

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, November 13, 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.

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 October 23, 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 Faculty

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
- Orange County Community Colleges Legislative Task Force

2.8 Presentation on Unity Middle College High School

2.9 Presentation by Mariachi Heritage Society

3.0 INSTRUCTION

*3.1 Approval of Clinical Training Affiliation Agreement Renewal with St. Joseph Home Health Action

The administration recommends approval of the clinical training affiliation agreement renewal with St. Joseph Home Health located in Orange, California, as presented.

*3.2 Approval of Clinical Affiliation Agreement with AmeriPharma Action

The administration recommends approval of the clinical affiliation agreement with AmeriPharma located in Orange, California.

*3.3 Approval of Department of Treasury-Internal Revenue Service Volunteer Income Tax Assistance (VITA)/Tax Counseling for the Elderly (TCE) Partner Sponsor (VITA) Agreement and Orange County (OC) United Way, OC Free Tax Prep Campaign (OCFTP) Tax Filing Season 2017 Coalition Partner Participation Agreement Action

The administration recommends approval of the Department of Treasury-Internal Revenue Service VITA/TCE Partner Sponsor (VITA) Agreement and OC United Way, OCFTP tax filing season 2017 coalition partner participation agreement as presented.

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

- *3.4 Approval of Terms of Donation and Indemnity Agreement And Covenant Not To Sue with City of Anaheim Action
The administration recommends approval of the Terms of Donation and Indemnity Agreement And Covenant Not To Sue with the City of Anaheim, California.
- *3.5 Approval of Agreement with VisionPoint Media, Inc. for Strategic Brand Development Action
The administration recommends approval of the agreement with VisionPoint Media, Inc. for strategic brand development as presented.
- *3.6 Confirmation of Santa Ana College (SAC) Associate Degrees and Certificates for Summer 2017 Action
The administration recommends confirmation of the list of recipients of the SAC associate degrees and certificates for summer 2017 as presented.
- *3.7 Confirmation of Santiago Canyon College (SCC) Associate Degrees and Certificates for Summer 2017 Action
The administration recommends confirmation of the list of recipients of the SCC associate degrees and certificates for summer 2017 as presented.
- *3.8 Approval of Santa Ana College Community Services Program for Spring 2018 Action
The administration recommends approval of the proposed SAC Community Services program for Spring 2018.
- *3.9 Approval of Santiago Canyon College Community Services Program for Spring 2018 Action
The administration recommends approval of the proposed SCC Community Services program for Spring 2018.

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 period of October 11, 2017 to October 31, 2017.
- 4.3 Adoption of Resolution No. 17-27 Authorizing the Issuance and Sale of Santa Ana College School Facility Improvement District (SFID) No. 1 Series B General Obligation Bonds in an Amount Not to Exceed \$71 Million Action
The administration recommends adoption of Resolution No. 17-27 authorizing the issuance and sale of SAC SFID No. 1 Series B bonds in an amount not to exceed \$71 million and supporting documents as presented.

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

- *4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended September 30, 2017 Action
The administration recommends approval of the CCFS-311Q for the quarter ended September 30, 2017, as presented.
- 4.5 Quarterly Investment Report as of September 30, 2017 Information
The quarterly investment report as of September 30, 2017, is presented as information.
- *4.6 Approval of Agreement with McCarthy Building Companies, Inc. – Lease-Leaseback Construction Services for Science Center at Santa Ana College Action
The administration recommends approval of the agreement with McCarthy Building Companies, Inc. for Lease-Leaseback Construction Services for the Science Center at SAC as presented.
- *4.7 Approval of Change Order #1 for Stanley Access Technologies for Bid #1310 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College Action
The administration recommends approval of change order #1 for Stanley Access Technologies for Bid #1310 for door hardware replacement at Buildings C, H, L, R, and S at SAC as presented.
- *4.8 Approval of Change Order #1 for Amtek Construction for Bid #1326 for Parking Lot 6 American with Disabilities Act (ADA) Stalls (Phase II) at Santa Ana College Action
The administration recommends approval of change order #1 for Amtek Construction for Bid #1326 for Parking Lot 6 ADA stalls (Phase II) at SAC as presented.
- *4.9 Acceptance of Completion of Bid #1310 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 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.
- *4.10 Acceptance of Completion of Bid #1326 for Parking Lot 6 ADA Stalls (Phase II) at Santa Ana 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.

- *4.11 Approval Notice of Exemption for California Environmental Quality Act for Johnson Student Center at Santa Ana College Action
The administration recommends approval of the Notice of Exemption for the project as presented.
- *4.12 Ratification of Award of Bid #1335 for Pool Building Roof Replacement at Santa Ana College Action
The administration recommends ratification of the award of Bid #1335 for the pool building roof replacement at SAC as presented.
- *4.13 Approval of Change Order #1 for Minako America Corporation dba Minco Construction for Bid #1316 for U Portables Certification Electrical at Santiago Canyon College Action
The administration recommends approval of change order #1 for Minako America Corporation dba Minco Construction for Bid #1316 for U Portables certification electrical at SCC as presented.
- *4.14 Approval of Change Order #1 for Minako America Corporation dba Minco Construction for Bid #1318 for U Portables Certification Interior Work at Santiago Canyon College Action
The administration recommends approval of change order #1 for Minako America Corporation dba Minco Construction for Bid #1318 for U Portables certification interior work at SCC as presented.
- *4.15 Acceptance of Completion of Bid #1315 for U Portables Certification Site Work 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.
- *4.16 Acceptance of Completion of Bid #1316 for U Portables Certification Electrical 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.
- *4.17 Acceptance of Completion of Bid #1318 for U Portables Certification Interior Work 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.

- *4.18 Approval of Amendment to Agreement with Terracon Consultants, Inc. for Environmental Consulting Services for Orange Education Center (OEC) at Santiago Canyon College Action
The administration recommends approval of the amendment to the agreement with Terracon Consultants, Inc. for environmental consulting services for OEC at SCC as presented.
- *4.19 Approval of Vendor Name Change Action
The administration recommends approval of the vendor Hall & Foreman, Inc.'s name change to David Evans and Associates as presented.
- *4.20 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Cambridge West Partnership, LLC to evaluate the Warehouse Department and formulate recommendations for improving the efficiency and effectiveness of the department. Dates of service are November 14, 2017, through March 31, 2108. The fee is estimated at \$38,400.
- *4.21 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period September 24, 2017, through October 21, 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:
- | | |
|--|------------|
| - Basic Skills initiative (SAC) - <i>Adjustment</i> | -\$ 47,554 |
| - Basic Skills initiative (SCC) - <i>Augmentation</i> | \$ 31,403 |
| - California Work Opportunity and Responsibility to Kids (CalWORKs)/Work Study/Temporary Assistance for Needy Families (TANF) (SCC) | \$182,934 |
| - Cooperative Agencies Resources for Education (CARE) (SCC) | \$ 33,713 |
| - Extended Opportunity Programs & Services (EOPS) (SCC) | \$496,334 |
| - Orange County Deputy Sector Navigator for Information Communications Technology (ICT)/Digital Media-ICT Apprenticeship Project (District Office) | \$ 39,569 |

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

- *5.2 Approval of Sub-Agreement between RSCCD and SynED for Deputy Sector Navigator Information and Communications Technology/Digital Media 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 Sub-Agreement between RSCCD and Moraine Valley Community College on behalf of Center for System Security and Information Assurance (CSSIA) for Deputy Sector Navigator Information and Communications Technology/Digital Media 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.
- *5.4 Approval of First Amendment to Sub-Agreement between RSCCD and Chaffey Community College District for Career Technical Education (CTE) Data Unlocked Initiative 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.
- *5.5 Approval of Second Amendment to Sub-Agreement between RSCCD and Chaffey Community College District for Career Technical Education Data Unlocked Initiative 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.
- *5.6 Approval of Agreement with Foundation for California Community Colleges for Strong Workforce Program – Regional Funds Initiative (#WL-031-17) 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.

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

- 5.7 Adoption of Board Policies Action
It is recommended the board adopt the following revised policies:
Board Policy (BP) 3310 Records Retention and Destruction
BP 3821 Gift Ban Policy
BP 6330 Purchasing
BP 6332 Competitive Bidding, Quotations and Contracts
BP 6505 Inventory Order Quantity and Storage Controls
BP 7330 Communicable Disease
BP 7340 Leaves
- 5.8 Board of Trustees Express Interest in Board Officer Positions Information
The board president shall solicit expressions of interest from board members regarding service as president, vice president, and clerk for 2017-2018, as well as any committee assignments.
- 5.9 Review and Discussion of Self-Evaluation Responses from Community and Staff Information
The survey responses from community and staff are presented to the board for review and discussion.
- 5.10 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 and Classified Administrator Appointments
 - (1) Director
 - (2) Manager
 - (3) Project Manager
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
3. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor

RECONVENE

Issues discussed in Closed Session (Board Clerk)

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.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

Action

- Approval of New Job Descriptions
- Approval of Revised Job Descriptions
- Approval of Revised Job Descriptions and Changes of Title
- Approval of Appointments
- Approval of Interim Appointments
- Approval of Changes of Assignment/From Temporary Long-term Substitute (Education Code [E.C.] 87481 & 87482) to Temporary One-year Contract Employee (E.C. 87478)
- Approval of Final Placements
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Beyond Contract/Overload Stipends
- Approval of Part-time New Hires/Rehires
- Approval of Non-paid Instructors of Record

6.2 Classified Personnel

Action

- Approval of New Appointments
- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Changes in Position
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- 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

6.2 Classified Personnel (cont.)

- Approval of Community Service Presenters and Stipends
- Approval of Volunteers
- Approval of Student Assistant Lists

6.3 Adoption of Resolution No. 17-25 – Rancho Santiago Community College District Hazard Mitigation Plan Action

It is recommended that the board adopt Resolution No. 17-25 – RSCCD Hazard Mitigation Plan.

6.4 Approval of Auto-Renewal Clause in Administrator Agreements/Contracts Action

It is recommended that the board honor the existing administrator agreements/contracts with the auto-renewal clause, offer newly hired administrators a 2-year agreement/contract without the auto-renewal clause and adjust the management salary schedule to be competitive with institutions with whom the district most often competes for employees.

7.0 ADJOURNMENT - The next regular and annual self-evaluation meeting of the Board of Trustees will be held on December 4, 2017.