

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, December 10, 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

INSTALLATION CEREMONY AND RECEPTION

4:30 p.m.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Installation Ceremony and Reception

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 November 26, 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 Presentation of District Annual Financial Audit

2.0 **BOARD ORGANIZATION**

2.1 Annual Board Organization

Action

Board Policy 2305 (attached) requires that the board take specific actions at its annual organizational meeting:

-Election of Board Officers (President, Vice President, and Clerk) for the 2018-19 year

-Designation of secretary and assistant secretary

-The President of the Board shall appoint members and chairs to following board committees:

- Communications Committee
- Facilities Committee
- Fiscal and Audit Review Committee
- Legislative Committee
- Policy Committee
- Safety & Security Committee

-The President of the Board shall appoint representatives to the the following organizations:

- RSCCD Foundation
- Orange County Community College Legislative Task Force
- Orange County School Boards Association
- Nominating Committee on School District Organization

-Adoption of schedule of meeting dates for 2019 (attached)

-Reaffirmation of Board Policy 2200 – Board Duties and Responsibilities (attached)

-Reaffirmation of Board Policy 2715 – Code of Ethics/Standards of Practice (attached)

-Reaffirmation of Board Policy 2735 – Board Member Travel (attached)

-Reaffirmation of Board Policy 6320 - Investments (attached)

-Designation of specific days, weeks or months of observance, which relate to the educational mission of the district (attached)

3.0 **INFORMATIONAL ITEMS AND ORAL REPORTS**

3.1 Report from Student Trustee

3.2 Reports from Student Presidents

- Student activities

3.3 Report from Classified Representative

3.4 Reports from Academic Senate Presidents

- Senate meetings

3.5 Reports from College Presidents

- Enrollment
- Facilities
- College activities
- Upcoming events

3.6 Report from the Chancellor

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

4.0 INSTRUCTION

- *4.1 Acceptance of Sabbatical Leave Report from Professor Jinhee Trone Action
The administration recommends acceptance of the Sabbatical Leave Report from Professor Jinhee Trone as presented.
- *4.2 Approval of Proposed Revisions for 2018-2019 Santa Ana College (SAC) Catalog Action
The administration recommends approval of the proposed revisions for the 2018-2019 SAC catalog.
- *4.3 Approval of Proposed Revisions for 2019-2020 Santa Ana College Catalog Action
The administration recommends approval of the proposed revisions for the 2019-2020 SAC catalog.
- *4.4 Approval of Digital Advertising Services with Twenty Fifth Hour Communications, Inc. for Occupational Studies Bachelor's Degree Program Action
The administration recommends approval of the digital advertising services with Twenty Fifth Hour Communications, Inc. as presented.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *5.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *5.2 Approval of Budget Transfers and Budget Increases/Decreases Action
The administration recommends approval of budget transfers, increases, and decreases from November 14, 2018, to November 25, 2018.
- *5.3 Receive and Acceptance of District Audit Reports for Fiscal Year Ended June 30, 2018 Action
The administration recommends the board receive and accept the RSCCD audit reports for the fiscal year ended June 30, 2018, as presented.
- *5.4 Approval of Agreement with Hill's Bros. Lock & Safe, Inc. for Key Hardware Consulting Services Districtwide Action
The administration recommends approval of the agreement with Hill's Bros. Lock & Safe, Inc. for key hardware consulting services districtwide as presented.
- *5.5 Approval of Amendment to Agreement with Architecture 9 PLLLP for Architectural Design Services for Barrier Removal/Signage and Wayfinding at Santa Ana College (SAC) and Santiago Canyon College (SCC) Action
The administration recommends approval of the amendment to the agreement with Architecture 9 PLLLP for architectural design services for barrier removal/signage and wayfinding at SAC and SCC as presented.

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- *5.6 Approval of Amendment to Agreement with Architecture 9 PLLLP for Professional Design Services for Campus Directories at Santa Ana College and Santiago Canyon College Action
The administration recommends approval of the amendment to the agreement with Architecture 9 PLLLP for professional design services for campus directories at SAC and SCC as presented.
- *5.7 Approval of Agreement with Southwest Inspection & Testing, Inc. for Materials Testing and Special Inspection Services for Johnson Student Center at Santa Ana College Action
The administration recommends approval of the agreement with Southwest Inspection & Testing, Inc. for materials testing and special inspection services for Johnson Student Center at SAC as presented.
- *5.8 Approval of Amendment to Agreement with Ghatoade Bannon Architects, LLP for Professional Design Services for New Safety & Security Offices at Santiago Canyon College Action
The administration recommends approval of the amendment to the agreement with Ghatoade Bannon Architects, LLP for professional design services for the new Safety & Security offices at SCC as presented.
- *5.9 Approval of Agreement with Converse Consultants for Environmental Consulting Services for Orange Education Center (OEC) at Santiago Canyon College Action
The administration recommends approval of the contract with Converse Consultants for environmental consulting services at OEC at SCC as presented.
- *5.10 Award of Bid #1346 for Parking Lot Sweeping Services Action
The administration recommends awarding Bid #1346 to Viejo Sweeping Services, Ltd. for parking lot sweeping services including renewals as presented.
- *5.11 Award of Bid #1358 for Purchase of Canon (or Equal) High Definition Video Camera Systems Action
The administration recommends awarding Bid #1358 for purchase of Canon (or equal) high definition video camera systems to Texas Media Systems as presented.
- *5.12 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period October 21, 2018, through November 10, 2018.

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6.0 GENERAL

- *6.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization of the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- Strong Workforce Program K-12 Pathway Coordinators \$12,000,000
and K-14 Technical Assistance Providers – Fiscal Agent
(District Office [DO])
 - Tobacco-Free College Program (SCC) \$ 20,000
 - United States Small Business Administration/California \$ 300,000
State University, Fullerton – Orange County/Inland Empire
Regional Small Business Development Center Network (DO)
- *6.2 Approval of Sub-Agreements between RSCCD and Los Angeles, Long Beach, and Sierra Joint 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.
- *6.3 Approval of Revisions to Sub-Agreements between RSCCD and Los Rios, Mt. San Antonio, San Francisco, and Ventura County Community College Districts to Award Centers of Excellence (COE) for Labor-Market Research 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.
- *6.4 Approval of Sub-Agreement between RSCCD and WestEd for K-12 Strong Workforce Program Initiative 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 a related contractual agreement on behalf of the district.
- *6.5 Approval of Sub-Agreement between RSCCD and productOps for K-12 Strong Workforce Program Initiative 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 a related contractual agreement on behalf of the district.

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- *6.6 Approval of Sub-Agreement between RSCCD and Center for Post-secondary and Economic Success – The Center for Law and Social Policy (CLASP) for Career Technical Education Data Unlocked Initiative 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.
- *6.7 Approval of First Amendment of Sub-Agreement between RSCCD and productOps for Career Technical Education Data Unlocked Initiative 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 a related contractual agreement on behalf of the district.
- *6.8 Approval of Appointment to Measure Q Citizens’ Bond Oversight Committee Action
The administration recommends approval of the appointment to the Measure Q Citizens’ Bond Oversight Committee as presented.
- 6.9 List of 2019 Conferences and Legislative Executive Visits for Board Members Information
Board Policy 2735 and a list of conferences and legislative executive visits that board members may wish to attend is provided as information.
- 6.10 Review of RSCCD Board of Trustees Self-Evaluation Action
It is recommended that the board review the evaluation responses.
- 6.11 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) Dean
 - (2) Assistant Vice Chancellor
 - (3) Director

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

2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (2 cases)
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiators: 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
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
5. Student Expulsion (pursuant to Education Code 72122)
Student I.D. #2284090

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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7.0 HUMAN RESOURCES

7.1 Management/Academic Personnel

Action

- Approval of Employment Agreements
- Approval of Revised Job Descriptions/Title Changes
- Approval of Adjusted Rates of Pay for Interim Assignment
- Approval of Appointments
- Approval of Appointments/Interims to Permanent Assignment
- Approval of Extensions of Interim Assignment
- Approval of Changes of Position
- Ratification of Resignations/Retirements
- Approval of Adjusted Effective Date of Ratified Resignations/Retirements
- Approval of Sabbatical Leaves/Banked Leaves
- Approval of Final Salary Placements
- Approval of Changes of Classification
- Approval of Beyond Contract/Overload Stipends
- Approval of Part-time/Hourly New/Rehires

- 7.2 Classified Personnel Action
- 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 Changes in Salary Placement
 - 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 Student Assistant Lists
- 7.3 Rancho Santiago Community College District Fall Diversity Report Information
The RSCCD Fall Diversity Report is provided as information.
- 7.4 PPL, Inc. Dialogue with Board of Trustees regarding Chancellor Search Discussion
PPL, Inc. plans to discuss with the Board of Trustees their recommendations regarding the search for a new chancellor.
- 7.5 Adoption of Resolution No. 18-23 authorizing payment to Trustee Absent from Board Meetings Action
This resolution requests authorization of payment to Nelida Mendoza for her absence from the November 26, 2018, board meeting due to illness.
- 7.6 Adoption of Resolution No. 18-24 authorizing payment to Trustee Absent from Board Meetings Action
This resolution requests authorization of payment to John Hanna for his absence from the November 26, 2018, board meeting due to being out of the country (Israel) and unable to participate via telephone due to security concerns.
- 7.7 Authorization for Board Travel/Conferences Action
It is recommended that the board authorize the submitted conference and travel by board members.

8.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be announced after the 2019 board meeting calendar is approved. The meeting will be held at the District Office at 2323 North Broadway, Room #107, in Santa Ana, California.