

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

**Board of Trustees (Regular meeting)**

**Monday, September 28, 2009**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:33 p.m. by Dr. David Chapel. Other members present were Ms. Gloria Holguin, Mr. John Hanna, Mr. Larry Labrado, Mr. Mark McLoughlin, and Mr. Phillip Yarbrough. Mr. Brian Conley and Ms. Lisa Woolery arrived at the time noted.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Edward Hernandez, Jr., Dr. Erlinda Martinez, and Mr. Juan Vázquez. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Robert “Bobby” McDonald, Member of the California Community Colleges Board of Governors.

1.3 Public Comment

There were no public comments.

1.4 Approval of Minutes

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve the minutes of the regular meeting held September 14, 2009.

1.5 Approval of Consent Calendar

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve the recommended action on the following items as listed on the Consent Calendar, with the exception of Item #5.2 (Approval of the 2009-10 Adopted Budget Assumptions), removed from the agenda by Mr. Yarbrough on behalf of Ms. Woolery:

4.1 Approval of Request to Terminate Memorandum of Understanding with Orange County High School of the Arts (OCHSA)

The board approved the request to terminate the memorandum of understanding with Orange County High School of the Arts in Santa Ana, California.

1.5 Approval of Consent Calendar – (cont.)

4.2 Ratification of Spring 2009 AA Degrees and Certificates – Santa Ana College

The board ratified the recipients of associate degrees, certificates of achievement, and certificates for Spring 2009 as presented.

4.3 Ratification of Spring 2009 AA Degrees and Certificates – Santiago Canyon College

The board ratified the recipients of associate degrees, certificates of achievement, and certificates for Spring 2009 as presented.

5.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

5.3 Approval of Public Hearing for 2009-2010 Adopted Budget

The board approved holding a public hearing on the 2009-2010 proposed adopted budget at the October 12, 2009, board meeting.

5.8 Approval of Purchase Orders

The board approved the purchase order listing for the period August 1, 2009, through September 12, 2009.

6.1 Approval of Resource Development Items

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

- College Cost Reduction and Access Act (CCRAA)	\$1,096,266
- Year 2 (SAC)	
- Convergence Technology Center Partnership (SAC)	\$ 25,000
- NSF TEST:UP – Year 2 (SAC)	\$ 134,522
- Santa Ana Middle College High School (SAC)	\$ 84,604

6.2 Approval of Amended Contracts – College Cost Reduction and Access Act (CCRAA) – California State University, Fullerton & North Orange County Community College District – Fullerton College (Year 1)

The board approved the amended contracts (Year 1) and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the amended contracts.

6.3 Approval of Sub-Award Agreements – College Cost Reduction and Access Act (CCRAA) – California State University, Fullerton & North Orange County Community College District – Fullerton College (Year 2)

The board approved the sub-award agreements (Year 2) and authorized the Vice Chancellor Business Operations/Fiscal Services or his designee to sign the sub-award agreements.

1.5 Approval of Consent Calendar – (cont.)

6.4 Approval for Amended Contracts – GEAR UP III – Delhi Community Center, Latino Health Access, Santa Ana Unified School District, and University of California, Irvine (Year 4)

The board approved the amended contracts and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the amended contracts.

6.5 Approval of Resolution #09-22 Authorizing Payment to Trustee Absent from Board Meeting

The board approved resolution #09-22 which authorizes payment to Phillip Yarbrough for his absence on September 14, 2009, due to illness.

Ms. Woolery arrived at this time.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from Chancellor

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

2.2 Reports from College Presidents

The following college presidents provided reports to the board:

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

2.3 Report from Student Trustee

Ms. Gloria Holguin provided a report to the board.

2.4 Reports from Student Presidents

The following student presidents provided reports to the board on behalf of the Associated Student Government (ASG) organizations:

Mr. Alejandro Flores, Student President, Santa Ana College  
Ms. Tina Lam, Student President, Santiago Canyon College

Mr. Conley arrived at this time.

## 2.5 Reports from Academic Senate Presidents

The following academic senate presidents provided reports to the board:

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

## 2.6 Informational Presentation on Accreditation

Dr. Hernandez asked board members to review Items 6.7 (SAC Follow-Up Report on Accreditation ) and 6.8 (SCC Follow-Up Report on Accreditation), and submit any suggestions to Ms. Lucarelli by October 2. Ms. Lucarelli will forward suggestions to the accreditation taskforce for review. Dr. Hernandez indicated the accreditation reports are submitted to the board at this meeting for a first reading and will be submitted to the board at its October 12 meeting for final approval before being sent to the accreditation commission by October 15.

Dr. Chapel asked when the district would be notified that the accreditation reports had been approved by the accrediting commission. Dr. Hernandez indicated that it is hopeful the district would be notified by January 2010.

Dr. Chapel asked if the board needed to take additional action relating to self-improvement. Dr. Hernandez answered affirmatively, stating the commission expects the board to follow-up on steps taken to comply with the accreditation commission's recommendations. As a result of the board's self-evaluation survey, Dr. Hernandez stated that Mr. McLoughlin placed an item on the agenda regarding the board's continuous self-improvement.

Mr. Yarbrough and Mr. Hanna thanked the taskforce and staff for their hard work on the accreditation reports. Mr. Hanna asked the taskforce to consider giving more detail on Board Policy 9022.5 (Board of Trustees Annual Evaluation of District Goals) in the accreditation reports. Regarding the board's self-evaluation, Mr. Hanna commented that the board's discussion was engaging and collegial in nature.

## 2.7 Informational Presentation on the Budget

Mr. Hardash, Dr. Hernandez, Dr. Martinez, and Mr. Vázquez provided an update on the budget.

## **RECESS TO CLOSED SESSION**

The board convened into closed session at 6:31 p.m. to consider the following items:

1. Public Employment (pursuant to Section 54957[b][1])
  - a. Full-time Faculty
  - b. Part-time Faculty
  - c. Classified Staff
  - d. Student Workers
  - e. Professional Experts
2. Conference with Labor Negotiator (pursuant to 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  
Continuing Education Faculty Association

## **RECONVENE**

The board reconvened at 7:16 p.m.

### **Closed Session Report**

Mr. Conley reported the board discussed the aforementioned items, and there was no action taken during closed session.

### **Public Comment**

There were no public comments.

## **3.0 HUMAN RESOURCES**

### **3.1 Management/Academic Personnel**

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

- Approve Interim to Permanent Positions
- Approve Extensions of Interim Assignments
- Approve Hourly to Full-time Tenure-track
- Ratify Resignations/Retirements
- Approve Stipends

3.1 Management/Academic Personnel – (cont.)

- Approve Adjusted Part-time/Hourly FARSCCD Rates due to Column Change
- Approve Part-time/Hourly Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Interns Service

3.2 Classified Personnel

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

- Approve Reduction in Force Lay Offs
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Changes in Salary Placement
- Approve Leaves of Absence
- Approve Additional Hours for On Going Assignments
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters
- Approve Volunteers
- Approve Student Assistants

3.3 Approval of Agreement with AON Consulting for Medicare Subsidy Administration

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to authorize the chancellor or his designee to approve the agreement with AON Consulting for the administration of the district's MediCare Part D program.

3.4 Approval of Agreement with Corvel, Inc. for Workers' Compensation Claims Administration

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to authorize the chancellor or his designee to renew the district's agreement with CorVel, Inc. for the period of October 1, 2009, through September 30, 2010.

3.5 Approval of Consulting Agreement with The Wright Group

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to authorize the chancellor or his designee to renew the district's agreement with The Wright Group for professional services relating to district safety and loss prevention issues as presented.

3.6 Adoption of Resolution No. 09-23 regarding Reduction in Force of Classified Staff

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to adopt resolution No. 09-23 regarding reduction in force of classified staff. Discussion ensued. The motion carried with a nay advisory vote from Ms. Holguin.

**4.0 INSTRUCTION**

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

**5.0 BUSINESS OPERATIONS/FISCAL SERVICES**

Items 5.1, 5.3, and 5.8 were approved as part of Item 1.5: Consent Calendar.

5.2 Approval of 2009-2010 Adopted Budget Assumptions

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the revised Adopted Budget Assumptions for the 2009-2010 fiscal year as presented. Discussion ensued. The motion carried unanimously.

5.4 Approval of Change Order #22: Bid #1051 – Maintenance & Operations (M & O) Building at Santa Ana College

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve change order #22, EMAE International, Inc. for Bid #1051, construction of the classroom and M & O buildings at Santa Ana College as presented.

5.5 Approval of Change Order #23: Bid #1051 – Classroom Building at Santa Ana College

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve change order #23, EMAE International, Inc. for Bid #1051, construction of the classroom and M & O buildings at Santa Ana College as presented.

5.6 Approval of Change Order #1: Bid #1109 – Plumbing for the New Child Development Center at Santa Ana College

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve change order #1, J.M. Farnan Company, Inc. for Bid #1109, plumbing for the Santa Ana College Child Development Center as presented.

5.7 Approval of Change Order #2: Bid #1116 – Gym Restroom Addition, Gym Floor Replacement, and Fire Sprinkler Installation at Santa Ana College

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve change order #2, General Consolidated Constructors, Inc. for Bid #1116, construction of the gym restroom addition, gym floor replacement, and fire sprinkler installation at Santa Ana College.

**6.0 GENERAL**

Items 6.1, 6.2, 6.3, 6.4, and 6.5 were approved as part of Item 1.5: Consent Calendar.

6.6 Appointment of a RSCCD Community Representative (2009-10) to the Orange County Community Colleges Legislative Task Force (OCLTF)

It was moved by Mr. Yarbrough and seconded by Mr. McLoughlin to consider Mr. Gregory Barraza and Mr. Benjamin Mendoza for the community member vacancy on the 2009-10 Orange County Community Colleges Legislative Task Force. Discussion ensued. The motion to select the board's representative had the following vote: for Mr. Mendoza - Mr. Conley, Mr. Hanna, Mr. Labrado, Ms. Woolery, and Mr. Yarbrough; for Mr. Barraza – Mr. McLoughlin, Dr. Chapel, and student trustee Holguin's advisory vote.

The motion carried to have Mr. Mendoza serve as the board's community member representative on the 2009-10 Orange County Community Colleges Legislative Task Force.

It was moved by Mr. Hanna and seconded by Mr. Yarbrough to have Mr. Barraza serve as the board's alternate community member representative for the 2009-10 Orange County Community Colleges Legislative Task Force. Discussion ensued. The motion carried unanimously.

6.7 Receive for First Reading – Santa Ana College Follow-Up Report on Accreditation

The board received the SAC follow-up report on accreditation for first reading. Mr. Hanna asked that details of the discussion that occurred during Item 2.6 (Informational Presentation on Accreditation) be included in the minutes for accreditation purposes. Dr. Hernandez encouraged board members to review the accreditation report which includes documentation of the process the board has taken in response to the accreditation commission recommendations.

6.8 Receive for First Reading – Santiago Canyon College Follow-Up Report on Accreditation

The board received the SCC follow-up report on accreditation for first reading. Mr. Hanna asked that details of the discussion that occurred during Item 2.6 (Informational Presentation on Accreditation) be included in the minutes for accreditation purposes. Dr. Hernandez encouraged board members to review the accreditation report which includes documentation of the process the board has taken in response to the accreditation commission recommendations.

6.9 Approval of Board of Trustees – Continuous Improvement Process

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to establish a continuous improvement process that will provide focus on areas of improvement and establish the process leading up to setting the board's goals and objectives for 2010 and beyond.

Mr. McLoughlin asked that the board review results of its self-evaluation survey on a regular basis to provide interaction with faculty and administration in setting goals for the board.

Mr. Yarbrough stated that board members who attend conferences bring invaluable insights back to the full board as a means of continuous improvement.

If approved, Dr. Hernandez indicated staff will place the continuous improvement item on future agendas as necessary. Dr. Hernandez recommended this item be placed on the next agenda to enable the board to review the district's annual reports.

Dr. Chapel asked the chancellor to develop a list of topics to discuss as part of the board's continuous improvement process (e.g., student learning outcomes, etc.) whereby the board may choose which items need further discussion at future board meetings.

The motion carried unanimously to establish a continuous improvement process that will provide focus on areas of improvement and establish the process leading up to setting the board's goals and objectives for 2010 and beyond.

6.10 Board Member Comments

Ms. Holguin thanked students and staff for attending the board meeting, and stated it was a good visual for board members to see those being affected by the reduction in classes (students) and reductions in force (staff).

Ms. Holguin and Mr. Hanna thanked Mr. McLoughlin for placing item 6.9 (Approval of Board of Trustees - Continual Improvement Process) on the agenda.

Mr. Yarbrough thanked staff for its work on the budget presentation and for helping provide classes for students during these difficult economic times.

Mr. Hanna apologized to Ms. Holguin for not being notified that closed session was completed.

Mr. Hanna commended the accreditation taskforce for its work on the follow-up accreditation reports.

Mr. Hanna expressed appreciation for classified employees and thanked administration for its effort in keeping classified employee layoffs to an amount lower than expected.

Mr. Conley reported he recently attended Santa Ana College's President's Circle event.

Dr. Chapel asked that a legal opinion be sought regarding the legality of staff duplicating and distributing campaign material received by facsimile.

## **7.0 ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on September 28, 2009, at the District Office, 2323 N. Broadway, Santa Ana, California.

There being no further business, Dr. Chapel declared this meeting adjourned at 7:44 p.m.

Respectfully submitted,

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Eddie Hernandez, Jr., Ed.D.  
Chancellor

Approved: \_\_\_\_\_  
Clerk of the Board

Minutes approved: October 12, 2009