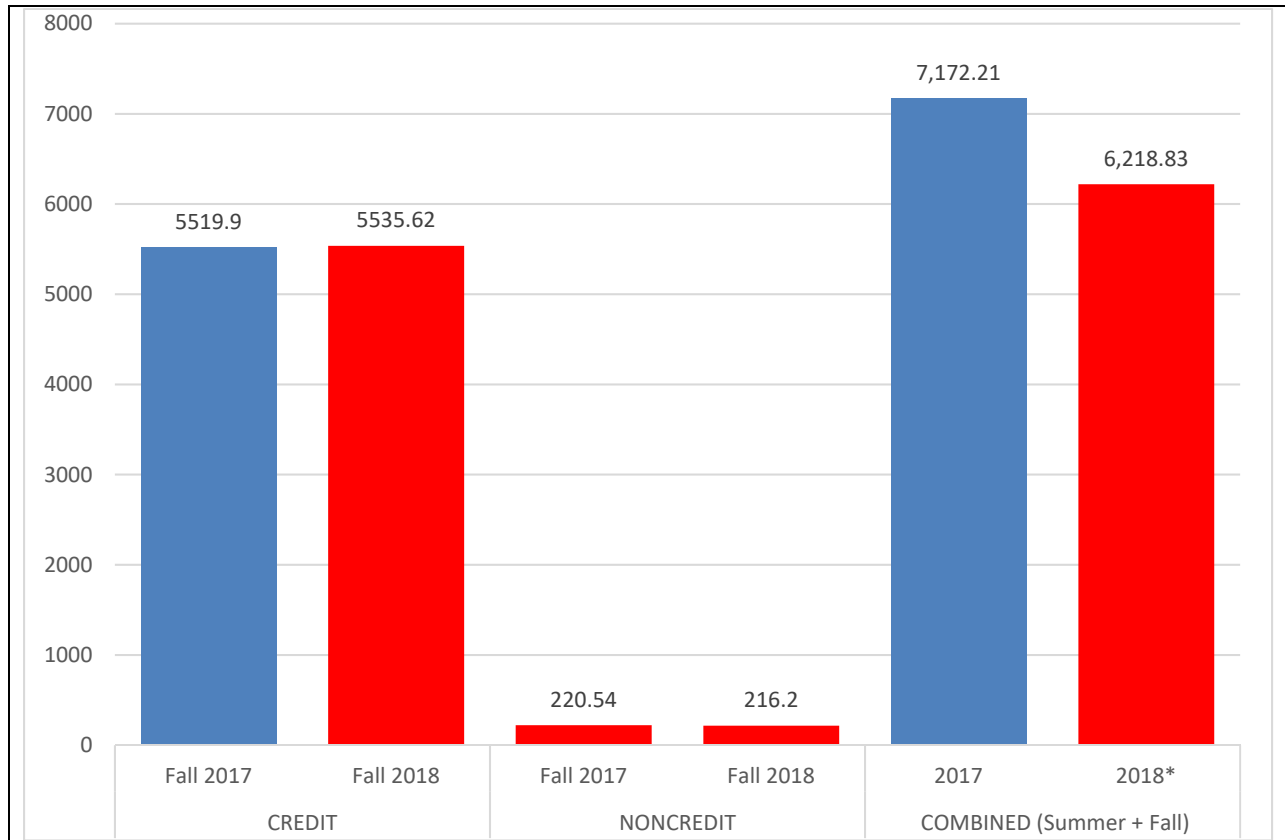
Approved: _____
Clerk of the Board

Minutes approved: September 24, 2018



SAC 2018/2019 Fall Enrollment Report

Date: 9/7/18



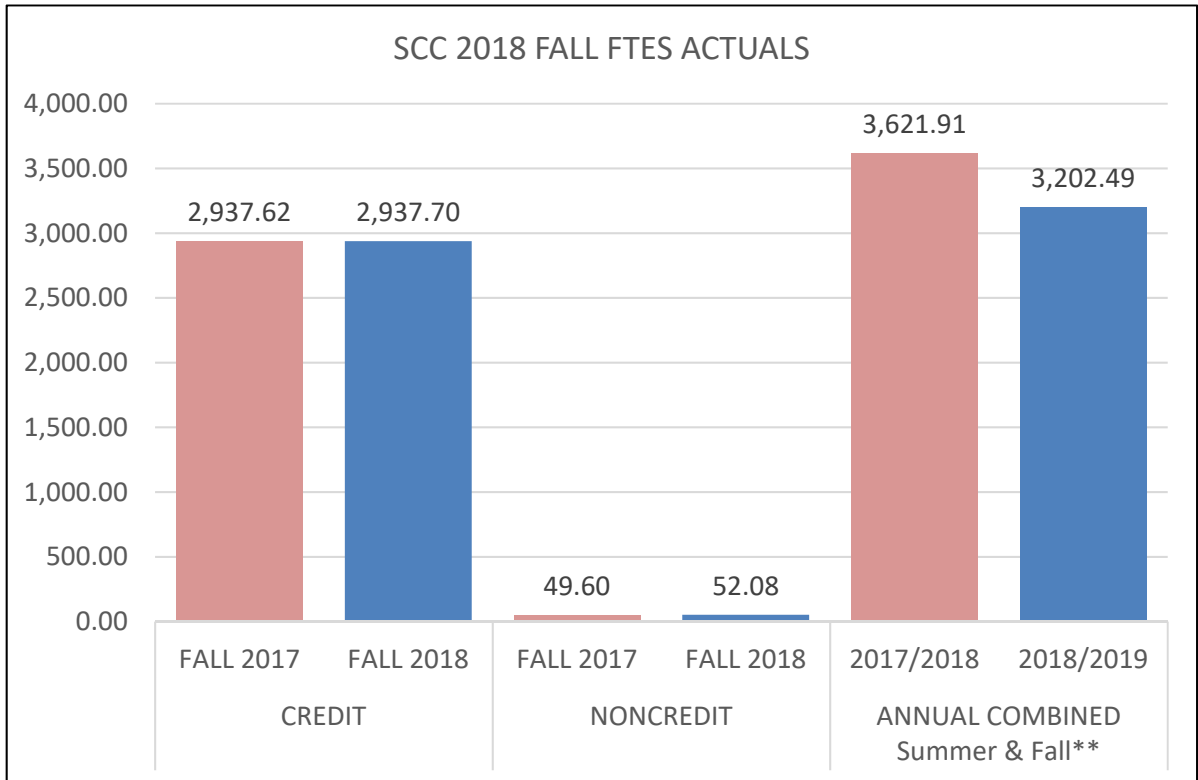
FTES Target

Terms	2017/2018	DIFF	PCT
Credit Fall Target	6917.00		
Credit Fall Projection	6917.00	0.00	0%
Noncredit Fall Target	1694.00		
Noncredit Fall Projection	1694.00	0.00	0%
Annual Target*	18743.00		
Annual Projection*	18743.00	0.00	0%

* Accounts for summer shift of 942.24 FTES to the 17/18 year from 18/19 which reduces the combined total compared to last year



SCC 2018/2019 ENROLLMENT REPORT
9/6/2018



FTES TARGETS

TERMS	2018/2019	DIFF	PCT
Credit Fall Target	3041.07		
Credit Fall Projection	3041.07	0	0%
Noncredit Fall Target	442		
Noncredit Fall Projection	442	0	0%
Annual Target*	7900.81		
Annual Projection*	7900.81	0	0%

NOTES

*Accounts for summer shift of 450.66 FTES to the 2017/2018 year from 2018/2019 which reduces the Annual Combined Total compared to last year.

**Post 6/30 Summer FTES: Credit 74.06; Noncredit 138.65

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: September 10, 2018
To: Dr. Raúl Rodríguez
From: Peter J. Hardash and Adam O'Connor
Subject: Response to Board of Trustee Questions

From Trustee Phil Yarbrough

There is a \$90m increase in funding in:
\$68m - 8629 Adult Ed Block/CTE SWP – page 6

- The district received several grants for the Adult Education Block Grant and the Strong Workforce Program totaling a \$83.8 million budget for 2018/19 and accounted for in this line item. We expect to receive these funds through at least 2021.

\$14m - 8659 Career Tech/Econ Dev – page 7

- The district received two new fiscal agent grants in 2018/19 accounted for in 8659 and another grant ended in 2017/18. The two new grants are the Key Talent Administration & Sector Strategy for \$18 million and the Data Science Tools grant for \$4 million. The \$8 million grant that ended was the SB 85 Economic Development for Distressed and Economic Areas grant.

\$6m - 8811 Tax Allocation – page 7

- The property tax allocation is made up of a number of line items on page 7 (8672, 8809, 8811, 8812, 8813, 8816, 8817, 8819, and 8819). Those items total a budget of \$88 million, which ties to the amount of property taxes estimated for our district by the department of finance and included in the chancellor's office budget workshop "blue book". This represents an estimated 5.5% increase in tax collections over 2017/18.

Being spent on:

\$5m - 2100 Non-instructional Salaries – page 9

\$1.5m - 3100 STRS – page 9

\$1.5m - 4300 Instructional Supplies – page 10

\$79.1m - 5100 Personal & Consulting Services – page 10 – page 29 in Fund 12 Restricted

\$4.8m - 5900 Other – page 10

How do these changes reflect the change in state funding priorities? Any Federal funding implications?

- As the budget was built prior to the Student Centered Funding Formula (SCFF) being approved, we will still need to bring the Board an updated budget after this budget is adopted in order to account for and allocate additional SCFF funding.
- The largest increase in this list of expenditures, line 5100 shown both on page 10 and 29, relates specifically to the grants mentioned above for the Adult Education Block Grant and the Strong Workforce Program. The district is the regional fiscal agent for these state grants, which means we accept the funds and administer these restricted grants, and earn

an indirect allocation by doing so. We receive this large block of funds and disburse the funds to colleges within Los Angeles and Orange County and use the 5100 Consultant Services object code to account for these transfers of funds to these other colleges. The various colleges receive funds based on their particular projects related to the statewide program to offer more and better career technical education and develop more workforce opportunity.

- There are no Federal funding implications related to these budget line items.

The change in Contingency accounts remain constant, but I would like to know why we have these and if there will be a time when we don't.

\$32.5m - 7900 Reserves for Contingencies – is this the monies held in abeyance of the FARSCCD contract? (\$6m in fund 11, \$1m in fund 12 and \$25.5m in fund 13)

- One page 11, the first two line items under Reserve for Contingencies that total \$6 million relate specifically to the 2018/19 2.71% COLA of \$4.5 million plus the remaining \$1.5 million from the 2017/18 1.56% COLA. We always set aside COLA allocations subject to the conclusion of collective bargaining. Only one unit settled in 2017/18, therefore the remaining COLA carried over and is still set aside in contingency pending settlements.
- The \$1 million in the restricted fund 12 are set aside for three specific restricted purposes as listed.
- In Fund 13, the unrestricted one-time fund, we account for both the 5% Board Policy Contingency, currently \$9.3 million, and the Budget Stabilization Fund, currently at \$15.8 million. Related to these two contingencies, and your question if there will be a time we don't have them, we would like to reiterate that these are one-time funds and once spent they are gone.
- Due to the uncertainty and funding variability the new state funding formula adds, we share your concern that we want to ensure the district maintains adequate reserves.

\$5.6m - 7910 Unrestricted Contingencies – explain this in contrast to 7900. Why is this much in unrestricted needed?

- Unrestricted contingencies are used when a specific expenditure line item isn't designated. Both colleges have set aside reserves (\$1.6 million at SAC and \$1.1 million at SCC) and \$217 thousand at the district in one-time funds. According to the district's Budget Allocation Model, both colleges are to maintain a minimum 1% contingency in their budgets. The remaining \$3 million are ongoing funds that are not allocated in the 2018/19 Adopted Budget and relates specifically to the decision at the end of 2017/18 to shift FTES from summer into 2017/18 thereby increasing our funding level in 2017/18. We believe we will be held harmless at that same funding level in 2018/19 and this \$3 million reflects that additional expected funding. We did not distribute these funds in the Adopted Budget awaiting additional information about our overall funding under the new Student Focused Funding Formula.

Page 29 - 5100 Personal & Consulting Services increases \$79m/350% in Fund 12 Restricted. Please explain fully the dramatic increase in this account. Is this related to the change state funding priorities?

- Line 5100 shown both on page 10 and 29, relates specifically to the grants mentioned above for the Adult Education Block Grant and the Strong Workforce Program. The district is the regional fiscal agent for these state grants, which means we accept the funds and administer these restricted grants, and earn an indirect allocation by doing so. We receive this large block of funds and disburse the funds to colleges within Los Angeles

and Orange County and use the 5100 Consultant Services object code to account for these transfers of funds to these other colleges. The various colleges receive funds based on their particular projects related to the statewide program to offer more and better career technical education and develop more workforce opportunity.

Fund 13 - Unrestricted

Page 32 - 8699 – Explain the \$4m fund that is here.

- This amount shown in revenue and the corresponding amount in line 3100 on page 33 relate to an accounting entry called “STRS on-behalf”. It has been a requirement by the state since 2016/17 that we “book” the amount that the state pays into STRS on our behalf and amounts to about \$4 million per year. We had previously accounted for this in Fund 11, but as it is only an accounting entry and not actual revenue or an expense of the district, we have moved it into Fund 13 beginning 2018/19.

Page 33 - 1300 – Is there a new definition of 1300 or new state budget priorities that resulted in this \$2.2m increase?

- No, there is no new definition. Account 1300 is used to account for the cost of part-time faculty. The colleges budget this line item to cover expected cost and budget the majority of cost in Fund 11 and have chosen to budget some of the cost in Fund 13. If you look at page 15 for the combination of Fund 11 and Fund 13, the 2017/18 total budget was \$25.6 million and the budget this year is \$25.4 million.

Page 34 - 5900 Other - \$1.5m+ is likely the result of a particular expense or special project. What is it?

- \$1.4 million in this line item relates to the amount of earned indirect from prior years on grant projects. Once a project ends, any amounts earned roll over to fund 13, specific to the budget center (SAC, SCC or District) and according to our Budget Allocation Model can be moved from this account to another expenditure line.
- Other costs accounted for in this line item include reproduction cost, software licenses and student transportation.

Page 35 - 7910 – explain the \$2.8m in unrestricted contingency

- As mentioned above, unrestricted contingencies are used when a specific expenditure line item is not designated. Both colleges have set aside reserves (\$1.6 million at SAC and \$1.1 million at SCC) and \$217 thousand at the district in one-time funds. According to the district’s Budget Allocation Model, both colleges are to maintain a minimum 1% contingency in their budgets.

Page 37 - Interest of \$1.4m and a Fund Balance of \$35.2 means an interest rate of 4.02%. LAIF and the OC Treasury is not yielding this rate. Page 41 shows only \$175k in 8860 interest. Please explain.

- The interest earnings in the general fund is a combination of both restricted and unrestricted. Due to the addition of some grants in 2017/18 our average general fund cash balance was about \$90 million. Average interest earned during the year was 1.3%, therefore we earned about \$1.1 million. In addition, we received a one-time allocation of interest in 2017/18 from past years’ ERAF funds amounting to \$308 thousand. We budgeted \$825 thousand in interest income for the general fund in 2018/19 shown on page 14. Page 41 is the interest income budgeted in Fund 24 Bond Interest and Redemption Fund.

STRS

Page 33 – 3100 – Explain the \$4.5m 18/19 where 17/18 was \$17k in Fund 13. How is the decrease in Fund 11 on page 22 related to this increase? It appears that the division of the STRS expense is changed within Funds 11, 12, and 13.

- As mentioned above, you are correct that this expense was changed within Funds 11 and 13. This relates to an accounting entry called “STRS on-behalf”. It has been a requirement since 2016/17 that we “book” the amount that the state pays into STRS on our behalf and amounts to about \$4 million per year. We had previously accounted for this in Fund 11, but as it is only an accounting entry and not actual revenue or an expense of the district, we have moved it into Fund 13 beginning 2018/19.