

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, August 19, 2013
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

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

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

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

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda

Action

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of July 22, 2013

Action

1.6 Approval of Consent Calendar

Action

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

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

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

- 2.1 Report from the Chancellor
 - Accreditation
- 2.2 Reports from College Presidents
 - Accreditation
 - Enrollment
 - Facilities
 - College activities
 - Upcoming events
- 2.3 Report from Student Trustee
- 2.4 Reports from Student Presidents
 - Student activities
- 2.5 Reports from Academic Senate Presidents
 - Senate meetings
- 2.6 Informational Presentation on the State Budget

3.0 HUMAN RESOURCES

- 3.1 Management/Academic Personnel Action
 - Approval of New Job Descriptions
 - Approval of Revised Job Descriptions
 - Approval of Interim Assignments
 - Approval of Extensions of Interim Assignments
 - Approval of Adjusted Effective Dates/Final Salary Placements
 - Approval of Adjusted Step Placements
 - Approval of Leaves of Absence
 - Approval of Stipends
 - Approval of Column Changes
 - Approval of Part-time Hourly Hires/Rehires
 - Approval of Non-paid Instructors of Record
 - Approval of Non-Paid Intern Services

- 3.2 Classified Personnel Action
 - Approval of Revised Job Descriptions and Changes in Grade
 - Approval of New Assignments
 - Approval of Professional Growth Increments
 - Approval of Out of Class Assignments
 - Approval of Changes in Position
 - Approval of Changes in Salary Placements
 - Approval of Leaves of Absence
 - Ratification of Resignations/Retirements
 - Approval of New Appointments
 - Approval of Temporary to Hourly On Going Assignments

3.2 Classified Personnel – (cont.)

- Approval of Temporary Assignments
- Approval of Correction of Assignments
- Approval of Additional Hours for On Going Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Community Service Presenters and Stipends
- Approval of Volunteers
- Approval of Student Assistant Lists

4.0 INSTRUCTION

- *4.1 Approval of New OTA Agreement – Manhattan Beach Unified School District Action
The administration recommends approval of the agreement with Manhattan Beach Unified School District in Manhattan Beach, California.
- *4.2 Approval of Amendment #4 to CJA Agreement – County of Orange Sheriff’s Department, Coroner’s Office and Probation Department Action
The administration recommends approval of the amendment with the County of Orange in Santa Ana, California.
- *4.3 Approval of Fire Technology Agreement Renewal: City of Burbank Action
The administration recommends approval of the agreement renewal with the City of Burbank in California.
- *4.4 Approval of Nursing Program Agreement – Oasis Senior Center Action
The administration recommends approval of the clinical affiliation agreement renewal with Oasis Senior Center in Newport Beach, California.
- *4.5 Approval of Nursing Program Agreement – Vanguard University Action
The administration recommends approval of the clinical affiliation agreement with Vanguard University in Costa Mesa, California.
- *4.6 Approval of Nursing Program Agreement – Walden University Action
The administration recommends approval of the clinical affiliation agreement with Walden University in Minneapolis, Minnesota.
- *4.7 Approval of Agreement with Sheraton Cerritos for Los Angeles/Orange County Regional Consortia Monthly Meetings, September-December 2013 Action
The administration recommends approval of the agreement with the Sheraton Cerritos for the Los Angeles/Orange County Regional Consortia monthly meetings, September-December 2013.

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

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

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *5.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *5.2 Approval of Amendment #1 to Classroom Lease – 2000 Chapman Inc. Action
The administration recommends approval of Amendment #1 for lease of additional classroom and office space with 2000 Chapman Inc. for the period of October 1, 2013, through January 31, 2016, as presented.
- *5.3 Approval of Consulting Services – Cambridge West Partnership, LLC Action
The administration recommends approval of the consulting services agreement with Cambridge West Partnership, LLC as presented.
- *5.4 Approval of Contract Renewal – Chancellor’s Office Tax Offset Program (COTOP) Action
The administration recommends approval of the renewal of the COTOP contract with the Chancellor’s Office as presented.
- *5.5 Approval of Intrafund and Interfund Budget Transfers June 1, 2013 – June 30, 2013 Action
The administration recommends approval of the intrafund and interfund budget transfers from June 1, 2013, to June 30, 2013, as presented.
- *5.6 Approval of Public Hearing for 2013-2014 Proposed Adopted Budget Action
The administration recommends the board hold a public hearing on the 2013-2014 proposed Adopted Budget at the September 9, 2013, board meeting.
- *5.7 Approval of Quarterly Financial Status Report (CCFS-311Q) for period ended June 30, 2013 Action
The administration recommends approval of the CCFS-311Q for the period ending June 30, 2013, as presented.
- 5.8 Quarterly Investment Report as of June 30, 2013 Information
The quarterly investment report as of June 30, 2013, is presented as information.

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

- *5.9 Approval of Amendment to Communications Site Lease Agreement at Santa Ana College (SAC) Action
The administration recommends approval of the amendment to the Communications Site Lease Agreement at SAC as presented.
- *5.10 Approval of Awarding Boiler Replacement Projects at Santa Ana College and Santiago Canyon College (SCC) Action
The administration recommends approval of awarding the Boiler Replacement project to ACCO Engineering Systems as presented.
- *5.11 Approval of Change Order #4 for Bid #1180 – Perimeter Site Improvements for Santa Ana College Action
The administration recommends approval of change order #4 for Bid #1180 for WoodCliff Corporation perimeter site improvements at SAC as presented.
- *5.12 Approval of Notice of Completion for Bid #1179 – Installation of Synthetic Turf for New Soccer and Sports Facilities at Santa Ana College Action
The administration recommends approval of the Notice of Completion for the installation of synthetic turf for the new soccer field and sports facilities at SAC as presented.
- *5.13 Adoption of Resolution No. 13-32 – Landscaping for Humanities Building at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 13-32 for Marina Landscape Inc. for Bid #1198 for landscaping for the Humanities building at SCC as presented.
- *5.14 Approval of Waiver and Release Agreement for Landscaping for Humanities Building at Santiago Canyon College Action
The administration recommends approval of the waiver and release agreement with Tropical Plaza Nursery, Inc. for Bid #1134 for landscaping for the Humanities building at SCC as presented.
- *5.15 Approval of CMAS Contract #4-12-58-0071C to Axxess Video Corporation Action
The administration recommends approval of the district's participation in CMAS Contract #4-12-58-0071C including renewals, extensions, modifications and supplements awarded to Axxess Video Corporation as presented.
- *5.16 Approval of Vendor Name Change Action
The administration recommends approval of the vendor Datatel, Inc. name change to Ellucian Inc. as presented.

- *5.17 Approval of Independent Contractors Action
The administration recommends approval of the following independent contractor: Jennifer Walsvick for consulting services to provide supervision and field instruction to Master of Social Work (MSW) student interns assigned to RSCCD Child Development Services at the rate of \$40 an hour. Dates of service are August 20, 2013, through June 30, 2014. The fee is estimated at \$18,000.
- *5.18 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period June 30, 2013, through July 30, 2013.

6.0 GENERAL

- *6.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- | | |
|--|-------------|
| - Early Head Start – Year 1 (District) | \$ 265,223 |
| - ENGAGE in STEM Project – Year 3 (SAC) | \$1,189,826 |
| - Santiago Canyon College – Developing HSI Program –
Year 4 (SCC) | \$ 650,000 |
| - Seeds to Trees – Digital Media Training (District) | \$ 61,733 |
| - Talent Search IV – Year 1 (SAC) | \$ 304,052 |
- *6.2 Approval of First Amendment to Subcontract Agreements between RSCCD and CHOC/Help Me Grow and MOMS Orange County for Early Head Start Program Action
The administration recommends approval of the amendments to the subcontract agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services, or his designee to sign and enter into related contractual agreements on behalf of the district.
- *6.3 Approval of First Amendment to Sub-award Agreements between RSCCD and CSU Fullerton Auxiliary Services Cooperation (DO-12-1666-01.01) and between RSCCD and NOCCCD – Fullerton College (DO-12-1666-02.01) for ENGAGE to STEM Project – Year 2 Action
The administration recommends approval of the amendment to the sub-award agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services, or his designee to sign the amendments on behalf of the district.

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

*6.4 Approval of First Amendment to Sub-award Agreements between RSCCD and CSU Fullerton Auxiliary Services Cooperation and between RSCCD and NOCCCD – Fullerton College for ENGAGE to STEM Project – Year 3 Action

The administration recommends approval of the amendment to the sub-award agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services, or his designee to sign the agreements on behalf of the district.

6.5 First Reading of Revised Board Policies Information

The following policies are presented for first reading as an informational item:

- BP 2015 Student Member
- BP 2305 Annual Organizational Meeting
- BP 2715 Code of Ethics/Standards of Practice
- BP 2716 Political Activity
- BP 3820 Gifts, Grants and Bequests ~~BP3208~~
- BP 6010 Equitable Opportunities for Business Enterprises ~~—BP3301~~
- BP 6011 Interaction With and Solicitation From Private Businesses ~~—BP3311~~
- BP 6012 Environmentally Preferable Purchases and Practices ~~—BP3406~~
- BP 6013 Energy and Water Conservation ~~—BP3508~~
- BP 6014 Location of District-Sponsored Events ~~—BP7003~~
- BP 6015 Food and Meeting Refreshments ~~—BP3103~~
- BP 6100 Delegation of Authority to Negotiate and Accept Discounts and Price Reductions ~~—BP3308~~
- BP 6150 Designation of Authorized Signatures (new)
- BP 6200 Policy on Budget Preparation Development Process ~~—BP3201~~
- ~~Deletion of Budget Development Structure —BP3202~~
- ~~Deletion of General Fund Restricted Reserve BP3203~~
- BP 6250 Budget Administration Management ~~—BP3204~~
- ~~Deletion of Transfer of Budget Appropriations —BP3205~~
- BP 6300 Fiscal Management and Auxiliary Services Fiscal Powers ~~—BP3200~~
- ~~Deletion of Financial Reports —BP3216~~
- ~~Deletion of Quarterly Financial Reports —BP3220~~
- BP 6301 Payment – Goods & Services ~~—BP3213~~
- BP 6302 Accounting for Monies Collected ~~—BP3217~~
- BP 6320 Investments ~~—BP3211~~
- BP 6330 Purchasing ~~—BP3306~~
- ~~Deletion of Purchasing General Policy Statement —BP3300~~
- ~~Deletion of Cooperative Purchasing by State Contract with Department General Services and Other Public Agencies —BP3304~~
- ~~Deletion of Purchasing Code of Ethics and Control Guidelines —BP3302~~
- BP 6331 Fiduciary and Legal Considerations ~~—BP3305~~

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

6.5 First Reading of Revised Board Policies – (cont.)

- BP 6332 Competitive Bidding and Quotation Policies —~~BP3307~~
- BP 6333 District Standard for Hardware and Software —~~BP7001~~
- BP 6340 Contracts —~~Equal Employment Opportunity Provision~~—~~BP3100~~
- BP 6400 Audits —~~BP3104~~
- BP 6450 Wireless or Cellular Telephone Use (new)
- BP 6500 Property Management —~~BP3518~~
- BP 6501 Plant Maintenance and Operations General Policy Statement —~~BP3500~~
- BP 6502 Outside Governing Agencies —~~BP3507~~
- BP 6503 Inventory Control —~~BP3400~~
- BP 6504 Moveable Inventory Control Responsibilities —~~BP3403~~
- BP 6505 Inventory Order Quantity and Storage Controls —~~BP3404~~
- BP 6506 ~~Company~~ District Property, Security, Privacy and Searches —~~BP3601~~
- BP 6507 Information Technology Services – Copyright of Software —~~BP3600~~
- BP 6520 Security for District Property —~~BP3510~~
- BP 6521 Disaster Recovery —~~BP3602~~
- BP 6540 ~~District Property & Liability Protection~~ Insurance —~~BP4603~~
- ~~Deletion of Risk Management~~ ~~BP4601~~
- ~~Deletion of Bonding of Personnel~~ —~~BP4604~~
- BP 6550 Disposal of Property —~~BP3405~~
- BP 6600 Capital Construction —~~BP3504~~
- ~~Deletion of Five Year Capital Construction Plan~~ —~~BP3506~~
- BP 6601 Facility Modification and New Construction —~~BP3511~~
- BP 6602 Facility Construction Standards —~~BP3505~~
- BP 6603 Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act —~~BP3310~~
- BP 6604 Deferred Maintenance —~~BP3512~~
- BP 6605 Selection of Architects —~~BP3503~~
- BP 6620 Naming District Properties and Facilities —~~BP9025~~
- BP 6700 Civic Center and Other ~~Use of District~~ Facilities Use —~~BP 1330~~
- BP 6740 Citizens Oversight Committee (new)
- BP 6750 Vehicle Operation and Parking —~~BP3501~~
- BP 6751 Transportation —~~BP3516~~
- BP 6752 Donation of Vehicles —~~BP4608~~
- BP 6800 Safety (new)
- BP 6900 ~~Auxiliary Services~~ Bookstores —~~BP3226~~
- BP 6901 Auxiliary Food Service Operation —~~BP3223~~

*6.6 Adoption of Revised and Renumbered Board Policies

Action

The administration recommends adoption of the following revised and renumbered board policies:

- BP 2365 Recording
- BP 2410 Setting Policy

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

- *6.6 Adoption of Revised and Renumbered Board Policies – (cont.)
- BP 2510 Participation in Local Decision Making
 - BP 3100 Organization Structure
 - BP 3200 Accreditation
 - BP 3250 Institutional Planning
 - BP 3280 Grants
 - BP 3300 Public Records
 - BP 3310 Records Retention and Destruction
 - BP 3406 Sustainable Practices
 - BP 3420 Equal Employment Opportunity
 - ~~Deletion of Americans With Disabilities Act – BP4121~~
 - BP 3430 Prohibition of Harassment
 - BP 3440 Service Animals
 - BP 3500 District Safety
 - BP 3501 Campus Security and Access
 - BP 3505 Emergency Response Plan
 - ~~Deletion of Emergencies – BP6114~~
 - BP 3510 Workplace Violence Plan
 - BP 3515 Reporting of Crimes
 - BP 3518 Child Abuse Reporting
 - BP 3520 Local Law Enforcement
 - BP 3530 Weapons on Campus
 - BP 3540 Sexual and Other Assaults on Campus
 - BP 3550 Drug Free Environment and Drug Prevention Program
 - BP 3560 Alcoholic Beverages
 - BP3570 Smoking on Campus
 - BP3600 Auxiliary Organizations
 - ~~Deletion of Auxiliary Services Accounting Systems and Internal Control – BP3222~~
 - ~~Deletion of RSCCD Foundations – BP3227~~
 - BP 3710 Securing of Copyright
 - BP 3715 Intellectual Property
 - BP 3720 Computer and Network Use
 - BP 3810 Claims Against the District
 - BP 3900 Speech: Time, Place, and Manner
 - ~~Deletion of BP1230 Volunteers~~
 - ~~Deletion of Complaints by Citizens Against District Employees BP1312~~
 - ~~Deletion of Drives For Money, Food, or Clothing – BP1314~~
 - ~~Deletion of Public Statements – BP1360~~
 - ~~Deletion of Children (Minors) on Campus – BP4134~~
 - ~~Deletion of Personal Property – BP4605~~
 - ~~Deletion of Use of District Equipment – BP4606~~

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

- 6.7 Approval of Appointments to Measure Q Citizens; Bond Oversight Committee Action
The administration recommends approval of the appointments to the Measure Q Citizens' Bond Oversight Committee as presented.
- 6.8 Appointment of RSCCD Community Representative (2013-2014) to Orange County Community Colleges Legislative Task Force (OCCCLTF) Action
It is recommended that the board select a community representative to serve on the 2013-2014 task force.
- 6.9 Adoption of Rancho Santiago Community College District (RSCCD) 2013 – 2016 Strategic Plan Action
The administration recommends adoption of the RSCCD 2013 – 2016 Strategic Plan.
- 6.10 Approval of Extension of Consulting Services – Townsend Public Affairs, Inc. Action
The administration recommends approval of the Supplement to Contract for Consulting Services (#3) with Townsend Public Affairs, Inc. as presented.
- 6.11 Reports from Board Committees Information
 - Board Facilities Committee
 - Board Policy Committee
- 6.12 Board Member Comments Information

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. Part-time Faculty
 - b. Classified Staff
 - c. Student Workers
 - d. Professional Experts
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
3. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor

4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
5. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Dr. Raúl Rodríguez, Chancellor
Union Organizations: Los Angeles-Orange County Building and Construction Trades Council
Craft Unions
Carpenters Union

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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- 7.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on September 9, 2013.