

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

**Santa Ana College
1530 W. 17th Street, Phillips Hall
Santa Ana, California**

**Board of Trustees
(Regular meeting)**

Monday, October 10, 2016

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:35 p.m. by Ms. Claudia Alvarez. Other members present were Ms. Arianna Barrios, Mr. John Hanna, Mr. Larry Labrado, Mr. Phillip Yarbrough, and Mr. Luis Mejia. Ms. Nelida Mendoza Yanez was not in attendance due to a medical procedure.

Administrators present during the regular meeting were Ms. Judy Chitlik, Mr. Peter Hardash, Dr. John Hernandez, Mr. Enrique Perez, Dr. Linda Rose, and Dr. Raúl Rodríguez. 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 Mr. Mejia, Interim Student Trustee and Student President, Santa Ana College (SAC).

1.3 Approval of Additions or Corrections to Agenda

There were no additions or corrections to the agenda.

1.4 Public Comment (There are additional public comments after Item 1.8 Recognition of Faculty by Board of Trustees.)

Ms. Kristen Guzmán spoke regarding the proposal to the district from the Faculty Association of Rancho Santiago Community College District (FARSCCD).

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Mr. Mejia to approve the minutes of the meeting held September 26, 2016. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough. Student Trustee Mejia's advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 4.7 (Agreement with Lentz Morrissey Architects, Inc. for On-Call Architectural Design Services for Various Projects District-wide), removed from the Consent Calendar by Ms. Alvarez. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough. Student Trustee Mejia's advisory vote was aye.

3.1 Approval of New Occupational Therapy Assistant (OTA) Agreement - Orange County Speech Services

The board approved the new agreement with Orange County Speech Services in Huntington Beach, California.

3.2 Approval of OTA Agreement Renewal – Centre for Neuro Skills

The board approved the agreement renewal with Centre for Neuro Skills in Bakersfield, California.

3.3 Approval of Scope of Work for Educational Master Plan and College Planning Design Assistance with Collaborative Brain Trust through December 2016

The board approved the scope of work for the Educational Master Plan and college planning design assistance with Collaborative Brain Trust through December 2016 as presented.

3.4 Approval of Amendment to Agreement between the Regents of University of California, Irvine (UCI) and RSCCD for Research Evaluation of Santa Ana College's ENGAGE in STEM Grant-Funded Project

The board approved the amendment to the agreement between the Regents of UCI and RSCCD for research evaluation of SAC's ENGAGE in STEM grant-funded project as presented.

3.5 Approval of Student Field Placement Agreement with California State University, Long Beach (CSULB)

The board approved the Student Field Placement agreement with CSULB as presented.

3.6 Approval of Proposed Revisions for 2017-2018 Santa Ana College Catalog

The board approved the proposed revisions for the 2017-2018 SAC Catalog.

3.7 Approval of Proposed Revisions for 2017-2018 Santiago Canyon College Catalog

The board approved of the proposed revisions for the 2017-2018 SCC catalog.

1.6 Approval of Consent Calendar (contd.)

3.8 Approval of Contract Agreement with National Student Clearinghouse - StudentTracker

The board approved the contract agreement with National Student Clearinghouse-StudentTracker.

3.9 Approval of Client Research Services Agreement with Hanover Research

The board approved the Client Research Services agreement with Hanover Research.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers from July 1, 2016 to September 25, 2016.

4.3 Approval of Intrafund and Interfund Budget Transfers

The board approved the intrafund and interfund budget transfers from July 1, 2016, to September 25, 2016.

4.6 Approval of Agreement with RPI Consultants

The board approved the agreement with RPI Consultants as presented.

4.8 Ratification of Award of Bid #1301 for Storm Water Improvements at Santa Ana College Orange County Sheriff's Regional Training Academy

The board ratified the award of Bid #1301 for storm water improvements at SAC Orange County Sheriff's Regional Training Academy as presented.

4.9 Acceptance of Completion of Bid #1291 for Building G (Gym & Fitness Center) Aquatics Bleachers at Santiago Canyon College and Approval of Recording of Notice of Completion

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

4.10 Approval of Independent Contractor

The board approved the following independent contractor: 2 Degree Shift to provide training for Career Technical Education (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Cerro Coso College, Merced College, Porterville College, West Hills College-Coalinga and West Hills College-Lemore. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$17,400.

1.6 Approval of Consent Calendar (contd.)

4.11 Approval of Independent Contractor

The board approved the following independent contractor: Arineh Arzoumanian to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Citrus College, El Camino College, Glendale Community College, Irvine Valley College, Los Angeles (LA) City College and Long Beach City College. Dates of service are from October 11, 2016, through June 30, 2017. The fee is estimated at \$17,800.

4.12 Approval of Independent Contractor

The board approved the following independent contractor: Karen Beltramo to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Chabot College, College of the Redwoods, Evergreen Valley College, Gavilan College, Lake Tahoe Community College, Laney College, Los Medanos College and Napa Valley College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$24,600.

4.13 Approval of Independent Contractor

The board approved the following independent contractor: Alison Bolton to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Butte College, Las Positas College, Mendocino College, Mission College, Santa Rosa Junior College, and Woodland Community College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$18,400.

4.14 Approval of Independent Contractor

The board approved the following independent contractor: Jeremy Brown to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for College of the Siskiyous, Consumnes River College, Folsom Lake College, Lassen College, Sacramento City College, and Shasta College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$19,600.

4.15 Approval of Independent Contractor

The board approved the following independent contractor: Jason Cantus to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Antelope Valley College, LA Harbor College, LA Trade-Tech College, Moorpark College, Santa Monica College, and Ventura College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$17,800.

1.6 Approval of Consent Calendar (contd.)

4.16 Approval of Independent Contractor

The board approved the following independent contractor: Josh Friedman to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Hartnell College, Merritt College, Monterey Peninsula College, San Jose City College, and West Valley College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$18,000.

4.17 Approval of Independent Contractor

The board approved the following independent contractor: Matthew Leyden to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Moreno Valley College, Riverside City College, San Bernardino Valley College, and Southwestern College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$15,000.

4.18 Approval of Independent Contractor

The board approved the following independent contractor: Hannah Lawler to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Grossmont College, Imperial Valley College, Mt. San Jacinto College, Oxnard College, Palo Verde College, San Diego Mesa College, and Victor Valley College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$24,200.

4.19 Approval of Independent Contractor

The board approved the following independent contractor: Daniel Martinez to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Allan Hancock College, College of Marin, Cuesta College, Santa Barbara City College, and Skyline College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$18,000.

4.20 Approval of Independent Contractor

The board approved the following independent contractor: Nathan Pellegrin to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Bakersfield College, Clovis Community College, College of the Sequoias, Feather River College, Fresno City College, Reedley College, and Taft College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$24,800.

1.6 Approval of Consent Calendar (contd.)

4.21 Approval of Independent Contractor

The board approved the following independent contractor: Don Petrilli to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Cabrillo College, Contra Costa College, Diablo Valley College, Solano Community College, and Yuba College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$15,000.

4.22 Approval of Independent Contractor

The board approved the following independent contractor: Gabrielle Stanco to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Barstow Community College, Chaffey College, College of the Canyons, College of the Desert, Copper Mountain College, and Norco College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$19,000.

4.23 Approval of Independent Contractor

The board approved the following independent contractor: Nathan Tharp to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for American River College, Columbus College, Modesto Junior College, San Joaquin Delta College, and Sierra College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$17,400.

4.24 Approval of Independent Contractor

The board approved the following independent contractor: Bryan Ventura to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Coastline Community College, Cypress College, Mt. San Antonio College, Orange Coast College, and West Los Angeles College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$15,000.

4.25 Approval of Independent Contractor

The board approved the following independent contractor: Marie Vicario-Fisher to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Cuyamaca College, Mira Costa College, Palomar College, San Diego City College, and San Diego Miramar College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$15,000.

1.6 Approval of Consent Calendar (contd.)

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) (SAC)	\$722,255
-Board Financial Assistance Program (BFAP) (SCC)	\$315,685
-Regular Student Support Services Program Grant – Year 2 (SCC)	\$226,600
-Talent Search IV – Year 4 (SAC) – <i>Augmentation</i>	\$ 51,648
-Upward Bound Math & Science Program – Year 5 (SCC)	\$257,500
-Veterans Student Support Services Program Grant – Year 2 (SAC)	\$226,600
-Veterans Upward Bound Program – Year 5 (SAC)	\$218,580

5.2 Approval of Sub-Agreements between RSCCD and Garden Grove Unified School District and Orange Unified School District for Assembly Bill (AB) 104 Adult Education Block 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 contractual agreements on behalf of the district.

5.3 Approval of Sub-Agreement between RSCCD and Orange County Superintendent of Schools for AB 104 Adult Education Block 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.

5.4 Approval of Sub-Agreements between RSCCD and Los Angeles, Rio Hondo and San Jose-Evergreen Community College Districts for Career Technical Education Data Unlocked 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 contractual agreements on behalf of the district.

1.7 Recognition of Students by Board of Trustees

Dr. Michelle Priest, Ms. Catherine Shaffer, and Mr. Phil Hughes gave a presentation on the Mathematics, Engineering, Science Achievement (MESA) program at Santa Ana College. The board recognized SAC students Mr. Omar Nava and Ms. Sylvia Ramirez for their scholastic achievements in the SAC MESA program and completion of the “Too Hot to Handle and Too Cold to Hold” research project with the University of Alaska, Fairbanks, Geology Department.

1.8 Recognition of Faculty by Board of Trustees

The board recognized Mr. Don Sneddon, Fire Technology Instructor, for being selected as the 2016 SAC Distinguished Faculty Member.

Ms. Alvarez indicated there were two requests for public comments that were given to her late; therefore, it was moved by Mr. Yarbrough and seconded by Mr. Hanna to reconsider Item 1.4 Public Comments at this time. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough. Student Trustee Mejia's advisory vote was aye.

1.4. Public Comments

Mr. John Fraser spoke regarding a potential problem with his application for the RSCCD student trustee position.

Mr. Thomas Anthony Gordon spoke regarding the agreement with two Saudi Arabia technical colleges and the Rancho Santiago Community College District Foundation.

1.9 Presentation on Santa Ana College Enrollment Plan

Mr. Carlos Lopez, Vice President for Academic Affairs; Dr. Sara Lundquist, Vice President for Student Services; and Dr. Jim Kennedy, Vice President for Continuing Education; provided a presentation on SAC Enrollment Management Initiatives. Board members received clarification on data related to the presentation from Mr. Lopez, Dr. Lundquist, and Dr. Kennedy.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

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

2.2 Reports from College Presidents

The following college representatives provided reports to the board:

Dr. John Hernandez, Interim President, Santiago Canyon College
Dr. Linda Rose, President, Santa Ana College

2.3 Report from Student Trustee

Mr. Mejia 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:

Ms. Esther Chian, Student President, Santiago Canyon College
Mr. Luis Mejia, Student President, Santa Ana College

2.5 Report from Classified Representative

There was no representation from classified staff.

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Mr. Michael DeCarbo, Academic Senate Vice President, Santiago Canyon College
Dr. Elliott Jones, Academic Senate President, Santa Ana College

3.0 INSTRUCTION

Items 3.1 through 3.9 were approved as part of Item 1.6 (Consent Calendar).

3.10 Approval of Amended Apprenticeship Cost Agreements and Hourly Rate Increases

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the amended apprenticeship cost agreements and hourly rate increases for 2016-2017 as presented. Mr. Yarbrough asked that the answers to the questions he asked be attached to the minutes. Mr. Hanna recused himself due to his employment. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, and Mr. Yarbrough, and a vote of abstention from Mr. Hanna. Student Trustee Mejia's advisory vote was aye.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.3, and 4.6 through 4.25 were approved as part of Item 1.6 (Consent Calendar).

4.4 Adoption of Resolution No. 16-22 – Conflict of Interest

It was moved by Mr. Labrado and seconded by Ms. Barrios to adopt Resolution No. 16-22 – Conflict of Interest Code as presented. Mr. Hanna explained proposed amendments to the resolution.

4.4 Adoption of Resolution No. 16-22 – Conflict of Interest (contd.)

It was moved by Mr. Hanna and seconded by Ms. Alvarez to amend Resolution No. 16-22 to include the following (in italics):

WHEREAS, the Board of Trustees has adopted Board Policy 3821 Gift Ban Policy and this policy is not a Conflict of Interest Code or amendment as within the meaning of Section 2 of this resolution and no conflict exists between Board Policy 3821 and Exhibit A Conflict of Interest Code.

Section 2. The provisions of all Conflict of Interest Codes and Amendments thereto previously adopted by the District are hereby replaced and superseded by the Conflict of Interest Code. To the extent there is any conflict between the District's Conflict of Interest Code and the District's Board Policy 2710 Conflict of Interest, Administrative Regulations 2710 Conflict of Interest Board Policy 3821 Gift Ban Policy or any other Board policy or Administrative Regulations the Conflict of Interest Code shall prevail *unless expressly stated to the contrary.*

Discussion ensued. Mr. Labrado and Ms. Barrios agreed to amend the original motion to include Mr. Hanna's amendments to the resolution. The motion to approve Resolution No. 16-22 – Conflict of Interest with the abovementioned amendments carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough. Student Trustee Mejia's advisory vote was aye.

4.5 Adoption of Resolution No. 16-24 – Separate Bank and Investment Accounts

It was moved by Mr. Yarbrough and seconded by Mr. Hanna to adopt Resolution No. 16-24 – Separate Bank and Investment Accounts as presented. Mr. Yarbrough asked that the answers to the questions he asked be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough. Student Trustee Mejia's advisory vote was aye.

Since Ms. Alvarez planned to recuse herself from Item 4.7, she turned the gavel over to Mr. Hanna at this time.

4.7 Approval of Agreement with Lentz Morrissey Architects, Inc. for On-Call Architectural Design Services for Various Projects District-wide

It was moved by Mr. Yarbrough and seconded by Mr. Hanna to approve the agreement with Lentz Morrissey Architects, Inc. for on-call architectural design services for various projects district-wide as presented. Ms. Alvarez recused herself since she is a potential client of Lentz Morrissey Architects, Inc. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough, and a vote of abstention from Ms. Alvarez. Student Trustee Mejia's advisory vote was aye.

Mr. Hanna returned the gavel to Ms. Alvarez at this time.

5.0 GENERAL

Items 5.1 through 5.4 were approved as part of Item 1.6 (Consent Calendar).

5.5 First Reading of Board Policies

The following board policies were presented for a first reading:

- BP 2715 Code of Ethics/Standards of Practice
- BP 2735 Board Member Travel
- BP 2745 Board Self-Evaluation
- BP 3600 Auxiliary Organizations
- BP 7400 Travel

5.6 Board Member Comments

Board members thanked SAC students for hosting the reception and SAC staff for hosting the board meeting on campus and commended staff for the stage set-up in Phillips Hall (since the meeting was held in the middle of a stage setup for the current theatre production).

Mr. Hanna indicated his daughter is currently enjoying her classes at Santa Ana College.

Mr. Hanna thanked board members for supporting the amendments he made to Resolution No. 16-22 Conflict of Interest Code. In addition, he encouraged board members to support the changes to the board policies (Item No. 5.5) at its next meeting (since it will be an action item at that meeting).

Since board members encourage transparency, Mr. Hanna thanked Mr. Yarbrough for asking that the answers to his questions be attached to the minutes.

Ms. Barrios encouraged board members to attend the Mayor's prayer breakfast on October 20 for the city of Orange. She indicated she recently visited former Mayor Joanne Coontz who was the first female mayor for the city of Orange.

Ms. Barrios thanked Dr. Hernandez for providing the list for the Hawks Nest Food Pantry Start Up Supplies that she requested at the previous board meeting.

Ms. Alvarez reported that she attended a special presentation on October 4th at the Santa Ana City Council meeting to kick off the "Student Ambassador Competition" which is a quest to increase voter registration, participation, and civic engagement. She encouraged those in attendance to vote. Since SAC is in a partnership with the city of Santa Ana and Santa Ana Unified School District to encourage students to vote, Ms. Alvarez asked Mr. Hernandez to advise the board on the administration's efforts at SCC in encouraging students to vote.

RECESS TO CLOSED SESSION

The board convened into closed session at 7:01 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 Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579
3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

Mr. Mejia left the meeting at this time.

RECONVENE

The board reconvened at 8:58 p.m.

The board president asked for public comments to be heard at this time.

Public Comment

There were no public comments.

Closed Session Report

Mr. Hanna reported during closed session the board discussed public employment and labor negotiations, and took no reportable action during closed session.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

It was moved by Mr. Yarbrough and seconded by Mr. Labrado 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, and Mr. Yarbrough.

- Approve FARSCCD Part-time Hourly Step Increases Effective Fall 2016
- Approve Interim Assignments/Changes of Location

6.1 Management/Academic Personnel (contd.)

- Approve Final Salary Placements
- Approve Contract Extension Days
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Beyond Contracts/Overload Stipends
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record

6.2 Classified Personnel

It was moved by Mr. Yarbrough and seconded by Mr. Labrado 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, and Mr. Yarbrough.

- Approve Revised Job Descriptions
- Approve New Appointments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Longevity Increments
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Changes in Temporary Assignment
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Student Assistant Lists

6.3 Public Disclosure of Collective Bargaining Agreement between RSCCD and California School Employees Association (CSEA), Chapter 579

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the collective bargaining agreement with CSEA, Chapter 579 for the period of July 1, 2016, through June 30, 2017. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, October 24, 2016, at Santiago Canyon College.

There being no further business, Ms. Alvarez declared the meeting adjourned at 8:59 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: October 24, 2016

MEMO



**Santiago
Canyon
College**

Office of the President
8045 E. Chapman Avenue
Orange, California 92869
(714) 628-4930
Fax (714) 532-2055

Date: October 10, 2016
To: Dr. Raúl Rodríguez
From: John Hernandez
Subject: Response to Board Request

From Trustee Phillip Yarbrough

3.10 Approval of Amended Apprenticeship Cost Agreements and Hourly Rate Action Increases

The administration recommends approval of the amended apprenticeship cost agreements and hourly rate increases for 2016-2017 as presented.

3.10 What is the reason for a 32% increase in the fiscal cost and a 18.5% increase to the maximum expense in this contract? There is nothing in this docket item as to the cause for this request to increase the cost in this contract, a contract that we just entered into on June 13th.

1. The reason for the increase in the fiscal cost and maximum expense is due to a necessary adjustment to adhere to the Chancellor's Office final program allocations. When contracts were first signed on June 13, 2016 they were based on projections until the final program allocation was received by the State. Once the program allocation was received, increasing the total SCC Apprenticeship budget from \$2,484,300 to \$2,670,285, it required that we adjust these three trusts agreements. Their original financial projections were below the actual allocation.

2. Additionally affecting the allocation increase was that the Chancellor's Office increased the standard hourly reimbursement rate from \$5.46 to \$5.71/hour.

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

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

Date: October 10, 2016
To: Dr. Raúl Rodríguez
From: Peter J. Hardash
Subject: Responses to Board Requests

From Trustee Phillip Yarbrough

4.5 Adoption of Resolution No. 16-24 – Separate Bank and Investment Accounts: How are these expenses handled now? How do you define “miscellaneous receipts”? What evidence supports \$100,000 as a dollar figure needed for these types of accounts? Has there been \$100,000 in discrepancies in the past that justify this amount? How do you define “investment” in the resolution?

- The District has maintained a \$100,000 Revolving Fund for many years and there is no addition or change being requested from past practice in compliance with Education Code Section 42800. The fund is primarily used to cut checks for payroll errors or omissions in order to pay our employees promptly. This mostly occurs for under- reported hours or missing timecards. In fact, in at least the last five years, this has been the only use of the fund. Under the code, the fund could be used to reimburse for small miscellaneous receipts, however we typically reimburse employees for these small purchases through Accounts Payable. As the fund is used several times per month, and it is reconciled and replenished on a monthly basis, we recommend keeping the fund at this amount.

The term Investment is used to describe the District’s funds that are deposited in either the state Local Agency Investment Fund (LAIF) or the Orange County Treasurer. It is also used to describe the various brokerage accounts held by the three foundations.