

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees (Regular meeting)**  
**Monday, December 12, 2016**  
**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 Installation Ceremony and Reception

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 November 14, 2016

**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.

1.7 Presentation of District Annual Financial Audit

2.0 **BOARD ORGANIZATION**

2.1 Annual Board Organization

Action

Board Policy 2305 (attached) requires that the board take specific actions at its annual organizational meeting:

- Election of Board Officers (President, Vice President, and Clerk) for the 2016-17 year
- Designation of secretary and assistant secretary
- The President of the Board shall appoint members and chairs to following board committees:
  - Communications Committee
  - Facilities Committee
  - Fiscal and Audit Review Committee
  - Legislative Committee
  - Policy Committee
  - Safety & Security Committee
- The President of the Board shall appoint representatives to the the following organizations:
  - RSCCD Foundation
  - Orange County Community College Legislative Task Force
  - Orange County School Boards Association
  - Nominating Committee on School District Organization
- Adoption of schedule of meeting dates for 2017 (attached)
- Reaffirmation of Board Policy 2200 – Board Duties and Responsibilities (attached)
- Reaffirmation of Board Policy 2715 – Code of Ethics/Standards of Practice (attached)
- Reaffirmation of Board Policy 2735 – Board Member Travel (attached)
- Reaffirmation of Board Policy 6320 - Investments (attached)
- Designation of specific days, weeks or months of observance, which relate to the educational mission of the district (attached)

3.0 **INFORMATIONAL ITEMS AND ORAL REPORTS**

3.1 Report from the Chancellor

- Accreditation

3.2 Reports from College Presidents

- Accreditation
- Enrollment
- Facilities
- College activities
- Upcoming events

3.3 Report from Student Trustee

3.4 Reports from Student Presidents

- Student activities

3.5 Report from Classified Representative

3.6 Reports from Academic Senate Presidents

- Senate meetings

- 3.7 Reports from Board Committees  
• Board Fiscal/Audit Committee

#### 4.0 INSTRUCTION

- \*4.1 Approval of New Occupational Therapy Assistant Agreement – Mental Health Association of Orange County Action  
The administration recommends approval of the new agreement with the Mental Health Association of Orange County in Orange, California.
- \*4.2 Approval of Occupational Therapy Assistant Agreement Renewal - Greater Anaheim SELPA (Special Education Local Plan Area) Action  
The administration recommends approval of the agreement renewal with Greater Anaheim SELPA in Buena Park, California.
- \*4.3 Approval of Speech-Language Pathology Assistant Agreement Renewal - Capistrano Unified School District Action  
The administration recommends approval of the agreement renewal with Capistrano Unified School District in San Juan Capistrano, California.
- \*4.4 Approval of Proposed Revisions for 2017-2018 Santa Ana College Catalog Action  
The administration recommends approval of the proposed revisions for the 2017-2018 Santa Ana College catalog.
- \*4.5 Approval of Proposed Revisions for 2017-2018 Santiago Canyon College Catalog Action  
The administration recommends approval of the proposed revisions for the 2017-2018 Santiago Canyon College catalog.
- \*4.6 Approval of Professor Rose Argo’s Sabbatical Leave Report Action  
The administration recommends approval of Professor Rose Argo’s Sabbatical Leave Report.
- \*4.7 Approval of Professor Rudy Frias’ Sabbatical Leave Report Action  
The administration recommends approval of Professor Rudy Frias’ Sabbatical Leave Report.
- \*4.8 Approval of Professor Randy Scott’s Sabbatical Leave Report Action  
The administration recommends approval of Professor Randy Scott’s Sabbatical Leave Report

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

- \*4.9 Approval of Contract Agreement with San Diego State University Research Foundation, Minority Male Community College Collaborative (M2C3) Action  
The administration recommends approval of the contract agreement with San Diego State University Research Foundation, Minority Male Community College Collaborative (M2C3).

## **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 Budget Increases/Decreases, Transfers, and Interfund Transfers Action  
The administration recommends approval of budget increases/decreases, transfers and Interfund transfers from October 31, 2016, to November 16, 2016.
- \*5.3 Approval of Appointment and Resignation for Measure Q Citizens' Bond Oversight Committee Action  
The administration recommends approval of the appointment and resignation of the Measure Q Citizens' Bond Oversight Committee as presented.
- \*5.4 Approval of Legal Services Agreement – Orbach Huff Suarez & Henderson LLP 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 Rancho Santiago Community College District and Orbach Huff Suarez & Henderson LLP for the period of July 1, 2016, through June 30, 2018, as presented.
- 5.5 Receive and Acceptance of District Audit Reports for Fiscal Year Ended June 30, 2016 Action  
The administration recommends the board receive and accept the RSCCD audit reports for the fiscal year ended June 30, 2016, as presented.
- \*5.6 Approval of Amendment to Agreement with Lionakis for On-Call Architectural Design Services for Various Projects District-Wide Action  
The administration recommends approval of the amendment with Lionakis for on-call architectural design services for various projects district-wide as presented.

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

- \*5.7 Ratification of Award of Bid #1300 for Fire Line Pump Replacement at District Office Action  
The administration recommends ratification of the award of Bid #1300 to Fire Sprinklers, Inc. for Bid #1300 Fire Line Pump Replacement at District Office as presented.
- \*5.8 Approval of Amendment to Agreement with Disability Access Consultants (DAC) for Santa Ana College (SAC) Americans with Disabilities Act Transition Plan Update Action  
The administration recommends approval of the amendment with DAC for the SAC Americans with Disabilities Act transition plan as presented.
- \*5.9 Approval of Amendment to Agreement with Engineering Alignment Systems, Inc. for On-Call Structural Engineering Services for Santa Ana College and District Facilities Action  
The administration recommends approval of the amendment with Engineering Alignment Systems, Inc. for on-call structural engineering services at SAC and district facilities as presented.
- \*5.10 Rejection of Bid #1305 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College and Repairs at Santa Ana College Orange County Sheriff's Regional Training Academy Action  
The administration recommends rejection of all bids for Bid #1305 for door hardware replacement at Buildings C, H, L, R, and S at SAC and repairs at SAC Orange County Sheriff's Regional Training Academy as presented.
- \*5.11 Approval of Amendment to Agreement with Saiful Bouquet, Inc. for On-Call Structural Engineering Services at Santiago Canyon College (SCC) and District Facilities Action  
The administration recommends approval of the amendment with Saiful Bouquet, Inc. for on-call structural engineering services at SCC and district facilities as presented.
- \*5.12 Approval of Independent Contractor Action  
The administration recommends approval of the following independent contractor: LeeAnn Stone as an instructional designer to assist in developing "Model Courses" for departmental usage with District Education growth for Associate Degree for Transfer (AD-T) pathways and Open Educational Resources (OER) course adoption for Santa Ana College. Dates of service are December 13, 2016, through June 30, 2017. The fee is estimated at \$30,000.

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

\*5.13 Approval of Independent Contractor Action

The administration recommends approval of the following independent contractor: Walter Dario Di Mantova to assist with Orange County Regional Strong Workforce Project planning (providing project management timeline, weekly updates/reports as requested, review/research material, and produce Final Regional Plan). Dates of service are December 13, 2016, through January 31, 2017. The fee is estimated at \$25,500.

\*5.14 Approval of Independent Contractor Action

The administration recommends approval of the following independent contractor: Richard Verches to provide services as the Los Angeles Director for the LA/OC Regional Consortia (convene regional stakeholders, facilitate regional planning and coordination, communicate and assist the region in implementing Chancellor's Office Initiatives, and other leadership and administrative services). Dates of service are December 13, 2016, through March 12, 2017. The fee is estimated at \$59,812.

\*5.15 Approval of Purchase Orders Action

The administration recommends approval of the purchase order listing for the period October 28, 2016, through November 11, 2016.

**6.0 GENERAL**

\*6.1 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:

- California Employment Development Department E-file Program – Small Business Development Center (District) \$ 9,750
- College Textbook Affordability Program (AB 798) (SAC) \$ 50,000
- Deputy Sector Navigator – Global Trade & Logistics – Year 4 (District) – *Augmentation* \$ 100,000
- Deputy Sector Navigator – Information & Communication Technologies/Digital Media – Year 4 (District) – *Augmentation* \$ 100,000
- Deputy Sector Navigator – Retail Hospitality/Tourism/Learn & Earn – Year 4 (District) – *Augmentation* \$ 100,000
- Deputy Sector Navigator – Small Business – Year 4 (District) – *Augmentation* \$ 100,000
- Early Head Start – Year 3 (District) \$1,839,378
- Math, Engineering and Science Achievement (MESA) Program – (SAC) – *Augmentation* \$ 27,393
- Small Business Administration/California State University, Fullerton – Small Business Development Center (District) \$ 602,000
- Student Equity (SAC & SCC) \$3,085,938

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

- \*6.1 Approval of Resource Development Items (contd.)
- Student Success and Support Program (SSSP) – Credit (SCC/District) \$1,851,741
  - University of California, Irvine Graduate Student/Faculty Internship (SAC & SCC) \$ 37,500
  - Youth Empowerment Strategies for Success – Independent Living Program (YESS – ILP) (SAC) \$ 22,500
- \*6.2 Approval of Sub-Agreement between RSCCD and Compton Community College District for Career Technical Education Data Unlocked Grant 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 and enter into a related contractual agreement on behalf of the district.
- \*6.3 Approval of First Amendments to Sub-Agreements between RSCCD and Los Rios Community College District for Career Technical Education Data Unlocked Grant Action  
The administration recommends approval of the amendments to the sub-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.
- \*6.4 Authorization of Signatures Action  
The administration recommends approval of the revised list of authorized signatures.
- 6.5 List of 2017 Conferences and Legislative Executive Visits for Board Members Information  
Board Policy 2735 and a list of conferences and legislative executive visits that board members may wish to attend is provided as information.
- 6.6 RSCCD Board of Trustees Self-Evaluation Action  
It is recommended that the board review the evaluation responses and complete the self-evaluation process for 2016.
- 6.7 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)*

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

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 Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources  
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)  
California School Employees Association (CSEA), Chapter 579

## **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.

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.

## **7.0 HUMAN RESOURCES**

- | <b>7.1 <u>Management/Academic Personnel</u></b>  | <b><u>Action</u></b> |
|--|----------------------|
| <ul style="list-style-type: none"><li>• Approval of Employment Agreements</li><li>• Approval of New Job Descriptions</li><li>• Approval of Appointments</li><li>• Approval of Appointments to Interim Assignment/Employment of Retired State Teachers' Retirement System (STRS) Member</li><li>• Approval of Changes of Position Grade Level</li><li>• Approval of Adjusted Salary Placements</li><li>• Ratification of Resignations/Retirements</li><li>• Approval of Changes of Classification</li><li>• Approval of 2016-2017 FARSCCD Association Released Times</li><li>• Approval of Leaves of Absence</li><li>• Approval of Beyond Contract/Overload Stipends</li><li>• Approval of Part-time Hourly New Hires/Rehires</li><li>• Approval of Non-paid Instructors of Record</li><li>• Approval of Non-paid Intern Services</li></ul> |                      |

- 7.2 Classified Personnel Action
- Approval of New Appointments
  - Approval of Professional Growth Increments
  - Approval of Out of Class Assignments
  - Approval of Return to Regular Assignments
  - Approval of Changes in Positions
  - Ratification of Resignations/Retirements
  - Approval of New Appointments
  - Approval of Temporary Assignments
  - Approval of Additional Hours for Ongoing Assignments
  - Approval of Changes in Temporary Assignment
  - 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
- 7.3 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Child Development Centers – CSEA Chapter 888 Action  
The administration recommends the board schedule a public hearing for the next regularly scheduled board meeting.
- 7.4 Approval of Agreement with AON Consulting for Medicare Subsidy Administration Action  
The administration recommends approval of the agreement with AON Consulting for the Medicare Subsidy Administration.
- 8.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be announced after the 2017 board meeting calendar is approved. The meeting will be held at the District Office at 2323 North Broadway, Room #107, in Santa Ana, California.