

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

2323 North Broadway, #107

Santa Ana, CA 92706

Board of Trustees

(Regular meeting)

Monday, August 13, 2018

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:40 p.m. by Ms. Nelida Mendoza. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, Mr. Phillip Yarbrough, and Ms. Elizabeth Weber.

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. Adam Morgan, Assistant Professor, Business Applications & Technology, Santa Ana College (SAC).

1.3 Introduction of New Faculty Members

Dr. Hernandez and Dr. Rose introduced the new faculty members and board members welcomed them to the Rancho family.

Ms. Mendoza called a brief recess at 4:46 p.m.

The board reconvened at 4:51 p.m.

Ms. Barrios requested that the answers to the questions Mr. Hernandez, Ms. Weber, and Mr. Yarbrough asked be attached to the minutes.

1.4 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve an addendum for Item 6.1 (Management/Academic Personnel) and a revised page (15) and 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 Weber's advisory vote was aye.

1.5 Public Comment

Ms. Esther Landin and Ms. Jennifer Lavorin spoke regarding the district applying for part of the \$5 million allotment offered by the state to educate formerly incarcerated students.

Dr. Susana O. Salgado spoke regarding concerns she had with the Health and Wellness Center at Santa Ana College.

Ms. Jane Mathis asked the board to review a letter she submitted to the board from former staff member, Dr. Phi Loan Le, regarding the Health and Wellness Center at Santa Ana College.

1.6 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the minutes of the meeting held July 16, 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.

1.7 Approval of Consent Calendar

It was moved by Mr. Labrado 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 3.1 (Agreement Renewal with Hope Builders) and Item 3.2 (Memorandum of Understanding [MOU] with Taller San Jose Hope Builders), removed from the Consent Calendar by Mr. Hanna; Item 4.10 (Disposal of Surplus Vehicles) removed from the Consent Calendar by Mr. Yarbrough; and Item 4.12 (Independent Contractor), removed from the Consent Calendar by Mr. Hernandez. 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.

3.4 Approval of Amendment Three to Agreement with City of Irvine for Contract Services

The board approved Amendment Three to the Agreement with the City of Irvine for contract services as presented.

3.5 Approval of Student Field Placement Agreement with California State University, Long Beach (CSULB)

The board approved the Student Field Placement Agreement with CSULB as presented.

3.6 Approval of Clinical Community Health Training Affiliation Agreement with Grand Canyon University

The board approved the Clinical Community Health Training Affiliation Agreement with Grand Canyon University in Phoenix, Arizona, as presented.

1.7 Approval of Consent Calendar (cont.)

- 3.7 Approval of Clinical Affiliation Agreement Renewal with California State University, Fullerton (CSUF)
The board approved the Clinical Affiliation Agreement Renewal with CSUF as presented.
- 3.8 Approval of Clinical Affiliation Agreement Renewal with College Hospital Partial Hospitalization Program
The board approved the Clinical Affiliation Agreement Renewal with College Hospital Partial Hospitalization Program in Santa Ana, California, as presented.
- 3.9 Approval of Service Agreement with Network Interpreting Services, Inc.
The board approved the Service Agreement with Network Interpreting Services, Inc. located in Twin Falls, Idaho, as presented.
- 4.1 Approval of Payment of Bills
The board approved payment of bills as submitted.
- 4.2 Approval of Budget Increases/Decreases, Transfers, and Intrafund and Interfund Transfers
The board approved budget increases/decreases, transfers, and intrafund and interfund transfers from June 29, 2018, to June 30, 2018.
- 4.3 Approval of Public Hearing for 2018-2019 Proposed Adopted Budget
The board approved holding a public hearing on the 2018-2019 proposed Adopted Budget at the September 10, 2018, board meeting.
- 4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended June 30, 2018
The board approved the CCFS-311Q for the period ended June 30, 2018, as presented.
- 4.6 Approval of Reissue of Stale Dated Check Over Two Years Old
The board approved the reissue of payroll check #02848548 issued to Connie A. Jackson on November 27, 2013, for \$31.73.
- 4.7 Approval of Change Order #1 for GMS Elevator Services, Inc. for Bid #1336 for Elevator Pump, Motor and Cylinder Replacement at District Operations Center
The board approved change order #1 for GMS Elevator Services, Inc. for Bid #1336 for elevator pump, motor and cylinder replacement at the District Operations Center as presented.

1.7 Approval of Consent Calendar (cont.)

4.8 Acceptance of Completion of Bid #1343 for SM16 Water Conservation Irrigation Controller Upgrade Phase 1 at Santa Ana College and Approval of Recording a 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 Notice of Exemption - California Environmental Quality Act for Installation of Emergency Generator as part of Science Center Project at Santa Ana College

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

4.11 Approval of Independent Contractor

The board approved the following independent contractor: Interact Communications to develop a digital enrollment campaign and “applied but not enrolled” campaign including one week of photography services; production of two thirty-second videos; and the development, writing, deployment, tracking and result measurement of campaign emails. Dates of service are August 15, 2018, through December 31, 2018. The fee is estimated at \$39,500.

4.13 Approval of Purchase Orders

The board approved the purchase order listing for the period June 24, 2018, through July 21, 2018.

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:

- Deputy Sector Navigator – Information & Communication Technologies (ICT)/Digital Media – Year 5 (District) – *Augmentation* \$35,000
- Deputy Sector Navigator – ICT/Digital Media (District) \$35,000
- Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn – Year 5 (District) – *Augmentation* \$35,000
- Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn (District) \$35,000
- Early Head Start – Year 4 (District) – *Augmentation* \$47,159

5.2 Approval of Sub-agreement between RSCCD and Orange County Business Council (OCBC) for Strong Workforce Program Regional Funds Initiative

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

1.7 Approval of Consent Calendar (cont.)

5.3 Approval of First Amendment to Sub-Agreement between RSCCD and North Orange County Community College District (NOCCCD) on behalf of Fullerton College for National Science Foundation Advanced Technological Education (NSF ATE) – Orange County Biotechnology Collaborative Partnership Project

The board approved the first 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.

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

The board approved the first 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 Revision to Sub-Agreement between RSCCD and State Center Community College District

The board approved the revision 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.

5.6 Approval of Auxiliary Organizations in Good Standing – Administrative Regulations/Board Policy 3600

The board approved the list of auxiliary organizations in good standing as presented.

5.7 Adoption of Resolution No. 18-17 Certifying Emergency Closure of Centennial Child Development Center (CDC)

The board adopted Resolution No. 18-17 certifying that the Centennial CDC was closed due to an emergency water outage on June 14, 2018.

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. Evan Ostrow, Student President, Santiago Canyon College

2.3 Report from Classified Representative

There was no representation from classified staff.

2.4 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

2.5 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 Campus Health Centers

Dr. Jennifer Coto, Interim Dean, Enrollment and Support Services, Santiago Canyon College (SCC) provided a presentation on the Health & Wellness Center at Santiago Canyon College. Board members received clarification on items related to the SCC Health & Wellness Center from Dr. Coto; Mr. Syed Rizvi, Vice President, Student Services, SCC; and Ms. Beth Hoffman, Professor/Coordinator/Health Center Nurse, Health and Wellness Center, SCC.

Dr. Vaniethia Hubbard, Vice President, Student Services, SAC, provided a presentation on the Health & Wellness Center at Santa Ana College. Board members received clarification on items related to the SAC Health & Wellness Center from Dr. Hubbard and Dr. Veronica Oforlea, Associate Dean, Disabled Student Programs and Services, SAC.

Mr. Yarbrough left during the Health & Wellness Center presentations at 6:30 p.m.

2.8 Reports from Board Committee Chairpersons

Ms. Alvarez provided a report on the July 17, 2018, Board Safety & Security Committee meeting and the August 7, 2018, Board Policy Committee meeting.

3.0 INSTRUCTION

Items 3.4 through 3.9 were approved as part of Item 1.7 (Consent Calendar).

Due to a potential conflict with his employer, Mr. Hanna recused himself by leaving the room during discussion of Items 3.1, 3.2, and 3.3.

3.1 Approval of Instructional Services Agreement Renewal with Hope Builders for Construction Technology

It was moved by Ms. Alvarez and seconded by Ms. Barrios to approve the Instructional Services Agreement renewal with Hope Builders located in Santa Ana, California, for the 2018-2019 construction technology program. Discussion on Items 3.1 and 3.2 ensued at this time. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and a vote of abstention from Mr. Hanna. Student Trustee Weber's advisory vote was aye.

3.2 Approval of Memorandum of Understanding between Rancho Santiago Community College District on behalf of Santa Ana College and Taller San Jose Hope Builders

It was moved by Ms. Alvarez and seconded by Ms. Barrios to approve the MOU between RSCCD on behalf of SAC and Taller San Jose Hope Builders located in Santa Ana, California, for the 2018-2019 program year. Discussion ensued during Item 3.1. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and a vote of abstention from Mr. Hanna. Student Trustee Weber's advisory vote was aye.

3.3 Approval of Renewal of Memorandum of Understanding between Hope Builders, Santa Ana College School of Continuing Education, Southwest Carpenters Training Fund, and Santiago Canyon College (SCC) Apprenticeship Program

It was moved by Ms. Alvarez and seconded by Ms. Barrios to approve the MOU between Hope Builders, SAC School of Continuing Education, Southwest Carpenters Training Fund, and SCC apprenticeship program for the 2018-2019 program year. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and a vote of abstention from Mr. Hanna. Student Trustee Weber's advisory vote was aye.

Mr. Hanna returned to the room at this time.

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 1.7 (Consent Calendar).

4.5 Quarterly Investment Report as of June 30, 2018

The quarterly investment report as of June 30, 2018, was presented as information.

4.10 Approval of Disposal of Surplus Vehicles

It was moved by Ms. Alvarez and seconded by Ms. Barrios to approve declaring the 1996 and 2000 Dodge vans as surplus property and utilizing The Liquidation Company to conduct an auction as presented. Although Mr. Yarbrough had left the meeting, he had informed Ms. Mendoza of his concerns with this item. Discussion ensued. It was moved by Ms. Barrios and seconded by Ms. Alvarez to postpone action on this item until the next board meeting. The motion to postpone action 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.

4.12 Approval of Independent Contractor

It was moved by Mr. Hernandez and seconded by Ms. Barrios to approve the following independent contractor: LeeAnn Stone to provide instructional designer services for online course growth for Associate Degree for Transfer (AD-T) Pathways, Open Educational Resources (OER) course adoption, and Online Education Initiative (OEI) course review and preparation. Dates of service are August 14, 2018, through June 30, 2019. The fee is estimated at \$90,000. Discussion ensued. 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.

Ms. Alvarez left the meeting at this time.

5.0 GENERAL

Items 5.1 through 5.7 were approved as part of Item 1.7 (Consent Calendar).

5.8 First Reading of Board Policies

The following policies were presented for a first reading as an information item:

- Board Policy (BP) 2015 Student Member
- BP 3580 Use of Unmanned Aircraft Systems (NEW)
- BP 4010 Academic Calendar
- BP 4020 Program, Curriculum and Course Development
- BP 4022 Course Approval (NEW)

5.8 First Reading of Board Policies (cont.)

- BP 4023 Hours and Units (NEW)
- BP 4026 4025B Baccalaureate Degree Programs
- BP 4070 Course Auditing and Auditing Fees (NEW)
- BP 4100 Graduation Requirements for Degrees and Certificates
- BP 4106 Nursing Programs
- BP 4231 Grade Changes
- BP 4300 Field Trips and Excursions
- BP 4410 Educational Research

5.9 Board Member Comments

Mr. Hernandez thanked Dr. Rodríguez, Dr. Rose, and Chief Toni Bland for allowing Santa Ana Unified School District (SAUSD) to use SAC's parking lot #7 for a recent event at Century High School.

Mr. Hernandez reported that he attended SAUSD's Back to School Bash Celebration on August 4, 2018, and suggested the colleges consider a similar event to serve students.

Dr. Rodriguez reported the following will be discussed in closed session:

Conference with Real Property Negotiators (pursuant to Government Code Section 54956.8)

Property: 15991 Armstrong Ave., Tustin, California
Agency Negotiator: Raúl Rodríguez, Chancellor, Rancho Santiago Community College District
Negotiating Party: County of Orange
Under Negotiation: Sale of Property

RECESS TO CLOSED SESSION

The board convened into closed session at 7:24 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) Interim Dean
 - (2) Director
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)

Agency Negotiators: 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 888

3. Conference with Real Property Negotiators (pursuant to Government Code Section 54956.8)

Property: 15991 Armstrong Ave., Tustin, California
Agency Negotiator: Raúl Rodríguez, Chancellor, Rancho Santiago Community College District
Negotiating Party: County of Orange
Under Negotiation: Sale of Property

Ms. Weber left the meeting at this time.

RECONVENE

The board reconvened at 8:33 p.m.

Closed Session Report

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

Public Comment

There were no public comments.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

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

- Approve Employment Agreements
- Approve Revised Job Descriptions
- Approve Revised Job Descriptions/Changes of Grade Level
- Approve Appointments to Interim Assignment/Employment of Retired State Teachers' Retirement System (STRS) Members
- Approve Appointment to Interim Assignments
- Approve Interim to Permanent Assignments
- Approve Appointments
- Approve Hiring of Temporary One-year Contract Employees (Education Code [E.C.] 87478)
- Approve Final Salary Placements
- Ratify Resignations/Retirements
- Approve Leaves of Absence
- Approve 2017-2018 Additional Contract Extension Days
- Approve 2018-2019 Contract Extension Days

6.1 Management/Academic Personnel (cont.)

- Approve 2018-2019 Additional Contract Extension Days
- Approve Beyond Contract/Overload Stipends
- 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 Ms. Barrios and seconded by Mr. Hernandez to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza.

- Approve New Appointments
- Approve Longevity Increments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Changes in Salary Placement
- Approve Leaves of Absence
- Approve Temporary to Hourly Ongoing Assignments
- Approve Longevity Increments
- 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 Presentation of Child Development Centers – CSEA Chapter 888 Initial Proposal to Rancho Santiago Community College District

It was moved by Ms. Barrios and seconded by Mr. Hernandez to schedule a public hearing for the next regularly scheduled board meeting. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza.

6.4 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Child Development Centers – CSEA, Chapter 888

It was moved by Ms. Barrios and seconded by Mr. Hernandez to schedule a public hearing for the next regularly scheduled board meeting. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza.

6.5 Approval of Agreement between RSCCD and Shaw HR Consulting, Inc.

It was moved by Ms. Barrios and seconded by Mr. Hernandez to approve the agreement with Shaw HR Consulting, Inc. as presented. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza.

6.6 Approval of Services of Job Elephant

It was moved by Ms. Barrios and seconded by Mr. Hernandez to approve the services of Job Elephant as presented. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza.

6.7 Authorization for Board Travel/Conferences

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

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, September 10, 2018.

There being no further business, Ms. Mendoza declared the meeting adjourned at 8:35 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

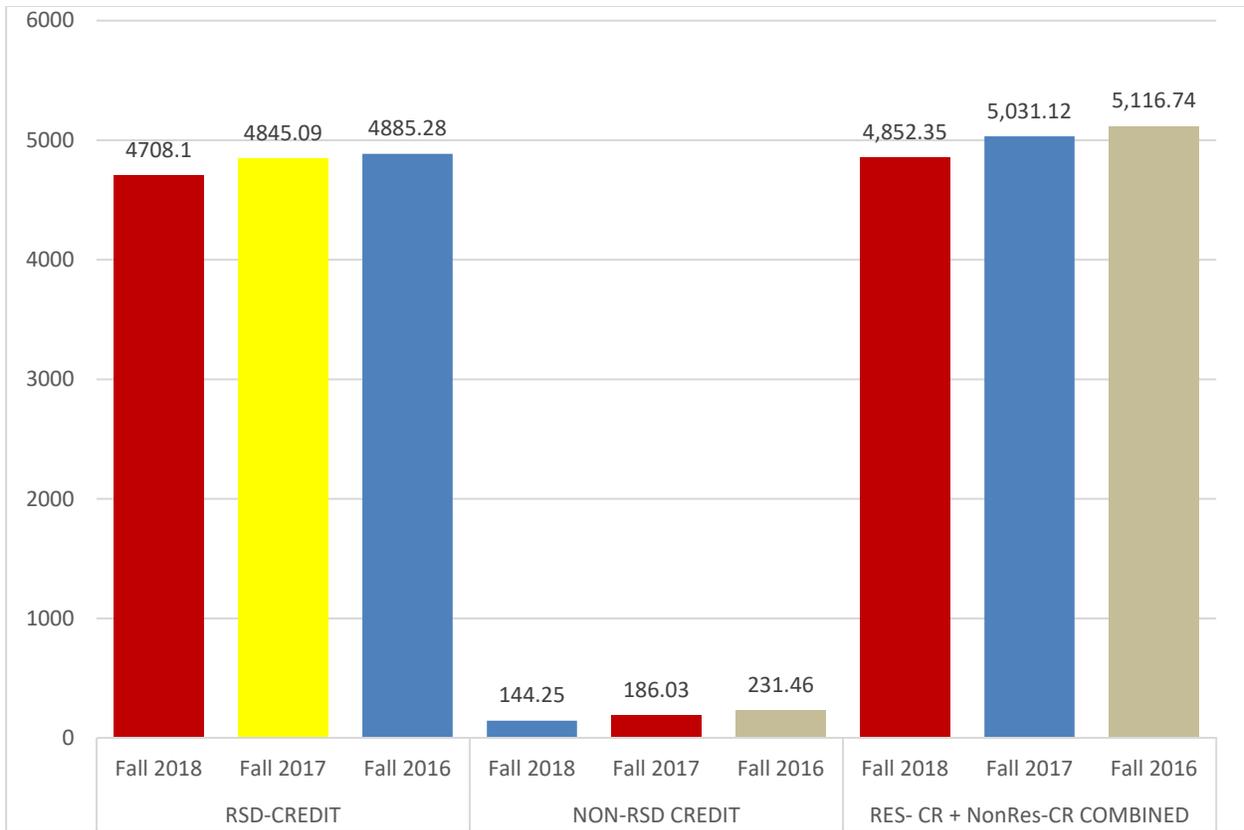
Approved: _____
Clerk of the Board

Minutes approved: September 10, 2018



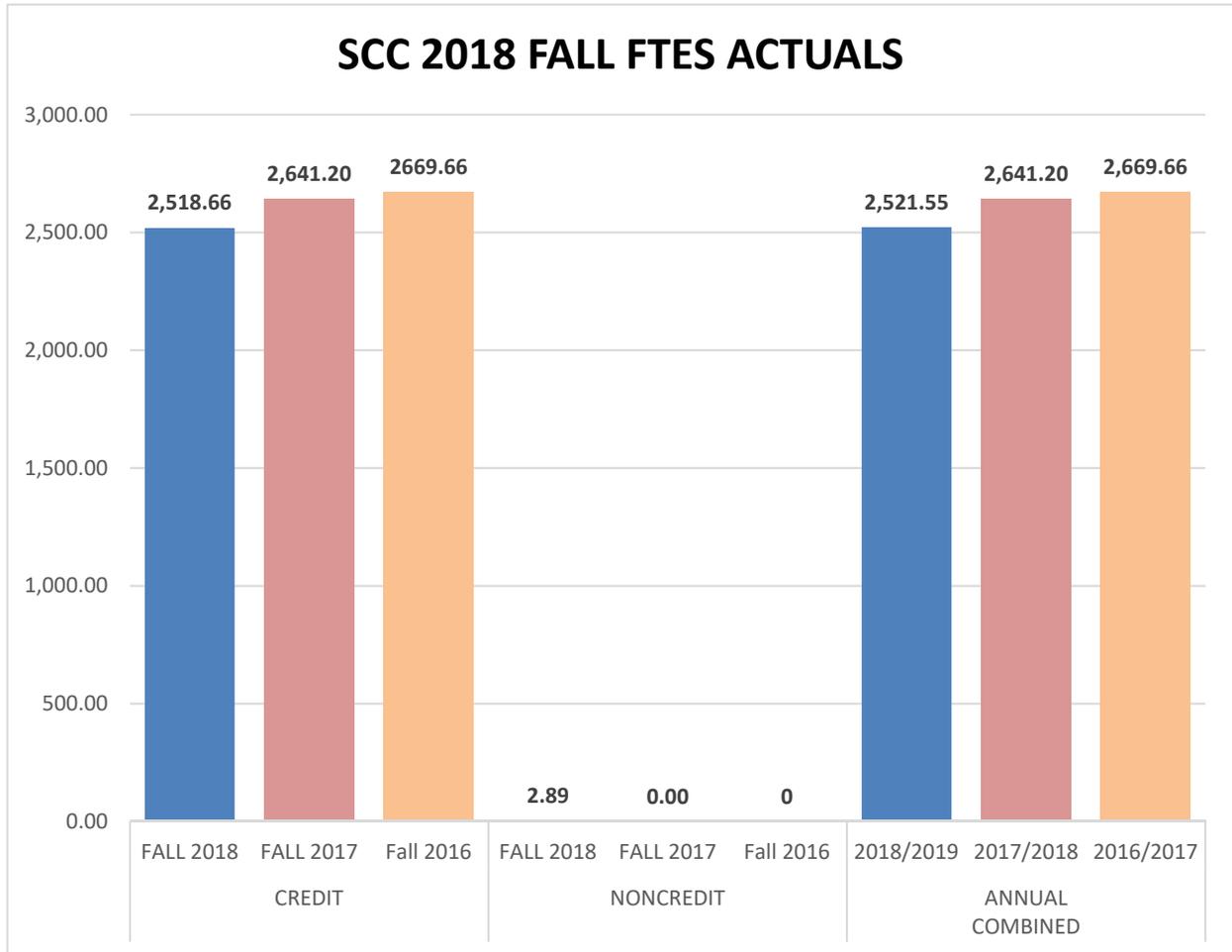
SAC Enrollment Report-- Fall 2018

Date: 08/13/18



SCC 2018 FALL ENROLLMENT SNAPSHOT

8/13/2013



SOURCES:
Executive Dashboard

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: August 13, 2018

To: Dr. Raúl Rodríguez

From: Peter J. Hardash

Subject: Responses to Board Requests

From Trustee Zeke Hernandez

4.2 Approval of Budget Increases/Decreases, Transfers, Intrafund and Interfund Transfers – This report is for one day, do we have the monthly report or has this already been provided?

- Regarding budget increases/decreases, it is typical at the August Board meeting that only a few dates of transfers are included as these are all remaining budget changes for the fiscal year ending June 30, 2018 that are dated June 30th but are completed up until we are closed, typically at the end of July. The September Board meeting will start with budget changes beginning July 1, 2018 for the new fiscal year.

4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended June 30, 2018 – Can you provide a narrative explanation (104% & 98.2%), how we are able to achieve this? Also include explanation of adjustments.

- Regarding the CCFS-311Q, there are many factors that affect the final comparison of budget to actual, major factors would include an increase of revenue over budgeted revenue due to the shift of summer FTES in 2017/18 to earn additional revenue as we go into the new funding formula. We have not completed all negotiations for 2017/18 as of yet, this is a contributing factor for being under budget on the expenditure side.

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: August 10, 2018
To: Dr. Raúl Rodríguez
From: Peter J. Hardash
Subject: Responses to Board Requests

From Trustee Phillip Yarbrough

4.10 – Approval of Disposal of Surplus Vehicle

- On June 25, 2018 the Board of Trustees approved the agreement with TLC Auctions to provide off-site auctions for the District’s surplus property which includes vehicles. We reached out to auctioneers throughout Orange County, Los Angeles County and San Diego County who do business with other K-14 districts and are familiar with our policies and procedures for donation and auction of surplus property. Based on our research and contact with other community college districts, most use the services of TLC Auctioneers.

The majority of the auctioneer services we contacted charge a higher percentage rate and most do not package surplus items; pick up or hold auctions unless the auction can be held on District property, this option includes having staff manage the property collection; tagging; inventory; staging and disbursements. The 45% commission fee charged by TLC Auctions includes but is not limited to transportation of surplus items and vehicles, tagging, inventorying, set-up, advertising, marketing, clerking, cashing, completing required DMV paperwork, bookkeeping and all other related functions. Their performance and service to our District over the years have been excellent.

4.11 – Independent Contractor – Interact Communications

The term “applied not enrolled” refers to students that have applied to attend SAC through CCCApply, but have not yet actually registered for a class. Reasons for applying and not registering may include:

- Applied during Early Registration and then decided to attend another school
- Registration window/appointment has not yet opened
- Made decision not to attend because of changed circumstances
- Financial/family obligations

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: August 13, 2018

To: Dr. Raúl Rodríguez

From: Peter J. Hardash

Subject: Responses to Board Requests

From Student Trustee Elizabeth Weber

4.11 Approval of Independent Contractor, Interact Communications - Would it be possible for something like this to be developed through our students/ Departments? For example a joint project with SACs TV and Photography departments along with business marketing? Maybe even pull in SCC students to help in making this a joint effort? We have the resources to be able to do so.

- One-time career education marketing dollars have been given to each of the nine Orange County community colleges, and must be spent by December 2018. The Chancellor's Office has placed strict guidelines on the look and feel of how each individual college should advertise their programs, in order to have a cohesive look with state and regional career education marketing campaigns that are running concurrent to each other and with the colleges. Interact Communications was chosen to run the Orange County regional campaign; it was beneficial given the time and brand constraints to enlist their help with the SAC career education marketing campaign.

There is no one on staff that can provide all of the services listed within the agreement without labor and legal implications.

Nearly half of the costs listed in the agreement are for media buying.

This response was provided by Melissa Utsuki, Santa Ana College Public Information Officer.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor – Human Resources

2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7489 – Office

Date: August 13, 2018
To: Dr. Raúl Rodríguez
From: Tracie Green
Subject: Responses to Board Requests

From Trustee Zeke Hernandez

6.5 Approval of Agreement between RSCCD and Shaw HR Consulting, Inc.

Who is Shaw Consulting?

- Shaw HR consulting provides employers with a full range of Disability Compliance Management services and training that will support the districts compliance with Title I of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA). Rachel and her team provide comprehensive solutions to employers on how to successfully manage the interconnected roles of human resources, workers' compensation and disability compliance to successfully reduce litigation, the costs of claims and improve employee-employer relations throughout the process.
- Many districts including ours utilize Ms. Rachel Shaw's consulting services provided through ASCIP on our workers comp interactive processes. Shaw HR Consulting also specializes in disability compliance management that supports districts in the compliance of Title I of the American with disabilities act (ADA) and the California fair employment and housing act (FEHA).
- This agreement is to secure services that are not covered under our Workmen's Comp. JPA

Why do we need their services?

- We currently have a need to assist employees in providing a thorough and legally appropriate ADA accommodations processing. The district currently does not have a comprehensive interactive process to address these types of employee situations. These services are twofold, 1) manage the interactive process with these employees, and 2) training for district on how to implement and manage the FEHA/ADA disability interactive process.
- The scope of our agreement is: Shaw HR Consulting will provide disability interactive process professional services, development of Essential Functions Job Analyses and generalized human resources consulting *and training*.