

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**  
**2323 North Broadway, #107**  
**Santa Ana, CA 92706**

**Board of Trustees**  
**(Regular meeting)**

**Monday, July 16, 2018**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:34 p.m. by Ms. Nelida Mendoza. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. Zeke Hernandez, Mr. Larry Labrado, and Ms. Elizabeth Weber. Mr. John Hanna was present via teleconference. Mr. Phillip Yarbrough arrived at the time noted.

Administrators present during the regular meeting were Ms. Tracie Green, Dr. John Hernandez, Mr. Peter Hardash, Mr. Enrique Perez, Dr. Linda Rose, and Dr. Raúl Rodríguez. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Suon Tuon, Custodian, Santa Ana College.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Ms. Alvarez and seconded by Mr. Labrado to approve a revised page (2) for Item 4.4 (Consulting Services of Cooperative Strategies, LLC) and 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, and Ms. Mendoza. Student Trustee Weber's advisory vote was aye.

1.4 Public Comment

Ms. Crystal Blancas, Mr. Jose Garcia, Ms. Colleen Mangali, Ms. Sheryl Martin spoke regarding the changes in shift assignments for RSCCD custodians.

Mr. Phillip Yarbrough arrived during public comments.

1.5 Approval of Minutes

It was moved by Mr. Labrado and seconded by Ms. Alvarez to approve the minutes of the meeting held June 25, 2018. 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 Weber's advisory vote was aye.

## 1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough 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 3.5 (Agreement with Orange County Transportation Authority [OCTA]) removed from the Consent Calendar by Ms. Barrios. 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 Weber’s advisory vote was aye.

### 3.1 Approval of Standard Professional Services Agreement Renewal with City of Burbank

The board approved the standard professional services agreement renewal with the City of Burbank in California as presented.

### 3.2 Approval of Proposed Revisions for 2019-2020 Santa Ana College (SAC) Catalog

The board approved the proposed revisions for the 2019-2020 SAC catalog.

### 3.3 Approval of Santa Ana College Community Services Program for Fall 2018

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

### 3.4 Approval of Santiago Canyon College (SCC) Community Services Program for Fall 2018

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

### 3.6 Approval of Memorandum of Understanding (MOU) between University of Redlands and Santiago Canyon College

The board approved the MOU between University of Redlands and SCC.

### 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 June 13, 2018, through June 30, 2018.

### 4.3 Approval of 2018-2019 Proposed Adopted Budget Assumptions

The board approved the Adopted Budget Assumptions for the 2018-2019 fiscal year as presented.

### 4.4 Approval of Consulting Services of Cooperative Strategies, LLC

The board approved the redevelopment consulting services of Cooperative Strategies, LLC as presented.

1.6 Approval of Consent Calendar (cont.)

4.6 Approval of Agreement with HL Construction Management for On-Call Cost Estimating Consulting Services for Various Projects District-Wide

The board approved the agreement with HL Construction Management for on-call cost estimating consulting services for various projects district-wide as presented.

4.7 Approval of Agreement with SVA Architects, Inc. for On-Call Architectural Design Services for Various Facility Improvement Projects District-Wide

The board approved the agreement with SVA Architects, Inc. for on-call architectural design services for various facility improvement projects district-wide as presented.

4.8 Ratification of Award of Bid #1349 for Mailroom at District Operations Center

The board ratified the award of Bid #1349 for a mailroom at the District Operations Center as presented.

4.9 Approval of Agreement with Dr. Eric Gruver

The board approved the agreement with Dr. Eric Gruver and RSCCD as presented.

4.10 Approval of Amendment to Agreement with Tropical Plaza Nursery, Inc.

The board approved the amendment to the agreement with Tropical Plaza Nursery, Inc. as presented.

4.11 Approval of Vendor Name Change

The board approved the vendor Sage Data Security, LLC name change to Tyler Technologies, Inc. as presented.

4.12 Approval of Independent Contractor

The board approved the following independent contractor: PGINET Consulting to develop an online instructor availability form through WebAdvisor, integrate text and email mass notification messaging into a substitute assignment system, develop a student mass notification messaging system, develop access to student educational plans through WebAdvisor, and develop reports and provide technical assistance. Dates of service are July 17, 2018, through December 31, 2018. The fee is not to exceed \$28,025.

4.13 Approval of Purchase Orders

The board approved the purchase order listing for the period May 27, 2018, through June 23, 2018.

1.6 Approval of Consent Calendar (cont.)

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:

- Strong Workforce Program – Local Share (SAC & SCC) \$3,577,617
- College Assistance Migrant Program (CAMP) – Year 2 (SCC) \$ 425,000
- Data Science Tools Fiscal Agent (District Office) \$3,500,000
- Math, Engineering and Science Achievement (MESA) Program (SAC) \$ 74,515

5.2 Approval of Sub-Agreements between RSCCD and Educational Results Partnership, The Research and Planning (RP) Group, and WestEd for Data Science Tools Grant

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

5.3 Approval of First Amendments to Sub-Agreements between RSCCD and Kern, Los Rios, Sequoias, Yosemite and West Hills Community College Districts for Career Technical Education (CTE) Data Unlocked Initiative

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

5.4 Approval of Collaboration Agreement with Families Together of Orange County regarding Virtual Dental Home System

The board approved the collaboration 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 Lease Agreement between RSCCD and Economic Development Corporation of Los Angeles

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

5.6 Approval of Agreement between RSCCD and Economic Development Corporation of Los Angeles

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

5.7 Authorization of Signatures

The board approved the revised list of authorized signatures.

## **2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

### **2.1 Report from Student Trustee**

Ms. Weber provided a report to the board.

### **2.2 Reports from Student Presidents**

The following student representatives provided a report to the board on behalf of the Associated Student Government (ASG) organization:

Ms. Breanna Ceja, Student President, Santa Ana College  
Mr. Vincent Vargas, Student Vice President, Santiago Canyon College

### **2.3 Report from Classified Representative**

Mr. Suon Tuon, Custodian, Santa Ana College, provided a report to the board on behalf of the classified staff.

### **2.4 Reports from Academic Senate Presidents**

The following academic senate representatives indicated they did not have a report since classes are not in session at this time:

Ms. Mary Mettler, Academic Senate Secretary/Treasurer, Santiago Canyon College  
Ms. Monica Zarske, Academic Senate President, Santa Ana College

### **2.5 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

### **2.6 Report from the Chancellor**

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

### **2.7 Presentation on Retiree Health Benefits Liabilities - Geoffrey L. Kischuk, Actuary from Total Compensation Systems, Inc.**

Mr. Kischuk provided a presentation on retiree health benefits liabilities. Board members received clarification on data related to the presentation from Mr. Kischuk.

## 2.8 Reports from Board Committee Chairpersons

The July 12, 2018, Board Facilities Committee meeting was cancelled; therefore, there was no report.

## 3.0 INSTRUCTION

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

### 3.5 Approval of Agreement with Orange County Transportation Authority and Santiago Canyon College for Bus Pass Pilot Program

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the agreement with OCTA and SCC for a bus pass pilot program for the 2018-2019, 2019-2020, and 2020-2021 academic years as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, Mr. Yarbrough, and a vote of abstention from Ms. Barrios. Student Trustee Weber's advisory vote was aye.

## 4.0 BUSINESS OPERATIONS/FISCAL SERVICES

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

### 4.5 Adoption of Resolution No. 18-16 for Separate Bank and Investment Accounts

It was moved by Mr. Yarbrough and second by Mr. Hernandez to adopt Resolution No. 18-16 for separate bank and investment accounts 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 Weber's advisory vote was aye.

## 5.0 GENERAL

Items 5.1 through 5.7 were approved as part of Item 1.6 (Consent Calendar).

### 5.8 Board Member Comments

Board members expressed concern for the comments expressed during public comments and Item 2.3 (Report from Classified Staff), and appreciation for the work done by RSCCD custodians. Board members thanked staff that attended the board meeting on behalf of the RSCCD custodians.

Mr. Hernandez indicated he attended the SAC Sheriff's Basic Academy Class #231 Graduation on June 27, 2018.

5.8 Board Member Comments (cont.)

Ms. Barrios thanked Chief Bland and staff for keeping the board informed of a July 10 safety issue at Santiago Canyon College, and commended staff on the handling of the issue.

Mr. Yarbrough indicated that the board approved Item 4.4 (Consulting Services with Cooperative Strategies, LLC) and he volunteered to serve on a Redevelopment Oversight Board as the community college representative for Orange County.

Mr. Yarbrough asked that the answers to Mr. Hernandez' questions be attached to the minutes.

Board members welcomed the new ASG representatives to the board meeting.

Mr. Hanna commended staff on the ease of use for students on the district website.

Mr. Hanna congratulated staff to be added to the Rancho family, including Mary Hegarty on her appointment as Director of Athletics at Santa Ana College (if the board approves the human resources dockets after closed session).

Mr. Hanna asked that an informational item be provided at each board meeting to update the board on the status of legislation relating to DACA (Deferred Action for Childhood Arrivals) and DREAMer (Development, Relief, and Education for Alien Minors) students.

Ms. Mendoza welcomed Dr. Vaniethia Hubbard, Dr. Jeffrey Lamb, and Dr. Bart Hoffman on their new positions with RSCCD.

Ms. Mendoza expressed appreciation for the partnership the colleges have with the high school leadership academies.

**RECESS TO CLOSED SESSION**

Mr. Hanna was present during closed session via teleconference.

The board convened into closed session at 6:36 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) Director
  - g. Other Educational and Classified Administrators

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: Melanie L. Chaney, J.D., Partner, Liebert Cassidy Whitmore  
Tracie Green, Vice Chancellor, Human Resources  
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)  
California School Employees Association (CSEA), Chapter 579  
California School Employees Association, Chapter 888  
Continuing Education Faculty Association (CEFA)

Ms. Weber left the meeting at this time.

### **RECONVENE**

The board reconvened at 8:33 p.m.

Ms. Barrios left the meeting at this time.

### **Public Comment**

Ms. Sheryl Martin spoke regarding a clarification of an earlier public comment made regarding negotiations and the changes in shift assignments for RSCCD custodians.

Mr. Hanna rejoined the meeting via teleconference.

### **Closed Session Report**

Ms. Alvarez reported during closed session the board discussed public employment, anticipated litigation, and labor negotiations; and took no reportable action.

## **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, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

- Approve Appointments
- Approve Changes of Position
- Approve Interim Assignments
- Ratify Resignations/Retirements
- Approve Leaves of Absence
- Approve Step Increases



6.1 Management/Academic Personnel (cont.)

- Approve Adjusted Ratifications of Resignation/Retirement
- Approve 2017-2018 Additional Contract Extension Days
- Approve 2017-2018 Contract Extension Days
- Approve 2018-2019 Contract Extension Days
- Approve Adjusted Column Placements
- Approve Part-time Hourly New Hires/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, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

- Approve Revised Job Descriptions
- Approve New Appointments
- Approve Hourly Ongoing to Contract Assignments
- Approve Temporary to Contract Assignments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position/Location
- Approve Leaves of Absence
- Approve Voluntary Furloughs
- Approve Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Authorization for Board Travel/Conferences

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

6.4 Adoption of Resolution No. 18-15 authorizing payment to Trustee Absent from Board Meetings

It was moved by Mr. Labrado and seconded by Ms. Alvarez to authorize payment to Nelida Mendoza for her absence from the June 25, 2018, board meeting due to illness. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, 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, August 13, 2018.

There being no further business, Ms. Mendoza declared the meeting adjourned at 8:36 p.m.

Respectfully submitted,

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Raúl Rodríguez, Ph.D.  
Chancellor

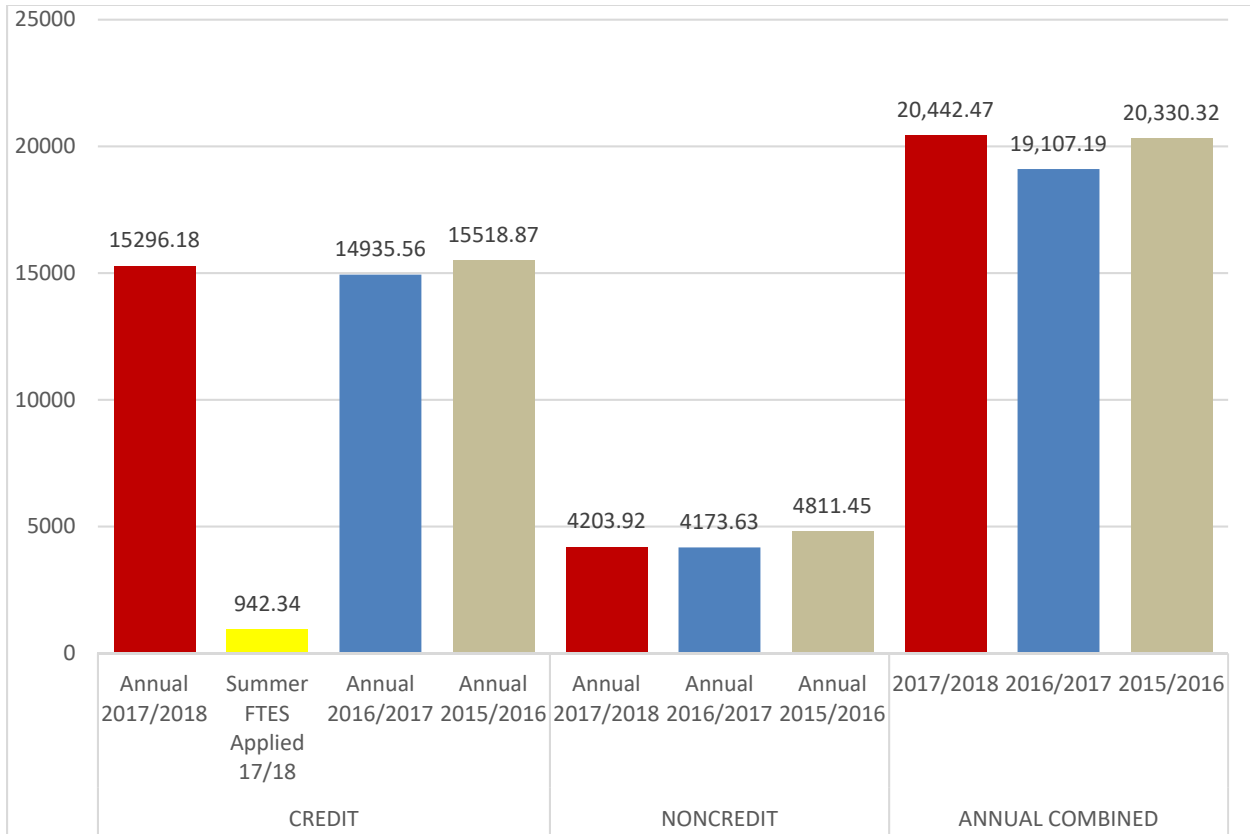
Approved: \_\_\_\_\_  
Clerk of the Board

Minutes approved: August 13, 2018



## SAC 2017/2018 Final Enrollment Report

Date: 7/12/18

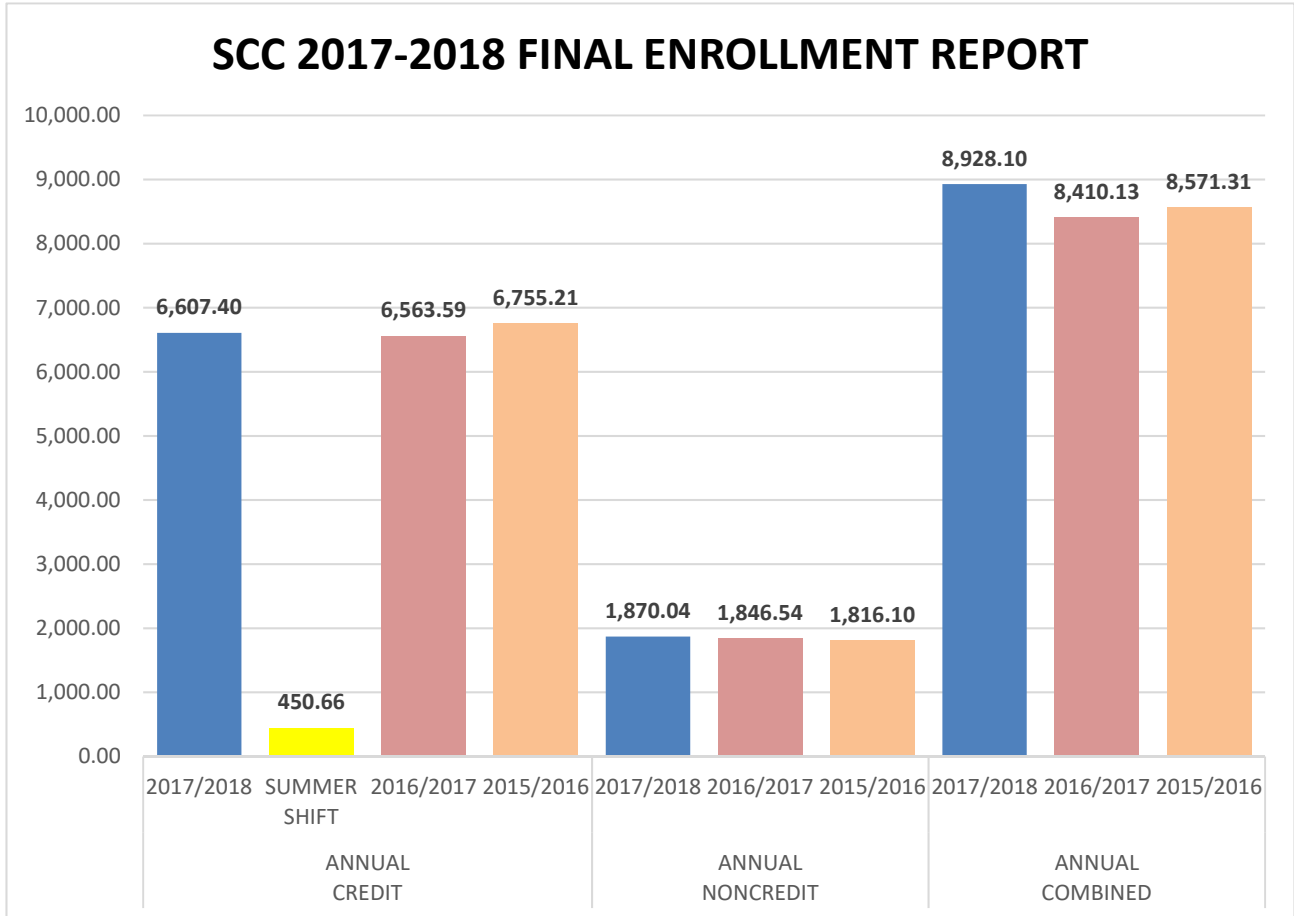


### FTES

TERMS	2017/2018	DIFF	PCT
CREDIT ANNUAL TARGET	15,832		
CREDIT ANNUAL ACTUAL	15,296.18	-535.82	-3.4%
NONCREDIT ANNUAL TARGET	4,575		
NONCREDIT ANNUAL ACTUAL	4,203.95	-371.05	-8.2%
SUMMER SHIFT ACTUAL	942.43		
COMBINED ANNUAL TARGET	20,407		
COMBINED ANNUAL ACTUAL W/ SUMMER SHIFT	20,442.47	35.47	0.2%

# SCC 2017-2018 FINAL ENROLLMENT REPORT

7/12/2018



## PROJECTED FTES

TERMS	2017/2018	DIFF	PCT
CREDIT ANNUAL TARGET	6755		
CREDIT ANNUAL ACTUAL	6607.4	-147.60	-2.2%
NONCREDIT ANNUAL TARGET	1864		
NONCREDIT ANNUAL ACTUAL	1870.04	+6.04	+0.3%
SUMMER SHIFT ACTUAL	450.66		
COMBINED ANNUAL TARGET	8619		
COMBINED ANNUAL ACTUAL w/Summer Shift	8928.1	+309.10	+3.6%

### SOURCES:

RSCCD P3/RECALC Annual 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:** July 16, 2018  
**To:** Dr. Raúl Rodríguez  
**From:** Peter J. Hardash  
**Subject:** Responses to Board of Trustee Questions

*From Trustee Zeke Hernandez*

**Agenda Item 4.4 - Approval of Consulting Services of Cooperative Strategies, LLC.**

**Q-1: The narrative states that agreement is for flat fee of \$20,500 + reimbursable expenses. The Fiscal Impact amount is \$30,000 + reimbursable expenses. Which is the correct amount?**

- Good catch. The Fiscal Impact should be \$20,500 plus reimbursable expenses. We will have an amended docket cover at the board meeting.

**Q-2: Over the life of the current agreement, what has been the total of recovered revenues (for last 8 years)? Shorter period is OK if not able to provide spread of 8 years. Is this in line with other OC college districts? If not, what would be reasons for differences?**

- Cooperative Strategies LLC reviews annually the calculations of pass-through Redevelopment Agency (RDA) agreements to ensure the calculations are correct in accordance with law. Over the past eight years, various discrepancies in calculations have been found during these audits. Some of these calculations have been to the benefit of the district, some have been to the benefit of the Agencies. As an example of a large miscalculation to the benefit of the district, the Santa Ana City Redevelopment Agency under-calculated a pass-through agreement distribution of funds to RSCCD of approximately \$700,000. Cooperative Strategies also found calculations errors for Santa Ana Unified (approximately \$1.7 million) and Orange Unified (approximately \$175,000). They assisted our district, along with Santa Ana Unified in presenting our calculations to the City staff and were successful in getting these past payments approved by the Department of Finance.

**Q-3: Have we researched if there could be additional allowable pass-through revenues that we presently are not recovering?**

- The annual audit of these calculations by Cooperative Strategies identify any additional pass-through funds that would be owed to the district. There are some calculations that would identify over contribution of these funds to the district. The district selectively pursues only net funds owed to the district. The consultant also verifies which RDA pass-through funds are subject to state apportionment offset and which funds are available for capital outlay use by the district. Districts are responsible for properly categorizing the receipt of these funds.

**Q-4: (this just an added info question): Is this the same Dolinka Group that does demography work?**

- Cooperative Strategies, LLC (formerly Dolinka Group) provides financial advisory services, program management, special tax/assessment services and facilities planning/demographic services. The Dolinka Group did assist the district several years ago with the demography work associated with new Trustee boundaries.