

# **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**

## **Board of Trustees (Regular meeting)**

**Monday, July 17, 2017  
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 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 June 12, 2017**

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 Recognition of Dr. Sara Lundquist

**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 Report from Classified Representative

2.6 Reports from Academic Senate Presidents

- Senate meetings

2.7 RSCCD Governance Presentation on A Guide to the Public Records Act and the Brown Act

**3.0 INSTRUCTION**

- \*3.1 Approval of Revised Mission Statement for Santa Ana College (SAC) Action  
The administration recommends approval of the revised mission statement for SAC as presented thereby authorizing the college administration to publish the revised mission statement in various documents and public notices.
- \*3.2 Approval of Proposed Revisions for 2018-2019 Santa Ana College Catalog Action  
The administration recommends approval of the proposed revisions for the 2018-2019 SAC catalog.
- \*3.3 Approval of Memorandum of Understanding (MOU) with Center for Innovation in Education, dba Base<sub>11</sub> Action  
The administration recommends approval of the MOU with the Center for Innovation in Education, dba Base<sub>11</sub> as presented.
- \*3.4 Approval of New Clinical Affiliation Agreement for Occupational Therapy Assistant (OTA) Program with Atlantic Memorial Healthcare Associates, Inc. dba Atlantic Memorial Healthcare Center Action  
The administration recommends approval of the new clinical affiliation agreement for the OTA program with Atlantic Memorial Healthcare Associates, Inc., dba Atlantic Memorial Healthcare Center in Long Beach, California.

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

- \*3.5 Approval of Nursing Program Affiliation Agreement – South Coast Global Medical Center Action  
The administration recommends approval of the nursing program affiliation agreement with the South Coast Global Medical Center located in Santa Ana, California.
- \*3.6 Approval of Nursing Program Clinical Affiliation Agreement - Kindred Healthcare Action  
The administration recommends approval of the nursing program clinical affiliation agreement with Kindred Healthcare located in Santa Ana, California.
- \*3.7 Approval of Renewal of Nursing Program Affiliation Agreement - Anaheim Regional Medical Center Action  
The administration recommends approval of the renewal of the nursing program affiliation agreement with Anaheim Regional Medical Center located in Anaheim, California as presented.
- \*3.8 Approval of Amendment to Nursing and Pharmacy Technician Programs Affiliation Agreement – Hoag Memorial Hospital Presbyterian Action  
The administration recommends approval of the nursing and pharmacy technician program affiliation agreement amendment with Hoag Memorial Hospital Presbyterian located in Newport Beach and Irvine, California as presented.
- \*3.9 Approval of Educational Affiliation Agreement Renewal for Occupational Therapy Assistant Program with Horizon Therapy Services Action  
The administration recommends approval of the educational affiliation agreement renewal for the OTA program with Horizon Therapy Services in Rancho Cucamonga, California.
- \*3.10 Approval of Standard Inter-Agency Instructional Services Agreement Renewal for Criminal Justice Academies (CJA) with California Narcotic Canine Association Action  
The administration recommends approval of the standard inter-agency instructional services agreement renewal for the CJA with California Narcotic Canine Association in Exeter, California.
- \*3.11 Approval of Standard Inter-Agency Instructional Services Agreement Renewal for Criminal Justice Academies with Santa Ana Police Department Action  
The administration recommends approval of the standard inter-agency instructional services agreement renewal for CJA with the Santa Ana Police Department in California.

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

- \*3.12 Approval of Standard Affiliation Agreement Renewal for Child Development and Education Studies Department with Anaheim Elementary School District Action  
The administration recommends approval of the standard affiliation agreement renewal for the Child Development and Education Studies Department with Anaheim Elementary School District in Anaheim, California.
- \*3.13 Approval of Santa Ana College Memorandum of Understanding with Mexican Consulate in Santa Ana Action  
The administration recommends approval of the SAC MOU with the Mexican Consulate in Santa Ana, California.
- \*3.14 Approval of Statement of Work for Implementation of Lexmark's Transform Software for Santa Ana College Financial Aid Office Action  
The administration recommends approval of the Statement of Work for implementation of Lexmark's Transform Software for SAC Financial Aid Office as presented.
- \*3.15 Approval of Memorandum of Understanding (Phase II) between Orange County Development Board and Partners of America's Job Center of California Network Action  
The administration recommends approval of the MOU (Phase II) between the Orange County Development Board and the Partners of America's Job Center of California Network as presented.
- \*3.16 Approval of License Agreement for Kiosk at MainPlace Mall Action  
The administration recommends approval of the license agreement for the kiosk at MainPlace Mall and any future renewals, extensions, and addendums as presented.
- 3.17 Receive for First Reading – Santa Ana College Midterm Report on Accreditation Information  
The item is provided for a first reading as an information item.
- 3.18 Receive for First Reading – Santiago Canyon College Midterm Report on Accreditation Information  
The item is provided for a first reading as an information item.
- \*3.19 Approval of Santa Ana College Community Services Program, Fall 2017 Action  
The administration recommends approval of the SAC Community Services program, for Fall 2017.

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

- \*3.20 Approval of Santiago Canyon College Community Services Program, Fall 2017 Action  
The administration recommends approval of the SCC Community Services program, for Fall 2017.
- \*3.21 Approval of Renewal of Memorandum of Understanding between Rancho Santiago Community College District and Pacific Clinics' Recovery Education Institute (REI) Action  
The administration recommends approval of the renewal of the MOU between RSCCD and Pacific Clinics' Recovery Education Institute.

#### **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, Transfers, and Intrafund and Interfund Transfers Action  
The administration recommends approval of budget increases/decreases, transfers, and intrafund and interfund transfers from May 30, 2017, to June 28, 2017.
- 4.3 Adoption of Resolution No. 17-17 – Conflict of Interest Code Action  
The administration recommends adoption of Resolution No. 17-17 – Conflict of Interest Code as presented.
- 4.4 Adoption of Resolution No. 17-18 – Resolution to Close Fund (Fund 42) Action  
The administration recommends adoption of Resolution No. 17-18 – Resolution to Close Fund 42 as presented.
- \*4.5 Approval of 2017-2018 Proposed Adopted Budget Assumptions Action  
The administration recommends approval of the proposed Adopted Budget Assumptions for the 2017-2018 fiscal year as presented.
- \*4.6 Approval of Agreement with Facilities Planning & Program Services, Inc. for Planning and Project Management Services Action  
The administration recommends approval of the agreement with Facilities Planning & Program Services, Inc. for planning and project management services as presented.
- \*4.7 Approval of Agreement with Linik Corporation for Planning and Project Management Services Action  
The administration recommends approval of the agreement with Linik Corporation for planning and project management services as presented.

- \*4.8 Acceptance of Completion of Bid #1320 for Reconfiguration of Congressman Correa's Offices at District Office and Approval of Recording of Notice of Completion Action  
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- \*4.9 Approval of Agreement with Bernards for Construction Management Services for Science Center at Santa Ana College Action  
The administration recommends approval of the agreement with Bernards for construction management services for the Science Center at SAC as presented.
- \*4.10 Approval of Agreement with Dovetail for Furniture and Equipment Consulting Services for Science Center at Santa Ana College Action  
The administration recommends approval of the agreement with Dovetail for furniture and equipment consulting services for the Science Center at SAC as presented.
- \*4.11 Approval of Amendment to Agreement with Hammel, Green and Abrahamson, Inc. for Professional Design Services for Science Center Project at Santa Ana College Action  
The administration recommends approval of the amendment to the agreement with Hammel, Green and Abrahamson, Inc. in Santa Monica for professional design services for the Science Center project at SAC as presented.
- \*4.12 Approval of Amendment to Agreement with The Solis Group for Labor Compliance and Community Student Workforce Project Agreement Coordinator Consulting Services for Various Projects at Santa Ana College Action  
The administration recommends approval of the amendment with The Solis Group for labor compliance and community student workforce project agreement coordinator consulting services for various projects at SAC as presented.
- \*4.13 Approval of Change Order #1 for Hamel Concrete, Inc. for Bid #1307 for Site Wall/Improvement Project at Santa Ana College Orange County Sheriff's Regional Training Academy Action  
The administration recommends approval of change order #1 for Hamel Concrete, Inc. for Bid #1307 for the site wall/improvement project at SAC Orange County Sheriff's Regional Training Academy as presented.
- \*4.14 Ratification of Award of Bid #1326 for Parking Lot 6 Americans with Disabilities Act (ADA) Stalls (Phase II) at Santa Ana College Action  
The administration recommends ratification of the award of Bid #1326 to parking lot 6 ADA stalls (Phase II) at SAC as presented.

- \*4.15 Rejection of all Bids for Bid #1327 for Roof Replacement Pool Building at Santa Ana College Action  
The administration recommends rejection of all bids for Bid #1327 for the roof replacement pool building at SAC as presented.
- \*4.16 Acceptance of Completion of Bid #1307 for Site Wall/Improvement Project at Santa Ana College Orange County Sheriff's Regional Training Academy and Approval of Recording of Notice of Completion Action  
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- \*4.17 Approval of Change Order #1 for Aramexx Construction for Bid #1313 for Irrigation Controller Upgrades at Santiago Canyon College Action  
The administration recommends approval of change order #1 for Aramexx Construction for Bid #1313 for irrigation controller upgrades at SCC as presented.
- \*4.18 Approval of Change Order #1 for Golden Gate Construction for Bid #1299 for ADA Improvements Phase 1 at Santiago Canyon College Action  
The administration recommends approval of change order #1 for Golden Gate Construction for Bid #1299 for ADA improvements Phase 1 at SCC as presented.
- \*4.19 Ratification of Award of Bid #1325 for U Portables Certification Plumbing at Santiago Canyon College Action  
The administration recommends ratification of the award of Bid #1325 for U portables certification plumbing at SCC as presented.
- \*4.20 Ratification of Award of Bid #1328 for ADA Improvements at 1937 West Chapman Avenue, Orange, for Orange Education Center (OEC) Action  
The administration recommends ratification of award of Bid #1328 for ADA improvements at 1937 West Chapman Avenue, Orange, for OEC as presented.
- \*4.21 Acceptance of Completion of Bid #1299 for ADA Improvements Phase I at Santiago Canyon College and Approval of Recording of Notice of Completion Action  
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- \*4.22 Acceptance of Completion of Bid #1313 for Irrigation Controller Upgrades at Santiago Canyon College and Approval of Recording of Notice of Completion Action  
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.

- \*4.23 Approval of Agreement with Orange County Sheriff's Department for Range Qualification, Professional Development and Tactical Training Action  
The administration recommends approval of the agreement with the Orange County Sheriff's Department Regional Training Center and RSCCD as presented.
- \*4.24 Approval of Amendment No. 1 to Agreement for Independent Audit Services Action  
The administration recommends approval of Amendment No. 1 to change the name from Vicenti Lloyd & Stutzman to CliftonLarsonAllen, LLP as presented.
- \*4.25 Approval of Renewal for Blackboard License Action  
The administration recommends approval of the renewal of the Blackboard License for the second year effective July 1, 2017, through June 30, 2018, with the Foundation for California Community Colleges as presented.
- \*4.26 Approval of Independent Contractor Action  
The administration recommends approval of the following independent contractor: Susanne M. Mata to serve as Career and Technology Education Management Application (CATEMA) Specialist to work on increasing the current college participation by providing CATEMA Systems overviews to college staff, assisting with the development of virtual trainings, serving as the first point of contact for technical assistance and support, and providing logistical coordination support as needed for implementation. Dates of service are July 18, 2017, through December 31, 2017. The fee is estimated at \$20,000.
- \*4.27 Approval of Independent Contractor Action  
The administration recommends approval of the following independent contractor: Jennifer Walsvick to provide mental health consulting services, coordination, record keeping and documentation to assure compliance with program standards. Dates of service are July 18, 2017, through June 30, 2018. The fee is estimated at \$24,000.
- \*4.28 Approval of Independent Contractor Action  
The administration recommends approval of the following independent contractor: Marcia R. Wilson to provide assistance to the Los Angeles (LA) County Director and LA County Career and Technical Education (CTE) Deans in the completion of Round 1 Regional Projects, the development of Round 2 Strong Workforce Planning and Evaluation process, assisting with regional reviews, and any additional requests, requirements, and assignments to produce an accurate and quality updated Regional Plan. Dates of service are July 18, 2017, through December 31, 2017. The fee is estimated at \$15,000.

- \*4.29 Approval of Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period May 21, 2017, through June 17, 2017.

## 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:
- |   |             |
|---|-------------|
| - Adult Education Block Grant Regional Consortium     | \$2,939,497 |
| Funding Appropriation (SAC/SCC)                       |             |
| - Career Technical Education Data Unlocked Initiative | \$7,000,000 |
| (District) – <i>Augmentation</i>                      |             |
- \*5.2 Approval of Sub-Agreement between RSCCD and WestEd for Career Technical Education Data Unlocked Initiative 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.
- \*5.3 Approval of Lease Agreement between RSCCD and Economic Development Corporation of Los Angeles County for Strong Workforce Program Action  
The administration recommends approval of the lease agreement and authorization be given to the Vice Chancellor, Business Operations/ Fiscal Services or his designee to sign and enter into related contractual agreement on behalf of the district.
- \*5.4 Approval of First Amendment to Sub-Agreement between RSCCD and Garden Grove Unified School District for Adult Education Block Grant Action  
The administration recommends approval of the amendment to the agreement and authorization be given to the Vice Chancellor, Business Operations/ Fiscal Services or his designee to sign and enter into related contractual agreement on behalf of the district.
- 5.5 First Reading of Board Policy (BP) Information  
The following board policy is presented for a first reading as an information item:
- BP 6307 Debt Issuance and Management

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

5.6 Adoption of Board Policies Action

The administration recommends adoption of the following revised board policies:

- BP 2015 – Student Member
- BP 2340 – Agendas
- BP 2345 – Public Participation at Board Meetings
- BP 3430 – Prohibition of Harassment
- BP 3820 – Gifts
- BP 7365 – Discipline and Dismissal – Classified Employees
- BP 7310 – Nepotism

5.7 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)*

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. Educational Administrator Appointments
    - (1) Assistant Dean
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (3 cases)
3. 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  
California School Employees Association, 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.

## **6.0 HUMAN RESOURCES**

- 6.1 Management/Academic Personnel Action
- Approval of Revised Job Descriptions
  - Approval of Appointments
  - Approval of Appointments to Interim Assignment/Employment of Retired State Teachers' Retirement System (STRS) Member
  - Approval of Interim Assignments
  - Approval of Extensions of Interim Assignment
  - Approval of Adjusted Salary Placements
  - Approval of 2017-2018 - Continuing Education Faculty Association (CEFA) Permanent Hourly Salary Schedule
  - Approval of Hiring of Long-term Substitutes per Education Code 87481 & 87482
  - Approval of Final Salary Placements
  - Approval of Leaves of Absence
  - Ratification of Resignations/Retirements
  - Approval of Contract Extension Days for 2016-2017
  - Approval of Additional Contract Extension Days for 2017-2018
  - Approval of Beyond Contracts/Overload Stipends
  - Approval of Adjusted Effective Dates
  - Approval of Part-time New Hire/Rehires
  - Approval of Non-paid Instructors of Record
  - Approval of Non-paid Intern Services
- 6.2 Classified Personnel Action
- Approval of New Classifications
  - Approval of New Appointments
  - Approval of Hourly Ongoing to Contract Assignments
  - Approval of Temporary to Contract Assignments
  - Approval of Professional Growth Increments
  - Approval of Out of Class Assignments
  - Approval of Return to Regular Assignments
  - Approval of Changes in Position
  - Approval of Leaves of Absence
  - Ratification of Resignations/Retirements
  - Approval of New Appointments
  - Approval of Temporary to Hourly Ongoing Assignments
  - Approval of Temporary Assignments
  - Approval of Changes in Temporary Assignments
  - Approval of Additional Hours for Ongoing Assignments
  - Approval of Substitute Assignments
  - Approval of Miscellaneous Positions

- 6.2 Classified Personnel (contd.)
- Approval of Instructional Associates/Associate Assistants
  - Approval of Community Service Presenters and Stipends
  - Approval of Volunteers
  - Approval of Student Assistant Lists
- 6.3 Presentation of California School Employees Association (CSEA) Chapter 579 Initial Bargaining Proposal to Rancho Santiago Community College District Action  
The administration recommends the board schedule a public hearing for August 14, 2017.
- 6.4 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to California School Employees Association Chapter 579 Action  
It is recommended that the board receive and file the district's initial bargaining proposal to CSEA Chapter 579 and schedule a public hearing for August 14, 2017.
- 6.5 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District (FARSCCD) Action  
It is recommended that the board receive and file the district's initial bargaining proposal to FARSCCD and schedule a public hearing for August 14, 2017.
- 6.6 Adoption of Resolution No. 17-16 Authorizing a Certificate of Consent to Self-Insure for Workers' Compensation Liabilities Action  
The administration recommends approval of converting the district's workers' compensation program to a \$150,000 self-insured retention limit and applying for a Self-Insurance Certificate from the California State Office of Self-Insurance Programs.
- 6.7 Approval of Agreement for Educational Services and Scholarships between Rancho Santiago Community College District and Concordia University Irvine Action  
The administration recommends approval of the agreement with Concordia University as presented.
- 6.8 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 August 14, 2017.