

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**

**2323 North Broadway, #107**

**Santa Ana, CA 92706**

**Board of Trustees**

**(Regular meeting)**

**April 12, 2017**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:33 p.m. by Mr. John Hanna. Other members present were Ms. Arianna Barrios, Mr. Zeke Hernandez, Mr. Larry Labrado, and Mr. Phillip Yarbrough. Ms. Esther Chian arrived at the time noted. Ms. Claudia Alvarez was not in attendance due to a business commitment and Ms. Nelida Mendoza was not in attendance due to illness.

Administrators present during the regular meeting were Ms. Judy Chitlik, Mr. Peter Hardash, Dr. John Hernandez, Mr. Enrique Perez, 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. Michael DeCarbo, Academic Senate President, Santiago Canyon College (SCC).

Mr. Hanna asked for a moment of silence for prayer or contemplation for the students who hopefully did well on their mid-terms.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve an addendum to Item 6.1 (Management/Academic) and Item 6.2 (Classified). The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Chian's advisory vote was aye.

Since Dr. Linda Rose was unable to attend the meeting, Mr. Hanna asked that her written report be attached to the minutes.

1.4 Public Comment

Mr. Gregroy Pierot introduced himself and declared his candidacy for the 2017-2018 student trustee position.

Ms. Chian arrived at this time.

1.5 Approval of Minutes

It was moved by Mr. Labrado and seconded by Mr. Hernandez to approve the minutes of the meeting held March 27, 2017. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Barrios 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 4.5 (Award of Bid #1320 for Reconfiguration of Congressman Correa’s Offices at District Office) removed from the Consent Calendar by Ms. Barrios. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

3.1 Approval of Upward Bound Summer Residential Program Contract with Chapman University

The board approved the Upward Bound Summer Residential Program contract with Chapman University as presented.

3.2 Approval of Lease Agreement between Rancho Santiago Community College District and Santa Ana Unified School District (SAUSD)

The board approved the five-year lease agreement with SAUSD for classroom and support facilities at the Remington Elementary facility as presented.

3.4 Approval of Agreement with TargetSolutions Learning, LLC for Fire Technology Program

The board approved the agreement with TargetSolutions Learning, LLC for the Fire Technology Program as presented.

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

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

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of Budget Increases/Decreases, Transfers, and Intrafund and Interfund Transfers

The board approved budget increases/decreases, transfers, and intrafund and interfund transfers from March 11, 2017, to March 24, 2017

1.6 Approval of Consent Calendar (contd.)

4.3 Approval of Change Order #1 for A&D Fire Sprinklers, Inc. for Fire Line Pump Replacement at District Office

The board approved change order #1 for A&D Fire Sprinklers, Inc. for the fire line pump replacement at the district office as presented.

4.4 Acceptance of Completion of Bid #1300 for Fire Line Pump Replacement at District Office 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.

4.6 Approval of Amendment to Agreement with Lentz Morrissey Architects, Inc. for Architectural Services for Emergency Blue Phone and Americans with Disabilities Act (ADA) Path of Travel Upgrade Project at Various Sites

The board approved the amendment with Lentz Morrissey Architects, Inc. for architectural services for the emergency blue phone and ADA path of travel upgrade project at various sites as presented.

4.7 Approval of Amendment to Agreement with HPI Architecture for Professional Design Services for new Johnson Student Center Project at Santa Ana College (SAC)

The board approved the amendment with HPI Architecture for the new Johnson Student Center project at SAC as presented.

4.8 Ratification of Award of Bid #1314 for Dance Floor Replacement at Building G (Cook Gym) at Santa Ana College

The board ratified the award of Bid #1314 to Coastal Sports Flooring in Encino for the dance floor replacement at Building G at SAC as presented.

4.9 Approval of Agreement with Sandy Pringle Associates for Division of State Architect (DSA) Project Inspector Services for U Portables Certification Project at Santiago Canyon College

The board approved the agreement with Sandy Pringle Associates in Torrance for DSA project inspector services for the U Portables certification project at SCC as presented.

4.10 Award of Bid #1315 for U Portables Certification Site Work at Santiago Canyon College

The board awarded Bid #1315 to Minco Construction in Gardena for U Portables certification site work at SCC as presented.

4.11 Award of Bid #1316 for U Portables Certification Electrical at Santiago Canyon College

The board awarded Bid #1316 to Minako America Corporation dba Minco Construction in Gardena for U Portables certification electrical at SCC as presented.

1.6 Approval of Consent Calendar (contd.)

4.12 Rejection of Bid #1317 for U Portables Certification Plumbing at Santiago Canyon College

The board rejected Bid #1317 for U Portables certification plumbing at SCC as presented.

4.13 Award of Bid #1318 for U Portables Certification Interior Work at Santiago Canyon College

The board awarded Bid #1318 to Minco Construction in Gardena for U Portables certification interior work at SCC 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:

- Basic Skills Initiative (SAC) - *Adjustment* -\$ 1,528
- Basic Skills Initiative (SCC) - *Augmentation* \$ 2,138
- California Early Childhood Mentor Program (SAC/SCC) \$ 1,150
- California State Preschool Program (CSPP) Quality Rating and Improvement System (QRIS) Block Grant III (District) \$128,840

5.2 Approval of Sub-Agreement between RSCCD and Garden Grove Unified School District for Assembly Bill (AB) 104 Adult Education Block Grant – Data and Accountability

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 Gerald Ghelfi

The board recognized the longest-tenured faculty member, Mr. Gerald Ghelfi, Professor, History, at Santa Ana College, for fifty-four years of service to the campus community and the Rancho Santiago Community College District.

**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

Dr. John Hernandez, Interim President, Santiago Canyon College, provided a report to the board.

There was no representation from Santa Ana College.

2.3 Report from Student Trustee

Ms. Chian provided a report to the board.

2.4 Reports from Student Presidents

Ms. Chian, Student President, Santiago Canyon College, provided a report to the board.

There was no representation from Santa Ana College.

2.5 Report from Classified Representative

There was no representation from classified staff.

2.6 Reports from Academic Senate Presidents

Mr. Michael DeCarbo, Academic Senate President, Santiago Canyon College, provided a report to the board.

There was no representation from Santa Ana College.

2.7 Reports from Board Committee Chairpersons

Mr. Labrado provided a report on the April 6, 2017, Board Facilities Committee meeting.

**3.0 INSTRUCTION**

Items 3.1, 3.2, 3.4, and 3.5 were approved as part of Item 1.6 (Consent Calendar).

3.3 Approval of Parking Lease Agreement between Rancho Santiago Community College District and OCR Land LLC

It was moved by Ms. Barrios and seconded by Mr. Labrado to approve the five-year parking lease agreement with OCR Land LLC for 144 parking spaces as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian's advisory vote was aye.

**4.0 BUSINESS OPERATIONS/FISCAL SERVICES**

Items 4.1, 4.2, 4.3, 4.4, and 4.6 through 4.13 were approved as part of Item 1.6 (Consent Calendar).

4.5 Ratification of Award of Bid #1320 for Reconfiguration of Congressman Correa's Offices at District Office

It was moved by Mr. Labrado and seconded by Mr. Hernandez to ratify the award of Bid #1320 to De La Torre Commercial Interiors, Inc. in Orange for reconfiguration of Congressman Correa's offices at the district office as presented. Discussion ensued. Ms. Barrios recused herself from the vote due to a potential conflict of interest. The motion carried the following vote: Aye – Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough; and a vote of abstention from Ms. Barrios. Student Trustee Chian's advisory vote was aye.

**5.0 GENERAL**

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

5.3 Board of Trustees Cast Ballot for California Community College Trustees (CCCT) Board of Directors Election – 2017

It was moved by Mr. Hanna and seconded by Ms. Barrios to approve casting a vote for the following candidates for the Board of Directors Election – 2017: Stephen Blum, Laura Casas, Stephan Castellanos, Pam Haynes, Andra Hoffman, Jim Moreno, and Marisa Perez. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Chian's advisory vote was aye.

5.4 Nomination of Phillip Yarbrough to Association of Community College Trustees (ACCT) Public Policy Committee

It was moved by Mr. Hernandez and seconded by Ms. Barrios to approve a letter of nomination for Mr. Yarbrough to serve on ACCT's Public Policy committee during the 2017 calendar year. Discussion ensued. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Chian's advisory vote was aye.

5.5 Board Member Comments

Ms. Chian indicated that although she arrived late and missed Mr. Gregory Pierot's declaration of candidacy for the 2017-2018 student trustee position, she stated that he would do a good job if he were elected to serve as student trustee. She stated that she did not know of other candidates running for the student trustee position at this time.

Mr. Hernandez reported that he planned to attend the Orange County Community College Legislative Task Force (OCCCLTF) meeting on April 13 and asked board members to let him know if there was anything on the agenda that was of interest to them. Mr. Hernandez asked that the agenda and related information provided for the members of the OCCCLTF be sent to all the trustees.

### 5.5 Board Member Comments (contd.)

Mr. Hernandez indicated that he and Mr. Yarbrough are considering providing a presentation on Deferred Action for Childhood Arrivals (DACA) students at the Association of Community College Trustees Leadership Congress 2017 to be held September 25-28, 2017, in Las Vegas, Nevada.

Mr. Yarbrough asked that his comments be recorded verbatim in the minutes. He said, "According to this report (Unrestricted General Fund Multi-Year Projection Changes in Budget Stabilization Fund Balance Fiscal Year 2015-2016 to 2020-2021), in two years this district will be insolvent. We will not have any money to pay our bills. In two years, if this was a corporation, we would be filing for Chapter 11 bankruptcy."

Ms. Barrios expressed appreciation for those involved in settling the FARSCCD contract. She thanked Mr. Hanna for appointing her to sit in on the negotiations during mediation, commended the Rancho team on their professionalism, and expressed appreciation for the experience and opportunity.

In response to Mr. DeCarbo's comments during his report Mr. Hanna indicated the bill he was referring to was Senate Bill (SB) 769 Baccalaureate Degree Pilot Program and will be heard on April 26 in the Senate Education Committee.

Mr. Hanna congratulated Mr. Yarbrough on his willingness to seek a nomination to serve on the ACCT Public Policy Committee.

Mr. Hanna expressed appreciation to Ms. Barrios for her participation in the mediation meetings for the collective bargaining negotiations with FARSCCD. He clarified that Ms. Barrios was not a member of negotiating team. Mr. Hanna mentioned the number of concerns expressed to the board by faculty members regarding the FARSCCD contract negotiations and indicated the board was engaged and supported the district's negotiating team. In addition, Mr. Hanna thanked Ms. Chitlik, Mr. Hardash, Mr. Adam O'Connor, and FARSCCD members for their participation in the mediation meetings.

### **RECESS TO CLOSED SESSION**

The board convened into closed session at 6:08 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: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources  
Employee Organizations: Faculty Association of Rancho Santiago Community College District  
(FARSCCD)
4. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
  - a. Chancellor

Ms. Chian left the meeting at this time.

### **RECONVENE**

The board reconvened at 7:08 p.m.

#### **Public Comment**

There were no public comments.

#### **Closed Session Report**

Ms. Barrios reported during closed session the board discussed public employment, anticipated/potential litigation, labor negotiations, and the chancellor's evaluation, and no action was taken during closed session.

### **6.0 HUMAN RESOURCES**

#### **6.1 Management/Academic Personnel**

It was moved by Mr. Labrado and seconded by Mr. Hernandez to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

- Approve 2015-2016 Adjusted Permanent Chancellor Annual Salary Schedule
- Approve 2016-2017 Permanent Chancellor Annual Salary Schedule
- Approve Appointments
- Approve Interim Assignments
- Approve 2015-2016 Adjusted Permanent FARSCCD Salary Schedules
- Approve 2016-2017 Permanent FARSCCD Salary Schedules
- Approve Changes of Effective Date for Long-term Substitute per Education Codes 87481 & 87482
- Approve Changes of Effective Date for Part-time Hourly New Hire
- Approve Part-time Hourly New Hires/Rehires

## 6.2 Classified Personnel

It was moved by Mr. Labrado and seconded by Mr. Hernandez to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

- Approve New Appointments
- Approve Hourly Ongoing to Contract Assignments
- Approve Professional Growth Increments
- Approve Changes in Position
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Additional Hours for Ongoing Assignment
- 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 Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and Faculty Association of Rancho Santiago Community College District

It was moved by Mr. Labrado and seconded by Mr. Hernandez to approve the collective bargaining agreement with FARSCCD for the period of July 1, 2015, through June 30, 2017. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

## 7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on April 24, 2017.

There being no further business, Mr. Hanna declared the meeting adjourned at 7:09 p.m.

Respectfully submitted,

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Raúl Rodríguez, Ph.D.  
Chancellor

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

Minutes approved: May 15, 2017

**SAC PRESIDENT’S OFFICE – REPORT TO THE BOARD, April 12, 2017**

**Accreditation**

- SAC received letter from ACCJC confirming due date for our mid-term report being October 15, 2017. However, we are still waiting for confirmation of the date for a visit regarding the baccalaureate degree program for Occupational Studies.

**Enrollment**

**Credit Spring Enrollment**

- As of April 6, SAC continues to project at 5194.26 FTES (target being 5164.00) missing target by 160 FTES (2.4%) for spring term.
- When the projected public safety academies FTES are removed from the data, the core credit programs project an increase of 30.26 (+0.59%)
- Overall SAC credit programs are projecting to miss target by 181 FTES (-2.7%).
- SAC marketing efforts for GR8 Weeks and summer semester are ongoing.
- The Fire Technology department plans to offer State-required fire officer training courses in April and May that will improve our projected positive attendance. March enrollment figures for the Sheriff’s Academy could improve FTES as well.

**Enrollment Snapshot:** As a complement to our overall report on SAC enrollment, this snapshot provides a quick look at currently active SAC college credit students in the spring 2017 semester as of April 5, 2017.

<b>Total Headcount</b>	<b>International Student Headcount</b>	<b>AB540 Headcount</b>	<b>DACA Headcount</b>	<b>Dual Enrollment Headcount</b>	<b>Part Time Headcount</b>	<b>Full Time Headcount</b>
18,786	419	1,355	97	240	13,905	4,880

- **Early Decision for Local High School Seniors:** Beginning on April 25, 2017 over 2,000 high school seniors from approximately 25 area high schools will travel to SAC to complete the process of registering for fall 2017 semester. This effort is a massive college-wide program that engages academic affairs as they work to maximize class seats for incoming freshman and most student services departments who support the orientation, educational planning, and preliminary connection to support services embedded in Early Decision. The process concludes in June and staff continue to follow-up with incoming students until the fall semester is underway.

**Noncredit Continuing Education Enrollment**

- SAC-SCE is down nearly 11% compared to target through fall term. Fall earned 1,879 FTES compared to a target of 2,107. Spring FTES generation has improved and the gap has closed from 17% to 16% compared to last Spring at this same time.
- Factors attributing to the enrollment decline include no longer offering the Academic Computing Center, inmate population reduction at the Santa Ana Jail, and political factors involving immigration enforcement. SAC-SCE is responding by expanding its community outreach efforts. Holding events at Centennial Education Center and expanding educational programming in Older Adult and expanded Career and Technical Education programs.

**Facilities**

- **Remington Facility:** The agreements to support the Remington Facility are on the docket seeking Board approval. The site location addresses the geographic area in the city with the highest unmet need for our programs and services. An updated study confirmed the proposed site viability to serve the unmet needs of the community.

- **Budget Reduction Plan:** SAC has developed a budget reduction plan to cut \$1.7 million out of its ongoing Fund 11 expenses for the Adopted Budget. This strategy protects classified employees and student support services, while creating efficiency and productivity in the schedule of classes. SAC will use one-time Fund 13 resources to fill in budget reduction holes where FTES production can be realized.
- **FARSCCD:** the proposed settlement with FARSCCD including retroactive costs (1.02% & 1.06%) have been budgeted for in current FY 2016-17 Fund 11 and have been sequestered in the 7910 object code to allow for expedited payment. The CSEA and Management retroactive payments have already been budgeted for.
- **Electrical Shutdown/Switchover:** is taking place this week (spring break).
- **Central Mall hardscape:** is taking shape with concrete benches poured last week. McCarthy is doing excellent work and making every effort to limit interruption to instruction as much as possible.
- **Security Lockdown Assessment:** Security intends to assess the ability to lockdown the campus with completion of the assessment done by June.

### College Activities

- The SAC, School of Continuing Education initiated classes at the newly created homeless shelter near the City Hall courtyard and old bus station. Classes will be Attitudes for Success and GED Preparation.
- **Mission Statement:** SAC continued its work to update the Mission Statement with the input of the SAC Management Council at their meeting on March 29.
- **SAC Research:** The SAC Research team is hard at work producing reports for faculty and staff to use for program review and planning activities. Highlights include:
- **Spotlight Studies:** Spotlight studies are continuously produced at the request of program leaders to learn more about the students participating in their programs, their majors, utilization of support services, and attainment. Spotlight studies have recently been completed on Counseling, the SAC Academies, and Veterans. This data is used to plan and improve programs throughout the year.
- **Emerging Research:**
  - **Placement Data:** As we prepare to welcome high school seniors to the college this fall, their academic placement data is being tracked in English and math to help understand data trends and provide sufficient seats in high demand classes.
  - **School of Continuing Education:** A report highlighting the enrolled student population, their courses of study, academic success, and semester to semester persistence was shared with program leaders who are working together to develop plans for curricular transformation, outreach, and student support.
- **Preparing for Commencement:** SAC is in full commencement preparation mode, with regular consultation/program development meetings established with our City of Santa Ana partners.
- **The Alumni Hall of Fame** will honor five leaders at a celebration prior to commencement.
- **Resource Development Work in Progress:** To maximize the programs and services that we can offer students, the college is currently collaborating on the development of several important funding proposals. The first is a renewal of our STEM-centered MESA program. The second is a collaborative GEAR UP proposal with SAUSD and UCI that will help students from 6<sup>th</sup> grade through the start of college, and finally, a renewal of our Middle College High School's grant which provides counseling, textbooks, and professional development support to the program.

- **Leave a Legacy:** This program is designed to award funds to various departments and programs on campus (not student clubs) whose activity or proposal has a direct benefit to SAC students. Deadline for proposals was Friday, April 7.
- **Faculty Spotlight:** Gerald Ghelfi will be retiring after serving the district for 54 years. Four years ago, he was recognized at the SAC Excellence Awards for being the only employee having 50 years of service.

#### Athletics

- Our **Baseball** team lost three games to Saddleback College last week, putting their record at 20-11 overall. This week they take on Long Beach City College in a two game series. **Softball** is on a four-game winning streak after defeating Orange Coast College on Friday. They improve to 19-13 overall, and play against Fullerton College and Cypress College this week. **Beach Volleyball** went 1-1 in their matches last Friday, defeating Fullerton College but losing to Golden West College. **Men's and Women's Track and Field** competed at the San Francisco State Distance Carnival Meet late last month, with several athletes breaking their personal records. They next will participate in the Bryan Clay Invitational at Azusa Pacific University on Friday.

#### Upcoming Events

- Sustain-A-Palooza **Earth Day:** Wednesday, April 19, 1-5 p.m. at Santa Ana College.
- CEC's Adult Education Department **Open House:** April 22, 11 a.m-3 p.m. This is a new and exciting effort to inform current and prospective students about special programs and services to maintain and boost enrollment.
- In addition, as part of our community outreach and enrollment efforts, the College will participate in the **City of Santa Ana's Cinco de Mayo Festival**, May 6-7, in Downtown Santa Ana.
- The **Ed Arnold Gold Classic** is May 8 at the Mission Viejo Country Club. Registration begins at 9:00 a.m., shotgun start at 11:00 a.m., reception at 4:00 p.m. with dinner at 5:00 p.m. Please join us for a round of golf or dinner.
- On May 13, Basic Fire Academy cadets will assist Orange County Fire Authority with a **smoke detector giveaway and installation program**. This will expose fire technology students to working with firefighters, serving the community, and appropriate installation and location of smoke detectors.