

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

2323 North Broadway, #107

Santa Ana, CA 92706

Board of Trustees

(Regular meeting)

Monday, July 17, 2017

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:38 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 Mr. Gregory Pierot.

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 Ms. Monica Zarske, Academic Senate President, Santa Ana College.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Ms. Barrios and seconded by Ms. Alvarez to approve three revised pages to Item 4.5 (2017-2018 Proposed Adopted Budget Assumptions) and addendums for Item 6.1 (Management/Academic Personnel) and Item 6.2 (Classified Personnel). 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 Pierot’s vote was aye.

1.4 Public Comment

Mr. Edward Hou and Ms. Jessica Khalili, officers with the Associated Student Government (ASG) at Santiago Canyon College (SCC), spoke regarding improving public transportation and increasing library hours at SCC.

Ms. Madeleine Vallejo, officer with SCC ASG, spoke regarding raising awareness of the student activities at SCC.

NOTE: There is an additional public speaker on page 2 of the minutes.

At this time, Dr. Hernandez acknowledged Dr. Betty Cotton, Member, SCC Foundation Board of Directors, who was present to attend the reception prior to the board meeting in honor of Dr. Hernandez' appointment as SCC President. Dr. Hernandez also acknowledged Mr. Larry Cohn, President, SCC Foundation Board of Directors, who had left the meeting but had been present for the reception.

Mr. Hanna asked for a moment of silence for prayer or contemplation for the safety of RSCCD students throughout the summer.

At this time, Mr. Hanna realized he overlooked a person requesting to speak during public comments.

1.4 Public Comment (contd.)

Mr. Claudio Gallegos, a representative from Congressman Lou Correa's office, congratulated and presented a certificate to Dr. Hernandez for his appointment as SCC President.

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to suspend the rules and consider Item 2.5 (Report from Classified Representative) at this time since Ms. Sophia Le had to leave early. 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 Pierot's vote was aye.

2.5 Report from Classified Representative

Ms. Michelle Ayala, Job Developer, Santa Ana College (SAC), and Ms. Sophia Le, Student Services Specialist, SAC, provided a report to the board on SAC CalWORKS (California Work Opportunity and Responsibility to Kids) on behalf of the classified staff. Board members received clarification on data related to the presentation from Ms. Ayala and Ms. Le.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to approve the minutes of the meeting held June 12, 2017. 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 Pierot's vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza 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 3.1 (Revised Mission Statement for SAC) removed from the Consent Calendar by Mr. Hanna; Item 3.3 (Memorandum of Understanding [MOU] with Center for Innovation in Education dba Base11) and Item 3.5 (Nursing Program Affiliation Agreement-South Coast Global

1.6 Approval of Consent Calendar (contd.)

Medical Center) removed from the Consent Calendar by Mr. Hernandez; Item 3.8 (Amendment to Nursing and Pharmacy Technician Programs Affiliation Agreement – Hoag Memorial Hospital Presbyterian) removed from the Consent Calendar by Ms. Barrios; Item 3.13 (SAC MOU with Mexican Consulate in Santa Ana) removed from the Consent Calendar by Mr. Labrado, and Item 4.5 (2017-2018 Proposed Adopted Budget Assumptions), Item 4.6 (Agreement with Facilities Planning & Program Services, Inc.), and Item 4.7 (Agreement with Linik Corporation) removed from the Consent Calendar by Mr. Yarbrough. 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 Pierot’s vote was aye.

3.2 Approval of Proposed Revisions for 2018-2019 Santa Ana College Catalog
The board approved the proposed revisions for the 2018-2019 SAC catalog.

3.4 Approval of New Clinical Affiliation Agreement for Occupational Therapy Assistant (OTA) Program with Atlantic Memorial Healthcare Associates, Inc. dba Atlantic Memorial Healthcare Center
The board approved the new clinical affiliation agreement for the OTA program with Atlantic Memorial Healthcare Associates, Inc., dba Atlantic Memorial Healthcare Center in Long Beach, California.

3.6 Approval of Nursing Program Clinical Affiliation Agreement – Kindred Healthcare
The board approved the nursing program clinical affiliation agreement with Kindred Healthcare located in Santa Ana, California.

3.7 Approval of Renewal of Nursing Program Affiliation Agreement - Anaheim Regional Medical Center
The board approved the renewal of the nursing program affiliation agreement with Anaheim Regional Medical Center located in Anaheim, California as presented.

3.9 Approval of Educational Affiliation Agreement Renewal for Occupational Therapy Assistant Program with Horizon Therapy Services
The board approved the educational affiliation agreement renewal for the OTA program with Horizon Therapy Services in Rancho Cucamonga, California.

3.10 Approval of Standard Inter-Agency Instructional Services Agreement Renewal for Criminal Justice Academies (CJA) with California Narcotic Canine Association
The board approved the standard inter-agency instructional services agreement renewal for the CJA with California Narcotic Canine Association in Exeter, California.

1.6 Approval of Consent Calendar (contd.)

3.11 Approval of Standard Inter-Agency Instructional Services Agreement Renewal for Criminal Justice Academies with Santa Ana Police Department

The board approved the standard inter-agency instructional services agreement renewal for CJA with the Santa Ana Police Department in California.

3.12 Approval of Standard Affiliation Agreement Renewal for Child Development and Education Studies Department with Anaheim Elementary School District

The board approved the standard affiliation agreement renewal for the Child Development and Education Studies Department with Anaheim Elementary School District in Anaheim, California.

3.14 Approval of Statement of Work for Implementation of Lexmark's Transform Software for Santa Ana College Financial Aid Office

The board approved the Statement of Work for implementation of Lexmark's Transform Software for SAC Financial Aid Office as presented.

3.15 Approval of Memorandum of Understanding (Phase II) between Orange County Development Board and Partners of America's Job Center of California Network

The board approved the MOU (Phase II) between the Orange County Development Board and the Partners of America's Job Center of California Network as presented.

3.16 Approval of License Agreement for Kiosk at MainPlace Mall

The board approved the license agreement for the kiosk at MainPlace Mall and any future renewals, extensions, and addendums as presented.

3.19 Approval of Santa Ana College Community Services Program, Fall 2017

The board approved the SAC Community Services program, for Fall 2017.

3.20 Approval of Santiago Canyon College Community Services Program, Fall 2017

The board approved the SCC Community Services program, for Fall 2017.

3.21 Approval of Renewal of Memorandum of Understanding between Rancho Santiago Community College District and Pacific Clinics' Recovery Education Institute (REI)

The board approved the renewal of the MOU between RSCCD and Pacific Clinics' Recovery Education Institute.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

1.6 Approval of Consent Calendar (contd.)

- 4.2 Approval of Budget Increases/Decreases, Budget Transfers, and Intradfund and Interfund Transfers
The board approved budget increases/decreases, transfers, and intrafund and interfund transfers from May 30, 2017, to June 28, 2017.
- 4.8 Acceptance of Completion of Bid #1320 for Reconfiguration of Congressman Correa's Offices 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.
- 4.9 Approval of Agreement with Bernards for Construction Management Services for Science Center at Santa Ana College
The board approved the agreement with Bernards for construction management services for the Science Center at SAC as presented.
- 4.10 Approval of Agreement with Dovetail for Furniture and Equipment Consulting Services for Science Center at Santa Ana College
The board approved the agreement with Dovetail for furniture and equipment consulting services for the Science Center at SAC as presented.
- 4.11 Approval of Amendment to Agreement with Hammel, Green and Abrahamson, Inc. for Professional Design Services for Science Center Project at Santa Ana College
The board approved the amendment to the agreement with Hammel, Green and Abrahamson, Inc. in Santa Monica for professional design services for the Science Center project at SAC as presented.
- 4.12 Approval of Amendment to Agreement with The Solis Group for Labor Compliance and Community Student Workforce Project Agreement Coordinator Consulting Services for Various Projects at Santa Ana College
The board approved the amendment with The Solis Group for labor compliance and community student workforce project agreement coordinator consulting services for various projects at SAC as presented.
- 4.13 Approval of Change Order #1 for Hamel Concrete, Inc. for Bid #1307 for Site Wall/Improvement Project at Santa Ana College Orange County Sheriff's Regional Training Academy
The board approved change order #1 for Hamel Concrete, Inc. for Bid #1307 for the site wall/improvement project at SAC Orange County Sheriff's Regional Training Academy as presented.

1.6 Approval of Consent Calendar (contd.)

4.14 Ratification of Award of Bid #1326 for Parking Lot 6 Americans with Disabilities Act (ADA) Stalls (Phase II) at Santa Ana College

The board ratified the award of Bid #1326 to parking lot 6 ADA stalls (Phase II) at SAC as presented.

4.15 Rejection of all Bids for Bid #1327 for Roof Replacement Pool Building at Santa Ana College

The board rejected all bids for Bid #1327 for the roof replacement pool building at SAC as presented.

4.16 Acceptance of Completion of Bid #1307 for Site Wall/Improvement Project at Santa Ana College Orange County Sheriff's Regional Training Academy 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.

4.17 Approval of Change Order #1 for Aramexx Construction for Bid #1313 for Irrigation Controller Upgrades at Santiago Canyon College

The board approved change order #1 for Aramexx Construction for Bid #1313 for irrigation controller upgrades at SCC as presented.

4.18 Approval of Change Order #1 for Golden Gate Construction for Bid #1299 for ADA Improvements Phase 1 at Santiago Canyon College

The board approved change order #1 for Golden Gate Construction for Bid #1299 for ADA improvements Phase 1 at SCC as presented.

4.19 Ratification of Award of Bid #1325 for U Portables Certification Plumbing at Santiago Canyon College

The board ratified the award of Bid #1325 for U portables certification plumbing at SCC as presented.

4.20 Ratification of Award of Bid #1328 for ADA Improvements at 1937 West Chapman Avenue, Orange, for Orange Education Center (OEC)

The board ratified the award of Bid #1328 for ADA improvements at 1937 West Chapman Avenue, Orange, for OEC as presented.

4.21 Acceptance of Completion of Bid #1299 for ADA Improvements Phase I 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.

4.22 Acceptance of Completion of Bid #1313 for Irrigation Controller Upgrades 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.

1.6 Approval of Consent Calendar (contd.)

4.23 Approval of Agreement with Orange County Sheriff's Department for Range Qualification, Professional Development and Tactical Training

The board approved the agreement with the Orange County Sheriff's Department Regional Training Center and RSCCD as presented.

4.24 Approval of Amendment No. 1 to Agreement for Independent Audit Services

The board approved Amendment No. 1 to change the name from Vicenti Lloyd & Stutzman to CliftonLarsonAllen, LLP as presented.

4.25 Approval of Renewal for Blackboard License

The board approved the renewal of the Blackboard License for the second year effective July 1, 2017, through June 30, 2018, with the Foundation for California Community Colleges as presented.

4.26 Approval of Independent Contractor

The board approved the following independent contractor: Susanne M. Mata to serve as Career and Technology Education Management Application (CATEMA) Specialist to work on increasing the current college participation by providing CATEMA Systems overviews to college staff, assisting with the development of virtual trainings, serving as the first point of contact for technical assistance and support, and providing logistical coordination support as needed for implementation. Dates of service are July 18, 2017, through December 31, 2017. The fee is estimated at \$20,000.

4.27 Approval of Independent Contractor

The board approved the following independent contractor: Jennifer Walsvick to provide mental health consulting services, coordination, record keeping and documentation to assure compliance with program standards. Dates of service are July 18, 2017, through June 30, 2018. The fee is estimated at \$24,000.

4.28 Approval of Independent Contractor

The board approved the following independent contractor: Marcia R. Wilson to provide assistance to the Los Angeles (LA) County Director and LA County Career and Technical Education (CTE) Deans in the completion of Round 1 Regional Projects, the development of Round 2 Strong Workforce Planning and Evaluation process, assisting with regional reviews, and any additional requests, requirements, and assignments to produce an accurate and quality updated Regional Plan. Dates of service are July 18, 2017, through December 31, 2017. The fee is estimated at \$15,000.

4.29 Approval of Purchase Orders

The board approved the purchase order listing for the period May 21, 2017, through June 17, 2017.

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:

- Adult Education Block Grant Regional Consortium \$2,939,497
Funding Appropriation (SAC/SCC)
- Career Technical Education Data Unlocked Initiative \$7,000,000
(District) – *Augmentation*

5.2 Approval of Sub-Agreement between RSCCD and WestEd for Career Technical Education Data Unlocked Initiative 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.

5.3 Approval of Lease Agreement between RSCCD and Economic Development Corporation of Los Angeles County for Strong Workforce Program

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

5.4 Approval of First Amendment to Sub-Agreement between RSCCD and Garden Grove Unified School District for Adult Education Block Grant

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

1.7 Recognition of Dr. Sara Lundquist

The board recognized Dr. Sara Lundquist, Vice President, Student Services, Santa Ana College, for her professional achievements and years of dedicated 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

The following college representatives provided reports to the board:

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

NOTE: At the April 24, 2017, board meeting 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

Mr. Pierot 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. Juan Esqueda, Student President, Santa Ana College
Mr. Edward Hou, Student President, Santiago Canyon College

2.5 Report from Classified Representative

Item 2.5 was heard prior Item 1.5 (Approval of the Minutes).

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
Ms. Monica Zarske, Academic Senate President, Santa Ana College

2.7 RSCCD Governance Presentation on A Guide to the Public Records Act and the Brown Act

Mr. T. Matthew Hansen and Mr. Ruben A. Smith, AlvaradoSmith, provided a presentation to the board on RSCCD Governance: A Guide to the Public Records Act, Brown Act, and Conflicts of Interest. Board members received clarification on data related to the presentation from Mr. Hansen and Mr. Smith.

3.0 INSTRUCTION

Items 3.2, 3.4, 3.6, 3.7, 3.9, 3.10, 3.11, 3.12, 3.14, 3.15, 3.16, 3.19, 3.20, and 3.21 were approved as part of Item 1.6 (Consent Calendar).

3.1 Approval of Revised Mission Statement for Santa Ana College

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the revised mission statement for SAC as presented thereby authorizing the college administration to publish the revised mission statement in various documents and public notices. Discussion ensued. 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. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

3.3 Approval of Memorandum of Understanding with Center for Innovation in Education, dba Base₁₁

It was moved by Mr. Labrado and seconded by Mr. Yarbrough to approve the MOU with the Center for Innovation in Education, dba Base₁₁ as presented. Discussion ensued on this item and Item 3.5. 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 Pierot's vote was aye.

3.5 Approval of Nursing Program Affiliation Agreement – South Coast Global Medical Center

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the nursing program affiliation agreement with the South Coast Global Medical Center located in Santa Ana, California. Discussion occurred during Item 3.3. 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 Pierot's vote was aye.

3.8 Approval of Amendment to Nursing and Pharmacy Technician Programs Affiliation Agreement – Hoag Memorial Hospital Presbyterian

It was moved by Ms. Alvarez and seconded by Mr. Yarbrough to approve the nursing and pharmacy technician program affiliation agreement amendment with Hoag Memorial Hospital Presbyterian located in Newport Beach and Irvine, California as presented. Ms. Barrios expressed her intention to abstain from the vote on this item due to a potential conflict of interest and left the room at this time. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough; and a vote of abstention from Ms. Barrios. Student Trustee Pierot's vote was aye.

Ms. Barrios returned to the room after the vote.

3.13 Approval of Santa Ana College Memorandum of Understanding with Mexican Consulate in Santa Ana

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the SAC MOU with the Mexican Consulate in Santa Ana, California. Discussion ensued. 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 Pierot's vote was aye.

3.17 Receive for First Reading – Santa Ana College Midterm Report on Accreditation

The item was provided for a first reading as an information item.

3.18 Receive for First Reading – Santiago Canyon College Midterm Report on Accreditation

The item was provided for a first reading as an information item.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, and 4.8 through 4.29 were approved as part of Item 1.6 (Consent Calendar).

4.3 Adoption of Resolution No. 17-17 – Conflict of Interest Code

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to adopt Resolution No. 17-17 – Conflict of Interest Code 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 Pierot's vote was aye.

4.4 Adoption of Resolution No. 17-18 – Resolution to Close Fund (Fund 42)

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to adopt Resolution No. 17-18 – Resolution to Close Fund 42 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 Pierot's vote was aye.

4.5 Approval of 2017-2018 Proposed Adopted Budget Assumptions

It was moved by Ms. Alvarez and seconded by Ms. Mendoza to approve the revised proposed Adopted Budget Assumptions for the 2017-2018 fiscal year as presented. Discussion ensued. 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. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

4.6 Approval of Agreement with Facilities Planning & Program Services, Inc. for Planning and Project Management Services

It was moved by Mr. Labrado and seconded by Ms. Alvarez to approve the agreement with Facilities Planning & Program Services, Inc. for planning and project management services as presented. Discussion ensued. 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. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

4.7 Approval of Agreement with Linik Corporation for Planning and Project Management Services

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza to approve the agreement with Linik Corporation for planning and project management services 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. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

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 Policy (BP)

The following board policy was presented for a first reading as an information item:

- BP 6307 Debt Issuance and Management

5.6 Adoption of Board Policies

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

- BP 2015 – Student Member
- BP 2340 – Agendas
- BP 2345 – Public Participation at Board Meetings
- BP 3430 – Prohibition of Harassment
- BP 3820 – Gifts
- BP 7365 – Discipline and Dismissal – Classified Employees
- BP 7310 – Nepotism

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 Pierot's vote was aye.

5.7 Board Member Comments

Board members thanked staff for hosting the reception prior to the board meeting for Dr. Hernandez and congratulated Dr. Hernandez on being selected as President of Santiago Canyon College.

Mr. Yarbrough asked for information on the SCC California Guided Pathways Project.

Ms. Barrios welcomed Ms. Zarske as the current Academic Senate President for Santa Ana College.

Ms. Barrios asked for an update on the Orange Education Center.

Ms. Alvarez and Mr. Hanna commended Mr. Smith and Mr. Hansen on the governance presentation (Item 2.7). Ms. Alvarez asked that the Board Policy Committee review the information provided in the presentation for clear guidelines as to what is acceptable and unacceptable for board members.

Ms. Mendoza thanked the student presidents for their reports and asked them to inform the board of student activities.

Ms. Mendoza commended Dr. Rose on SAC having staff at a MainPlace kiosk to encourage shoppers to attend SAC.

Ms. Mendoza invited everyone to attend the United Mexican American Association's 11th annual potluck/picnic at Hart Park in Orange on July 22 at noon.

Ms. Mendoza asked that veteran students be invited to attend a veteran's information session hosted by Congressman Correa on July 29, from 11 a.m. to 2 p.m. at the American Legion Post 132, at 143 S. Lemon Street in Orange.

Ms. Mendoza asked that the meeting be adjourned in honor of Mr. Lee Hernandez, an Army veteran in Texas who is dying of cancer at 47 years old.

Mr. Hanna commended Ms. Michelle Ayala and Ms. Sophia Le on the presentation made during Item 2.5 on SAC CalWORKS.

Mr. Hanna thanked Dr. Rose for explaining the process of receiving input from students regarding changes to SAC's mission statement.

Mr. Hanna provided a report on the Higher Education Committee meeting that he attended on July 15 regarding Senate Bill 769.

RECESS TO CLOSED SESSION

The board convened into closed session at 7:35 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
 - f. Educational Administrator Appointments
 - (1) Assistant Dean
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (3 cases)
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
California School Employees Association, Chapter 579

Mr. Pierot left the meeting at this time.

RECONVENE

The board reconvened at 8:14 p.m.

Closed Session Report

Ms. Barrios reported during closed session the board discussed public employment, anticipated/potential litigation, and labor negotiations; and the board took action to authorize the settlement of a potential litigation in exchange for a monetary consideration with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough

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. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

- Approve Revised Job Descriptions
- Approve Appointments

6.1 Management/Academic Personnel (contd.)

- Approve Appointments to Interim Assignment/Employment of Retired State Teachers' Retirement System (STRS) Member
- Approve Interim Assignments
- Approve Extensions of Interim Assignment
- Approve Adjusted Salary Placements
- Approve 2017-2018 - Continuing Education Faculty Association (CEFA) Permanent Hourly Salary Schedule
- Approve Hiring of Long-term Substitutes per Education Code 87481 & 87482
- Approve Final Salary Placements
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Contract Extension Days for 2016-2017
- Approve Additional Contract Extension Days for 2017-2018
- Approve Beyond Contracts/Overload Stipends
- Approve Adjusted Effective Dates
- Approve Part-time New Hire/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. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

- Approve New Classifications
- Approve New Appointments
- Approve Hourly Ongoing to Contract Assignments
- Approve Temporary to Contract Assignments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Return to Regular Assignments
- Approve Changes in Position
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Temporary to Hourly Ongoing Assignments
- Approve Temporary Assignments
- Approve Changes in Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions

6.2 Classified Personnel (contd.)

- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Presentation of California School Employees Association (CSEA) Chapter 579 Initial Bargaining Proposal to Rancho Santiago Community College District

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to schedule a public hearing for August 14, 2017. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.4 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to California School Employees Association Chapter 579

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to receive and file the district's initial bargaining proposal to CSEA Chapter 579 and schedule a public hearing for August 14, 2017. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.5 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District (FARSCCD)

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to receive and file the district's initial bargaining proposal to FARSCCD and schedule a public hearing for August 14, 2017. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.6 Adoption of Resolution No. 17-16 Authorizing a Certificate of Consent to Self-Insure for Workers' Compensation Liabilities

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve converting the district's workers' compensation program to a \$150,000 self-insured retention limit and applying for a Self-Insurance Certificate from the California State Office of Self-Insurance Programs. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.7 Approval of Agreement for Educational Services and Scholarships between Rancho Santiago Community College District and Concordia University Irvine

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the agreement with Concordia University 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.

6.8 Authorization for Board Travel/Conferences

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the submitted conference and travel by a board member. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, August 14, 2017.

There being no further business, Mr. Hanna declared the meeting adjourned at 8:15 p.m., in honor of Mr. Lee Hernandez, an Army veteran in Texas.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

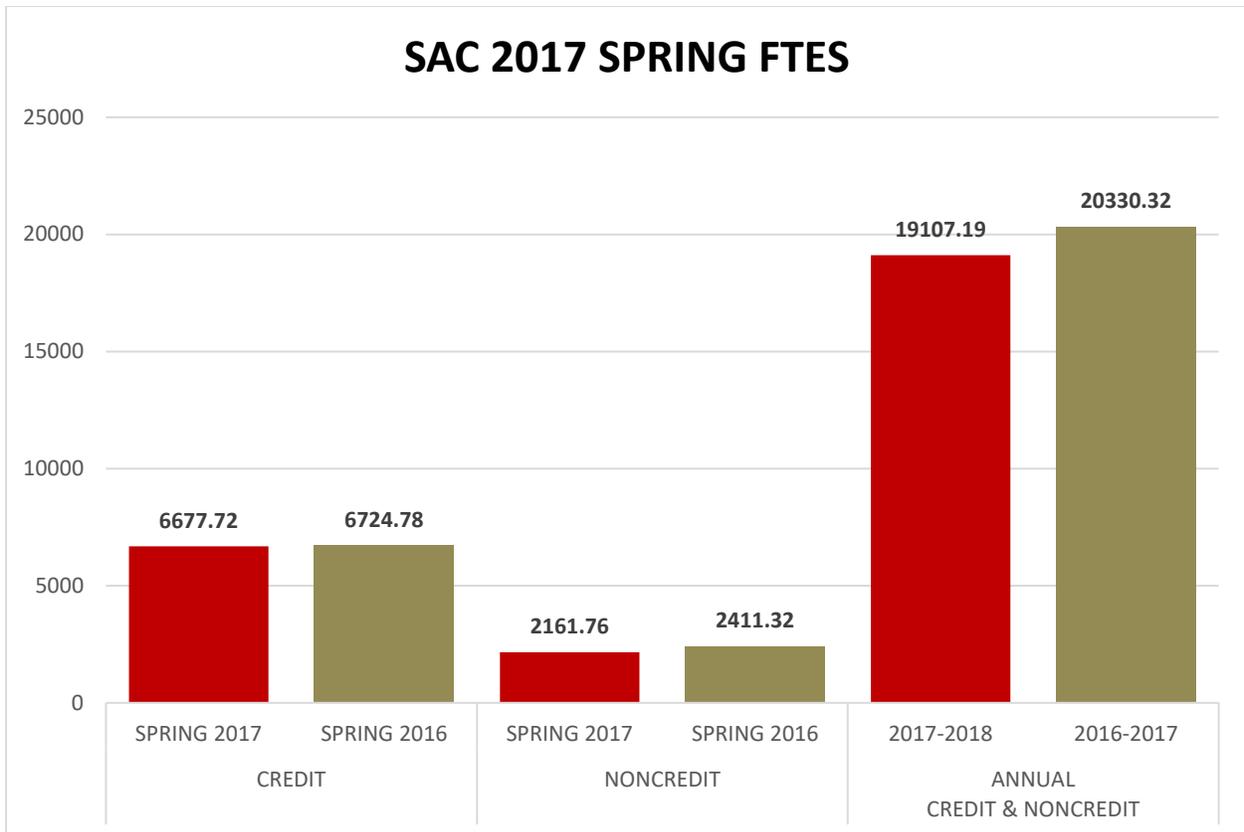
Approved: _____
Clerk of the Board

Minutes approved: August 14, 2017



SAC 2017 SPRING ENROLLMENT SNAPSHOT

Date: 07/13/17



SPRING SEMESTER	2017/2018	DIFF	PCT
CREDIT TARGET	6754		
CREDIT FINAL	6677.72	76.28	-1.1%
NONCREDIT TARGET	2465		
NONCREDIT FINAL	2161.76	303.24	-12.3%
COMBINED ANNUAL TARGET	20362		
COMBINED ANNUAL FINAL	19107.19	1,254.81	-6.1%

SOURCES:

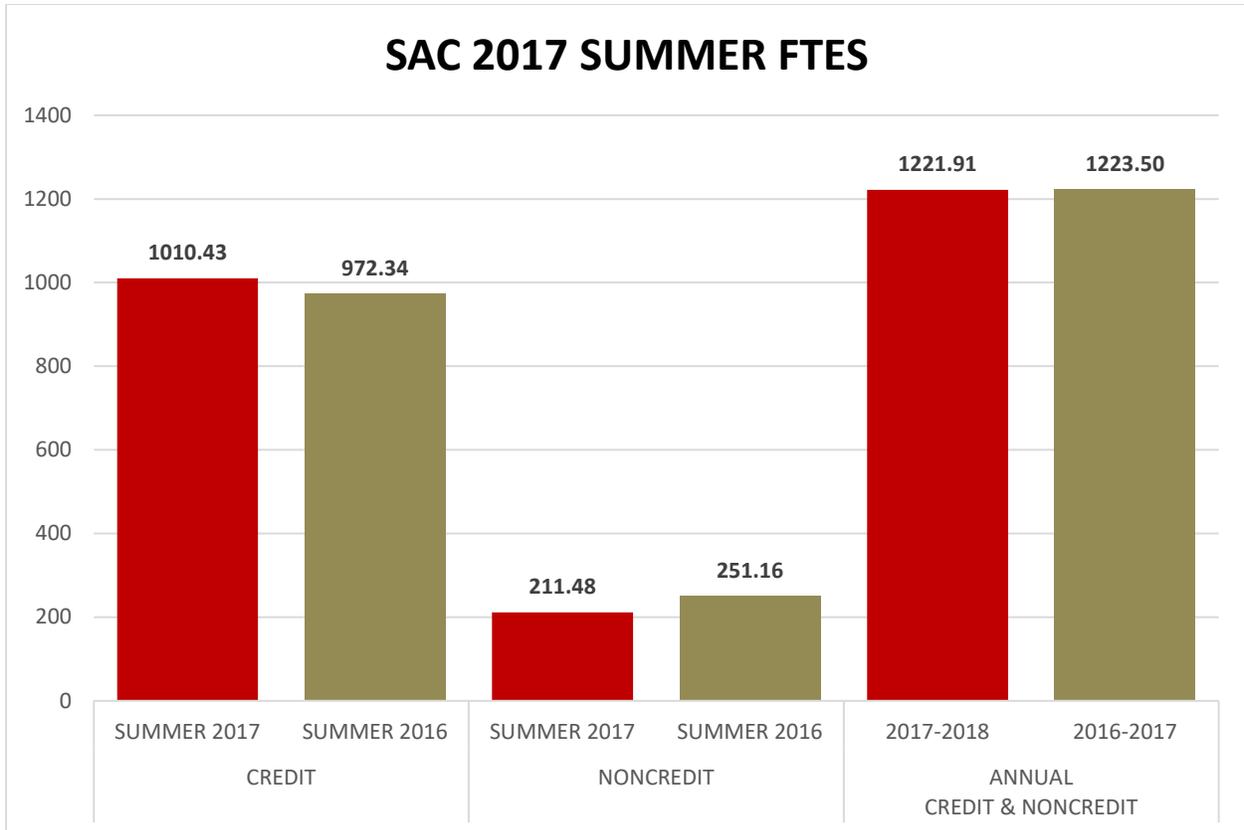
Executive Dashboard

RG540 report



SAC 2017 SUMMER ENROLLMENT SNAPSHOT

Date: 07/13/17



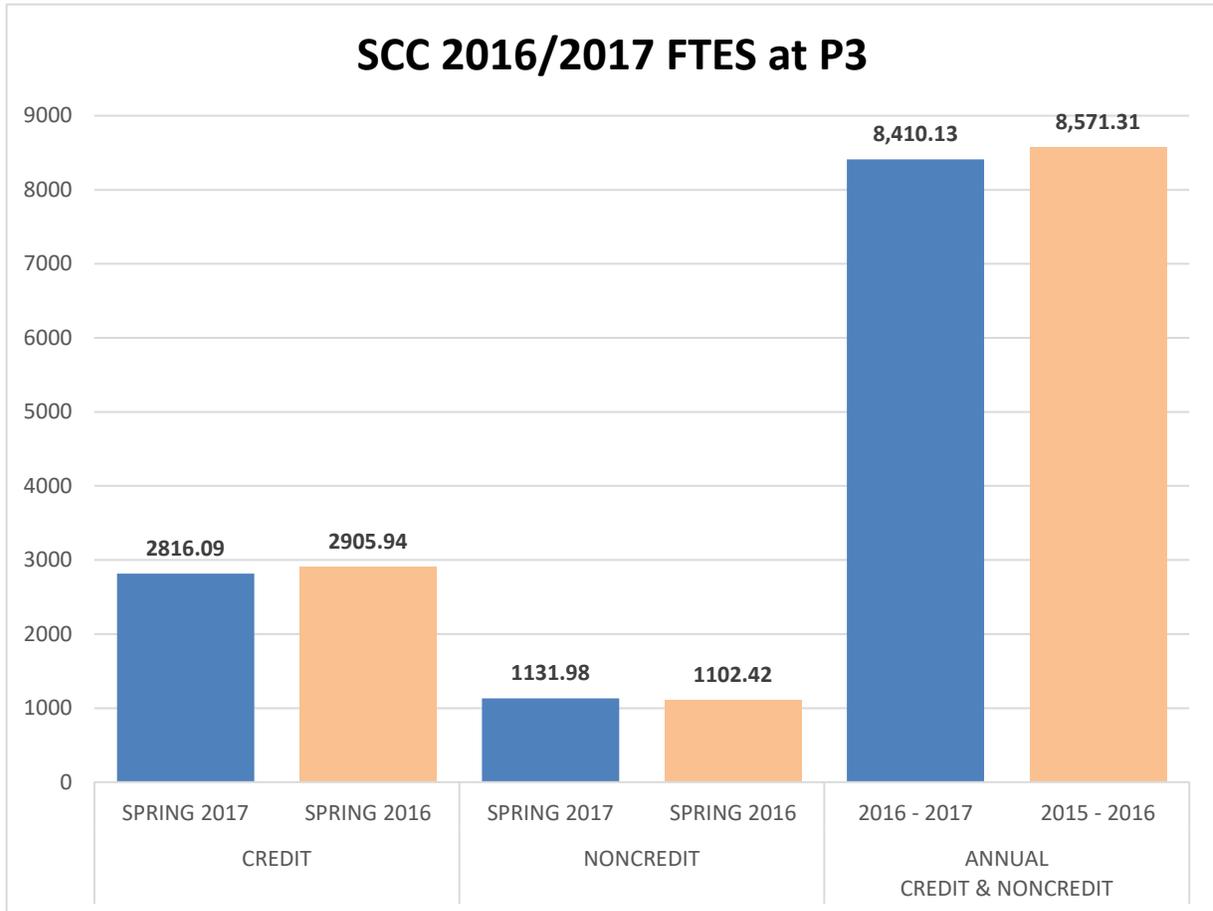
SUMMER SEMESTER	2017/2018	DIFF	PCT
CREDIT TARGET	1267		
CREDIT PROJECTION	1305	38	3%
NONCREDIT TARGET	460		
NONCREDIT PROJECTION	460	0	0%
COMBINED ANNUAL TARGET	1727		
COMBINED ANNUAL PROJECTION	1765	38	2.1%

SOURCES:

Executive Dashboard
RG540 report

SCC 2017 SPRING ENROLLMENT SNAPSHOT

Date: 07/12/17



SPRING SEMESTER	2016/2017	DIFF	PCT
CREDIT TARGET	2896		
CREDIT ACTUALS	2816.09	-79.91	-3%
NONCREDIT TARGET	1103		
NONCREDIT ACTUALS	1131.98	28.98	3%
COMBINED ANNUAL TARGET	8571.31		
COMBINED ANNUAL ACTUALS	8,410.13	-161.18	-2%

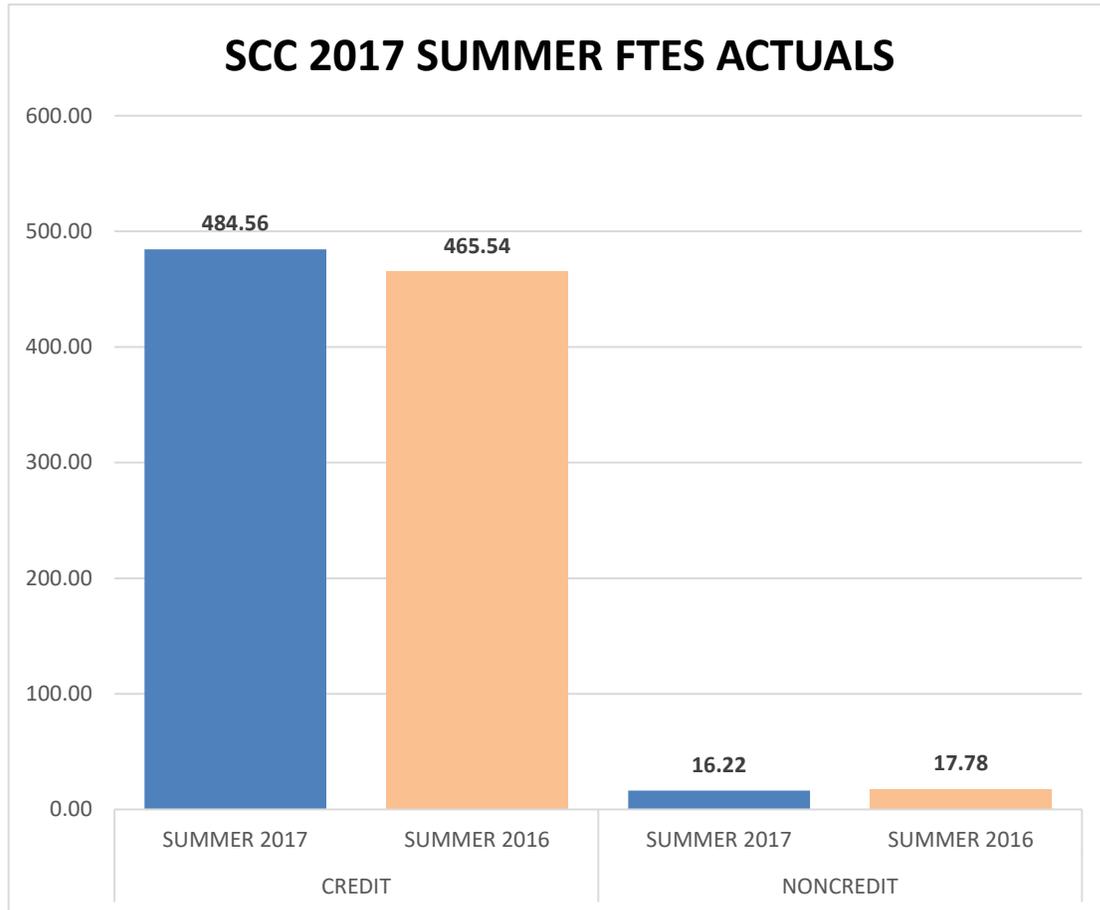
SOURCES:

P3 Report on 7/11/2017

ALL FTES values have Flex Factor applied

SCC 2017 SUMMER ENROLLMENT SNAPSHOT

Date: 07/12/17



SUMMER TERM	2017/2018	DIFF	PCT
CREDIT TARGET	463		
CREDIT PROJECTION	485	+22	+4.8%
NONCREDIT TARGET	133		
NONCREDIT PROJECTION	133	0	0.0%

SOURCES:

Executive Dashboard



To: Dr. Raul Rodriguez, Chancellor
From: Dr. Linda Rose, Santa Ana College President
Date: July 17, 2017
Subject: Response to Trustee Yarbrough Questions

Phil Yarbrough: Here are the questions I have for this docket:

3.1 What changes, if any, are in this mission statement:

Response:

- SAC's revised mission statement ensures that we are addressing ACCJC ER's and Standards, especially Standard 1A as our community of learners now includes those students seeking a Bachelor of Science degree in Occupational Studies. The last revision of the SAC mission statement occurred February 19, 2013. We approved the revised mission statement after the development and review of several drafts. Faculty, and staff from participatory governance committees, as well as student representatives reviewed several drafts of the revised mission statement during the fall and spring semesters of 2016-2017. The revised mission statement is brief and succinct and allows the college to expand and further clarify the vision statement and revise strategies to help us meet the goals of the revised mission statement.

SAC's Current Mission Statement;

- The mission of [Santa Ana College](#) is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuit in a global community.

SAC's Revised Mission Statement

- Santa Ana College inspires, transforms, and empowers a diverse community of learners.

Additional information to support revision:

- The information below based on ACCJC Eligibility Requirements and Standard IA, in addition to RSCCD's BP1200, was used as a guideline to revise the SAC mission statement during the past year, 2016-2017.
- **Eligibility Requirement #6 - Mission**
 - The institution's educational mission is clearly defined, adopted, and published by its governing board consistent with its legal authorization, and is appropriate to a degree granting institution of higher education and the constituency it seeks to

serve. The mission statement defines institutional commitment to student learning and achievement. (Standard I.A.1 and I.A.4)

- **Standard 1A. Mission**

- 1. The mission describes the institution's broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement. (ER 6)
- 2. The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities in meeting the educational needs of students.
- 3. The institution's programs and services are aligned with its mission. The mission guides institutional decision making, planning, and resource allocation and informs institutional goals for student learning and achievement.
- 4. institution articulates its mission in a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary. (ER 6)

Item #2

3.2 How are these changes to the catalog preparing us for the \$10m in extra expenses we are facing this fiscal year.

SAC's Response

- The approval of the proposed revisions for the 2018-2019 Santa Ana College Catalog are aligned with the annual review of SAC's curriculum based on actions taken by the College's Curriculum and Instruction Council during the fall and spring semesters for 2016-2017. The revisions will ensure that the college's curriculum remains relevant in an environment where instructional changes are necessary to meet the needs of students earning certificates, preparing for transfer, or completing a degree pathway. As noted on page 3.2 (2) and 3.2 (3) the faculty has reviewed and is recommending the revisions so that the college's curriculum remains aligned with academic policies at the CSU, UC system and the California Community College Chancellor's Office. We do not anticipate these revisions to result in an increase in expenses in the production of the college's catalog.

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: July 17, 2017
To: Dr. Raúl Rodríguez
From: Peter J. Hardash
Subject: Responses to Board Requests
From Trustee Phillip Yarbrough

4.5 Budget Assumptions

I. a) Explain again stabilization and borrowing – (at meeting)

- We will be happy to explain this at the meeting tonight. Please note that we just completed and certified our 2016/17 P3 FTES report to the state, which shows the district is down 4.79% in FTES for 2016/17. As we do not have enough FTES to borrow from the credit summer session to backfill the 4.79% reduction in FTES, the district went into stabilization in 2016/17. Revised budget assumptions reflecting 2016/17 full stabilization and 2017/18 partial restoration will be handed out at tonight's Board meeting.

II. I) why do we anticipate an increase in non-resident tuition?

- The estimated final actual amounts of nonresident tuition collected in 2016/17 total \$2,586,822 for Santa Ana College and \$661,163 for Santiago Canyon College for a grand total of \$3,247,985. The colleges estimated conservative collections for 2017/18 totaling \$2,925,000 (\$2.3 million SAC and \$625,000 SCC).

II) Do we expect higher interest earnings from the treasurer due to interest rate increases?

- Yes, we have estimated an increase of \$115,000 in increased interest earnings in our assumptions. The Orange County Treasurer has indicated a projected 0.82% percent interest from the Orange County Educational Investment Pool for 2017-18. Estimates for 2016/17 were 0.77% (0.88% actual). We expect the projected 0.82% return to be higher.

III. C) Is this based upon anticipated negotiations and what we are expecting to see once negotiations are completed, or is it based upon current contract agreements? (may be closed session)

- These budget assumptions set aside the COLA of 1.56% (\$2.4 million) subject to collective bargaining. Any collectively bargained increased costs in excess of 1.56% (2.4 million) will be an additional cost to this budget. The estimated cost of a 1% salary increase is \$1.5 million.

E) Are we budgeting penalties for not meeting the FON?

- We expect to slightly exceed our Faculty Obligation Number (FON) in 2017/18 and therefore we are not budgeting any current FON penalties. We have accrued penalties in 2016/17 totaling \$187,425 for not meeting FON in 2013/14 and 2014/15.

G) Explain the increase in ARC and how it impacts our actual finances in comparison to non-monetary accounting adjustments, (accounting entry vs. actual expense).

- The increase in the budget assumptions for our Annual Required Contribution (ARC) is an actual expense, not an accounting entry. The prior ARC was \$8.35 million per year. Last year it increased to \$11.7 million per year. In 2016/17, we covered this additional cost with one-time funds. For the 2017/18 fiscal year, the ARC adds \$2.6 million in ongoing cost to the unrestricted general fund budget.

M) Why are we booking \$250k in expense when we anticipate only \$140k?

- We are not booking a \$250,000 expense. We are continuing to budget a \$250,000 appropriation, potentially committing general funds to cover any over-expenditures in the child development fund. If these over-expenditures are less, the lesser amount would be expensed (transferred) at year end, not the entire \$250,000.

N) Are there \$2m in expense reductions or \$4m in expense reductions? Is the \$2m in SCC ADA settlement in addition to this?

- Round 1 budget reductions for the 2017/18 fiscal year total \$4 million. \$2 million of these reductions were made in ongoing cuts at the tentative budget, see below for the breakdown of these reductions. In addition, \$2 million in one-time cuts/savings will be included at the adopted budget, which reduces carryover budgets into 2017/18. The \$2 million in SCC ADA (Blaser settlement agreement) costs will be funded using approximately \$1.372 million in state scheduled maintenance funds and \$628,000 in one-time unrestricted general funds from the \$2 million in one-time cuts/savings.

Has a decision been made as to what expenses are being reduced to total \$2m or \$4m?

- Below is a recap of the ongoing reductions of \$2 million. The one-time reductions are deducted from the carryover budgets at SAC, SCC and the District Services totaling an additional \$2 million.

Recap of Round 1 Cuts for the 2017-18 Tentative Budget					5/24/2017
ONGOING REDUCTIONS:					
	SAC	SCC	DS	Total	
Ongoing Salaries & Benefits	\$ -	\$ 21,382	\$ -	\$ 21,382	
Hourly Salaries & Benefits	\$ 234,768	\$ 51,381	\$ -	\$ 286,149	
Supplies	\$ 20,000	\$ 10,000	\$ 16,803	\$ 46,803	
Other Operating Costs	\$ 860,476	\$ 405,393	\$ 320,890	\$ 1,586,759	
Capital Outlay	\$ 20,000	\$ -	\$ 38,907	\$ 58,907	
Total Ongoing Reductions	\$ 1,135,244	\$ 488,156	\$ 376,600	\$ 2,000,000	
ONE-TIME REDUCTIONS*	\$ 1,135,244	\$ 488,156	\$ 376,600	\$ 2,000,000	
Total Reductions Round 1	\$ 2,270,488	\$ 976,312	\$ 753,200	\$ 4,000,000	
* - One-time reductions are held until adopted budget once 2016/17 fiscal year is closed and actual carryover funds are known.					

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Office of the Vice Chancellor - Business Operations/Fiscal Services

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Date: July 17, 2017
To: Dr. Raúl Rodríguez
From: Peter J. Hardash
Subject: Responses to Board Requests

From Trustee Phillip Yarbrough

4.6 - Approval of Agreement with Facilities Planning & Program Services, Inc. for Planning and Project Management Services and 4.7 - Approval of Agreement with Linik Corporation for Planning and Project Management Services Pull from consent. \$895k plus \$808k for a total of \$1.7m. Both of these are identical in background and analysis except for the company hired for planning and project management services, and the contract time which is only a slight variation. Given the magnitude of this expenditure, I want it pulled and the following explained:

Why are there two contracts since the services are identical from the information that I have received?

- The District has been utilizing three firms, Facilities Planning & Program Services, Inc., Linik Corporation and Cummin Corporation for planning and project management services. These two agreements with Facilities Planning & Program Services, Inc. and Linik Corporation are needed because the facilities department is in need of continuing staff augmentation consulting services to support the volume of projects, priorities, and the demands of sequencing and meeting aggressive schedules for project delivery for the next two years. These two agreements continue this project management support. The assignments for projects are not all the same because some of the projects require a project assistant, project engineer or project manager and is dependent upon the availability of personnel and District needs. The committee has interviewed individuals from both companies and have identified personnel available for assignment to the projects needed for the next two years. Facilities Planning & Program Services will be assigned to work on the following projects; Central Plant various moves, SCC U and S portables relocation, SAC J portable relocation, SAC temporary village relocations, project assistance on Scheduled Maintenance projects, campus requested projects and other capital facility projects. Linik will be assigned to work on the following projects; new and on-going Scheduled Maintenance projects, door hardware and access control security projects districtwide, Americans with Disabilities Act (ADA) projects, campus requested projects and other capital facility projects.

How is this expense justified given that we face a \$10-12m deficit next fiscal year?

- The agreements with Facilities Planning & Program Services, Inc. and Linik Corporation are funded by Capital Facilities and State Schedule Maintenance Projects. Comparatively for fiscal years 2016 and 2017, the department has increased its workload. This last year, the department processed over 146 bids/quotes in comparison to the 136 bids/quotes in 2016. The dollar value of scheduled maintenance work and various capital outlay work (excluding bond measure work) has also increased from approximately \$3 million in 2016 to \$4.9 million in 2017. The number of contractor contracts executed has increased from 120 in 2016

to 135 in 2017. There are currently over 100 active projects underway throughout the District and 20 unassigned pending start.

Who is currently providing planning and project management services? How is the current contract(s) insufficient to provide these services?

- The district is currently utilizing the services of various firms to augment staffing support. Facilities Planning & Program Services, Inc., Cumming Corp. and Linik Corporation. These two current contracts will be expiring as they are typically two-year contracts. The District has undertaken a new RFQ to re-evaluate department needs and workload for the next two years.

Is there any cost savings of having one firm provide these duplicative services?

- No because not all firms have available experienced individuals for the various project assignments needed by the District and the contracts are based on hourly rates. Both firms have a similar hourly fee rate for project managers, assistant project managers and project engineers. The assignments for projects are not all the same because some of the projects require a project assistant, project engineer or project manager and is dependent upon the availability of personnel and District needs. The committee has interviewed individuals from both companies and have identified experienced personnel available for assignment to the projects needed for the next two years.

Is there any way to reduce the cost of this service?

- This RFP was based on the workload of the department for the next two years as there are currently over 100 active projects in progress now and currently 20 inactive capital facility projects (scheduled maintenance, ADA and capital facility) pending assignment. Additionally, there has been an increase in ADA projects as well as scheduled maintenance projects. If the District does not complete these projects in a timely manner, the District will not meet the deadlines associated with State Scheduled Maintenance projects and the terms of the ADA settlement agreement. This could jeopardize receiving state funding for scheduled maintenance projects.

The only way to reduce costs is to reduce the number of active projects and slow the schedule of completion for capital facility, ADA and scheduled maintenance projects.