

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**Santiago Canyon College
8045 E. Chapman Ave., Room H-106
Orange, CA 92869**

**Board of Trustees
(Regular meeting)**

Monday, October 12, 2015

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:40 p.m. by Mr. Larry Labrado. Other members present were Ms. Arianna Barrios, Mr. John Hanna, Ms. Nelida Mendoza Yanez, Mr. Phillip Yarbrough, and Ms. Raquel Manriquez. Ms. Claudia Alvarez and 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. Loretta Jordan, Associate Dean of Student Development, Santiago Canyon College (SCC).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Mr. Hanna to add Item 2.6 (Report from Classified Representative) to the agenda, approve a revised page for Item 6.1 (Management/Academic Personnel), and an addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – 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. Mendoza Yanez to approve the minutes of the meeting held September 28, 2015. The motion carried with the following vote: Aye – 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. Mendoza Yanez 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. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

3.1 Approval of Middle College High School (MCHS) Consulting Agreement with Research and Planning (RP) Group in Coordination with California Community College Chancellor’s Office

The board approved the MCHS consulting agreement with the RP Group in coordination with the California Community College Chancellor’s Office as presented.

3.2 Approval of Proposed Revisions for 2016-2017 Santa Ana College (SAC) Catalog

The board approved the proposed revisions for the 2016-2017 SAC catalog as presented.

3.3 Approval of Proposed Revisions for 2016-2017 Santiago Canyon College Catalog

The board approved the proposed revisions for the 2016-2017 SCC catalog as presented.

3.4 Ratification of Memorandum of Understanding (MOU) between Bellevue University and Santiago Canyon College

The board ratified the MOU between Bellevue University and SCC.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of Contract Renewal with SchoolsFirst Federal Credit Union to Provide Automated Teller Machine (ATM) Services throughout the District

The board approved the five-year contract renewal with SchoolsFirst Federal Credit Union to provide ATM services as presented.

4.3 Approval of Agreement with Alta Environmental for Hazardous Materials Testing and Inspection Consulting Services for Central Plant, Infrastructure and Mechanical Upgrades Project at Santa Ana College

The board approved the agreement with Alta Environmental for hazardous materials testing and inspection consulting services for the Central Plant, infrastructure and mechanical upgrades project at SAC as presented.

1.6 Approval of Consent Calendar (contd.)

4.5 Acceptance of Completion of Bid #1260 – Parking Lot Resurface and Striping at Centennial Education Center (CEC) and Approval of Recording of Notice of Completion

The board accepted the project as complete and approved the recording of a Notice of Completion with the County as presented.

4.6 Approval of Change Order #1 with Climatec, Inc. for Energy Management System Upgrade Project at Santiago Canyon College

The board approved change order #1 with Climatec, Inc. for the energy management system upgrade project at SCC as presented.

4.7 Acceptance of Completion of Request for Proposal (RFP) #1415-67 Energy Conservation Services for LED (Light-Emitting Diode) Lighting Conversion Project at Santiago Canyon College and District Operations Building and Approval of Recording of Notice of Completion

The board accepted the project as complete and approved the recording of a Notice of Completion with the County 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:

- Child Care Access Means Parents in School (CCAMPIS) - Year 3 (District)	\$ 132,827
- Cooperative Agencies Resources for Education (CARE) (SAC & SCC)	\$ 130,899
- Extended Opportunity Programs & Services (EOPS) (SAC & SCC)	\$2,093,513
- National Science Foundation I-USE Project (SAC)	\$ 87,274
- Sector Navigator ICT/Digital Media El Camino CCD	\$ 5,000
- Veterans Upward Bound Program – Year 4 (SAC)	\$ 215,700

5.2 Approval of Sub-Agreement between RSCCD and Santa Ana Unified School District for AB 86 Adult Education Consortium Planning Grant

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

1.7 Recognition of Faculty Members by Board of Trustees

The board recognized Ms. Denise Foley, Associate Professor of Biology, and Mr. Michael De Carbo, Professor of Communications, for their dedication to students and accomplishments in their fields.

Mr. Solorio arrived at this time.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board, which included an update on the district's safety and security department from Mr. Alistair Winter, Chief, District Safety & Security. Board members received clarification on the data provided in Mr. Winter's update.

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. Weispfenning's report included a presentation on SCC's programs by Dr. John Hernandez, Vice President of Student Services; Dr. Marilyn Flores, Dean of Humanities & Social Sciences; and Ms. Maureen Roe, Professor of English.

Dr. Martinez distributed a bound copy of SAC's Follow-Up Report on Accreditation to each board member.

Ms. Alvarez arrived at this time.

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 Report from Classified Representative

Ms. Zina Edwards, Counseling Assistant, Santiago Canyon College, provided a report to the board on behalf of the classified staff.

3.0 INSTRUCTION

All items were approved as part of Item 1.6 (Consent Calendar).

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.3, 4.5, 4.6, and 4.7 were approved as part of Item 1.6 (Consent Calendar).

4.4 This item was removed from the agenda prior to distribution.

5.0 GENERAL

Items 5.1 and 5.2 were approved as part of Item 1.6 (Consent Calendar).

5.3 Adoption of Board Policies

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt the following new and revised board policies:

- BP 2745 Board Self-Evaluation
- BP 3411 Accessibility of Electronic and Information Technology

Mr. Hanna stated that the board added the following positions to BP 2745:

- Chief, District Safety & Security
- Lieutenants, Safety & Security
- 5 Community Members
- 5 Part-Time Faculty Members
- 5 Full-Time Faculty Members
- 5 Administrators
- 5 Department Chairpersons
- 5 Students
- 10 Classified Staff Members

Mr. Hanna reminded the audience of the following sentence in BP 2745: *In addition, any student, community member, or employee shall be entitled to provide input to the board at the board's self-evaluation meeting.*

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.

5.4 Adoption of Board of Trustees Annual Self-Evaluation Instrument, List of Designated Recipients, and Self-Evaluation Timeline

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt the self-evaluation survey instrument, list of designated individuals who will receive the survey, and self-evaluation timeline. 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.

5.5 Board Member Comments

Board members thanked SCC ASG members for hosting a reception prior to the board meeting, thanked SCC staff for hosting the board meeting, and welcomed the classified representative to the board meeting. Mr. Hanna expressed appreciation for having board meetings on campus since the board meetings used to be held at SAC when the district offices were on campus and it was convenient for students, faculty, and staff to attend a board meeting.

Ms. Barrios reported she met with Ms. Manriquez to review Administrative Regulation (AR) 2105 (Selection of Student Trustee) and plans to place this item and Board Policy (BP) 2105 (Election of Student Member) on the agenda of the next Board Policy Committee meeting. She indicated that staff is not prepared for another Board Policy Committee meeting at this time.

Ms. Alvarez indicated she was late because she just returned from visiting Vietnam; therefore, she apologized for missing the ASG reception prior to the board meeting and Mr. Winter's update on security and safety during the chancellor's report.

In reference to athletic teams being able to use district facilities for fundraising, Mr. Hanna asked Ms. Barrios to place BP 6700 and AR 6700 (Civic Center and Other Facilities Use) on the agenda of the next Board Policy Committee meeting.

Ms. Mendoza Yanez commended Ms. Maureen Roe on her creation of the CROSS-roads program at SCC.

Ms. Mendoza Yanez invited board members to the international festival hosted by SCC Orange Education Center's (OEC) Communicators Club to be held at OEC on October 23 at 5 p.m.

Mr. Solorio asks that the date for the groundbreaking ceremony for the Central Plant facility be provided to board members, and those from the building trade industry that the district does business with also be invited to attend.

Mr. Solorio reported that the Board Facilities Committee asked staff to provide an update on the community student workforce agreement to the board. In addition, he asks that a written record of data relating the workforce agreement be provided to board members prior to the update.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:39 p.m. to consider the following items:

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
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
4. Liability Claim (pursuant to Government Code Section 54956.95)
 - a. DM20150312
5. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

Ms. Manriquez left the meeting at this time.

RECONVENE

The board reconvened at 7:38 p.m.

Closed Session Report

Mr. Hanna reported the board discussed public employment, labor negotiations, a liability claim, and public employee discipline/dismissal/release, and the board took no reportable action during closed session.

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. Alvarez to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Ratify Resignations/Retirements
- Approve Appointments
- Approve Final Salary Placements
- Approve Leaves of Absence
- Approve Adjustments to Effective Date
- Approve Changes to Stipend Amount
- Approve Stipends
- 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. Alvarez to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve Hourly On Going to Contract Assignments
- Approve Professional Growth Increments
- Approve Changes in Salary Placement
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Rejection of Claim

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to authorize the chancellor or his designee to reject claim #DM20150312. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on October 26, 2015, at Santa Ana College, 1530 W. 17th Street, Room U-102, Santa Ana, California.

There being no further business, Mr. Labrado declared the meeting adjourned at 7:39 p.m., in memory of those who lost their lives in the tragic shootings at Umpqua Community College in Roseburg, Oregon; Northern Arizona University in Flagstaff, Arizona; and Texas Southern University in Houston, Texas; during October 1-9, 2015.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: October 26, 2015