

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, December 5, 2011
2323 North Broadway, #107
Santa Ana, CA 92706

Vision Statement (Board of Trustees)

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

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

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

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Presentation of District Annual Financial Audit

1.4 Approval of Additions or Corrections to Agenda

Action

1.5 Public Comment

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

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

1.6 Approval of Minutes – Regular meeting of November 14, 2011

Action

1.7 Approval of Consent Calendar Action

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

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

2.0 **BOARD ORGANIZATION**

2.1 Annual Board Organization Action

Board Policy #9013 requires that the board take specific actions at its annual organizational meeting:

- Election of Board Officers (President, Vice President, and Clerk) for the 2010-11 year
- Designation of secretary and assistant secretary
- The President of the Board shall appoint members and chairs to the following board committees:
 - Facilities Committee
 - Fiscal and Audit Review Committee
 - Legislative Committee
 - Policy Committee
- The President of the Board shall appoint representatives to the the following organizations:
 - RSCCD Foundation
 - Orange County Legislative Task Force
 - Orange County School Boards Association
 - Nominating Committee on School District Organization
- Adoption of schedule of meeting dates for 2012 (attached)
- Reaffirmation of Board Policy #3211 - Investments (attached)
- Reaffirmation of Board Policy #9002 - Statement of Ethical Conduct (attached)
- Reaffirmation of Board Policy #9011 - Conferences and Meetings (attached)

3.0 **INFORMATIONAL ITEMS AND ORAL REPORTS**

3.1 Report from the Chancellor

3.2 Reports from College Presidents

- Enrollment
- Facilities
- College activities
- Upcoming events

3.3 Report from Student Trustee

3.4 Reports from Student Presidents

- Student activities

3.5 Reports from Academic Senate Presidents

- Senate meetings

- 3.6 Informational Presentation on the Budget
- 3.7 Informational Presentation on Communications during Emergencies

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Administrator Appointments
 - (1) Director

2. Conference with Legal Counsel: Existing Litigation (pursuant to Government Code Section 54956.9[a])

Doe v. Rancho Santiago Community College District et al, Orange County Superior Court Case No. 30-2010-00407356

3. Conference with Legal Counsel: Anticipated Litigation
Initiation of litigation pursuant to Government Code subdivision (c) of Section 54956.9: (One case.)

4. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
Continuing Education Faculty Association
Child Development Centers Teachers Association

5. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor

6. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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4.0 HUMAN RESOURCES

4.1 Management/Academic Personnel Action

- Approval of New Job Descriptions
- Approval of Appointments
- Approval of Interim to Permanent Positions
- Ratification of Resignations/Retirements
- Approval of Contract Extension Days for 2011-2012
- Approval of Changes of Classification
- Approval of Leaves of Absence
- Approval of Stipends
- Approval of Adjusted FARSCCD Part-time/Hourly Rates
- Approval of Part-time Hourly Hires/Rehires
- Approval of Non-paid Intern Services

4.2 Classified Personnel Action

- Approval of Return to Regular Assignments
- Approval of Changes in Department
- Approval of Leaves of Absence
- Approval of Returns from Leave
- Ratification of Resignations/Retirements
- Approval of New Appointments
- Approval of Changes in Positions
- Approval of Temporary Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Community Service Presenters and Stipends
- Approval of Student Assistant Lists

4.3 Approval of Credit Instructional Calendar for 2012–2013 Action

The administration recommends approval of the 2012–2013 Credit Instructional Calendar.

- 4.4 Presentation of Continuing Education Faculty Association (CEFA) Initial Bargaining Proposal to Rancho Santiago Community College District Action
The administration recommends the board receive this bargaining proposal and schedule a public hearing for January 17, 2012.

5.0 INSTRUCTION

- *5.1 Approval of OTA Agreement Renewal – West Anaheim Extended Care Action
The administration recommends approval of this agreement with West Anaheim Extended Care in Anaheim, California.
- *5.2 Approval of OTA Agreement Renewal – Glendale Adventist Medical Center Action
The administration recommends approval of this agreement with Glendale Adventist Medical Center in Glendale, California.

6.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *6.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *6.2 Approval of Budget Transfers and Budget Increases/Decreases Action
The administration recommends approval of budget transfers, increases, and decreases during the month of October 2011.
- *6.3 Receive the District Audit Report for Fiscal Year ended June 30, 2011 Action
The administration recommends the board receive and accept the Rancho Santiago Community College district Audit Report for the fiscal year ended June 30, 2011, as presented.
- *6.4 Adoption of Resolution No. 11-53 – Increase of Statutory Minimum Retention Amounts for Bid #1179 Road Alignment, Cul-de-Sac-, Parking Lot Expansion, and New Soccer and Football Facilities Projects at Santa Ana College (SAC) Action
The administration recommends adoption of Resolution No. 11-53 to increase the statutory minimum retention amounts for Bid #1179 for road alignment, cul-de-sac, parking lot expansion, and new soccer and football facilities projects at SAC to ten percent as presented.
- *6.5 Approval of Southern California Edison Company Electrical Facilities at Athletic/Aquatic Complex at Santiago Canyon College (SCC) Action
The administration recommends approval of additional electrical service as presented.

* Item is included on the Consent Calendar, Item 1.7.

- *6.6 Approval of Additional Geotechnical Observation and Testing Services for Humanities Building at Santiago Canyon College Action
The administration recommends approval of additional fees for Ninyo & Moore for geotechnical observation and testing services for the Humanities building at SCC as presented.
- *6.7 Approval of Additional Geotechnical Observation and Testing Services for Athletic/Aquatic Complex at Santiago Canyon College Action
The administration recommends approval of additional fees for Ninyo & Moore for geotechnical observation and testing services for the Athletic /Aquatic complex at SCC as presented.
- *6.8 Approval of Change Order #4 for Bid #1140 for Plumbing for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #4 for Bid #1140 for Interpipe Contracting, Inc., for plumbing for the Humanities building at SCC as presented.
- *6.9 Approval of Change Order #3 for Bid #1151 for Earthwork for Loop Road Extension at Santiago Canyon College Action
The administration recommends approval of change order #3 for Bid #1151 for Southern California Grading, Inc., for earthwork for the Loop Road Extension at SCC as presented.
- *6.10 Approval of Notice of Completion for Bid #1134 for Tropical Plaza Nursery to Provide Landscaping for Santiago Canyon Entry and Parking Lot at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion for a portion of landscaping at the Santiago Canyon entry and parking lot at SCC as presented.
- *6.11 Approval of Notice of Completion for Bid #1134 for Sierra Landscape to Provide Landscaping for Santiago Canyon Entry and Parking Lot at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion for a portion of landscaping at the Santiago Canyon entry and parking lot at SCC as presented.
- *6.12 Approval of Notice of Completion for Bid #1136 for Guy Yokom Construction, Inc., for Concrete for Santiago Canyon Entry and Parking Lot at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion for the concrete portion of the Santiago Canyon entry and parking lot at SCC as presented.

* Item is included on the Consent Calendar, Item 1.7.

- *6.13 Approval of Notice of Completion for Bid #1138 for Blazing Industrial Steel, Inc., for Structural Steel for Santiago Canyon Entry and Parking Lot at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion for the structural steel portion of the Santiago Canyon entry and parking lot at SCC as presented.
- *6.14 Approval of Notice of Completion for Bid #1146 for Inland Building Construction Company, Inc., for Framing/Elevators for Santiago Canyon Entry and Parking Lot at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion for the framing/elevators for the Santiago Canyon Entry and parking lot at SCC as presented.
- *6.15 Approval of Notice of Completion for Bid #1151 for Southern California Grading, Inc., for Earthwork for Santiago Canyon Entry and Parking Lot at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion for earthwork for Santiago Canyon entry and parking lot at SCC as presented.
- *6.16 Approval of iParadigms, LLC, Contract Action
The administration recommends approval of the agreement from iParadigms, LLC, in the amount of \$48,516.72 as presented.
- *6.17 Adoption of Resolution No. 11-52 regarding Increase of Statutory Minimum Retention Amount for Bid #1183 for District-Wide Video Surveillance Security System, Installation and Integration Action
The administration recommends adoption of Resolution No. 11-52 to increase the statutory minimum retention amount to ten percent for Bid #1183 for district-wide video surveillance security system, installation and integration as presented.
- *6.18 Approval of Lease Agreement with StikCo Labs, LLC Action
The administration recommends approval of the lease agreement with StikCo Labs, LLC, and authorization be given to the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the district.
- *6.19 Approval of Redlands Unified School District Bid #4-11 for Furniture, Filing and Office Equipment Action
The administration recommends approval of the Redlands Unified School District Bid #4-11 and all renewals for furniture, filing and office equipment awarded to Culver-Newlin, Inc., Virco, Inc., and School Space Solutions as presented.

* Item is included on the Consent Calendar, Item 1.7.

- *6.20 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period October 28, 2011, through November 18, 2011.

7.0 GENERAL

- *7.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization of the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- CalWORKs/TANF/Child Care (SCC) \$130,262
 - Child Development Training Consortium (SCC) \$ 3,600
 - Cooperative Agencies Resources for Education (CARE) (SCC) \$ 18,216
 - Extended Opportunity Programs & Services (EOPS) (SCC) \$257,833
 - Industry Driven Regional Collaborative (District) \$160,207
 - Lumina Foundation – Latino Student Success Initiative (SAC) \$ 50,000
 - SBA/CSUF – SBDC (District) \$602,365
- *7.2 Approval of Sub-award Agreements between RSCCD and Delhi, LHA, SAUSD, and UCI for GEAR UP 2009 – Year 3 Action
The administration recommends approval of the sub-award agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the sub-award agreements on behalf of the district.
- *7.3 Approval of Sub-award Agreements between RSCCD and NOCCCD and CSU Fullerton Auxiliary Services Cooperation for ENGAGE in STEM Project – Year 1 Action
The administration recommends approval of the sub-award agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the sub-award agreements on behalf of the district.
- *7.4 Approval of Sub-Agreements between RSCCD and Saddleback Community College and Coachella Valley Economic Partnership Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the sub-award agreements on behalf of the district.

*7.5 Adoption of New and Revised Board Policies Action

It is recommended the board adopt the following policies:

- BP1340 (new) - Campus Security and Access
- BP1370 (new) - Service Animals
- BP3212 (revise) - Alcoholic Beverages
- BP3228 (eliminate) - RSC Foundation Advertising Agent
- BP3405 (revise) - Disposal of Property
- BP3520 (revise) - Local Law Enforcement
- BP3540 (revise) - Sexual and Other Assaults on Campus
- BP5006 (revise) - Residence Determination
- BP5007 (revise) - Non-Resident Tuition
- BP5012 (new) - Prevention of Identity Theft in Student Financial Transactions
- BP5130 (new) - Financial Aid
- BP5410 (new) - Off-Campus Student Organizations
- BP7400 (revise) - Emergency Response Plan
- BP9003 (revise) – Membership
- BP9004 (revise) – Trustee Areas

*7.6 Adoption of Resolution No. 11-51 authorizing payment to Trustee Absent from Board Meetings Action

This resolution requests authorization of payment to Brian Conley for his absence from the November 14, 2011, board meeting due to illness.

7.7 Review RSCCD Students' Positions on Student Success Task Force Recommendations Information

Student Trustee Hanson recommends the board review and receive the RSCCD students' positions on the Student Success Task Force recommendations.

7.8 Reports from Board Committees Information

- Board Fiscal/Audit Committee
- Orange County Legislative Task Force

7.9 Board Member Comments Information

8.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be announced after the 2012 board meeting calendar is approved. The meeting will be held at the District Office at 2323 North Broadway, Room #107, in Santa Ana, California.

* Item is included on the Consent Calendar, Item 1.7.