

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees (Regular meeting)**  
**Monday, June 15, 2015**  
**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, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and 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 Administration of Oath of Allegiance to Raquel Manriquez, 2015-2016 Student Trustee

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 May 26, 2015

**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.

- 1.8 Presentation on the Alliance of Schools for Cooperative Insurance Programs (ASCIP) Loss Control Award
- 1.9 Public Hearing – 2015-2016 Tentative Budget
- 1.10 Public Hearing - California School Employees Association Chapter 579 (CSEA) Initial Proposal to Rancho Santiago Community College District (RSCCD)
- 1.11 Public Hearing – Child Development Centers – CSEA Chapter 888 Initial Proposal to Rancho Santiago Community College District

## **2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

- 2.1 Report from the Chancellor
- 2.2 Reports from College Presidents
  - 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 Budget
- 2.7 Reports from Board Committee Chairpersons
  - Board Facilities Committee

## **3.0 INSTRUCTION**

- \*3.1 Approval of New Topics Course Action  
The administration recommends approval of the new topics course:  
1 WELD 198 Topics.
- \*3.2 Approval of Acceptance of Donation of James Russell Art Sculpture Action  
The administration recommends approval of accepting the donation of the James Russell Art Sculpture as presented.
- \*3.3 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Basic Skills Training Action  
The administration recommends approval of the instructional agreement with SER, Jobs for Progress, Inc. for program year 2015-2016.

- \*3.4 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Vocational Training Action  
The administration recommends approval of the instructional agreement with SER, Jobs for Progress, Inc. for program year 2015-2016.
- \*3.5 Approval of Occupational Therapy Assistant (OTA) Agreement Renewal – Western Hand Center, Inc. Action  
The administration recommends approval of the agreement renewal with Western Hand Center, Inc. in Downey, California.
- \*3.6 Approval of Affiliation Agreement with University of California, Irvine (UCI) – Summer Scholars Transfer Institute (SSTI) Action  
The administration recommends approval of the updated agreement with UCI for the Summer Scholars Transfer Institute.
- \*3.7 Approval of Sub-Grant Agreement – Coast Community College District Action  
The administration recommends approval of the sub-grant agreement as submitted with Coast Community College District in Costa Mesa, California.
- \*3.8 Approval of Consulting Agreement with Orange Unified School District (OUSD) Action  
The administration recommends approval of the consulting agreement with OUSD to authorize Santiago Canyon College (SCC) Orange Education Center to provide noncredit classes at OUSD facilities for the period of August 31, 2015, through June 2, 2016, as presented.

#### **4.0 BUSINESS OPERATIONS/FISCAL SERVICES**

- \*4.1 Approval of Payment of Bills Action  
The administration recommends payment of bills as submitted.
- \*4.2 Approval of Budget Increases/Decreases and Budget Transfers Action  
The administration recommends approval of budget increases, decreases and transfers during the month of May 2015.
- \*4.3 Approval of 2015-2016 Tentative Budget Action  
The administration recommends approval of the 2015-2016 proposed Tentative Budget as presented.

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

- \*4.4 Approval of Agreement for Special Services – Atkinson, Andelson, Loya, Ruud & Romo Action  
The administration recommends authorization be given to the Vice Chancellor of Business Operations/Fiscal Services or his designee to renew the proposed agreement between RSCCD and Atkinson, Andelson, Loya, Ruud & Romo for the period of July 1, 2015, through June 30, 2016, as presented.
- \*4.5 Approval of Legal Services Agreement – Bergman Dacey Goldsmith, PLC Action  
The administration recommends authorization be given to the Vice Chancellor of Business Operations/Fiscal Services or his designee to renew the proposed agreement between RSCCD and Bergman Dacey Goldsmith, PLC for the period of July 1, 2015, through June 30, 2016, as presented.
- \*4.6 Approval of Amendment to Legal Services Agreement – The Feldhake Law Firm Action  
The administration recommends authorization be given to the Vice Chancellor of Business Operations/Fiscal Services or his designee to renew the proposed amendment to the legal services agreement between RSCCD and The Feldhake Law Firm for the period of July 1, 2015, through June 30, 2016, as presented.
- \*4.7 Approval of Amendment to Agreement with Facilities Planning & Consulting Services for FUSION Consulting Services Action  
The administration recommends approval of the amendment with Facilities Planning & Consulting Services for FUSION consulting services as presented.
- \*4.8 Approval of Five Year Construction Plan (2017-2021), Final Project Proposals (FPPs) and Initial Project Proposals (IPPs) for Santa Ana College (SAC) and Santiago Canyon College Action  
The administration recommends approval of the Five Year Construction Plan (2017-2021); FPPs and IPPs for SAC and SCC as presented.
- \*4.9 Approval of Amendment to Agreement with Westberg+White, Inc. for Architectural and Engineering Services for Central Plant, Infrastructure, Central Quad Upgrades and Mechanical Upgrades to Existing Buildings at Santa Ana College Action  
The administration recommends approval of the amendment with Westberg+White, Inc. for redesign of the landscaping and irrigation systems, and an extension of time at SAC as presented.

- \*4.10 Approval of Agreement with Disability Access Consultants (DAC) for Santa Ana College Americans with Disabilities Act (ADA) Transition Plan Update Action  
The administration recommends approval of the agreement with Disability Access Consultants to update the ADA transition plan for SAC as presented.
- \*4.11 Approval of Agreement with Salem Engineering Group, Inc. for Geotechnical Consulting Services for Chavez Building Project at Santa Ana College Action  
The administration recommends approval of the agreement with Salem Engineering Group, Inc. for the geotechnical consulting services for the Chavez Building project at SAC as presented.
- \*4.12 Approval of Notice of Completion for Bid #1242 for Roof Repairs for Building C (Fine Arts/Art Gallery), Building N (Music), Building P (Phillips Hall Theatre), and Building R (Russell Hall) at Santa Ana College Action  
The administration recommends approval of the Notice of Completion with Letner Roofing Company, Inc. for Bid #1242 for roof repairs for Buildings C, N, P, and R at SAC as presented.
- \*4.13 Ratification of Award of Bid #1266 – Hammond Hall Exterior Louvers Demolition and Painting at Santa Ana College Action  
The administration recommends ratification of the award of Bid #1266 to Painting and Décor, Inc. for the Hammond Hall exterior louvers demolition and painting at SAC as presented.
- \*4.14 Approval of Amendment to Agreement with WLC Architects, Inc. for Architectural and Engineering Services for U Portable Certification and Renovation Project at Santiago Canyon College Action  
The administration recommends approval of the amendment with WLC Architects, Inc. for architectural and engineering services for the U portable certification and renovation project at SCC as presented.
- \*4.15 Ratification of Award of Bid #1267 for Child Development Center (CDC) Air Conditioning Units Replacement at Santiago Canyon College Action  
The administration recommends ratification of the award of Bid #1267 to Bon Air, Inc. for the CDC air conditioning units replacement at SCC as presented.
- \*4.16 Approval of Participation Addendum to Foundation for California Community Colleges (FCCC) Program Agreement for Symantec Academic Subscription Action  
The administration recommends approval of the participation addendum to the FCCC program agreement for Symantec academic subscription as presented.

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

- \*4.17 Approval of Ellucian Maintenance Advantage Program – 5-year Maintenance Action  
The administration recommends approval of Ellucian Maintenance Advantage Program – 5-year maintenance as presented.
- \*4.18 Approval of 2015-2016 Contract Listing Action  
The administration recommends approval of the 2015-2016 contract listing as presented.
- \*4.19 Approval of Vendor Name Change Action  
The administration recommends approval of the vendor Perceptive Software, Inc. name change to Lexmark Enterprise Software, LLC as presented.
- \*4.20 Approval of Independent Contractors Action  
The administration recommends approval of the following independent contractor: Nicole Sherman for consulting services to provide research curriculum inventory relative to Sector needs (i.e. Branded Pathways, ICT Model Curriculum) by college and assemble information (Regional Access Matrix) to be accessible on the Sector website. Dates of service are July 1, 2015, through June 30, 2016. The fee is estimated at \$36,000.
- \*4.21 Approval of Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period May 3, 2015, through May 30, 2015.

## **5.0 GENERAL**

- \*5.1 Approval of Resource Development Items Action  
The administration recommends approval of budgets, acceptance of grants, and authorization for 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:
- Career Technical Education (CTE) Pathway Program (SAC) \$ 13,360
  - Assessment, Remediation & Retention for Associate Degree Nursing Program – (SAC) \$ 91,200
  - Career and Technical Education Act (CTEA) Title I-C (District/SAC/SCC) \$1,133,551
  - Deputy Sector Navigator – Global Trade & Logistics (District) \$ 200,000
  - Deputy Sector Navigator – Information & Communication Technologies (ICT)/Digital Media (District) \$ 200,000
  - Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn (District) \$ 200,000
  - Deputy Sector Navigator – Small Business (District) \$ 200,000

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

- \*5.1 Approval of Resource Development Items – (cont.)  
- Enrollment Growth for Associate Degree Nursing Program \$ 101,087  
(SAC)  
- Los Angeles/Orange County Regional Consortium (SCC) \$ 370,000  
- Sector Navigator – Information Communications Technology \$ 372,500  
ICT/Digital Media (District)
- \*5.2 Approval of Sub-Agreement between RSCCD and Growth Sector Company for Santa Ana Workforce Investment Board’s H-1B Visa Technical Skills Training Grant: Orange County Bridge to Engineering Project Action  
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operation/  
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 Coast Community College District on behalf of Golden West College for Deputy Sector Navigator ICT/Digital Media Grant Action  
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operation/  
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 Opportunity Development Enterprises, LLC for Sector Navigator ICT/Digital Media Grant Action  
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operation/  
Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- \*5.5 Approval of Service Contract Agreement between RSCCD and Listen to See, Inc. for Sector Navigator ICT/Digital Media Grant Action  
The administration recommends approval of the service contract agreement and authorization be given to the Vice Chancellor, Business Operation/  
Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- \*5.6 Approval of First Amendment to Sub-Agreement between RSCCD and Garden Grove Unified School District for AB 86 Adult Education Consortium Planning Grant Action  
The administration recommends approval of the first amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operation/  
Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

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

- \*5.7 Adoption of Resolution No. 15-15 – California Department of Education (CSPP-5321) Action  
The administration recommends adoption of Resolution No. 15-15 with the California Department of Education and authorization be given to the Chancellor or his designee to sign and enter into a related contractual agreement on behalf of the district.
- \*5.8 Adoption of Resolution No. 15-16 – California Department of Education (CCTR-5160) Action  
The administration recommends adoption of Resolution No. 15-16 with the California Department of Education and authorization be given to the Chancellor or his designee to sign and enter into a related contractual agreement on behalf of the district.
- \*5.9 Approval of Memorandum of Understanding (MOU) between RSCCD and Educational Testing Service (ETS) Action  
The administration recommends approval of the MOU with Educational Testing Services and authorization be given to the Vice Chancellor, Business Operation/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 5.10 Adoption of Board Policies Action  
The administration recommends adoption of the following new and revised board policies:
- BP 2410 Board Policies and Administrative Regulations
  - BP 3225 Institutional Effectiveness (New)
  - BP 3430 Prohibition of Harassment
  - BP 4040 Library and Learning Support Services
  - BP 5700 Intercollegiate Athletics
  - BP 6700 Civic Center and Other Facilities Use
  - BP 7130 Compensation
  - BP 7160 Professional Development (New)
  - BP 7340 Leaves
- 5.11 Approval of Extension of Ad Hoc Board Safety & Security Committee Action  
The administration recommends an extension of the formation of an Ad Hoc Safety & Security Committee of the Board of Trustees through December 31, 2015.
- 5.12 Approval of Extension of Consulting Services – Townsend Public Affairs, Inc. Action  
It is recommended that the board approve the Supplement to Contract for Consulting Services (#5) with Townsend Public Affairs, Inc. as presented.

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

5.13 Approval of Strategic Communications Services Agreement – Gladstone International, Inc. Action

It is recommended that the board approve the strategic communications services agreement with Gladstone International, Inc. in Laguna Beach, California, as presented.

5.14 Approval of Strategic Communications Services Agreement – Townsend Public Affairs, Inc. Action

It is recommended that the board approve the strategic communications services agreement with Townsend Public Affairs, Inc. in Newport Beach, California, as presented.

5.15 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. Full-time Faculty
  - b. Part-time Faculty
  - c. Classified Staff
  - d. Student Workers
  - e. Professional Experts
2. Conference with Legal Counsel: Existing Litigation (pursuant to Government Code Section 54956.9[a]) (1 case)

*Guy Yocom Construction, Inc. v. Rancho Santiago Community College District et al, Orange County Superior Court Case No. 30-2014-00740749-CU-BC-CJC*
3. Liability Claim (pursuant to Government Code Section 54956.95)
  - a. 15-530 DM
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  
California School Employees Association, Chapter 888  
Continuing Education Faculty Association
5. 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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**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.

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## **6.0 HUMAN RESOURCES**

### **6.1 Management/Academic Personnel**

### **Action**

- Approval of 2015-2016 Interim Cabinet Salary Schedule
- Approval of 2015-2016 Interim Management Salary Schedule
- Approval of 2015-2016 Administrator/Academic Supervisory Step Increases
- Approval of 2015-2016 Management/Classified Supervisory/Confidential Step Increases
- Approval of New Job Descriptions
- Approval of Employment Agreements
- Approval of Changes of Assignments
- Approval of Interim Assignments
- Approval of Extension of Interim Assignments
- Ratification of Resignations/Retirements
- Approval of 2014-2015 Permanent CSEA Chapter 888 Salary Schedules
- Approval of 2015-2016 Interim CSEA Chapter 888 Salary Schedules
- Approval of 2015-2016 Interim FARSCCD Salary Schedules
- Approval of 2015-2016 Interim CEFA Salary Schedule
- Approval of 2015-2016 CSEA Chapter 888 Step Increases
- Approval of 2015-2016 FARSCCD 12-Month Faculty Step Increases
- Approval of 2014-2015 Contract Extension Days
- Approval of 2015-2016 Contract Extension Days
- Approval of Appointments
- Approval of Voluntary Workload Reductions
- Approval of Final Salary Placements
- Approval of Leaves of Absence
- Approval of Stipends
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

- 6.2 Classified Personnel Action
- Approval of 2015-2016 CSEA Interim Salary Schedule
  - Approval of 2015-2016 Miscellaneous Salary Schedule
  - Approval of 2015-2016 CSEA Step Increases
  - Approval of Professional Growth Increments
  - Approval of Out of Class Assignments
  - Approval of Return to Regular Assignments
  - Approval of Changes in Position
  - Approval of Voluntary Furloughs
  - Approval of Leaves of Absence
  - Ratification of Resignations/Retirements
  - Approval of New Appointments
  - Approval of Temporary Assignments
  - Approval of Changes in Temporary 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
- 6.3 Approval of Employee Calendar 2015-2016 Action  
The administration recommends approval of the 2015-2016 Employee Calendar.
- 6.4 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to California School Employees Association Chapter 579 Action  
It is recommended the board receive and file the district's initial bargaining proposal to CSEA Chapter 579 and schedule a public hearing for July 20, 2015.
- 6.5 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Child Development Centers - CSEA Chapter 888 Action  
It is recommended the board receive and file the district's initial bargaining proposal to the Child Development Centers - CSEA, Chapter 888 and schedule a public hearing for July 20, 2015.
- 6.6 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Continuing Education Faculty Association (CEFA) Action  
It is recommended the board receive and file the district's initial bargaining proposal to CEFA and schedule a public hearing for July 20, 2015.

- 6.7 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District (FARSCCD) Action  
It is recommended the board receive and file the district's initial bargaining proposal to FARSCCD and schedule a public hearing for July 20, 2015.
- 6.8 Approval of Fringe Benefit Providers for Fiscal Year 2015-2016 Action  
It is recommended that the board approve the renewal of the insurance programs at the negotiated rates and authorization be given to the chancellor or his designee to enter into appropriate agreements with Anthem BlueCross (PPO/HMO), Delta Dental (PPO/HMO), MetLife Basic Life Insurance, MetLife Voluntary Life Insurance, VSP Voluntary Vision, AFLAC, MetLife, American Fidelity, United Pet Care, and Health Advocate for July 1, 2015, through December 31, 2016.
- 6.9 Rejection of Claim Action  
The district's claims administrator recommends the board authorize the chancellor or his designee to reject Claim #15-530 DM.
- 6.10 Adoption of Resolution No. 15-14 authorizing payment to Trustee Absent from Board Meetings Action  
This resolution requests authorization of payment to Ms. Claudia C. Alvarez for her absence from the May 26, 2015, board meeting due to a business commitment.
- 6.11 Authorization for Board Travel/Conferences Action  
It is recommended that the board authorize the submitted conference and travel by a board member.
- 7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on July 20, 2015.