

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**  
**Board of Trustees (Regular meeting)**  
**Monday, October 23, 2017**  
**Santa Ana College**  
**1530 W. 17<sup>th</sup> Street, Phillips Hall**  
**Santa Ana, California**

**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.

Santa Ana College inspires, transforms, and empowers a diverse community of learners.

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 September 25, 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 Students by Board of Trustees

1.8 Presentation on Santa Ana College Marketing Plan

**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 Reports from Board Committee Chairpersons

- Board Facilities Committee
- Board Legislative Committee
- Board Policy Committee
- Orange County Community Colleges Legislative Task Force

**3.0 INSTRUCTION**

- \*3.1 Approval of Clinical Affiliation Agreement with Illumination Foundation Action  
The administration recommends approval of the clinical affiliation agreement with the Illumination Foundation located in Irvine, California, as presented.
- \*3.2 Approval of Clinical Affiliation Agreement with Doctor's Ambulance Action  
The administration recommends approval of the clinical affiliation agreement Doctor's Ambulance located in Laguna Hills, California, as presented.
- \*3.3 Approval of Renewal of Hope Builders Instructional Services Agreement for Construction Technology Action  
The administration recommends approval of the renewal of the Hope Builders Instructional Services Agreement for program year 2017-2018.

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

- 3.4 Approval of Memorandum of Understand (MOU) between Hope Builders, Santa Ana College (SAC) School of Continuing Education, Southwest Carpenters Training Fund, and Santiago Canyon College (SCC) Apprenticeship Program Action

The administration recommends approval of the MOU between Hope Builders, SAC School of Continuing Education, Southwest Carpenters Training Fund, and SCC Apprenticeship program for academic year 2017-2018.

- \*3.5 Approval of Proposed Addendum to 2017-2018 SAC Catalog Action

The administration recommends approval of the proposed addendum to the 2017-2018 SAC catalog.

- \*3.6 Approval of Proposed Revisions for 2018-2019 SAC Catalog Action

The administration recommends approval of the proposed revisions for the 2018-2019 SAC catalog.

#### 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 from September 13, 2017, to October 10, 2017.

- \*4.3 Approval of 2016-2017 CCFS-311 Annual Budget and Financial Report, including Gann Appropriation Limit Action

The administration recommends approval of the 2016-2017 CCFS-311 Annual Budget and Financial Report as presented pending any audit adjustments and establishing the district's 2017-2018 Gann Limit in the amount of \$264,469,343.

- \*4.4 Approval of Reappointments for Measure Q Citizens' Bond Oversight Committee Action

The administration recommends approval of the reappointments of the Measure Q Citizens' Bond Oversight Committee for the 2018 calendar year as presented.

- \*4.5 Award of Bid #1333 for Roof Replacement at District Operations Center Action

The administration recommends awarding Bid #1333 to Danny Letner, Inc. dba Letner Roofing Company for roof replacement at the district office center as presented.

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

- 4.6 This item was deleted.
- \*4.7 Approval of Agreement with Hammel, Green & Abrahamson, Inc. for Architectural Services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College Action  
The administration recommends approval of the agreement with Hammel, Green & Abrahamson, Inc. for architectural services for Russell Hall Replacement (Health Sciences Building) at SAC as presented.
- \*4.8 Approval of Agreement with Knowland Construction Services for Project Inspector Services for Science Center at Santa Ana College Action  
The administration recommends approval of the agreement with Knowland Construction Services for project inspector services – Science Center at SAC as presented.
- \*4.9 Rejection of Bid #1329 - Johnson Student Center Demolition at Santa Ana College Action  
The administration recommends rejection of all bids for Bid #1329 for Johnson Student Center demolition at SAC as presented.
- \*4.10 Approval of Agreement with Ghatoade Bannon Architects, LLP for Professional Design Services for new Safety and Security Offices at Santiago Canyon College Action  
The administration recommends approval of the agreement with Ghatoade Bannon Architects, LLP for professional design services for the new Safety and Security Offices at SCC as presented.
- \*4.11 Approval of Change Order #1 for Patriot Contracting & Engineering for Bid #1325 for U Portables Certification Plumbing at Santiago Canyon College Action  
The administration recommends approval of change order #1 for Patriot Contracting & Engineering for Bid #1325 for U Portables certification plumbing at SCC as presented.
- \*4.12 Acceptance of Completion of Bid #1325 for U Portables Certification Plumbing 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.
- \*4.13 Acceptance of Completion of Bid #1331 for Barrier Removal Path of Travel Improvements 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.

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

- 4.14 Ratification of Award of Bid #1334 for S Portables Removal at Santiago Canyon College Action  
The administration recommends ratification of the award of Bid #1334 for S Portables removal at SCC as presented.
- \*4.15 Approval of Change Order #1 for SJD & B, Inc. for Bid #1328 for American with Disabilities Act (ADA) Improvements at 1937 West Chapman Avenue, Orange, California, for Orange Education Center (OEC) Action  
The administration recommends approval of change order #1 for SJD & B, Inc. for Bid #1328 for ADA improvements at 1937 West Chapman Avenue, Orange, California, for OEC as presented.
- \*4.16 Acceptance of Completion of Bid #1328 for ADA Improvements at 1937 West Chapman Avenue, Orange, California, for the Orange Education Center 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 Independent Contractor Action  
The administration recommends approval of the following independent contractor: Codestorm to support the Los Angeles/Orange County Regional Consortium (LAOCRC) in achieving its goals to modernize and improve user experience of the LAOCRC website by designing and developing a modern website. Dates of service are October 24, 2017, through June 30, 2018. The fee is estimated at \$21,800.
- \*4.18 Approval of Independent Contractor Action  
The administration recommends approval of the following independent contractor: Nicholas Kremer to perform Chair activities within specified timelines as part of the Vocational Education Research and Accountability Technical Advisory Committee (VERATAC) that advises the California Community College Chancellor's Office on the implementation of the accountability provisions in the Carl D. Perkins Act. Dates of service are October 24, 2017, through June 30, 2018. The fee is estimated at \$16,025.
- \*4.19 Approval of Independent Contractor Action  
The administration recommends approval of the following independent contractor: Nueva Vista Media, Inc. to produce innovative media resources and website to raise Career Technical Education awareness among students, their influencers, key stakeholders and others about the variety of career pathways available through CTE programs at the Orange County region's nine community colleges. Dates of service are October 24, 2017, through June 30, 2018. The fee is estimated at \$49,950.

- \*4.20 Approval of Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period August 27, 2017, through September 23, 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:
- California Career Pathways Trust – Orange County Careers Pathways Partnership (CCPT-OCCPP) – Year 4 (SAC) \$ 45,500
  - California Career Pathways Trust – Orange County Careers Pathways Partnership (CCPT-OCCPP) – Year 4 (SCC) \$ 76,431
  - Hunger Free Campus Support (SCC) \$ 18,324
  - Innovation and Effectiveness Grant (SCC) \$200,000
  - Math, Engineering and Science Achievement (MESA) Program (SAC) - *Augmentation* \$ 4,265
  - Puente Project (SAC) \$ 4,500
  - Upward Bound Math & Science Program II – Year 1 (SCC) \$263,938
  - Urban Agriculture Community-Based Research Experience (U-ACRE 3.0) – Year 2 (SAC) \$ 16,500
  - Veterans Upward Bound Program II – Year 1 (SAC) \$263,938
- \*5.2 Approval of Sub-Agreement between RSCCD and City of Santa Ana for Community Colleges Basic Skills and Student Outcomes Transformation Program (#DO-17-2058-01) 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 First Amendment to Sub-Agreement between RSCCD and South Orange County Community College District for Career Technical Education (CTE) Data Unlocked Initiative Action  
The administration recommends approval of the first amendment to 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.

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

- \*5.4 Approval of Sub-Agreement between RSCCD and Sonoma County Junior College District on behalf of Santa Rosa Junior College for Career Technical Education Data Unlocked Initiative 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.
- \*5.5 Approval of First Amendment to Sub-Agreement between RSCCD and San Joaquin Delta Community College District for Career Technical Education Data Unlocked Initiative Action  
The administration recommends approval of the first amendment to 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.
- \*5.6 Approval of First Amendments to Sub-Agreements between RSCCD and Butte-Glenn, Chaffey, Compton, Coast, and San Bernardino Community College Districts for the Career Technical Education Data Unlocked Initiative Action  
The administration recommends approval of the first 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.
- \*5.7 Approval of Fourth Amendment to Sub-Agreement between RSCCD and Project Tomorrow for California Career Pathways Trust Grant – Year 3 Action  
The administration recommends approval of the amendment to 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.
- \*5.8 Approval of Fifth Amendment to Sub-Agreement between RSCCD and Project Tomorrow for California Career Pathways Trust Grant – Year 4 Action  
The administration recommends approval of the amendment to 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.

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

- \*5.9 Approval of Service Agreement with Economic Modeling, LLC aka Economic Modeling Specialists International (EMSI) for Strong Workforce Program – Regional Funds Initiative (Project 1) Action  
The administration recommends approval of the 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.
- \*5.10 Approval of Service Agreement with Economic Modeling, LLC aka Economic Modeling Specialists International for Strong Workforce Program – Regional Funds Initiative (Project 2) Action  
The administration recommends approval of the 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.
- 5.11 First Reading of Board Policies Information  
The following policies are presented for a first reading as an information item:
  - Board Policy (BP) 3310 Records Retention and Destruction
  - BP 3821 Gift Ban Policy
  - BP 6330 Purchasing
  - BP 6332 Competitive Bidding, ~~and Quotations~~ and Contracts Policies
  - BP 6505 Inventory Order Quantity and Storage Contracts
  - BP 7330 Communicable Disease
  - BP 7340 Leaves
- 5.12 Adoption of Board of Trustees Annual Self-Evaluation Instrument, List of Designated Recipients, and Self-Evaluation Timeline Action  
It is recommended that the board adopt the self-evaluation survey instrument, list of designated individuals who will receive the survey, and self-evaluation timeline.
- 5.13 Approval of Letter of Support for Legislation to Assist Deferred Childhood Arrivals (DACA) Students Action  
It is recommended that the board approve the letter of support for legislation to assist DACA students.
- 5.14 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. Other Educational and Classified Administrators
    - (1) Internal Audit Manager
    - (2) Director
2. Conference with Legal Counsel: Anticipated Initiation of Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
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 (FARSCCD)
4. Employee Appeal from the District's Administrative Determination (pursuant to Title 5, Cal. Code Regs., Section 59338, regarding Complaint of Harassment) (1 case)

## **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**

- Approval of Employment Agreements
- Approval of Revised Job Descriptions
- Approval of Appointments

### **Action**

6.1 Management/Academic Personnel (cont.)

- Approval of Final Salary Placements
- Approval of 2017-2018 Contract Extension Days
- Approval of 2017-2018 Contract Stipends
- Approval of Beyond Contract/Overload Stipends
- Approval of Adjusted Effective Dates for Beyond Contract/Overload Stipend
- Approval of Part-time New Hires/Rehires
- Approval of Non-paid Instructors of Record

6.2 Classified Personnel

Action

- Approval of New Classifications
- Approval of New Appointments
- Approval of Hourly Ongoing to Contract Assignments
- Approval of Longevity Increments
- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Changes in Position
- Approval of Changes in Salary Placements
- Ratification of Resignations/Retirements
- Approval of Temporary to Hourly Ongoing Assignments
- Approval of Leaves of Absence
- 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
- 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 Fringe Benefit Providers for Calendar Year 2018

Action

It is recommended that the board approve the renewal of the insurance programs at the negotiated rates, add Kaiser as an additional health benefit provider, and authorize the chancellor or his designee to enter into the appropriate agreements with the fringe benefit providers from January 1, 2018 to December 31, 2018.

6.4 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 November 13, 2017.