

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**2323 North Broadway, #107**

**Santa Ana, CA 92706**

**Board of Trustees**

**(Regular meeting)**

**Monday, April 24, 2017**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:32 p.m. by Mr. John Hanna. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, Mr. Phillip Yarbrough, and Ms. Esther Chian.

Administrators present during the regular meeting were Ms. Judy Chitlik, Mr. Peter Hardash, Dr. John Hernandez, Mr. Enrique Perez, Dr. Raúl Rodríguez, and Dr. Linda Rose. 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 Chief Toni Bland, District Safety & Security, Rancho Santiago Community College District (RSCCD).

1.3 Approval of Additions or Corrections to Agenda

There were no additions or corrections to the agenda.

1.4 Administration of Oath of Allegiance and Badge Pinning to Monte Huotari, Francisco (Frank) Prado, and Raymond Wert; Sergeants, District Safety & Security

Mr. Hanna administered the Oath of Allegiance to Sergeants Monte Huotari, Francisco (Frank) Prado, and Raymond Wert. The board welcomed them to the District Safety & Security office.

1.5 Recognition of Students

The board recognized Mr. Paul Bloom, student at Santiago Canyon College, and Mr. Jason Lamb, student at Santa Ana College, for their scholastic achievements, leadership, and service to the campus community and the Rancho Santiago Community College District.

The board recognized Mr. Dylan Sickler and Ms. Darliene Zepeda-Field, students at Santa Ana College, for their scholastic achievements as being selected to the 2017 Phi

1.5 Recognition of Students (contd.)

Theta Kappa All-California Community College Academic Team, and their service to the campus community and the Rancho Santiago Community College District.

The board recognized Ms. Blaysen Varnadoe, student at Santa Ana College, as being an exceptional basketball player who was named a 2017 All-American by the Women's Basketball Coaches Association.

1.6 Public Comment

There were no public comments.

Mr. Hanna asked Ms. Cervantes to provide a report to the board at this time since she had to leave early for class.

2.4 Reports from Student Presidents

Ms. Lisette Cervantes, Student President, Santa Ana College, provided a report to the board.

1.7 Approval of Consent Calendar

It was moved by Ms. Barrios 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, with the exception of Item 5.3 (Sub-Agreement between RSCCD and SCS Engineers for CalRecycle's Beverage Container Recycling Program Grant) removed from the Consent Calendar by Mr. Hanna. The motion carried with the following vote: Aye –Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian's advisory vote was aye.

3.1 Approval of Educational Affiliation Agreement Renewal for Occupational Therapy Assistant (OTA) Program with Casa Colina Centers for Rehabilitation, Inc.

The board approved the educational affiliation agreement renewal for the OTA program with Casa Colina Centers for Rehabilitation, Inc. in Pomona, California.

3.2 Approval of Annual Fiscal Increase to Existing Affiliation Agreement with Western Interpreting Network (WIN)

The board approved an annual fiscal increase to the existing affiliation agreement with Western Interpreting Network.

3.3 Confirmation of Santa Ana College (SAC) Associate Degrees and Certificates for Fall 2016

The board confirmed the list of recipients of the SAC Associate Degrees and Certificates for fall 2016 as presented.

- 1.7 Approval of Consent Calendar (contd.)
- 3.4 Confirmation of Santiago Canyon College (SCC) Associate Degrees and Certificates for Fall 2016  
The board confirmed the list of recipients of the SCC Associate Degrees and Certificates for fall 2016 as presented.
- 3.5 Approval of Memorandum of Understanding (MOU) between California Baptist University's Division of Online and Professional Studies, and Santiago Canyon College  
The board approved the MOU between California Baptist University's Division of Online and Professional Studies, and Santiago Canyon College.
- 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 March 25, 2017, to April 6, 2017.
- 4.4 Approval of Agreement with Sillman Wright Architects for On-Call Architectural Design Services for Barrier Removal Projects Districtwide  
The board approved the agreement with Sillman Wright Architects for on-call architectural design services for barrier removal projects districtwide as presented.
- 4.5 Approval of Agreement with LSA Associates, Inc. for On-Call Traffic Management and California Environmental Quality Act (CEQA) Consulting Services  
The board approved the contract with LSA Associates, Inc. for on-call traffic management and CEQA consulting services as presented.
- 4.6 Approval of Proposal for Colleague Licenses for SQL Database from Ellucian Inc.  
The board approved the agreement for Colleague licenses for unrestricted SQL Database with Ellucian Inc. as presented.
- 4.7 Approval of Utilization of Contract with Fisher Scientific Company, LLC and VWR International, LLC for Laboratory Equipment and Supplies  
The board approved the utilization of contracts as needed with Fisher Scientific Company LLC and VWR International, LLC for the purchase of laboratory equipment and supplies and any future renewals, extensions and addendums, as presented.

1.7 Approval of Consent Calendar (contd.)

4.8 Approval of Independent Contractor

The board approved the following independent contractor: Richard Verches for an extension of services required to complete the leadership and long range economic and workforce planning in consultation with Career Technical Education (CTE), to serve 19 Los Angeles County colleges CTE and workforce/economic units, and manage the Consortium in conjunction with the Orange County Director, including operating duties of the Los Angeles/Orange County Regional Consortium (LAOCRC). Dates of service are March 13, 2017, through June 30, 2017. The fee is estimated at \$71,109.23.

4.9 Approval of Purchase Orders

The board approved the purchase order listing for the period March 11, 2017, through March 31, 2017.

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 Development Training Consortium (SAC/SCC) - \$13,362.50  
*Augmentation*

5.2 Approval of Sub-Agreement between RSCCD and Orange County Superintendent of Schools for Deputy Sector Navigator Information Communications Technology/Digital Media Grant

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

**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

Ms. Barrios asked that the enrollment reports presented by each college president be attached to the minutes for each board of trustees' meeting.

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.

Ms. Lisette Cervantes, Student President, Santa Ana College, provided a report after Item 1.6 (Public Comments).

2.5 Report from Classified Representative

Ms. Rosemary Touyanou, Student Services Coordinator, Student Outreach Assessment & Career Services, Santiago Canyon College Orange Education Center (OEC), provided a report to the board on behalf of the classified staff.

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

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

2.7 Reports from Board Committee Chairpersons

Although the April 21, 2017, Board Fiscal/Audit Committee meeting did not meet requirements for a quorum, Mr. Yarbrough provided a report on the committee meeting.

Mr. Hernandez provided a report on the April 13, 2017, Orange County Community Colleges Legislative Task Force meeting.

**3.0 INSTRUCTION**

All items were approved as part of Item 1.7 (Consent Calendar).

**4.0 BUSINESS OPERATIONS/FISCAL SERVICES**

Items 4.1, 4.2, and 4.4 through 4.9 were approved as part of Item 1.7 (Consent Calendar).

4.3 Adoption of Resolution No. 17-10 Regarding Expenditure Transfers to Permit Payment of Obligations

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza to adopt Resolution No. 17-10 regarding expenditure transfers as presented. The motion carried with the following vote: Aye –Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

Ms. Barrios left the meeting at this time due to a prior commitment.

4.10 Discussion regarding Rancho Santiago Community College District Financial Status

Mr. Hardash provided a presentation on the district’s financial status as requested by Mr. Yarbrough at the April 12, 2017, board meeting. Board members received clarification on data related to the presentation from Mr. Hardash.

**5.0 GENERAL**

Items 5.1 and 5.2 were approved as part of Item 1.7 (Consent Calendar).

5.3 Approval of Sub-Agreement between RSCCD and SCS Engineers for CalRecycle’s Beverage Container Recycling Program Grant

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the sub-agreement and authorize the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district. Discussion ensued. It was moved by Ms. Alvarez and seconded by Mr. Yarbrough to postpone action on this item until the next board meeting. The motion to postpone action on this item carried with the following vote: Aye –Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

5.4 Approval of Privileges for Student Trustee

It was moved by Ms. Alvarez and seconded by Mr. Yarbrough to approve the following privileges for the student trustee:

- The privilege to make and second motions;
- The privilege to attend closed sessions on matters relating to student discipline;
- The privilege to receive the same compensation as the other members of the board;
- The privilege to serve a term commencing on May 15;
- The privilege to serve on board committees.

#### 5.4 Approval of Privileges for Student Trustee (contd.)

Discussion ensued. Mr. Hanna asked that the motion be amended to include the following additional privileges for the student trustee:

- The privilege to cast advisory votes.
- The privilege to attend conferences like other members of the board of trustees.

The motion to approve the abovementioned privileges, including the additional privileges presented by Mr. Hanna, carried with the following vote: Aye –Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

#### 5.5 Board Member Comments

Ms. Alvarez spoke highly of Dr. Milton A. Gordon, fourth president of California State University, Fullerton, and asked that the meeting be adjourned in memory of him since he died on April 18, 2017.

Mr. Hernandez reported he attended a Campaign for College Opportunities meeting and a California Endowment Fund meeting where former United States Secretary of Education, John B. King, Jr., spoke at both events. Mr. Hernandez indicated Dr. King currently serves as the President and Chief Executive Officer of The Education Trust.

Mr. Yarbrough asked that the answers to his questions on Item 4.10 (Discussion regarding RSCCD Financial Status) be included in the minutes.

Ms. Mendoza invited everyone to a 10-year celebration gala for a non-profit veterans’ organization on June 10. She plans to distribute invitations as soon as they are available.

Ms. Mendoza provided a report on a “Fired Up” workshop that she attended at SCC which was geared toward instructors.

Mr. Hanna provided a report on the Community College League of California’s Advisory Committee on Legislation (ACL) meeting he attended on April 17. He indicated that after the meeting, the ACL participants visited staff at the Capitol building to discuss current issues.

### **RECESS TO CLOSED SESSION**

The board convened into closed session at 7:46 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

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: California School Employees Association, Chapter 888
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 9:06 p.m.

### **Closed Session Report**

Ms. Mendoza reported during closed session the board discussed public employment, anticipated/potential litigation, labor negotiations, and the chancellor's evaluation; and no reportable action was taken 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 Mr. Hernandez to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

- Approve New Job Descriptions
- Approve Revised Job Descriptions
- Approve Changes of Assignment
- Approve Changes of Effective Dates for Interim Assignment
- Approve Interim Assignments
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Changes of Location
- Approve Sabbatical Leaves of Absence
- Approve Banking Leaves of Absence
- Approve Adjusted Leaves of Absence

6.1 Management/Academic Personnel (contd.)

- Approve Stipends
- Approve Adjusted Column Changes
- Approve Part-time Hourly New Hires/Rehires

6.2 Classified Personnel

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

- Approve New Appointments
- Approve Professional Growth Increments
- Approve Changes in Position
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Student Assistant Lists

6.3 Adoption of Resolution No. 17-09 Authorizing Payment to a Trustee Absent from Board Meeting

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza to adopt Resolution No. 17-09 authorizing payment to Trustee Claudia C. Alvarez who was absent from the April 12, 2017, board meeting. Ms. Alvarez explained that she was not in control of the business commitment that occurred since the parole hearing she was required to attend was in a prison in Northern California where the prisoner is currently incarcerated. In addition, Mr. Hanna noted that the board does not normally meet on a Wednesday (since April 12 was a Wednesday). The motion to adopt Resolution No. 17-09 authorizing payment to Trustee Alvarez for her absence at the April 12, 2017, board meeting due to a hardship deemed acceptable by the board carried with the following vote: Aye – Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough, and a vote of abstention from Ms. Alvarez.

6.4 Adoption of Resolution No. 17-11 Authorizing Payment to a Trustee Absent from Board Meeting

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt Resolution No. 17-11 authorizing payment to Trustee Nelida Mendoza who was absent from the April 12, 2017, board meeting. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough, and a vote of abstention from Ms. Mendoza.

**7.0 ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on Monday, May 15, 2017.

There being no further business, Mr. Hanna declared the meeting adjourned at 9:10 p.m., in memory of Dr. Milton A. Gordon, fourth president of California State University, Fullerton, who died on April 18, 2017.

Respectfully submitted,

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Raúl Rodríguez, Ph.D.  
Chancellor

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

Minutes approved: May 15, 2017

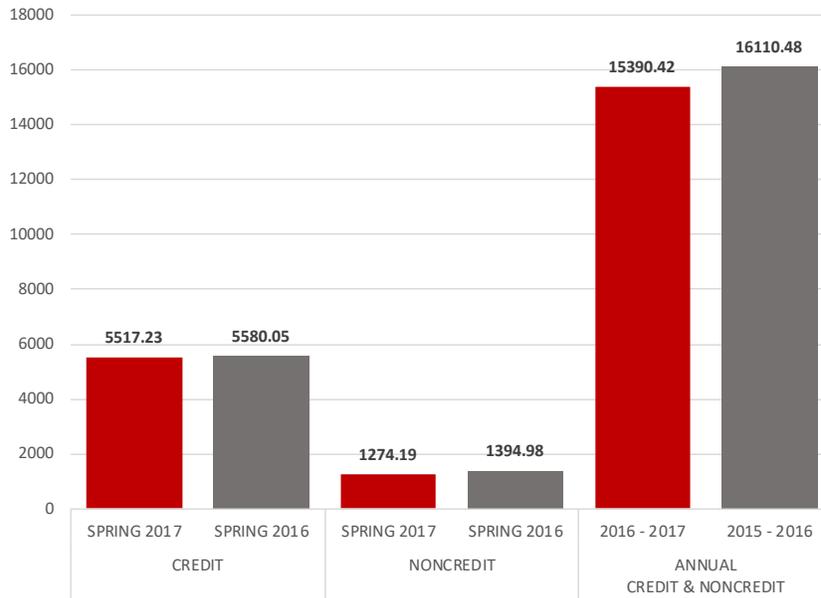
## SAC 2017 SPRING ENROLLMENT SNAPSHOT

Date: 04/24/17



**SANTA ANA**  
**COLLEGE**

### SAC 2017 SPRING FTES



SPRING SEMESTER	2016/2017	DIFF	PCT
CREDIT TARGET	6754		
CREDIT PROJECTION	6643.1	-110.9	-2%
NONCREDIT TARGET	2465		
NONCREDIT PROJECTION	1994.35	-470.65	-19%
COMBINED ANNUAL TARGET	20362		
COMBINED ANNUAL PROJECTION	19316.98	-1045	-5%

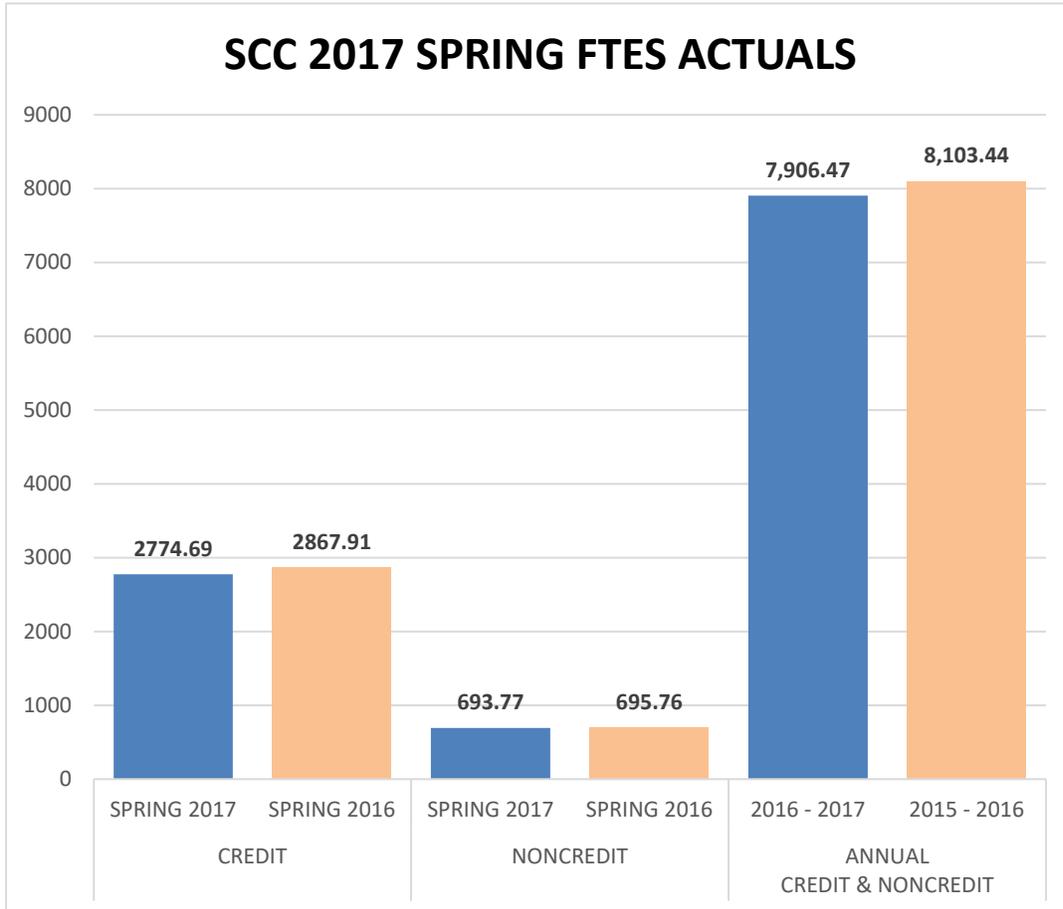
**SOURCES:**

Executive Dashboard  
RG540 report

SCC 2017 SPRING ENROLLMENT SNAPSHOT



Date: 04/24/17



SPRING SEMESTER	2016/2017	DIFF	PCT
CREDIT TARGET	2896		
CREDIT PROJECTION	2827.64	-68.36	-2%
NONCREDIT TARGET	1103		
NONCREDIT PROJECTION	1103	0	0%
COMBINED ANNUAL TARGET	8571		
COMBINED ANNUAL PROJECTION	8390.94	-180.06	-2%
<b>SOURCES:</b>			
Executive Dashboard			
RG540 report			

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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:** April 24, 2017  
**To:** Dr. Raúl Rodríguez  
**From:** Peter J. Hardash  
**Subject:** Responses to Board Requests

*From Trustee Phillip Yarbrough*

**4.3 Why is this only covering the next six weeks? Is this to now prepare us to spend our ending balance to cover our expenses since our expenses are exceeding our income? Will we be presented with a similar resolution after 6/30/2017 for the next fiscal year?**

- This resolution is a requirement of the Orange County Department of Education and is prepared each year to authorize the county to make necessary transfers on our behalf in order to ensure all bills are paid during the year end closing process. It is not related to spending down our ending balance. We bring this resolution each year in April.

**4.8 Send me the original contract. Why did Richard Verches not fulfill his duties under the original contract?**

- Attached is the response from Vice Chancellor Enrique Perez.

NOTE: Original contract not attached to minutes; just response from Mr. Perez.

**4.10 Where is the financial information? Why is the information on something this important not released with the docket? Send the report out before the meeting so the board can review it and be prepared to respond.**

- Attached are the documents for review and discussion at the Board meeting.

NOTE – the District Financial Status Discussion presentation (19 pages) is now included in the docket online at <https://www.rscsd.edu/Trustees/Pages/Agendas-Minutes.aspx>



## MEMORANDUM

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Educational Services

**TO:** Board of Trustees  
**FROM:** Enrique Perez  
**SUBJECT:** Responses to Board of Trustees Requests/Questions  
**DATE:** April 24, 2017

*From Trustee Phil Yarbrough:*

*Regarding Item 4.8*

4.8: Send me the original contract. Why did Richard Verches not fulfill his duties under the original contract?

Why did Richard Verches not fulfill his duties under the original contract?

The independent contractor, Richard Verches, did fulfill the duties under the scope of work in the original contract. The need for the extension of services is to comply with an expansion of the scope of work on this grant made by the Chancellor's Office. The Chancellor's Office is requiring additional plans regarding industry and employer outreach strategies, guidance for colleges in connection to planning and priority setting regarding investments in the Strong Workforce Program.

The specific expansion in the scope of work includes:

- Develop, Coordinate and Convene industry and employer engagement strategies, including regional sector councils with participation of CTE Deans and faculty for guidance and advisory role in program and curriculum development and review and validation of credentials
- Develop and coordinate a regional partnership between the leading economic development organizations, chambers and business associations in L.A. County, and COE, DSNs, Deans, Faculty and key leaders of the 19 colleges in the LA Region to align Economic Development, Workforce Development and Higher Education programs and priorities;
- Develop and coordinate an ongoing process for input and guidance from colleges in a regional workforce development and education research agenda to support planning, priority setting, decision making and both local and regional share investments by Community Colleges in CTE and Strong Workforce Programs, including the timely production of regional economic intelligence and priority industry sector reports.
- Develop presentations to deliver as a representative of the LA Region community colleges or on a panel With College partners at state and national conference higher education and workforce development conferences on regional CTE innovation and initiatives, workforce development and education efforts, and/or updates on regional collaboration and partnerships.
- Produce a regional Strong Workforce Program Plan for the L.A. Region colleges and lead process for annual review. Make appropriate edits and additions for approval by LAOCRC CEO Council.