

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, October 29, 2018
Santiago Canyon College
8045 E. Chapman Ave., Room H-106
Orange, CA 92869

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 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 15, 2018 **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 by Board of Trustees
- 1.8 Presentation of Santiago Canyon College (SCC) Shirt to New Faculty Members
- 1.9 Presentation of Santiago Canyon College (SCC) Real Estate Program

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 Reports from Board Committee Chairpersons and Representatives of the Board
 - Board Facilities Committee
- 2.8 Presentation on Santiago Canyon College Health & Wellness Center

3.0 INSTRUCTION

- *3.1 Approval of Standard Professional Services Agreement with Vital Link Orange County Action

The administration recommends approval of the standard professional services agreement with Vital Link Orange County located in Tustin, California, as presented.
- *3.2 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 United Way, Orange County Free Tax Prep Campaign (OCFTP) Tax Filing Season 2018 Coalition Partner Participation Agreement Action

The administration recommends approval of the Department of Treasury-Internal Revenue Service VITA/TCE Partner Sponsor (VITA) agreement and Orange County United Way, OCFTP tax filing season 2018 coalition partner participation agreement as presented.

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

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 October 3, 2018, to October 17, 2018.
- *4.3 Approval of Updates to 2018-2019 Adopted Budget Action
The administration recommends approval of the updates to the 2018-2019 Adopted Budget as presented.
- *4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended September 30, 2018 Action
The administration recommends approval of the CCFS-311Q for the quarter ended September 30, 2018, as presented.
- 4.5 Quarterly Investment Report as of September 30, 2018 Information
The quarterly investment report as of September 30, 2018, is presented as information.
- *4.6 Acceptance of Completion of Bid #1338 for Proposition 39 Year 5 Light-Emitting Diode (LED) Lighting at Santa Ana College (SAC), Santiago Canyon College (SCC), Digital Media Center (DMC), Orange County Sheriff's Regional Training Academy, and District Operations Center; 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.
- *4.7 Ratification of Amendment to Agreement with Moreto Mathison & Associates Architects, Inc. for Architectural Services for Building H (Hammond Hall) Window Replacement Water Intrusion Study at Santa Ana College Action
The administration recommends ratification of the amendment to the agreement with Moreto Mathison & Associates Architects, Inc. for architectural services for Building H window replacement water intrusion study at SAC as presented.
- *4.8 Approval of Agreement with SVA Architects, Inc. for Architectural and Engineering Services for Campus Entrance Improvements at Santiago Canyon College Action
The administration recommends approval of the agreement with SVA Architects, Inc. for architectural and engineering services for campus entrance improvements at SCC as presented.

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

- *4.9 Approval of Amendment to Agreement with Facilities Planning & Program Services, Inc. for Planning and Project Management Services Action
The administration recommends approval the amendment to the agreement with Facilities Planning & Program Services, Inc. for planning and project management services as presented.
- *4.10 Approval of Change Order #2 for Golden Gate Steel, Inc. dba Golden Gate Construction for Bid #1341 for Barrier Removal Exterior Path of Travel (Phase 2A) at Santiago Canyon College Action
The administration recommends approval of change order #2 for Golden Gate Steel, Inc. dba Golden Gate Construction for Bid #1341 for barrier removal exterior path of travel (Phase 2A) at SCC as presented.
- *4.11 Acceptance of Completion of Bid #1341 for Barrier Removal Exterior Path of Travel (Phase 2A) at Santiago Canyon 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.
- *4.12 Acceptance of Completion of Fan Coil Unit Replacement at Building D Located at Santiago Canyon 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.
- *4.13 Rejection of all Bids for Bid #1354 for Building B Refresh at Santiago Canyon College Action
The administration recommends rejection of all bids for Bid #1354 for Building B refresh as SCC as presented.
- *4.14 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period August 26, 2018, through September 22, 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:
- Upward Bound – Year 2 (SAC) - *Augmentation* \$40,000
 - Upward Bound – Math & Science Program – Year 2 (SCC) – *Augmentation* \$40,000
 - Urban Agriculture Community-Based Research Experience (U-ACRE 3.0) – Year 3 (SAC) \$16,500

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

- *5.2 Approval of Sub-Agreements between RSCCD and Butte-Glenn, Cerritos, Coast, Contra Costa, Desert, Foothill-DeAnza, Grossmont-Cuyamaca, Lake Tahoe, Los Rios, Merced, MiraCosta, Ohlone, Peralta, Rio Hondo, San Bernardino, San Francisco, San Joaquin Delta, San Luis Obispo, Santa Clarita, Sequoia, Shasta-Tehama-Trinity Joint, Sonoma County Joint, State Center, Victor Valley and Yosemite Community College Districts to award 2018/2019 Deputy Sector Navigator grants to Host Colleges/Districts in State of California Action
The administration recommends approval of 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.
- *5.3 Approval of First Amendment to Sub-Agreement between RSCCD and Jackstin for Strong Workforce Program Regional Share 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 related contractual agreements on behalf of the district.
- *5.4 Approval of Service Agreement with Economic Modeling, LLC aka Economic Modeling Specialists International (EMSI) 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 agreement on behalf of the district.
- 5.5 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

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

2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
- Agency Negotiator: 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 579
California School Employees Association (CSEA), Chapter 888
Continuing Education Faculty Association (CEFA)
Unrepresented Management Employees

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

Action

- Approval of New Job Descriptions
- Approval of 2017-2018 Chancellor Permanent Annual Salary Schedule
- Approval of 2018-2019 Chancellor Permanent Annual Salary Schedule
- Approval of 2017-2018 FARSCCD Permanent Annual & Hourly Salary Schedules
- Approval of 2018-2019 FARSCCD Permanent Annual & Hourly Salary Schedules
- Approval of Beyond Contract/Overload Stipends
- Approval of Part-time/Hourly New/Rehires
- Approval of Non-paid Instructors of Record

6.2 Classified Personnel

Action

- Approval of Miscellaneous Pay Schedule 2018-2019 Revised 10-29-18
- Approval of 2017-2018 CSEA Adjusted Permanent Salary Schedule
- Approval of 2018-2019 CSEA Adjusted Interim Salary Schedule
- Approval of Professional Growth Increments
- Approval of Changes in Department
- Approval of Changes in Salary Placements
- Approval of New Appointments
- Approval of Reductions in Force
- Approval of Temporary Assignments
- Approval of Changes in Temporary Assignment

- 6.2 Classified Personnel (cont.)
- 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 Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and Rancho Santiago Community College District Continuing Education Faculty Association Action
It is recommended that the board approve the collective bargaining agreement with the RSCCD Continuing Education Faculty Association for the period of July 1, 2018, through June 30, 2020.
- 6.4 Approval of Public Disclosure of the Increase to the California School Employees Association, Chapter 579 Salary Schedule Action
It is recommended that the board approve the increase to the California School Employees Association, Chapter 579 salary schedule as presented.
- 6.5 Approval of Credit Instructional Calendar for 2019-2020 Action
It is recommended that the board approve the 2019-2020 Credit Instructional Calendar as presented.
- 6.6 Selection of CSEA, Chapter 888 Grievance Level VII-B Hearing Process Action
It is recommended that the board select one of the processes outlined regarding the hearing of the grievance and direct the Vice Chancellor of Human Resources to facilitate the hearing.
- 6.7 Approval of Executive Search Consultant for Chancellor Search Action
It is recommended that the board approve the selection of PPL, Inc. to assist in the recruitment and selection process for a new Chancellor and authorize the Vice Chancellor of Human Resources to negotiate a professional services agreement and coordinate the recruitment and selection process.
- 6.8 Adoption of Resolution No. 18-15 authorizing payment to Trustee Absent from Board Meetings Action
This resolution requests authorization of payment to Phillip Yarbrough for his absence from the October 15, 2018, board meeting due to a medical issue.
- 7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on November 26, 2018.