

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**2323 North Broadway, #107**  
**Santa Ana, CA 92706**

**Board of Trustees**  
**(Regular meeting)**

**Monday, September 14, 2015**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:35 p.m. by Mr. Larry Labrado. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, Ms. Nelida Mendoza Yanez, Mr. Phillip Yarbrough, and Ms. Raquel Manriquez. Mr. Jose Solorio arrived at the time noted.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Erlinda Martinez, Dr. Raúl Rodríguez, and Dr. John Weispfenning. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Seham Nabils, Student Vice President, Santiago Canyon College (SCC).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve an addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Manriquez's advisory vote was aye.

1.4 Public Comment

There were no public comments.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the minutes of the meeting held August 14, 2015. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Manriquez's advisory vote was aye.

## 1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

- 3.1 Approval of New Fire Technology Agreement: City of Irvine  
The board approved the new agreement with the City of Irvine, California.
- 3.2 Approval of New Fire Technology Agreement: City of Rialto  
The board approved the new agreement with the City of Rialto, California.
- 3.3 Approval of Student Field Placement Agreement for Athletic Training and Fire Technology Wellness Programs with California State University, Long Beach (CSULB)  
The board approved the student placement agreement with CSULB.
- 3.4 Approval of Clinical Affiliation Agreement for Athletic Training with Humboldt State University, a California State University  
The board approved the affiliation agreement with Humboldt State University, a California State University in Arcata, California.
- 3.5 Approval of Renewal for Emergency Medical Technician Program (EMT) Agreement - Emergency Ambulance Services  
The board approved the affiliation agreement with Emergency Ambulance Services located in Brea, California.
- 3.6 Approval of Renewal of EMT Program Agreement – Schaefer Ambulance  
The board approved the renewal of the affiliation agreement with Schaefer Ambulance located in Santa Ana, California.
- 3.7 Approval of Renewal for EMT Program Agreement – Care Ambulance  
The board approved the renewal of the affiliation agreement with Care Ambulance located in Orange, California.
- 3.8 Approval of Nursing Program Agreement – St. Jude Neighborhood Health Centers  
The board approved the clinical affiliation agreement with St. Jude Neighborhood Health Centers located in Fullerton, California.
- 3.9 Approval of Renewal of Nursing Program Agreement – California State University, Fullerton (CSUF)  
The board approved the renewal of the clinical affiliation agreement with CSUF.

1.6 Approval of Consent Calendar (contd.)

3.10 Approval of Amendment of Nursing Program Agreement – Children’s Hospital of Orange County – **With Instructor**

The board approved the amendment of the clinical affiliation agreement with CHOC located in Orange, California.

3.11 Approval of Amendment of Nursing Program Agreement – Children’s Hospital of Orange County – **Without Instructor**

The board approved the amendment of the clinical affiliation agreement with CHOC located in Orange, California.

3.12 Approval of External Evaluator Agreement for National Science Foundation Advanced Technological Education Orange County Biotechnology Collaborative Partnership

The board approved the agreement with SmartStart Evaluation and Research as an external evaluator commencing Fall 2015 and ending Summer 2018.

3.13 Approval of Affiliation Agreement with Western Interpreting Network

The board approved the affiliation agreement with Western Interpreting Network for sign language interpreter services from September 14, 2015, to June 30, 2018.

3.15 Approval and Certification of Santa Ana College (SAC) School of Continuing Education High School Diploma Program Graduate List 2014-2015

The board approved and certified the list of 2014-2015 high school program graduates for the SAC School of Continuing Education.

3.16 Approval and Certification of Santiago Canyon College Orange Education Center High School Diploma Program Graduate List 2014-2015

The board approved and certified the list of 2014-2015 high school program graduates for the SCC Orange Education Center.

3.17 Confirmation of Santa Ana College Associate Degrees and Certificates Awarded in Intersession and Spring 2015

The board confirmed the list of recipients of SAC associate degrees and certificates for intersession and spring 2015 as presented.

3.18 Confirmation of Santiago Canyon College Associate Degrees and Certificates Awarded in Intersession and Spring 2015

The board confirmed the list of recipients of SCC associate degrees and certificates for intersession and spring 2015 as presented.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

1.6 Approval of Consent Calendar (contd.)

4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers during the month of June 2015.

4.5 Approval of Contract Renewal – Chancellor’s Office Tax Offset Program (COTOP)

The board approved the renewal of the COTOP contract with the Chancellor’s Office as presented and authorized the Vice Chancellor, Business Operations/ Fiscal Services to execute the contract and future yearly renewals.

4.7 Approval of Agreement with HPI Architecture for Professional Design Services for Publication and Warehouse Relocation Project from Orange Education Center (OEC) to Santiago Canyon College

The board approved the agreement with HPI Architecture for Phase 2 professional design services for the publication and warehouse relocation project from OEC to SCC as presented.

4.8 Approval of Agreement with Koury Engineering & Testing, Inc. for Soils Testing and Inspection Services for Central Plant, Infrastructure and Mechanical Upgrades Project at Santa Ana College

The board approved the agreement with Koury Engineering & Testing, Inc. for soils testing and inspection services for the Central Plant, infrastructure and mechanical upgrades project at SAC as presented.

4.9 Approval of Amendment to Agreement with HMC Architects for Professional Design and Engineering Services for Dunlap Hall Renovation at Santa Ana College

The board approved the amendment with HMC Architects for professional design and engineering services for the Dunlap Hall remodel at SAC as presented.

4.10 Approval of Amendment to Agreement with Westberg+White Inc. for Architectural and Engineering Services for Central Plant, Infrastructure, Central Quad Upgrades and Mechanical Upgrades to Existing Buildings at Santa Ana College

The board approved amendment #2 with Westberg+White, Inc. for preparation of the “Consolidation Package” for the Central Plant project at SAC as presented.

4.11 Approval of Reimbursement Agreement for Completion of Land Conversion Approval for Centennial Education Center (CEC) with City of Santa Ana

The board approved the reimbursement agreement for completion of land conversion approval for CEC with the City of Santa Ana as presented.

1.6 Approval of Consent Calendar (contd.)

4.13 Approval of Agreement with Terracon Consultants, Inc. for Environmental Consulting Services for Orange Education Center at Santiago Canyon College

The board approved the agreement with Terracon Consultants, Inc. for environmental consulting services at OEC at SCC as presented.

4.14 Approval of Amendment to Agreement with WLC Architects, Inc. for Architectural and Engineering Services for U Portable Certification and Renovation Project at Santiago Canyon College

The board approved the amendment with WLC Architects, Inc. for architectural and engineering services for the U portable certification and renovation project at SCC as presented.

4.15 Approval of Assignment and Assumption Agreement with Sun Industries, Inc. for Energy Conservation Services with Sun and Sun Industries, Inc. for LED Lighting Conversion Project at Santiago Canyon College and District Operations Building

The board approved the assignment and assumption agreement with Sun and Sun Industries, Inc. for energy conservation services with Sun and Sun Industries, Inc. for the LED lighting conversion project at SCC and District Operations building as presented.

4.16 Approval of Change Order #2 for Agreement for Energy Conservation Services with Sun and Sun Industries, Inc. for LED Lighting Conversion Project at Santiago Canyon College and District Operations Building

The board approved change order #2 for agreement for energy conservation services with Sun and Sun Industries, Inc. for the LED lighting conversion project at SCC and District Operations building as presented.

4.17 Approval of Notice of Completion for Bid #1269 for Building D Renovation Phase 1 at Santiago Canyon College

The board approved the Notice of Completion with Bishop, Inc. for Building D Renovation Phase 1 at SCC as presented.

4.18 Approval of Proposal for Colleague Application Management & Application Hosting Services - Ellucian

The board approved the agreement for application management and hosting services between Ellucian and Rancho Santiago Community College District (RSCCD) as presented.

5.1 Approval of Resource Development Items

The board approved budgets, accepted grants, and authorized 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:

- Board Financial Assistance Program (BFAP) (SCC) \$ 320,769
- California Career Pathways Trust – Orange County Pathways Partnership (CCPT-OCCPP) – Year 2 (SAC) \$ 204,500

1.6 Approval of Consent Calendar (contd.)

5.1 Approval of Resource Development Items

- California Career Pathways Trust – Orange County Pathways Partnership (CCPT-OCCPP) – Year 2 (SCC)	\$ 76,433
- Encouraging New Graduates and Gaining Expertise (ENGAGE) in Science, Technology, Engineering, and Math (STEM) Project – Year 5 (SAC)	\$1,129,860
- Governor’s Office of Business & Economic Development (GO-Biz) Capital Infusion Program (CIP) Grant (District) – <i>Adjustment</i>	-\$ 15,000
- Orange County Biotechnology Collaborative Partnership (SAC)	\$ 562,496
- Student Support Services – Year 5 (SAC)	\$ 292,340
- Regular Student Support Services Program Grant – Year 1 (SCC)	\$ 220,000
- Talent Search IV – Year 3 (SAC)	\$ 320,832
- Upward Bound – Year 4 (SAC)	\$ 291,663

5.2 Approval of First Amendment to Sub-award Agreements between RSCCD and California State University (CSU), Fullerton Auxiliary Services Corporation (DO-14-1668-01.01) and between RSCCD and North Orange County Community College District (NOCCCD) – Fullerton College (DO-14-1668-02.01) for ENGAGE in STEM Project – Year 4

The board approved the amendments and authorized 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 Sub-award Agreements between RSCCD and CSU Fullerton Auxiliary Services Corporation and between RSCCD and NOCCCD – Fullerton College for ENGAGE to STEM Project – Year 5

The board approved the sub-agreements and authorized 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 Sub-Agreement between RSCCD and NOCCCD on behalf of Fullerton College

The board approved the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related a contractual agreement on behalf of the district.

5.5 Approval of Sub-Agreement between RSCCD and South Orange County Community College District/Saddleback College for Retail/Hospitality/Tourism Deputy Sector Navigator Grant

The board approved the sub-agreements and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related a contractual agreement on behalf of the district.

1.6 Approval of Consent Calendar (contd.)

5.6 Approval of Agreement between RSCCD and Marriott Hotels and Resorts

The board approved the agreement and authorized the chancellor or his designee to sign and enter into a related contractual agreement on behalf of the district.

1.7 Public Hearing – 2015-2016 Proposed Adopted Budget

There were no public comments.

1.8 Public Hearing – Adopt certain findings prerequisite to award of energy service contract under Government Code Sections 4217.10 – 4217.18 for the Chiller Replacement Project at Santiago Canyon College.

There were no public comments.

1.9 Public Hearing – Adopt certain findings prerequisite to award of energy service contract under Government Code Sections 4217.10 – 4217.18 for the LED Lighting Conversion Project at the Digital Media Center and Orange County Sheriff's Regional Training Academy.

There were no public comments.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board.

Mr. Solorio arrived during Dr. Rodríguez' report.

2.2 Reports from College Presidents

The following college representatives provided reports to the board.

Dr. Erlinda Martinez, President, Santa Ana College  
Dr. John Weispfenning, President, Santiago Canyon College

Dr. Martinez indicated that Santa Ana College's Follow-Up Report on Accreditation is included in the agenda as Item 3.14 for a first reading. Upon reviewing the document, she asked board members to send comments or changes requested to Ms. Lucarelli. Dr. Weispfenning indicated that staff are continuing to work on Santiago Canyon College's Follow-Up Report on Accreditation since it is due in March 2016.

2.3 Report from Student Trustee

Ms. Raquel Manriquez, Student Trustee, provided a report to the board.

#### 2.4 Reports from Student Presidents

The following student representatives provided reports to the board on behalf of the Associated Student Government (ASG) organizations:

Mr. Oscar Cortés, Student President, Santa Ana College  
Ms. Seham Nabils, Student Vice President, Santiago Canyon College

#### 2.5 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College  
Dr. Elliott Jones, Academic Senate President, Santa Ana College

#### 2.6 Reports from Board Committee Chairperson

There was no report on the Board Facilities Committee meeting since the meeting had been cancelled.

Ms. Barrios provided a report on the September 14, 2015, Board Policy Committee meeting.

### 3.0 INSTRUCTION

Items 3.1 through 3.13, and 3.15 through 3.18 were approved as part of Item 1.6 (Consent Calendar).

#### 3.14 Receive for First Reading – Santa Ana College (SAC) Follow-Up Report on Accreditation

This item was presented as a first reading for information only.

### 4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.5, 4.7, 4.8, 4.9, 4.10, 4.11, and 4.13 through 4.18 were approved as part of Item 1.6 (Consent Calendar).

#### 4.3 Adoption of Resolution No. 15-20 – Conflict of Interest Code

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt Resolution No. 15-20 – Conflict of Interest Code as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez's advisory vote was aye.

#### 4.4 Approval of 2015-2016 Adopted Budget

It was moved by Ms. Alvarez and seconded by Mr. Yarbrough to approve the 2015-2016 Adopted Budget as presented. Mr. Hardash and Mr. Adam O'Connor gave a presentation on the 2015-2016 Adopted Budget. Board members received clarification on data related to the presentation from Mr. Hardash and Mr. O'Connor. Mr. Yarbrough asked that the answers to the questions he asked regarding the 2015-2016 Adopted Budget and the answers to the questions Ms. Alvarez asked regarding Item 4.17 (Agreement with SaaS Services – SafeTrek – Hold Until Safe) from the August 17, 2015 board meeting) be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez's advisory vote was aye.

#### 4.6 Adoption of Resolution No. 15-18 – Agreement for Energy Conservation Services with Coast Electric for LED Lighting Conversion Project at Digital Media Center (DMC) and Orange County (OC) Sheriff's Regional Training Academy

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt Resolution No. 15-18 – Agreement for energy conservation services with Coast Electric for the LED lighting conversion project at the DMC and OC Sheriff's Regional Training Academy as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez's advisory vote was aye.

#### 4.12 Adoption of Resolution No. 15-17 – Agreement for Energy Conservation Services with ACCO Engineered Systems for Chiller Replacement Project at Building D at Santiago Canyon College

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to adopt Resolution No. 15-17 – Agreement for energy conservation services with ACCO Engineered Systems for the chiller replacement project at Building D at SCC as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez's advisory vote was aye.

## 5.0 GENERAL

Items 5.1 through 5.6 were approved as part of Item 1.6 (Consent Calendar).

#### 5.7 Board Member Comments

Mr. Hanna thanked staff for their hard work and wished them a belated Happy Labor Day. He indicated he was marching in Wilmington along with several people on Labor Day.

### 5.7 Board Member Comments (contd.)

In reference to Item 5.6 (Agreement between RSCCD and Marriott Hotels and Resorts), Mr. Solorio reminded staff that board policy (BP 6014) states that staff are encouraged to hold district-sponsored events within the geographical boundaries of the district when possible.

## **RECESS TO CLOSED SESSION**

The board convened into closed session at 7:03 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
  - a. Part-time Faculty
  - b. Classified Staff
  - c. Student Workers
  - d. Educational Administrator Appointments
    - (1) Associate Dean
2. Conference with Legal Counsel: Anticipated/Potential 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: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services  
Employee Organizations: Faculty Association of Rancho Santiago Community College District  
California School Employees Association, Chapter 579  
California School Employees Association, Chapter 888  
Continuing Education Faculty Association
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
5. Liability Claims (pursuant to Government Code Section 54956.95)
  - a. DM20150309, DM20150310, and DM20150311
  - b. DMCN030315

Ms. Alvarez left the meeting during closed session at 7:28 p.m.

## **RECONVENE**

The board reconvened at 8:10 p.m.

### Closed Session Report

Mr. Hanna reported the board discussed public employment, anticipated/potential litigation, labor negotiations, public employee discipline/dismissal/release, and liability claims, and the board took action during closed session to suspend a Child Development Master Teach for seven (7) days with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Ms. Alvarez left the meeting earlier; therefore she did not vote on this action. In addition, Mr. Hanna reported

Closed Session Report (contd.)

the board took action at a previous meeting during closed session to suspend a Science Laboratory Coordinator for five (5) days with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Labrado, Mr. Solorio, and Mr. Yarbrough. Ms. Barrios and Ms. Mendoza Yanez were absent; therefore they did not vote on this action.

Public Comment

There were no public comments.

**6.0 HUMAN RESOURCES**

6.1 Management/Academic Personnel

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez's advisory vote was aye.

- Approve Appointments
- Ratify Resignations/Retirements
- Approve Acceptance of Outside Assignments
- Approve Hiring of Temporary Long-term Substitutes per E.C. 87481 & 87482
- Approve Adjustments to Effective Dates for Temporary Long-term Substitute per E.C. 87481 & 87482
- Rescind Hiring of Temporary Long-term Substitutes per E.C. 87481 & 87482
- Approve Interim Assignments
- Approve Adjustments to Placement
- Approve Adjustments to Placement & Location
- Approve Final Salary Placements
- Approve Adjustments to Final Salary Placement
- Approve Adjustments to Banked Leave of Absence
- Approve Leaves of Absence
- Approve Stipends
- Approve Adjustments to Stipend Amount
- Approve Adjustments to Effective Date
- Approve Column Changes
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Services

## 6.2 Classified Personnel

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

- Approve New Appointments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Changes in Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Volunteers
- Approve Student Assistant Lists

## 6.3 Rejection of Claims

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to authorize the chancellor or his designee to reject claims #DM20150309, #DM20150310, and #DM20150311. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

## 6.4 Rejection of Claim

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to authorize the chancellor or his designee to reject claim #DMCN030315. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

**7.0 ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on Monday, September 28, 2015.

There being no further business, Mr. Labrado declared the meeting adjourned at 8:11 p.m., in memory of the person killed and the individual wounded in the Sacramento City College shooting on September 3, 2015, and the professor who was killed on September 14, 2015, at Delta State University in Cleveland, Mississippi.

Respectfully submitted,

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Raúl Rodríguez, Ph.D.  
Chancellor

Approved: \_\_\_\_\_  
Clerk of the Board

Minutes approved: September 28, 2015

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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
*Office of the Vice Chancellor - Business Operations/Fiscal Services*

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2323 N. Broadway  
Santa Ana, CA 92706  
(714) 480-7340 – Office  
(714) 796-3935 – Fax

**Date:** September 14, 2015  
**To:** Dr. Raúl Rodríguez  
**From:** Peter J. Hardash  
**Subject:** Responses to Board of Trustees Requests/Questions

*From Trustee Phillip Yarbrough*

On the Proposed Adopted Budget – Part I (Item 4.4 on agenda)

**Page 6 – 8612 Explain what the State General Apportionment Deficit is and how it impacts our budget.**

- The system apportionment deficit, sometimes referred to as the deficit factor or deficit coefficient, is simply a shortfall in projected state apportionment revenue and is shown as a reduction in our apportionment estimates. The deficit can come from a variety of causes including less property taxes collected and student fee income collected than expected as well as adding new colleges and centers in the system. It is much like the state computes our expected revenue at \$1 but then tells us they only have 98 cents to pay us. We budget the full revenue in one 8612 account and the expected deficit in an offsetting 8612 account. We have included an apportionment deficit in the district budget for several years.

**8629 This account has increased significantly since the state budget crises. It has increased \$3m since 14-15 and \$1.7m since last year. What is being discussed in Sacramento regarding Credit Matriculation?**

- With the Student Success Act of 2012, significant increases in funding for Matriculation, or what is now being called the Student Success and Support Program (SSSP) were planned to fully implement core services: orientation; assessment; counseling, advising, and other education planning services needed to assist a student in making an informed decision about his or her education goal and course of study and to develop an education plan. The funds dedicated for these services have gone from less than \$50 million system-wide in 2012/13 to almost \$300 million this fiscal year.

**8612 With the dramatic increase in state revenue, shouldn't this account be \$0?**

- We have four 8612 line items in the budget related to state general apportionment. Assuming you are referring to the 8612 account titled State General Apportionment – Deficit, as mentioned above, we fully budget computed revenue and then budget an anticipated deficit separately. Even with the increased funding, the system has not eliminated the use of the deficit factor.

**Page 7 – 8629 What is Student Equity and how does it benefit our students?**

- Student Equity funds are administered through the SSSP, but allocated as a separate program specifically related to student equity plans. The student equity plan focuses on increasing access, course completion, ESL and basic skills completion, degrees, certificates and transfer for all students as measured by success indicators linked to the CCC Student Success Scorecard. “Success indicators” are used to identify and measure areas for which disadvantaged populations may be impacted by issues of equal opportunity. Each college develops specific goals/outcomes and actions to address disparities that are discovered, disaggregating data for indicators by student demographics, preferably in program review. College plans

must describe the implementation of each indicator, as well as policies, activities and procedures as they relate to student equity at the college. Student equity plans are prepared with three- to five-year timeframes in terms of planned activities and improvements, to align with the Student Success and Support Program Plan, but must be updated annually.

**8659 Since we have one of the State's largest non-credit programs, where is the state going with Career Tech? Where did the \$5m from the Tentative to the Adopted go to?**

- In 2014/15, the district was awarded \$16 million for CTE Enhancement Funds. At the tentative budget that full amount remained in the budget for 2015/16, but about \$5 million was spent by year end with the remaining balance budgeted in 2015/16. See the answer below related to 5100 for more details on this program.

**21.98% increase in 8 accounts. I can't wait to hear your explanation of how these accounts increased in unison as a percentage. Please explain what 8811 is (property tax) and what caused the \$9.4m increase.**

- At the Adopted Budget we tie our revenue projections to the breakdown given to us by the state chancellor's office in the Advance Apportionment Exhibit C (Blue Book). The overall estimate for our district in property taxes is \$60.4 million, an increase of 21.98% over what we actually received in 2014/15. We distribute this increase equally over the eight components of property taxes (excluding ERAF). 8811 is the largest component of property taxes represented what is called the Secured Roll. The Secured Roll comprises the property which, in the opinion of the assessor, has sufficient value to guarantee payment of taxes levied on the property. The term is generally synonymous with real property. There is also the Unsecured Roll for business property, boats, etc. that aren't secured by real estate, and Supplemental Roll used for reassessments after new construction on a property.

**Page 10 - 4100 I know that it's only \$4k, but what does this pay for that we did not pay for in the subsequent years?**

- The Distance Education program at Santa Ana College plans to purchase textbooks with Lottery funds this year.

**5100 Where is the increase of \$10m going to?**

- This increase is almost entirely related to the new CTE Enhancement Funds awarded mid-year 2014/15 to develop, enhance and retool new programs and curriculum to expand quality of career technical education for students. As the regional awardee, it creates multi-college projects and regional collaboration with our 27 sub-recipients with the vast majority of the funds being passed through on contracts to these districts.

**5900 We have parked \$18.4m in this account. Is there a "special project" or is this money that is held outside of the \$26m ending balance?**

- As pointed out in the budget assumptions, the district is receiving approximately \$15.4 million in one-time Mandated Cost funds this year. \$14.3 million of these funds are budgeted in 5900 as a holding account pending discussion on allocation(s) of these funds.

**Page 11 - 7900 vs. 7910 explain the change in reporting for these accounts.**

- There isn't a change in the way these are reported. All 7900 reserve accounts are shown each year as budgeted amounts, but no actual expenditures can be charged to these accounts directly. They all require a board approved budget transfer to an expenditure line item within the 1000-6000 accounts.

**Page 20 - What is the asterisk signify? I don't see the footnote.**

- This year we noted all components of revenue on pages 20 and 21 that make up our state apportionment (Total Computational Revenue). The footnote is at the bottom of revenue on page 21.

**8612 Explain what this is:**

- As referenced in previous questions, 8612 accounts for our state general apportionment. This is the remaining amount owed based on our computed revenue after subtracting property taxes, student fees, and Education Protection Account (EPA).

**8612 8630 Prior Year Adjustment – Explain what this is.**

- Based on any changes in prior year revenues, we can see adjustments up and down, which in 2014/15 we saw adjustments for two prior years. These adjustments are accounted for separately from current year revenue within these accounts.

**Page 22 - 3500 What caused this change? Is this the same reason for Page 23 5400?**

- We budget for unemployment insurance at 0.05% of payroll plus a local experience charge. Last year our budget was actually slightly higher, but our local experience charge came in considerably less. There is no correlation with 5400.

**5800 The changes in this account are remarkable. What is the cause?**

- This is a look at the ongoing unrestricted general fund (Fund 11). The colleges had a significant portion of the Instructional Services Agreements prior to 2015/16 budgeted in the one-time unrestricted general fund (Fund 13), so to compare year to year it may be best to use page 16. There is about \$600,000 more budgeted in 2015/16 related to Instructional Services Agreement than was spent in 2014/15.

**Page 54 - 8981 Beginning Fund Balance – how does it go from \$34.8m to \$40.5m when there is no change in Total Revenue**

- The district received revenues related to scheduled maintenance and Prop 39 Clean Energy projects in 2014/15, yet some projects take multiple years to complete and spend down the funds. All \$40.5 million is committed to projects and will be spent over the next couple of years as these projects are completed.

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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
*Office of the Vice Chancellor - Business Operations/Fiscal Services*

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2323 N. Broadway  
Santa Ana, CA 92706  
(714) 480-7340 – Office  
(714) 796-3935 – Fax

**Date:** September 14, 2015  
**To:** Dr. Raúl Rodríguez  
**From:** Peter J. Hardash  
**Subject:** Responses to Board of Trustees Requests/Questions

*From Trustee Phillip Yarbrough*

On the Proposed Adopted Budget – Part II – (Item 4.4 on agenda)

**Page 9–10 - I need the Adopted Budget figures for 13/14 and 14/15 for the General Fund Expenditure Budget for accounts 1300, 2400, 5500 and 5800. I specifically want to see the fabricated budget figures that we were provided that were used to balance the budget. I want to see these figures for the colleges if they are available.**

- See below:

	FD 11/12/13									
	FY 2013-14				FY 2014-15				15/16 Adopted Budget	
	SAC- Adopted Budget	SAC-Actual	SCC- Adopted Budget	SCC-Actual	SAC- Adopted Budget	SAC-Actual	SCC- Adopted Budget	SCC-Actual	SAC	SCC
<b>13XX</b>	14,418,886	16,375,819	3,629,987	6,194,979	12,959,698	16,498,397	3,605,732	6,495,762	16,785,737	5,924,141
<b>24XX</b>	2,147,568	1,925,662	494,066	527,373	2,209,851	2,226,728	523,616	588,599	2,528,899	437,252
<b>55XX</b>	2,028,268	2,088,082	1,623,467	1,595,470	2,034,079	2,104,395	1,623,167	1,426,624	2,605,172	1,551,047
<b>58XX</b>	3,897,443	3,393,376	1,884,938	1,527,656	3,884,202	3,393,321	990,207	1,554,895	4,051,057	2,153,135
	22,492,165	23,782,939	7,632,458	9,845,479	21,087,830	24,222,841	6,742,722	10,065,880	25,970,865	10,065,575

**Page 106 – Enrollment declined 1% in 13/14 and 14/15. How are we going to achieve a 1.23% growth in enrollment for 15/16? I am sure that the marketing inquires of Jose will be partly the answer.**

- In 2013/14, the colleges projected an overall growth target of 2.63% and generated actual growth of 1.79%. In 2014/15, the colleges projected an overall growth target of 1.79% and generated actual growth of 0.76%. In 2015/16, the colleges have projected an overall growth target of 1.23%. No state growth revenue has been budgeted at this time.

**Page 110 – Where do I find the Five Year Multi-Year Projected Changes to the following: Prop. 30?**

- The estimated decreases are listed on the 6<sup>th</sup> line item of the revenue assumptions on page 110.

**PERS?**

- The increased rates are listed on the 5<sup>th</sup> line item of the expenditure assumptions on page 110. Our estimated cost increases can be found on page 136.

**STRS?**

- The increased rates are listed on the 4<sup>th</sup> line item of the expenditure assumptions on page 110. Our estimated cost increases can be found on page 136.

**Health and Welfare Benefits?**

- The increases in the Base Version and Best Case Version, projected at 5% per year, are \$1.15 million in 2016/17, \$1.2 million in 2017/18, \$1.26 million in 2018/19 and \$1.33 million in 2019/20. The increases in the Worst Case version at 7.5% are \$1.73 million in 2016/17, \$1.8 million in 2017/18, \$1.89 million in 2018/19 and \$2 million in 2019/20.

**If they are not in this budget document (I can't find them) then send me the data and have copies available, including graphs, for my colleagues and the constituent groups for Monday's meeting. You can expect questions on this data.**

- We will include graphs in the Adopted Budget presentation this evening.

**Page 110 - Are PERS and STRS accounting entries and not actual District expenses (off budget)? If so, I would like to see the Five Year Projected with "on budget" income and expenses.**

- The PERS and STRS rates shown on page 110 are actual district expenses, paid as a percentage of payroll to PERS and STRS. Again, these projected increases in cost can be found on page 136.

**Page 118 – Are the Budget Centers prepared to provide an "expenditure reduction plan" (as mentioned in the SB 361 BAM on page 118) to offset the expected deficits that are projected to begin next fiscal year as presented in the Base Version of the Five Year Multi-Year Projection on page 110 and 113?**

- In following the model, Budget Centers would need to make corresponding expenditure reductions to offset deficits, unless the use of Budget Stabilization Funds are authorized.

**Page 130 – Where did this Sound Fiscal Management Self-Assessment Checklist come from? Are we required to satisfy #1, 2, 3, 6, 7 and 10 where an "unacceptable" response was given?**

- This checklist was developed by the State Chancellor's Office and the Fiscal Crisis & Management Assistance Team (FCMAT) several years ago to help districts assess their fiscal soundness as an early warning system. It is filled out by fiscal staff and has been included in our tentative and adopted budget documents since 2013/14. Though there is no "requirement" to satisfy all answers, it is a tool the district has to help monitor our fiscal health.

The questions below were asked at the August 17, 2015, board meeting by Ms. Claudia Alvarez and attached to the September 14, 2015, minutes at the request of Mr. Phillip Yarbrough.

This is the item referenced at the August 17, 2015, board meeting:

- 4.17 Approval of Agreement with SaaS Services – SafeTrek – Hold Until Safe  
The administration recommends approval of the agreement with SaaS Services as presented.

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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
*Office of the Vice Chancellor - Business Operations/Fiscal Services*

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2323 N. Broadway  
Santa Ana, CA 92706  
(714) 480-7340 – Office  
(714) 796-3935 – Fax

**Date:** August 25, 2015  
**To:** Dr. Raúl Rodríguez  
**From:** Peter J. Hardash  
**Subject:** Responses to Board of Trustees Requests/Questions

*From Trustee Claudia Alvarez*

*Regarding item 4.17 SaaS Svcs. – SafeTrek*

**Are they going to charge the 20,001 person? If so, what are the fees?**

- Robert Roderick, co-owner of SafeTrek states the 20,000 number was a guess on their behalf. SafeTrek will increase the number to 50,000 and will also include language in the contract that states anyone over the 50,000 will not be charged. I have asked him to see if the contract could have no numerical limit? He said he would check with his colleagues.

**Trustee Alvarez asks that the contract be brought back to the Board for review in June 2016 (since there's only a 30-day cancellation period before the automatic 5-year renewal).**

- The contract will be scheduled for the June 2016 Board meeting.

**In Section 3.3 of the contract, it states that they have the right to use data they collect. What are they collecting and how are they going to use it (not sure what "other company offerings" means in the contract language.)**

- According to Mr. Roderick, SafeTrek only utilizes the data to produce 'heat' maps to attempt to predict unsafe areas which they will then share with local law enforcement or in our case District Safety and Security. They do not sell personal information to third parties, but may in the future send discount offers to the subscribers by way of a text message. These discounts would be for local businesses. Subscribers can opt out of these messages if they do commence this service.

**What is the plan to notify students of this app? (Dr. Rodríguez said the district has requested marketing tools from the company.)**

- SafeTrek will use representatives to set up booths on our campuses, and at college events to sign people up to the service. It is also proposed to use the colleges' social media outlets to advertise the service. Other marketing materials will be used to advertise the product throughout campus.

It is intended to reach out to student leaders at each campus to engage with them about launching the service.

**Regarding false alarms: Is there a cost? If so, to whom? Students? Faculty?**

- There will be no charges for any uses of the product during the first 12 months. After that any alarms activated within our campus' geo-fenced area will result in a charge to the District. This is estimated at \$2-\$5 per call.