

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**  
**Board of Trustees (Regular meeting)**  
**Monday, August 13, 2018**  
**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 the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging.

**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 Introduction of New Faculty Members

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 July 16, 2018

**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.

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

- 2.1 Report from Student Trustee
- 2.2 Reports from Student Presidents
  - Student activities
- 2.3 Report from Classified Representative
- 2.4 Reports from Academic Senate Presidents
  - Senate meetings
- 2.5 Reports from College Presidents
  - Enrollment
  - Facilities
  - College activities
  - Upcoming events
- 2.6 Report from the Chancellor
- 2.7 Presentation on Campus Health Centers
- 2.8 Reports from Board Committee Chairpersons
  - Board Policy Committee
  - Board Safety & Security Committee

## **3.0 INSTRUCTION**

- \*3.1 Approval of Instructional Services Agreement Renewal with Hope Builders for Construction Technology Action

The administration recommends approval of the Instructional Services Agreement renewal with Hope Builders located in Santa Ana, California, for the 2018-2019 construction technology program.
- \*3.2 Approval of Memorandum of Understanding (MOU) between Rancho Santiago Community College District on behalf of Santa Ana College (SAC) and Taller San Jose Hope Builders Action

The administration recommends approval of the MOU between RSCCD on behalf of SAC and Taller San Jose Hope Builders located in Santa Ana, California, for the 2018-2019 program year.
- 3.3 Approval of Renewal of Memorandum of Understanding between Hope Builders, Santa Ana College 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 the 2018-2019 program year.

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

- \*3.4 Approval of Amendment Three to Agreement with City of Irvine for Contract Services Action  
The administration recommends approval of Amendment Three to the Agreement with the City of Irvine for contract services as presented.
- \*3.5 Approval of Student Field Placement Agreement with California State University, Long Beach (CSULB) Action  
The administration recommends approval of the Student Field Placement Agreement with CSULB as presented.
- \*3.6 Approval of Clinical Community Health Training Affiliation Agreement with Grand Canyon University Action  
The administration recommends approval of the Clinical Community Health Training Affiliation Agreement with Grand Canyon University in Phoenix, Arizona, as presented.
- \*3.7 Approval of Clinical Affiliation Agreement Renewal with California State University, Fullerton (CSUF) Action  
The administration recommends approval of the Clinical Affiliation Agreement Renewal with CSUF as presented.
- \*3.8 Approval of Clinical Affiliation Agreement Renewal with College Hospital Partial Hospitalization Program Action  
The administration recommends approval of the Clinical Affiliation Agreement Renewal with College Hospital Partial Hospitalization Program in Santa Ana, California, as presented.
- \*3.9 Approval of Service Agreement with Network Interpreting Services, Inc. Action  
The administration recommends approval of the Service Agreement with Network Interpreting Services, Inc. located in Twin Falls, Idaho, 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, Transfers, and Intrafund and Interfund Transfers Action  
The administration recommends approval of budget increases/decreases, transfers, and intrafund and interfund transfers from June 29, 2018, to June 30, 2018.
- \*4.3 Approval of Public Hearing for 2018-2019 Proposed Adopted Budget Action  
The administration recommends approval of holding a public hearing on the 2018-2019 proposed Adopted Budget at the September 10, 2018, board meeting.

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

- \*4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended June 30, 2018 Action  
The administration recommends approval of the CCFS-311Q for the period ended June 30, 2018, as presented.
- 4.5 Quarterly Investment Report as of June 30, 2018 Information  
The quarterly investment report as of June 30, 2018, is presented as information.
- \*4.6 Approval of Reissue of Stale Dated Check Over Two Years Old Action  
The administration recommends approval of the reissue of payroll check #02848548 issued to Connie A. Jackson on November 27, 2013, for \$31.73.
- \*4.7 Approval of Change Order #1 for GMS Elevator Services, Inc. for Bid #1336 for Elevator Pump, Motor and Cylinder Replacement at District Operations Center Action  
The administration recommends approval of change order #1 for GMS Elevator Services, Inc. for Bid #1336 for elevator pump, motor and cylinder replacement at the District Operations Center as presented.
- \*4.8 Acceptance of Completion of Bid #1343 for SM16 Water Conservation Irrigation Controller Upgrade Phase 1 at Santa Ana College and Approval of Recording a 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 Notice of Exemption - California Environmental Quality Act for Installation of Emergency Generator as part of Science Center Project at Santa Ana College Action  
The administration recommends approval of the Notice of Exemption for the project as presented.
- \*4.10 Approval of Disposal of Surplus Vehicles Action  
The administration recommends approval of declaring the 1996 and 2000 Dodge vans as surplus property and utilizing The Liquidation Company to conduct an auction as presented.
- \*4.11 Approval of Independent Contractor Action  
The administration recommends approval of the following independent contractor: Interact Communications to develop a digital enrollment campaign and “applied but not enrolled” campaign including one week of photography services; production of two thirty-second videos; and the development, writing, deployment, tracking and result measurement of campaign emails. Dates of service are August 15, 2018, through December 31, 2018. The fee is estimated at \$39,500.

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

- \*4.12 Approval of Independent Contractor Action  
The administration recommends approval of the following independent contractor: LeeAnn Stone to provide instructional designer services for online course growth for Associate Degree for Transfer (AD-T) Pathways, Open Educational Resources (OER) course adoption, and Online Education Initiative (OEI) course review and preparation. Dates of service are August 14, 2018, through June 30, 2019. The fee is estimated at \$90,000.
- \*4.13 Approval of Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period June 24, 2018, through July 21, 2018.

## 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:
- Deputy Sector Navigator – Information & Communication Technologies (ICT)/Digital Media – Year 5 (District) – *Augmentation* \$35,000
  - Deputy Sector Navigator – ICT/Digital Media (District) \$35,000
  - Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn – Year 5 (District) – *Augmentation* \$35,000
  - Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn (District) \$35,000
  - Early Head Start – Year 4 (District) – *Augmentation* \$47,159
- \*5.2 Approval of Sub-agreement between RSCCD and Orange County Business Council (OCBC) for Strong Workforce Program Regional Funds 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.
- \*5.3 Approval of First Amendment to Sub-Agreement between RSCCD and North Orange County Community College District (NOCCCD) on behalf of Fullerton College for National Science Foundation Advanced Technological Education (NSF ATE) – Orange County Biotechnology Collaborative Partnership Project 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 1.7.

- \*5.4 Approval of First Amendment to Sub-Agreement between RSCCD and San Jose-Evergreen Community College District for Career Technical Education (CTE) Data Unlocked Grant 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.
- \*5.5 Approval of Revision to Sub-Agreement between RSCCD and State Center Community College District Action  
The administration recommends approval of the revision 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 Auxiliary Organizations in Good Standing - Administrative Regulations/Board Policy 3600 Action  
The administration recommends approval of the list of auxiliary organizations in good standing as presented.
- \*5.7 Adoption of Resolution No. 18-17 Certifying Emergency Closure of Centennial Child Development Center (CDC) Action  
The administration recommends adoption of Resolution No. 18-17 certifying that the Centennial CDC was closed due to an emergency water outage on June 14, 2018.
- 5.8 First Reading of Board Policies Information  
The following policies are presented for a first reading as an information item:
- Board Policy (BP) 2015 Student Member
  - BP 3580 Use of Unmanned Aircraft Systems (NEW)
  - BP 4010 Academic Calendar
  - BP 4020 Program, Curriculum and Course Development
  - BP 4022 Course Approval (NEW)
  - BP 4023 Hours and Units (NEW)
  - BP 4026 4025B Baccalaureate Degree Programs
  - BP 4070 Course Auditing and Auditing Fees (NEW)
  - BP 4100 Graduation Requirements for Degrees and Certificates
  - BP 4106 Nursing Programs
  - BP 4231 Grade Changes
  - BP 4300 Field Trips and Excursions
  - BP 4410 Educational Research
- 5.9 Board Member Comments Information

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

## **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) Interim Dean
    - (2) Director
  
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)

Agency Negotiators: Melanie L. Chaney, J.D., Partner, Liebert Cassidy Whitmore  
Tracie Green, Vice Chancellor, Human Resources

Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)  
California School Employees Association (CSEA), Chapter 888
  
3. Conference with Real Property Negotiators (pursuant to Government Code Section 54956.8)

Property: 15991 Armstrong Ave., Tustin, California

Agency Negotiator: Raúl Rodríguez, Chancellor, Rancho Santiago Community College District

Negotiating Party: County of Orange

Under Negotiation: Sale of Property

## **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 | <u>Management/Academic Personnel</u>  | <u>Action</u> |
|     | <ul style="list-style-type: none"><li>• Approval of Employment Agreements</li><li>• Approval of Revised Job Descriptions</li><li>• Approval of Revised Job Descriptions/Changes of Grade Level</li><li>• Approval of Appointments to Interim Assignment/Employment of Retired State Teachers' Retirement System (STRS) Members</li><li>• Approval of Appointment to Interim Assignments</li><li>• Approval of Interim to Permanent Assignments</li><li>• Approval of Appointments</li><li>• Approval of Hiring of Temporary One-year Contract Employees (Education Code [E.C.] 87478)</li><li>• Approval of Final Salary Placements</li><li>• Ratification of Resignations/Retirements</li><li>• Approval of Leaves of Absence</li><li>• Approval of 2017-2018 Additional Contract Extension Days</li><li>• Approval of 2018-2019 Contract Extension Days</li><li>• Approval of 2018-2019 Additional Contract Extension Days</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> |               |
| 6.2 | <u>Classified Personnel</u>   | <u>Action</u> |
|     | <ul style="list-style-type: none"><li>• Approval New Appointments</li><li>• Approval of Longevity Increments</li><li>• Approval of Professional Growth Increments</li><li>• Approval of Out of Class Assignments</li><li>• Approval of Changes in Position</li><li>• Approval of Changes in Salary Placement</li><li>• Approval of Leaves of Absence</li><li>• Approval of Temporary to Hourly Ongoing Assignments</li><li>• Approval of Longevity Increments</li><li>• Ratification of Resignations/Retirements</li><li>• Approval of Temporary Assignments</li><li>• Approval of Changes in Temporary Assignments</li><li>• Approval of Additional Hours for Ongoing Assignments</li><li>• Approval of Substitute Assignments</li><li>• Approval of Miscellaneous Positions</li><li>• Approval of Instructional Associates/Associate Assistants</li><li>• Approval of Community Service Presenters and Stipends</li><li>• Approval of Volunteers</li><li>• Approval of Student Assistant Lists</li></ul>  |               |

- 6.3 Presentation of Child Development Centers – CSEA Chapter 888 Initial Proposal to Rancho Santiago Community College District Action  
It is recommended that the board schedule a public hearing for the next regularly scheduled board meeting.
- 6.4 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Child Development Centers – CSEA, Chapter 888 Action  
It is recommended that the board schedule a public hearing for the next regularly scheduled board meeting.
- 6.5 Approval of Agreement between RSCCD and Shaw HR Consulting, Inc. Action  
The administration recommends approval of the agreement with Shaw HR Consulting, Inc. as presented.
- 6.6 Approval of Services of Job Elephant Action  
The administration recommends approval of the services of Job Elephant as presented.
- 6.7 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 September 10, 2018.