

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

2323 North Broadway, #107

Santa Ana, CA 92706

Board of Trustees

(Regular meeting)

Monday, March 23, 2020

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The Zoom meeting was called to order at 4:34 p.m. by Ms. Claudia Alvarez via video/teleconference. Other members present were Ms. Arianna Barrios, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, Mr. Phillip Yarbrough, and Mr. Theodore Moreno via video/teleconference (Zoom) pursuant to Governor Newsom's Executive Order N-29-20.

Administrators present during the regular meeting via video/teleconference (Zoom) were Ms. Tracie Green, Mr. Peter Hardash, Dr. John Hernandez, Dr. Linda Rose, Mr. Marvin Martinez, and Mr. Enrique Perez. Ms. Anita Lucarelli was present via video/teleconference (Zoom) as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Theodore Moreno, Student Trustee, Rancho Santiago Community College District.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Mr. Moreno to approve a revised page for the first page of the agenda (to include Zoom meeting number) and removal of Item 4.11 (Legal Services Agreement with Tao Rossini). 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 Moreno's advisory vote was aye.

1.4 Public Comment

Public comments were submitted prior to the meeting to Ms. Lucarelli by Mr. Ernesto Garza and Mr. Sean Small. Since Mr. Garza and Mr. Small participated via Zoom in the meeting, Ms. Alvarez asked them to read their public comments.

Mr. Garza spoke regarding the concerns of COVID-19 virus and support of the California community college students.

In addition, Mr. Garza spoke regarding Item 5.5 (Resolution Number 20-03 – Declaring an Emergency and Authorizing Necessary Actions Regarding Novel Coronavirus (COVID-19)).

1.4 Public Comment (cont.)

Mr. Small spoke regarding California School Employees Association (CSEA), Chapter 579 working with the district to provide stability for RSCCD students, the community, and CSEA members during these unprecedented times.

1.5 Approval of Minutes

It was moved by Mr. Moreno and seconded by Mr. Yarbrough to approve the minutes of the regular meeting held March 9, 2020. 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 Moreno’s advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Labrado 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. 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 Moreno’s advisory vote was aye.

3.1 Approval of Contract #MA-026-20011095 for Deferred Entry of Judgment Program Services between the County of Orange for Office of District Attorney and Rancho Santiago Community College District dba Santa Ana College (SAC)

The board approved the contract for Deferred Entry of Judgment Program Services between County of Orange for the Office of the District Attorney and RSCCD dba SAC as presented.

3.2 Approval of Amendment Number Nine to Contract MA-060-11010909 between County of Orange and Rancho Santiago Community College District

The board approved Amendment Number Nine to Contract MA-060-11010909 between the County of Orange and RSCCD as presented.

3.3 Approval of Amendment Number Four to Contract MA-060-13010027 between County of Orange and Rancho Santiago Community College District

The board approved Amendment Number Four to Contract MA-060-13010027 between the County of Orange and RSCCD as presented.

3.4 Approval of Amendment Number Fourteen to Contract Z1000000068 between County of Orange and Rancho Santiago Community College District

The board approved Amendment Number Fourteen to Contract Z1000000068 between the County of Orange and RSCCD as presented.

1.6 Approval of Consent Calendar (cont.)

3.5 Approval of Service Bureau Agreement between Global Financial Aid Services, Inc. and Rancho Santiago Community College District

The board approved the service bureau agreement between Global Financial Aid Services, Inc. and RSCCD as presented.

4.1 Approval of Payment of Bills

The board approved recommends payment of bills as submitted.

4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers from February 26, 2020, to March 10, 2020.

4.3 Approval of 2020-2021 Tentative Budget Assumptions

The board approved the 2020-2021 Tentative Budget Assumptions as presented.

4.4 Approval of Change Order #1 for R2Build dba R2B Engineering for Bid #1364 for Safety and Security Department Portable Offices at Santiago Canyon College (SCC)

The board approved change order #1 for R2Build dba R2B Engineering for Bid #1364 for Safety and Security Department portable offices at SCC as presented.

4.5 Acceptance of Completion of Bid #1364 for Safety and Security Department Portable Offices at Santiago Canyon 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.

4.6 Approval of Change Order #1 for R Dependable Const, Inc. for Bid #1369 for Barrier Removal Paper Towel Dispenser Replacement at Santiago Canyon College

The board approved Change Order #1 for R Dependable Const, Inc. for Bid #1369 for Barrier Removal Paper Towel Dispenser Replacement at SCC as presented.

4.7 Acceptance of Completion of Bid #1369 for Barrier Removal Paper Towel Dispenser Replacement at Santiago Canyon 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.

4.8 Approval of Change Order #1 for AMPCO Contracting, Inc for Bid #1375 for Orange Education Center (OEC) Demolition at 1465 North Batavia Street, Orange, California 92867

The board approved change order #1 for AMPCO Contracting, Inc. for Bid #1375 OEC demolition at 1465 North Batavia Street, Orange, California 92867 as presented.

1.6 Approval of Consent Calendar (cont.)

4.9 Acceptance of Completion of Bid #1375 for Orange Education Center Demolition at 1465 North Batavia Street, Orange, California 92867 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.

4.10 Acceptance of Completion of Bid #1378 for Access Control System Pilot at District Operations Center 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.

4.12 Approval of Agreement with SVA Architects, Inc. for Architectural and Engineering Services for Heating, Ventilation and Air Conditioning (HVAC) Equipment Replacement for Information Technology Services Data Center at District Operations Center

The board approved the agreement with SVA Architects, Inc. for architectural and engineering services for HVAC equipment replacement for the Information Technology Services Data Center at the District Operations Center as presented.

4.13 Approval of Agreement with P2S, Inc. for Fire Alarm and Fire Life Safety Specialist Consultant Services

The board approved the agreement with P2S, Inc. for fire alarm and fire life safety specialist consultant services as presented.

4.14 Approval of Second Amendment to Agreement with Go To Technologies, Inc. for Information Technology (IT) Management and Transition Consulting Services

The board approved the second amendment to the agreement with Go To Technologies, Inc. for IT management and transition consulting services as presented.

4.15 Approval of Purchase Orders

The board approved the purchase order listing for the period January 12, 2020, through February 15, 2020.

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:

- K12 Strong Workforce Program Pathway Improvement \$36,532,553.00 Funds (District Office)

1.6 Approval of Consent Calendar (cont.)

5.2 Approval of Sub-Agreement between RSCCD and Los Rios Community College District for Statewide Director for Retail/Hospitality/Tourism 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-Agreements between RSCCD and Local Educational Agencies in Bay Area, Central Valley/Mother Lode, Inland Empire Desert, Los Angeles County, North/Far North, Orange County, San Diego/Imperial and South Central Coast Regions Selected to Host Strong Workforce Program K12 Pathway Coordinators
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.

5.4 Approval of Second Amendment to Sub-Agreement between RSCCD and California Workforce Association for California Apprenticeship Initiative Grant
The board approved the second 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.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

Mr. Marvin Martinez, Chancellor, provided a report to the board, which included an update on the Novel Coronavirus (COVID-19).

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. Moreno provided a report to the board.

2.4 Reports from Student Presidents

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

Mr. Mariano Cuellar, Student President, Santa Ana College
Mr. Jio Gallardy, Student President, Santiago Canyon College

2.5 Report from Classified Representative

Ms. Sheryl Martin, Executive Secretary, Orange Education Center, provided a report 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 De Carbo, Academic Senate President, Santiago Canyon College
Mr. Roy Shahbazian, Academic Senate President, Santa Ana College

2.7 Reports from Board Committee Chairpersons and Representatives of the Board

Ms. Alvarez provided a report on the March 13, 2020, Board Executive Committee meeting.

Although the March 16, 2020, Board Facilities Committee meeting did not meet the requirements for a quorum, Mr. Hanna provided a report on the committee meeting.

On behalf of Ms. Mendoza, Mr. Martinez provided a report on the March 12, 2020, Orange County Community Colleges Legislative Task Force meeting.

2.8 RSCCD Governance Presentation on the Brown Act

Mr. Raul F. Salinas provided a governance presentation on the Brown Act. Board members received clarification on data related to the presentation from Mr. Salinas.

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, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10, 4.12, 4.13, 4.14, and 4.15 were approved as part of Item 1.6 (Consent Calendar).

4.11 Approval of Legal Services Agreement with Tao Rossini, A Professional Corporation

This item was removed from the agenda during Item 1.3 (Additions or Corrections to the Agenda.)

5.0 GENERAL

Items 5.1 through 5.4 were approved as part of Item 1.6 (Consent Calendar).

5.5 Adoption of Resolution Number 20-03 – Declaring an Emergency and Authorizing Necessary Actions Regarding Novel Coronavirus (COVID-19)

It was moved by Mr. Hernandez and seconded by Ms. Barrios to adopt Resolution Number 20-03 – Declaring an Emergency and Authorizing Necessary Actions Regarding Novel Coronavirus (COVID-19) as presented. Discussion ensued. A substitute motion was moved by Ms. Alvarez and seconded by Mr. Hanna to include the following language (bold and italics) in the resolution:

(3) Authorizes the Chancellor and/or his designee from the date of this Resolution to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and staff at all District sites, in accordance with local, state and federal law, ***provided that any expenditure over One Million Dollars (\$1,000,000.00) will require approval of the executive committee and any expenditure over Five Million Dollars (\$5,000,000.00) will require board approval.*** Additionally, any actions taken shall be agendaized for ratification by the Board at the next regularly scheduled Board Meeting.

The substitute motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was nay.

5.6 Board Member Comments

Board members expressed their appreciation to the chancellor and staff for reacting so quickly to the extreme circumstances presented by the Coronavirus in ensuring the safety and health of RSCCD students, faculty and staff.

Mr. Moreno encouraged the colleges to advertise their classes in online apps since so many potential students are in quarantine. Mr. Hanna indicated that he had asked staff to use this time to advertise and review programs that have been discontinued in inmate education. Mr. Hernandez encouraged the colleges to develop a strategy plan to increase student enrollment.

Referring to an email from the Association of Community College Trustees, Mr. Hernandez asked that legislative support be sought for securing federal stimulus support for community colleges during this pandemic.

5.6 Board Member Comments (cont.)

Ms. Barrios indicated that the amendment made to Resolution No. 20-03 did not reflect a mistrust, but an oversight on behalf of the board during emergencies.

RECESS TO CLOSED SESSION

The board convened into closed session at 8:59 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. Management Staff
 - d. Classified Staff
 - e. Student Workers
 - f. Educational Administrator Appointments
 - (1) Director
2. Conference with Legal Counsel: Existing Litigation (pursuant to Government Code Section 54956.9[a])

Loretta Jordan v. Rancho Santiago Community College District, Orange County Superior Court Case No. 30-2019-01072357-CU-WT-CJG

Anthony Rabiola v. Rancho Santiago Community College District, Orange County Superior Court Case No. 30-2019-01115249-CU-OE-CJC

Joseph Robert Pineo v. Rancho Santiago Community College District, Orange County Superior Court Case No. 30-2019-01092834-CU-PO-CJC

Alliance of Schools for Cooperative Insurance Programs (ASCIP) vs. Sandra Elizabeth Castro Palma Claim #1805554

3. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (2 cases)
4. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)

Agency Negotiator:	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) Unrepresented Management Employees
5. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

Mr. Moreno left the meeting at this time.

RECONVENE

The board reconvened at 10:18 p.m.

Public Comment

There were no public comments.

Closed Session Report

Mr. Yarbrough reported during closed session the board discussed public employment, existing litigation, anticipated/potential litigation, labor negotiations, and public employee discipline/dismissal/release; and the board took action on an employee complaint with an administrative remedy and approved the settlement agreement with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. The board also took action to approve a Memorandum of Understanding regarding COVID-19 with FARSCCD; CSEA, Chapter 579; and CEFA with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. In addition, the board took action to release from employment a graphic designer at Santa Ana College with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

Due to technical difficulties, Mr. Hanna did not rejoin the public meeting.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

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

- Approve Employment Agreements
- Approve Appointments
- Ratify Resignations/Retirements
- Approve Final Salary Placements for Temporary Faculty Member
- Approve 2019/2020 Contract Extension Days
- Approve Leaves of Absence
- Approve Adjusted Dates for Leave of Absence
- 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 Mr. Yarbrough and seconded by Ms. Mendoza to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

- Approve New Appointments
- Approve Out of Class Assignments
- Approve Professional Growth Increments
- Approve Return to Regular Assignments
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Short Term Assignments
- Approve Changes in Temporary Assignment
- Approve Additional Hours for Ongoing Assignment
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Approval of 2020-2021 Non-Credit Instructional Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza to approve the 2020-2021 Non-Credit Instructional Calendar as presented. The motion 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 meeting of the Board of Trustees will be held on April 13, 2020.

There being no further business, Ms. Alvarez declared the meeting adjourned at 10:19 p.m.

Respectfully submitted,

Marvin Martinez, Chancellor

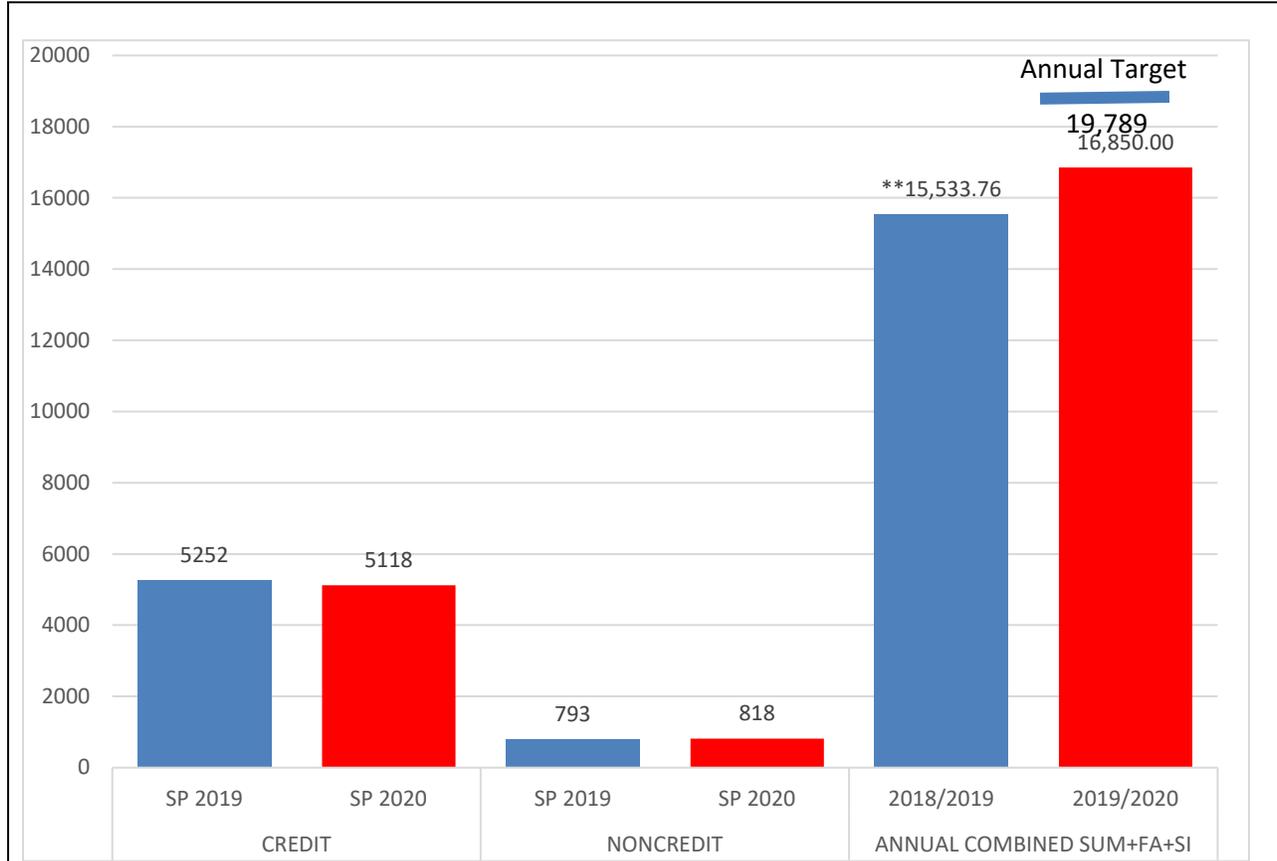
Approved: _____
Clerk of the Board

Minutes approved: April 13, 2020



SAC 2019/2020 Spring Enrollment Report

*Date: 3/19/20



FTES Target

Terms	2019/2020	DIFF	PCT
Credit SP Target	6598.00		
Credit SP Projection	6598.00	0.00	0%
Noncredit SP Target***	2111.00		
Noncredit SP Projection	2111.00	0.00	0%
Annual Target	19789.00		
Annual Projection	19671.00	-118.00	-1%

NOTES:

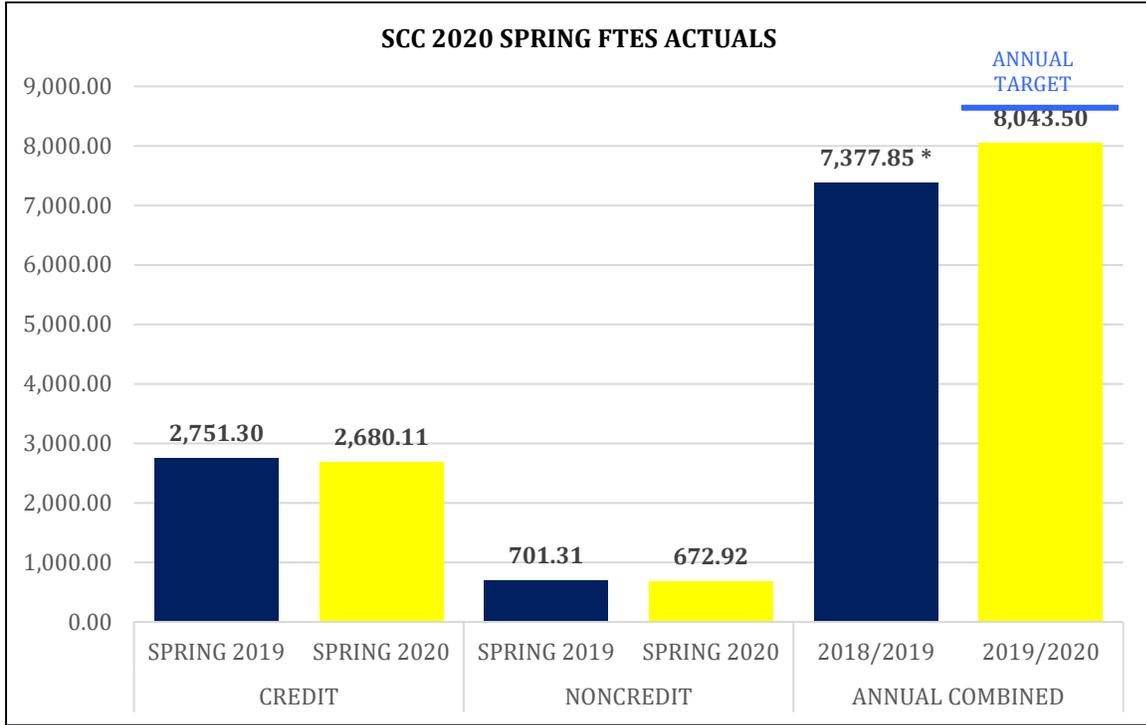
* This report represents a "moment in time" comparison between like terms.

** Accounts for summer shift of 942.34 FTES shifted from 2018/19 to 2017/18 which decreased summer 2018 FTES as well as the 2018/2019 Annual Combined Total.

*** Spring Target includes all FTES earned by June 30, 2020.



SCC 2019/2020 ENROLLMENT REPORT
3/19/2020



FTES TARGETS

TERMS	2019/2020	DIFF	PCT
Credit Spring Target	2766		
Credit Spring Projection	2766	0	0.0%
NonCredit Spring Target	1155		
NonCredit Spring Projection	** 1005	-150.00	-13.0%
Annual Target	8389		
Annual Projection	8289	-150.00	-1.8%

NOTES:

*Accounts for summer shift of 450.66 FTES shifted from 2018/19 to 2017/18 which decreased summer 2018 FTES as well as the 2018/2019 Annual Combined Total.

**Based on a return of face-to-face classes on April 27th.

SOURCE:

Executive Dashboard Report