

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

**2323 North Broadway, #107**

**Santa Ana, CA 92706**

**Board of Trustees  
(Regular meeting)**

**Monday, November 13, 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. Claudia Alvarez, Ms. Arianna Barrios, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, and Mr. Phillip Yarbrough. Mr. Gregory Pierot arrived at the time noted.

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 Mr. Emmanuel Gonzalez, Student, Santa Ana College (SAC).

Mr. Pierot arrived at this time.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Ms. Barrios and seconded by Mr. Hernandez to approve an addendum for 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. Emmanuel Gonzalez spoke regarding the SAC Dream Center petition and distributed the petition for board members to sign. Mr. Hanna asked the chancellor to contact Mr. Gonzalez and explain the proper protocol and board members' limitations regarding his request.

Mr. Ken Sill spoke regarding the district's proposal to FARSCCD.

### 1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the minutes of the meeting held October 23, 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 Mr. Hernandez to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot’s vote was aye.

#### 3.1 Approval of Clinical Training Affiliation Agreement Renewal with St. Joseph Home Health

The board approved the clinical training affiliation agreement renewal with St. Joseph Home Health located in Orange, California, as presented.

#### 3.2 Approval of Clinical Affiliation Agreement with AmeriPharma

The board approved the clinical affiliation agreement with AmeriPharma located in Orange, California.

#### 3.3 Approval of Department of Treasury-Internal Revenue Service Volunteer Income Tax Assistance (VITA)/Tax Counseling for the Elderly (TCE) Partner Sponsor (VITA) Agreement and Orange County (OC) United Way, OC Free Tax Prep Campaign (OCFTP) Tax Filing Season 2017 Coalition Partner Participation Agreement

The board approved the Department of Treasury-Internal Revenue Service VITA/TCE Partner Sponsor (VITA) Agreement and OC United Way, OCFTP tax filing season 2017 coalition partner participation agreement as presented.

#### 3.4 Approval of Terms of Donation and Indemnity Agreement And Covenant Not To Sue with City of Anaheim

The board approved the Terms of Donation and Indemnity Agreement And Covenant Not To Sue with the City of Anaheim, California.

#### 3.5 Approval of Agreement with VisionPoint Media, Inc. for Strategic Brand Development

The board approved the agreement with VisionPoint Media, Inc. for strategic brand development as presented.

#### 3.6 Confirmation of Santa Ana College Associate Degrees and Certificates for Summer 2017

The board confirmed the list of recipients of the SAC associate degrees and certificates for summer 2017 as presented.

1.6 Approval of Consent Calendar (cont.)

3.7 Confirmation of Santiago Canyon College (SCC) Associate Degrees and Certificates for Summer 2017

The board confirmed the list of recipients of the SCC associate degrees and certificates for summer 2017 as presented.

3.8 Approval of Santa Ana College Community Services Program for Spring 2018

The board approved the proposed SAC Community Services program for Spring 2018.

3.9 Approval of Santiago Canyon College Community Services Program for Spring 2018

The board approved the proposed SCC Community Services program for Spring 2018.

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 during the period of October 11, 2017 to October 31, 2017.

4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended September 30, 2017

The board approved the CCFS-311Q for the quarter ended September 30, 2017, as presented.

4.6 Approval of Agreement with McCarthy Building Companies, Inc. – Lease-Leaseback Construction Services for Science Center at Santa Ana College

The board approved the agreement with McCarthy Building Companies, Inc. for Lease-Leaseback Construction Services for the Science Center at SAC as presented.

4.7 Approval of Change Order #1 for Stanley Access Technologies for Bid #1310 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College (SAC)

The board approved change order #1 for Stanley Access Technologies for Bid #1310 for door hardware replacement at Buildings C, H, L, R, and S at SAC as presented.

1.6 Approval of Consent Calendar (cont.)

- 4.8 Approval of Change Order #1 for Amtek Construction for Bid #1326 for Parking Lot 6 American with Disabilities Act (ADA) Stalls (Phase II) at Santa Ana College

The board approved change order #1 for Amtek Construction for Bid #1326 for Parking Lot 6 ADA stalls (Phase II) at SAC as presented.

- 4.9 Acceptance of Completion of Bid #1310 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College and Approval of Recording of Notice of Completion

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

- 4.10 Acceptance of Completion of Bid #1326 for Parking Lot 6 ADA Stalls (Phase II) at Santa Ana 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.

- 4.11 Approval Notice of Exemption for California Environmental Quality Act for Johnson Student Center at Santa Ana College

The board approved the Notice of Exemption for the project as presented.

- 4.12 Ratification of Award of Bid #1335 for Pool Building Roof Replacement at Santa Ana College

The board ratified the award of Bid #1335 for the pool building roof replacement at SAC as presented.

- 4.13 Approval of Change Order #1 for Minako America Corporation dba Minco Construction for Bid #1316 for U Portables Certification Electrical at Santiago Canyon College

The board approved change order #1 for Minako America Corporation dba Minco Construction for Bid #1316 for U Portables certification electrical at SCC as presented.

- 4.14 Approval of Change Order #1 for Minako America Corporation dba Minco Construction for Bid #1318 for U Portables Certification Interior Work at Santiago Canyon College

The board approved change order #1 for Minako America Corporation dba Minco Construction for Bid #1318 for U Portables certification interior work at SCC as presented.

1.6 Approval of Consent Calendar (cont.)

4.15 Acceptance of Completion of Bid #1315 for U Portables Certification Site Work 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.

4.16 Acceptance of Completion of Bid #1316 for U Portables Certification Electrical 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.

4.17 Acceptance of Completion of Bid #1318 for U Portables Certification Interior Work 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.

4.18 Approval of Amendment to Agreement with Terracon Consultants, Inc. for Environmental Consulting Services for Orange Education Center (OEC) at Santiago Canyon College

The board approved the amendment to the agreement with Terracon Consultants, Inc. for environmental consulting services for OEC at SCC as presented.

4.19 Approval of Vendor Name Change

The board approved the vendor Hall & Foreman, Inc.'s name change to David Evans and Associates as presented.

4.20 Approval of Independent Contractor

The board approved the following independent contractor: Cambridge West Partnership, LLC to evaluate the Warehouse Department and formulate recommendations for improving the efficiency and effectiveness of the department. Dates of service are November 14, 2017, through March 31, 2108. The fee is estimated at \$38,400.

4.21 Approval of Purchase Orders

The board approved the purchase order listing for the period September 24, 2017, through October 21, 2017.

1.6 Approval of Consent Calendar (cont.)

5.1 Approval of Resource Development Items

The administration recommends approval of budgets, acceptance of grants, and authorization for 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* -\$ 47,554
- Basic Skills initiative (SCC) - *Augmentation* \$ 31,403
- California Work Opportunity and Responsibility to Kids (CalWORKs)/Work Study/Temporary Assistance for Needy Families (TANF) (SCC) \$182,934
- Cooperative Agencies Resources for Education (CARE) (SCC) \$ 33,713
- Extended Opportunity Programs & Services (EOPS) (SCC) \$496,334
- Orange County Deputy Sector Navigator for Information Communications Technology (ICT)/Digital Media-ICT Apprenticeship Project (District Office) \$ 39,569

5.2 Approval of Sub-Agreement between RSCCD and SynED for Deputy Sector Navigator Information and Communications Technology/Digital Media 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 Sub-Agreement between RSCCD and Moraine Valley Community College on behalf of Center for System Security and Information Assurance (CSSIA) for Deputy Sector Navigator Information and Communications Technology/Digital Media Grant

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

5.4 Approval of First Amendment to Sub-Agreement between RSCCD and Chaffey Community College District for Career Technical Education (CTE) Data Unlocked Initiative

The board approved the amendment to 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.

5.5 Approval of Second Amendment to Sub-Agreement between RSCCD and Chaffey Community College District for Career Technical Education Data Unlocked Initiative

The board approved the amendment to 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.

1.6 Approval of Consent Calendar (cont.)

5.6 Approval of Agreement with Foundation for California Community Colleges for Strong Workforce Program – Regional Funds Initiative (#WL-031-17)

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

1.7 Recognition of Faculty

The board recognized Ms. Lisa Camarco, Santiago Canyon College, and Ms. Catherine Emley, Santa Ana College, as being selected as their respective college's 2017 Distinguished Faculty Member.

**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 the college presidents be attached to the minutes.

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

Ms. Luisa Ruiz, High School & Community Outreach Specialist, Santa Ana College, 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  
Ms. Monica Zarske, Academic Senate President, Santa Ana College

## 2.7 Reports from Board Committee Chairpersons

Mr. Labrado provided a report on the November 9, 2017, Board Facilities Committee meeting.

Mr. Hernandez provided a report on the November 9, 2017, Orange County Community Colleges Legislative Task Force meeting.

## 2.8 Presentation on Unity Middle College High School (UMCHS)

Dr. Erin Craig, Founding Executive Director, UMCHS, provided a presentation on Unity Middle College High School. Board members received clarification on the presentation from Dr. Craig.

## 2.9 Presentation by Mariachi Heritage Society

Ms. Teresa Hernandez, Board member and Secretary, Mariachi Heritage Society, provided a presentation by the Mariachi Heritage Society. Board members received clarification on the presentation from Ms. Hernandez.

## 3.0 INSTRUCTION

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

## 4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.4, and 4.6 through 4.21 were approved as part of Item 1.6 (Consent Calendar).

### 4.3 Adoption of Resolution No. 17-27 Authorizing the Issuance and Sale of Santa Ana College School Facility Improvement District (SFID) No. 1 Series B General Obligation Bonds in an Amount Not to Exceed \$71 Million

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to adopt Resolution No. 17-27 authorizing the issuance and sale of SAC SFID No. 1 Series B bonds in an amount not to exceed \$71 million and supporting documents as presented. 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.

#### 4.5 Quarterly Investment Report as of September 30, 2017

The quarterly investment report as of September 30, 2017, was presented as information.

### 5.0 **GENERAL**

Items 5.1 through 5.6 were approved as part of Item 1.6 (Consent Calendar).

#### 5.7 Adoption of Board Policies

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

Board Policy (BP) 3310 Records Retention and Destruction

BP 3821 Gift Ban Policy

BP 6330 Purchasing

BP 6332 Competitive Bidding, Quotations and Contracts

BP 6505 Inventory Order Quantity and Storage Controls

BP 7330 Communicable Disease

BP 7340 Leaves

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.

#### 5.8 Board of Trustees Express Interest in Board Officer Positions

The board president solicited expressions of interest from board members regarding service as president, vice president, clerk, and committee assignments for 2017-2018.

The following board members expressed interest in the following positions:

President – Ms. Nelida Mendoza

Clerk – Mr. Phillip Yarbrough

#### 5.9 Review and Discussion of Self-Evaluation Responses from Community and Staff

The survey responses from community and staff were presented to the board for review and discussion. Mr. Hanna indicated that board members planned to review the responses and then complete their self-evaluation in the next few days.

#### 5.10 Board Member Comments

Since the Thanksgiving holiday is approaching, Ms. Alvarez thanked staff for their contribution to a successful district.

Ms. Alvarez reported that she attended the Day of the Dead ceremony in Santa Ana and visited the SAC Art Gallery in the storefront of a building on Broadway. She indicated the art on display was amazing and she is hopeful the SAC Art Gallery could become a tenant at that location.

### 5.10 Board Member Comments (cont.)

Since Veterans Day was on November 11, Ms. Mendoza asked that the meeting be adjourned in honor of veterans. She reported that last week she attended a program entitled “Remembering America’s Heroes” at local high schools in Portland, Oregon. Ms. Mendoza indicated that the celebration focused on the heroes that made it possible for students to sit in classrooms and enjoy the freedom provided by many soldiers who have died for their country. She asked that veterans be honored at a future board meeting close to Veterans Day.

Mr. Pierot expressed appreciation for the mariachi presentation and is hopeful that a mariachi program can be offered at SAC and SCC.

Mr. Yarbrough thanked Mr. Hernandez, Mr. Labrado, and Ms. Mendoza for their service in the military which provided the freedoms that are enjoyed by so many.

Since no one had expressed interest in the position of vice president of the board during Item 5.8 (Board of Trustees Express Interest in Board Officer Positions), Mr. Yarbrough indicated that he planned to express interest in the position of vice president of the board at the next board meeting.

In addition to adjourning the meeting in honor of veterans, Ms. Barrios asked that the meeting also be adjourned in memory of Ms. Joanne Coontz, who died on November 4, 2017, and served as Chairman of the Orange Planning Commission, an Orange City Council Member, and the first woman Mayor of Orange.

Ms. Barrios indicated she does not plan to seek the board’s vice president position due to family commitments.

### **RECESS TO CLOSED SESSION**

The board convened into closed session at 6:51 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 and Classified Administrator Appointments
    - (1) Director
    - (2) Manager
    - (3) Project Manager
  
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)

Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources  
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)  
California School Employees Association (CSEA), Chapter 579

3. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
  - a. Chancellor

Mr. Hanna and Mr. Pierot left the meeting at the beginning of closed session.

## **RECONVENE**

The board reconvened at 7:52 p.m. with Ms. Mendoza serving as president in Mr. Hanna's absence.

### Closed Session Report

Ms. Barrios reported that during closed session the board discussed public employment, labor negotiations, and postponed the public employee's performance evaluation until the next meeting when the board president will be present.

### 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. Labrado to approve the following action on the management/academic personnel docket to the 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 Job Descriptions
- Approve Revised Job Descriptions
- Approve Revised Job Descriptions and Changes of Title
- Approve Appointments
- Approve Interim Appointments
- Approve Changes of Assignment/From Temporary Long-term Substitute (Education Code [E.C.] 87481 & 87482) to Temporary One-year Contract Employee (E.C. 87478)
- Approve Final Placements
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Beyond Contract/Overload Stipends
- Approve Part-time New Hires/Rehires
- Approve Non-paid Instructors of Record

## 6.2 Classified Personnel

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the following action on the classified personnel docket to the 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 Appointments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Changes in Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

## 6.3 Adoption of Resolution No. 17-25 – Rancho Santiago Community College District Hazard Mitigation Plan

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to adopt Resolution No. 17-25 – RSCCD Hazard Mitigation Plan. 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 Approval of Auto-Renewal Clause in Administrator Agreements/Contracts

It was moved by Ms. Alvarez and seconded by Mr. Yarbrough to postpone action on the existing administrator agreements/contracts with the auto-renewal clause, offering newly hired administrators a 2-year agreement/contract without the auto-renewal clause and adjusting the management salary schedule to be competitive with institutions with whom the district most often competes for employees. The motion to postpone action on Item 6.4 carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

**7.0 ADJOURNMENT**

The next regular and annual self-evaluation meeting of the Board of Trustees will be held on December 4, 2017.

There being no further business, Ms. Mendoza declared the meeting adjourned at 8:34 p.m., in memory of Ms. Joanne Coontz, who died on November 4, 2017, and served as Chairman of the Orange Planning Commission, an Orange City Council Member, and the first woman Mayor of Orange; and in honor of the American veterans for their unselfish service in making and keeping America great.

Respectfully submitted,

---

Raúl Rodríguez, Ph.D., Chancellor

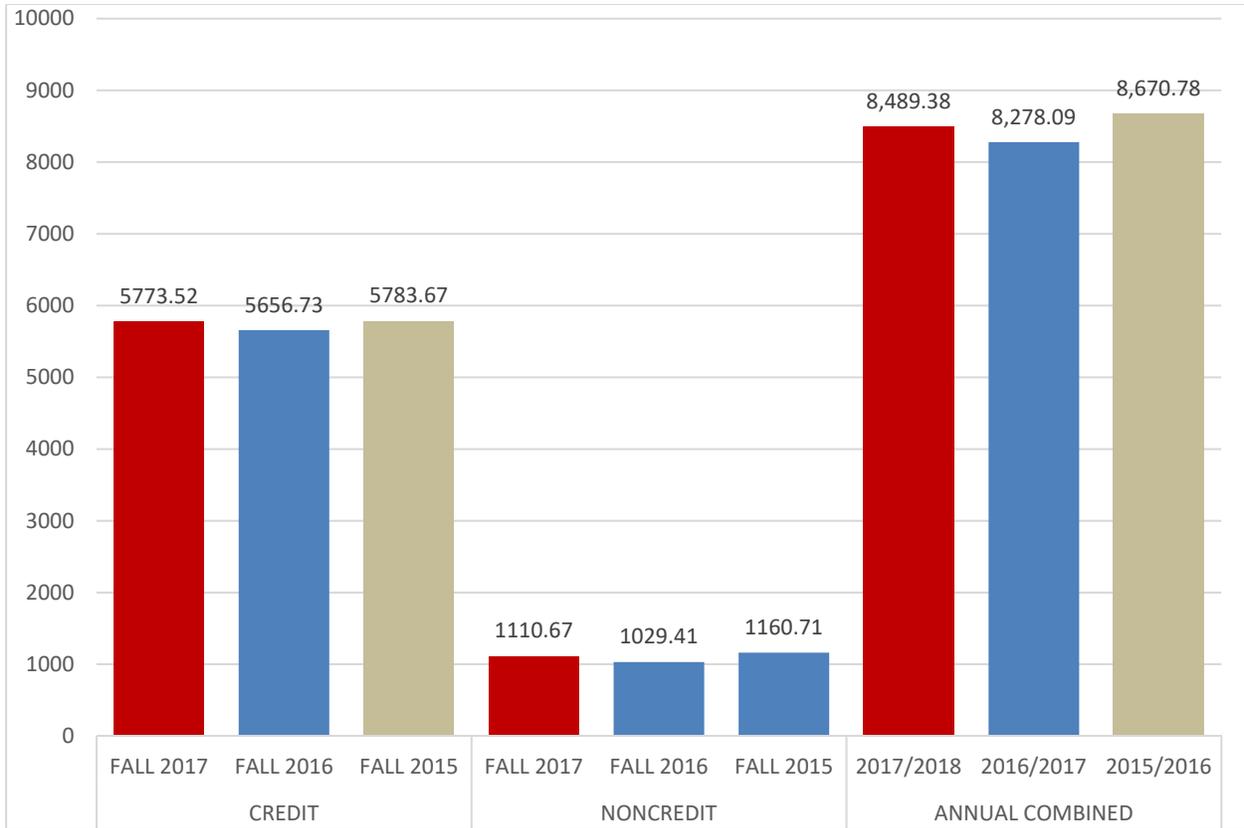
Approved: \_\_\_\_\_  
Clerk of the Board

Minutes approved: December 4, 2017



## SAC 2017 FALL ENROLLMENT SNAPSHOT

Date: 11/09/17



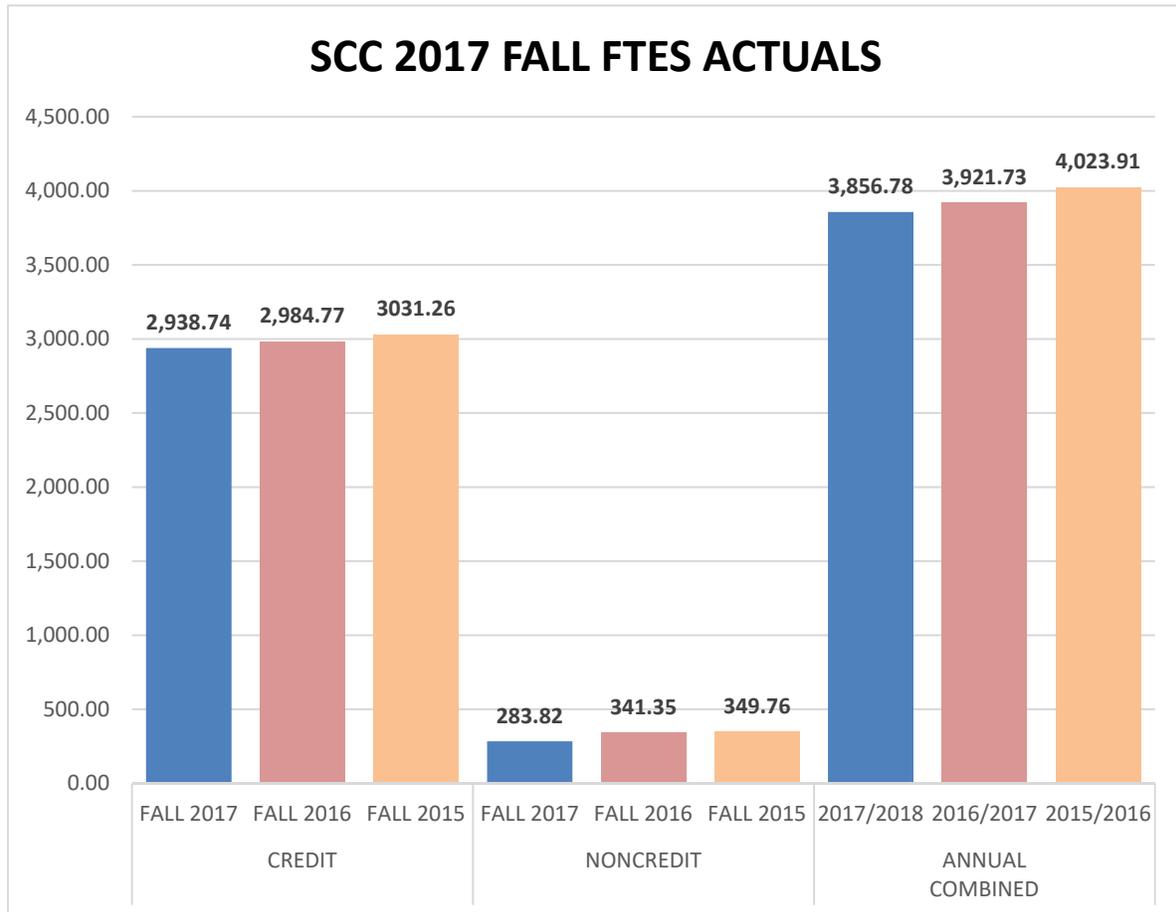
### PROJECTED FTES

TERMS	2017/2018	DIFF	PC T
CREDIT FALL TARGET	6,882		
CREDIT FALL PROJECTION	6,826	56	.9%
NONCREDIT FALL TARGET	1,750		
NONCREDIT FALL PROJECTION	1,661	89	5%
COMBINED ANNUAL TARGET	20,407		
COMBINED ANNUAL PROJECTION	20,001	406	2%

**SOURCES:** Executive Dashboard, RG540 report

# SCC 2017 FALL ENROLLMENT SNAPSHOT

11/13/2017



## PROJECTED FTES

TERMS	2017/2018	DIFF	PCT
CREDIT FALL TARGET	3033		
CREDIT FALL PROJECTION	3008	-25	-0.8%
NONCREDIT FALL TARGET	400		
NONCREDIT FALL PROJECTION	400	0	0.0%
COMBINED ANNUAL TARGET	8502		
COMBINED ANNUAL PROJECTION	8502	0	0.0%

**SOURCES:**

Executive Dashboard