

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

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

**Monday, May 11, 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. 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. Mr. John Hanna joined the meeting at the time noted.

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. Jio Gallardy, Student President, Santiago Canyon College, Rancho Santiago Community College District.

1.3 Approval of Additions or Corrections to Agenda

There were no additions or corrections to the agenda.

1.4 Public Comment

Notice of public comments were submitted prior to the meeting to Ms. Lucarelli by Ms. Kimberly Baez, Vice President of We're Tobacco Free club at Santiago Canyon College (SCC). Ms. Baez, Ms. Kris Cornejo, Mr. Solomon Jones, Ms. Colette Kim, Mr. Joseph Rivero, and Mr. Brendan Santos spoke regarding a tobacco-free campus at Rancho Santiago Community College District.

Mr. Hanna joined the meeting via video/teleconference (Zoom) during the first public comment.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Mr. Moreno to approve the minutes of the regular meeting held April 27, 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. Moreno 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 Moreno’s advisory vote was aye.

3.1 Approval of Memorandum of Understanding (MOU) between Consulate of Mexico in Santa Ana and Rancho Santiago Community College District of United States of America on Behalf of Santa Ana College (SAC) for Establishment of “Educational Orientation Window”

The board approved the MOU between the Consulate of Mexico in Santa Ana and RSCCD of the United States of America on behalf of SAC for the establishment of the “Educational Orientation Window,” as presented.

3.2 Acceptance of Sabbatical Leave Report from Teresa Simbro, Professor of Nursing

The board accepted the sabbatical leave report from Teresa Simbro, Professor of Nursing, as presented.

3.3 Approval of Memorandum of Understanding Agreement between Orange Unified School District and RSCCD on behalf of Santiago Canyon College

The board approved the MOU agreement between Orange Unified School District and RSCCD on behalf of 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 April 15, 2020, to April 28, 2020.

4.3 Rejection of All Bids for Bid #1383 for Purchase of Microscopes for New Science Center at Santa Ana College

The board rejected all bids for Bid #1383 for purchase of microscopes for the New Science Center at SAC as presented.

1.6 Approval of Consent Calendar (cont.)

5.1 Approval of Resource Development Item

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 K-12 Pathway Coordinators \$12,000,000  
and K-14 Technical Assistance Providers – Year 2 (District)

5.2 Approval of Sub-Agreements between RSCCD and Contra Costa Community College District, Feather River Community College District, Grossmont-Cuyamaca Community College District Auxiliary Services, Riverside Community College District, Santa Clarita Community College District, and Tulare County Office of Education to Award Strong Workforce Program K14 Technical Assistance Providers Grants

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 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 – Year 2

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 First Amendments to 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 - Year 1

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.

5.5 Approval of First Amendment to Sub-Agreement between RSCCD and Fresno County Superintendent of Schools in Central Valley/Mother Lode Region Selected to Host Strong Workforce Program K12 Pathway Coordinator - Year 1

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.

1.6 Approval of Consent Calendar (cont.)

5.6 Approval of First Amendments to Sub-Agreements between RSCCD and Chaffey, Los Rios, MiraCosta, Mt. San Antonio, San Francisco, Ventura, Yosemite Community College Districts to Award Centers of Excellence (COE) for Labor-Market Research Grants to Host Colleges/Districts in State of California

The board approved the first amendments to 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.

5.7 Approval of First Amendment to Sub-Agreement between RSCCD and Los Rios Community College District for Statewide Director - Retail/Hospitality/Tourism 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.

5.8 Approval of Professional Services Agreement (Enrollment Management with Cambridge West Partnership, LLC (CWP))

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.

5.9 Approval of Professional Services Agreement (CCFS-320 Workflow Process) with Cambridge West Partnership, LLC (CWP)

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.

5.10 Approval of Agreement with 25<sup>th</sup> Hour Communications for Digital Media Services

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 Adoption of Resolution No. 20-07 in Honor of Classified School Employee Week – May 17-23, 2020

It was moved by Ms. Mendoza and seconded by Mr. Yarbrough to adopt Resolution No. 20-07. On behalf of the board, Ms. Alvarez thanked the classified staff for their hard work. 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.

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

### **2.1 Report from the Chancellor**

Mr. Marvin Martinez, 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.

Ms. Alvarez asked that the written reports provided 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 Report from Board President**

Ms. Alvarez provided a report to the board during Item 2.8.

## 2.8 Reports from Board Committee Chairpersons and Representatives of the Board

Ms. Alvarez provided a report on the Ad Hoc Board Committee for Discussion and Timing of Reentry Plans According to the Governor's Guidelines which met on May 6, 2020. She indicated the full board and those who were in attendance at the committee meeting plan to discuss the options and reentry of the fall semester according to the Governor's guidelines during Item 5.11.

## 3.0 INSTRUCTION

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

## 4.0 BUSINESS OPERATIONS/FISCAL SERVICES

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

## 5.0 GENERAL

Items 5.1 through 5.11 were approved as part of Item 1.6 (Consent Calendar).

### 5.11 Discussion of Options and Reentry for Fall Semester According to Governor's Guidelines

The college presidents presented options for reentry during the fall semester according to the Governor's guidelines. It was noted that the plans are preliminary and still need to be vetted by the shared governance groups on campus. Ms. Alvarez indicated that the next meeting for the Ad Hoc Board Committee for Discussion and Timing of Reentry Plans According to the Governor's Guidelines will be held on May 13, 2020.

### 5.12 Approval of Hiring Plan and Process for Selection of New Santa Ana College President

Ms. Green presented three options for a hiring plan and process to select a new SAC president. The chancellor recommended Option #1. After discussion, it was moved by Mr. Yarbrough and seconded by Mr. Hernandez to approve Option #1 (attached to the minutes) as the hiring plan and process for selection of the new SAC president. 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.

### 5.13 Board Member Comments

Mr. Hernandez expressed appreciation for staff, faculty and students adapting to the new guidelines in keeping everyone safe.

5.13 Board Member Comments (cont.)

Ms. Alvarez expressed appreciation to the trustees who wore the t-shirts promoting “Counting All Children in Census 2020” provided by the National Association of Latino Elected and Appointed Officials (NALEO).

**RECESS TO CLOSED SESSION**

The board convened into closed session at 7:14 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. Educational Administrator Appointments
    - (1) Interim SAC President
  
2. 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
  
3. Public Employee Performance Evaluation (pursuant to Government Code Section 54957[b][1])
  - a. Vice Chancellor, Business Operations/Fiscal Services
  - b. Vice Chancellor, Educational Services
  - c. Vice Chancellor, Human Resources
  - d. President, Santa Ana College
  - e. President, Santiago Canyon College

Mr. Moreno left the meeting at this time.

**RECONVENE**

The board reconvened at 9:24 p.m.

Due to technical difficulties, Ms. Mendoza did not rejoin the public meeting at this time.

Public Comment

There were no public comments.

## Closed Session Report

Mr. Yarbrough reported during closed session the board discussed public employment and public employee performance evaluations; and the board took no action.

Ms. Mendoza joined the public meeting at this time.

### **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. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

- Approve Appointment of Interim SAC President
- Approve Appointments/Part-time to Tenure Track
- Ratify Resignations/Retirements
- Approve 2020-2021 Sabbatical Leaves of Absence
- Approve Banked Leaves of Absence
- Approve 2019-2020 Contract Extension Days
- Approve 2019-2020 Additional Contract Extension Days

#### **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. 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 Out of Class Assignments
- Approve Changes in Salary Placements
- Approve Leaves of Absence
- Approve Professional Growth Increments
- Ratify Resignations/Retirements
- Approve Changes in Temporary Assignments
- Approve Miscellaneous Positions



**7.0 ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on Tuesday, May 26, 2020.

There being no further business, Ms. Alvarez declared the meeting adjourned at 9:29 p.m.

Respectfully submitted,

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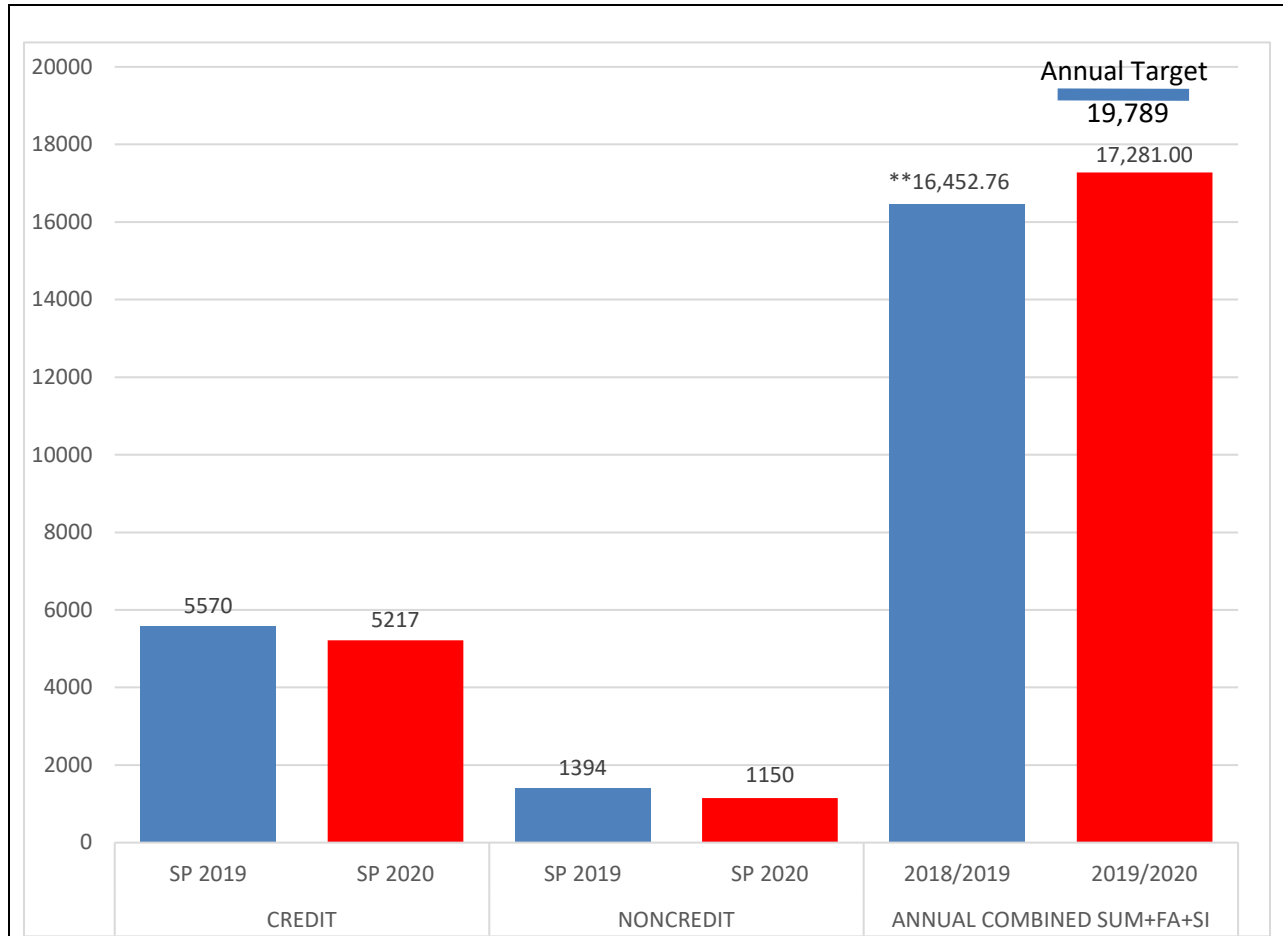
Marvin Martinez, Chancellor

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

Minutes approved: May 26, 2020



## SAC 2019/2020 Spring Enrollment Report \*Date: 5/6/2020



### FTES Target

Terms	2019/2020	DIFF	PCT
Credit SP Target	6598.00		
Credit SP Projection	5798.00	-800.00	-14%
Noncredit SP Target***	2111.00		
Noncredit SP Projection	1396.00	-715.00	-51%
Annual Target	19789.00		
Annual Projection	18114.00	-1675.00	-9%

### NOTES:

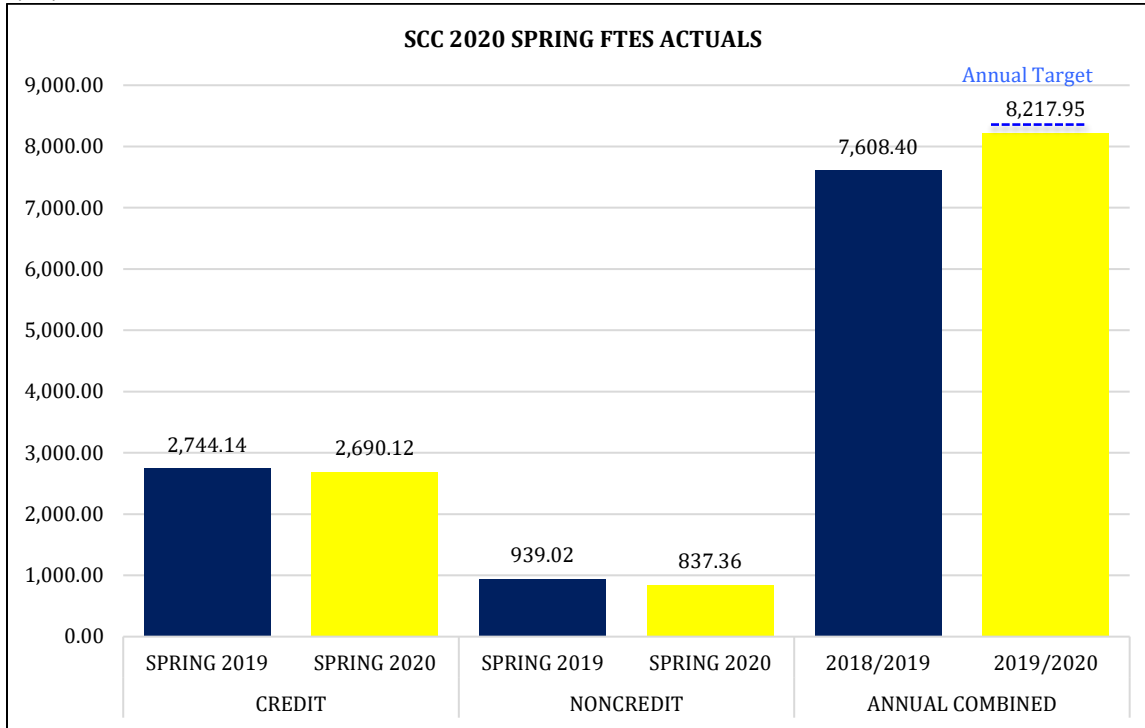
\* This report represents a “moment in time” comparison between like terms.

\*\* 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**  
5/06/2020



**FTES TARGETS**

TERMS	2019/2020	DIFF	PCT
Credit Spring Target	2766		
Credit Spring Projection	2700	-66.00	-2.4%
NonCredit Spring Target	1155		
NonCredit Spring Projection	925	-230.00	-19.9%
Annual Target	8389		
Annual Projection	8358	-31.00	-0.4%

**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.

**SOURCE:**

Executive Dashboard Report

## **Santa Ana College - President's Report to the RSCCD Board of Trustees May 11, 2020**

### **OVERVIEW/COVID-19**

Santa Ana College remains in Temporary Remote Instruction and virtual student services for (at least) the duration of the Spring and Summer 2020 semesters. During this time, Santa Ana College and the School of Continuing Education continue to work toward our Vision for Success and Equity Goals. These efforts include:

### **ENROLLMENT**

#### **Credit**

- Santa Ana College Credit continues to feel the impact of COVID-19. Our FTES today is at 5,217, compared to 5570 during similar time last year. New data reports reveal that there have been 1,062 drops due to COVID-19 from 287 different courses. We are using these data to add sections to our Summer and Fall 2020 terms.
- Based on conversations with our academy and some allied health partners, we have begun highly controlled face-to-face offerings to allow students to complete skills-based activities prior to the end of Spring 2020. This will lead to an increase in student completion in these essential programs.

#### **Noncredit**

- As of May 6, 2020, SAC School of Continuing Education was at 1,150 FTES, which is down from last year at a comparable date when it was at 1,394. SAC School of Continuing Education courses are almost all positive attendance and have been significantly impacted by the COVID-19 crisis. SAC School of Continuing Education has taken extensive measures to reduce this impact including:
  - developing new programs,
  - simplifying registration processes,
  - increasing marketing efforts, and
  - improving student services.
- SAC School of Continuing Education continues to make progress in restoring FTES to typical levels. Since the start of the SAC Go initiative SAC School of Continuing Education **is earning 72% of its typical FTES**, which represents a significant improvement from below 50%, which SAC-SCE was earning at the start of the transition to remote instruction.

### **GOAL 1 - COMPLETION**

*Goal 1A: Increase All Students Who Earned an Associate Degree (including ADTs),*

*Goal 1B: Increase All Students Who Earned a Chancellor's Office Approved Certificate*

*Goal 1C: Increase All Students Who Attained the Vision Goal Completion Definition*

- Santa Ana College sent a total of 4,308 text messages to students the college identified with high financial need and are on track to program or course completion. SAC sent a campus-wide message advising faculty and staff to encourage students to

- request emergency funds via the CARES application. Thus far, the college has received 2,900 applications. Financial Aid staff are processing applications daily. To date, over \$792,000 has been awarded. Disbursement of these CARES funds will be distributed to eligible students each Monday beginning May 11 through the remainder of the Spring semester. We anticipate future application and disbursement periods in the Summer and Fall 2020, as long as funds are available.
- SAC successfully hosted eight Virtual Early Decisions sessions in April and May 2020. These sessions are a collaboration between Outreach, Counseling, Assessment, DSPS and A&R. Approximately, 1,093 high school seniors met one-on-one with a counselor in a virtual format. With the counselor's assistance students developed and received an Education Plan and registered for 12 or more units. SAC will hold additional make-up sessions with this group of students in the Summer.
  - Four 2020 Alumni Hall of Fame Inductees were honored during the SAC Foundation Board of Directors meeting held via Zoom on April 29, 2020. This year's inductees are:
    - Vera Jimenez - Current KTLA 5 Meteorologist
    - Jim Steiner - Current Mayor of Corona, California
    - Fortino Rivera - SAC Foundation Board Member and CEO/Co-Owner of Staffing Solutions
    - Mike Talbot - Former President/CEO of Universal Space Lines LLC and current Principal at Aerospace & Defense Consultant
  - The Santa Ana College Foundation/Office of College Advancement is responding to meet the needs of SAC students. These efforts led to a **major gift of \$300,000 from SchoolsFirst Federal Credit Union** in support of the SAC Foundation Raising the Game Campaign.
  - The SAC foundation raised \$63,250 in sponsorships, opportunity drawing ticket sales, and virtual golfer registrations for the 2020 Virtual Ed Arnold Golf Classic.
  - SAC Foundation has received an **\$80,000 grant from Union Bank** in support of: Covid-19 relief funding, Ed Arnold Golf Classic, Student Scholarships, and SSTI and Promise Students.
  - To date, SAC Foundation has distributed \$27,120 in Urgent Action Student Support Emergency Funds to 38 SAC students who are impacted by COVID-19.
  - The Foundation also distributed \$750 in grocery gift cards to 15 MESA students.
  - To help students address food and housing insecurity, the Foundation has formed new partnerships with **Operation Helping Hands** and **Orange County United Way**.
  - General, EOPS and CalWorks counseling faculty, assigned to these areas, have continued to meet with students virtually to assist them with priority registration for the Fall.

### **GOAL 2- TRANSFER**

*Goal 2A: Increase All Students Who Earned an Associate Degree for Transfer*

*Goal 2B: Increase All Students Who Transferred to a CSU or UC Institution*

- Due to COVID-19, SAC School of Continuing Education is currently unable to offer the Pre-Apprenticeship Program for Construction for individuals who were formerly incarcerated (FI)/Justice Impacted (JI). In response to the change of plans and to meet the educational needs of this population, during the Summer 2020 term, SCE will offer a **virtual 8-week Workforce Preparation Course using the New World of Work Curriculum**. The goal of this class is to improve familiarity with Santa Ana College programs and pathways, assist with students' transition to educational programs, and to build a community of peer support. Instructional material will be contextualized to address the unique challenges encountered by FI/JI students.

### **GOAL 3- UNIT ACCUMULATION**

*Goal 3A: Decrease Average Number of Units Accumulated by All Associate Degree Earners*

### **GOAL 4-WORKFORCE**

*Goal 4A: Increase Median Annual Earnings of All Students*

*Goal 4B: Increase All Students Who Attained the Living Wage*

*Goal 4C: Increase All Students with a Job Closely Related to Their Field of Study*

- As part of the noncredit to credit culinary arts pathway, 12 continuing education students at SAC School of Continuing Education **completed the food handler class and passed the Serve Safe Food Handler Certification Exam**.
- SAC School of Continuing Education received approval from the California Department of Public Health to be a **Nurse Assistant Training Program**. The next action steps include exploring the ability of the program to serve as both an online training provider and a testing site.

### **GOAL 5-EQUITY**

*Goal 5.1A: Increase All Students Who Earned an Associate Degree (including ADTs)*

*Goal 5.1B: Increase All Students Who Earned a Chancellor's Office Approved Certificate*

*Goal 5.1C: Increase All Students Who Attained the Vision Goal Completion Definition*

*Goal 5.2A: Increase All Students Who Earned an Associate Degree for Transfer*

*Goal 5.2B: Increase All Students Who Transferred to a CSU or UC Institution*

*Goal 5.3A: Decrease Average Number of Units Accumulated by All Associate Degree Earners*

*Goal 5.4A: Increase Median Annual Earnings of All Students*

*Goal 5.4B: Increase All Students Who Attained the Living Wage*

*Goal 5.4C: Increase All Students with a Job Closely Related to Their Field of Study*

- The Counseling department at SAC's School of Continuing Education continues to communicate with students about mental health during the COVID-19 crisis. **May is Mental Health Awareness Month** and Counselors are sharing self-care flyers in English, Spanish, and Vietnamese: to provide tips on how to cope during this pandemic.

- SAC's Health and Wellness Center continues to support SAC students and provide medical and psychological appointments using a virtual format. Recent outreach efforts include:
  - Four student seminars are scheduled in a virtual format and focused on how to improve sleep, increase positive emotional experiences, modify negative thoughts and beliefs, and decrease stress.
  - A health and wellness presentation was provided for a Child Development class Wednesday, April 29.
  - The Health and Wellness Center will conduct, virtually, workshops on Anxiety and Mental Health for Guardian & UndocuScholars during the next two weeks.
  - The Health and Wellness Center collaborated with ASG to host "Movies for Mental Health" on May, 8, 2020.
  
- SAC's office of Student Life Continues to provide opportunities for student engagement using a virtual delivery format. Events are hosted virtually and include meet and greets with campus leaders to sexual assault awareness days to a yoga workshop which is schedule for Friday, May 15, 2020. Additionally, SAC ASG provided more than 500 students with stress care packages.

SAC's Student Leadership Awards Ceremony will be held in a virtual format on May 28, 2020.

- SAC's DSPS successfully collaborated with the Office of School Relations during Early Decision to streamline the process that will help potential students obtain services through DSPS.
  
- The Annual Faculty and Classified Joint Awards for Excellence Program will move forward as a virtual event on **Wednesday, May 20, 2020 at 2:00 p.m.**

## **Santiago Canyon College President's Report to the RSCCD Board of Trustees May 11, 2020**

### **Enrollment Report:**

In **credit**, as of May 6, 2020 we are at 2690.12 FTES which is -54.02 FTES compared to same time period last year. Our projection for credit remains the same as reported previously: we believe we will be -66 FTES short of our spring target of 2766 (primarily loss of positive attendance in COVID19 environment).

In **noncredit**, as of last week we posted 837.36 FTES which represents 86% of our spring target of 1,155 FTES. The posted FTES is 102 FTES lower than the same time period last spring and is a direct effect of the necessary Social Distancing and transition to TRI. Having said that, I am happy to report that the number of noncredit students participating in TRI continues to increase. As a result, we are once again changing our spring projection upward by 40 FTES compared to the last report and will end the semester -230 FTES short of target.

**Good News:** SCC exceeded its summer target by 73.20 FTES and exceeded its fall target by 209.88 FTES, which provides a "cushion" to offset spring term FTES losses due to COVID19. Our projection for the year is 8358 FTES and project to **fall short by only -31 FTES.**

## **COLLEGE UPDATES**

### **Early Welcome Goes Virtual!**

Early Welcome (EW) is the premier program that matriculates incoming first-year students by providing support from application, orientation, counseling and registration. EW has been our "bread and butter" to upfront fall enrollment.

SCC counselors developed a special Early Welcome online orientation for matriculating high school students to access through Canvas. Upon completion of orientation, students completed a Microsoft Exit/Google Form to indicate area of career interest, preferred method of appointment with counselor to discuss first semester classes, and support services or programs they would like to know more about.

Counseling support staff schedule students for an "Early Welcome Friday" one-to-one 30 minute counseling appointment with a counselor that is conducted through Cranium Café. Counselors work with students to develop a first semester education plan with the Online Ellucian Education Plan, answer students' questions, and make referrals to other support services. After EW Friday, students have five days (Saturday-Wednesday) to register for fall 2020 classes after meeting with the counselor.

To date, 872 EW students have completed an online orientation and 683 have registered for fall classes.

### **Drive-Up WiFi Program:**

On Monday, May 4, the college launched a pilot Drive Up WiFi program that aims to meet the needs of those students who do not have reliable internet access. Wireless access is available to students in Lot #6 on weekdays, Mondays through Thursday, from 7:30 a.m. until 9:00 p.m. and 7:30 a.m. until 12:00 noon on Fridays. Access is for registered students (credit and noncredit) with valid login credentials. Students must remain in their cars while using the college's network and park in every-other parking stall to enhance social-distancing protocols. In congruence with social-distancing restrictions, the college will not accommodate pedestrians or cyclists; in addition, no restroom or other facilities are available. To date, we have only had a handful of students utilizing this service.



### **CARES ACT Student Emergency Grants**

Approximately, 1,513 students are receiving emergency grants ranging between \$300.00 - \$600.00 during this first round of disbursement (totaling \$547,800.00). These individuals are receiving their funds today. Additionally, students can submit an application for CARES Act Emergency Funds. To date, we have received 196 applications which are reviewed individually to ensure Title IV program eligibility requirements. These applications are reviewed and approved on an on-going basis and depending on special circumstances, may be eligible up to \$3000.00.

For additional information:

<https://www.sccollege.edu/StudentServices/FinancialAid/Pages/CARES-Act-Emergency-Funds.aspx>

### **Emergency Grants for Undocumented Students**

[Staff from our First Year Support Center are reaching out to undocumented students and encouraging them to apply for emergency grants utilizing AB19 and AB2 college promise state funds.](#)

### **Examples of Virtual Support Services and continued transition to TRI:**

Estela Cuellar, Director, Strong Workforce and Apprenticeship, is working with the **Electrician Trust and Operating Engineers** regarding their interest in adding a distance education addendum to their courses, and instituting Canvas training for their instructors in order to teach their courses online, in the future.

**The First Year Support Center** is providing all workshops for the student success certificate in a virtual format. Recent workshops include:

- **Life as a first-gen student in higher education** – discussion of challenges faced by this community including difficulties during COVID-19 while offering tips and resources.
- **Accepting change** – discussion on how to manage change when it is expected (applying to college) or unexpected (COVID-19). Students learned six tips on how to manage change in their life.
- **Will people see my TickTok though?** - Students learned what social/digital media footprint is in order to understand how they utilize technology its consequences.

The Division of Business and Career Education held its first remote Professional Employment Workshop featuring **Credence Bolan, Director of Compliance for Harbor Health Systems**. Ms. Bolan provided information about the worker' compensation industry, career opportunities within her company, and an overview of the skills needed to successfully enter this industry as well as providing advice on interviewing & networking with industry professionals.

**The PATHWAYS TO TEACHING PROGRAM** on April 29, 2020 hosted the **UCI CalTeach Math & Science Information Session** to PTTP students interested in teaching in the STEM field. Through this program, students can take classes that help them gain teaching skills and practice these methods in local K-12 classroom. This is a great opportunity for students to find out if teaching in the STEM field is right for them. Student who successfully complete the program receive a \$150 stipend.

**Upcoming Events:**

**Hawk's Nest Drive Through Food Pantry Distribution:** Thursday, May 14, 2020 from 10am-2pm in Lot 2. This is our fourth distribution since TRI. On average, we are serving 300 students per distribution date. Special thanks to the Orange County Food Bank, and the Second Harvest Food Bank of Orange County for their continued support.

Finally, I want to express my gratitude to the **Associated Student Government (ASG)** for their generous one time donation of \$13,350 to support the SCC Food Pantry and Student Emergency Fund and an additional one-time allocation of \$12,000.00 to support the long-term disbursement of scholarships through the ASG Endowed Scholarship fund. This award, totaling \$25,350.00 in direct support, will be made payable to the SCC Foundation and supports the education and well-being of students. #leadershipinaction



## **Presidential Search Timeline One-year Start Option 1 (Chancellors Recommendation) 2021/2022**

RFP Schedule	RFP will be issued in July 2020. Responses will be due in August 2020. It is estimated that the contract for services will begin the month of September, 2020 or thereabouts and will terminate no later than June 1, 2021.
August 2020	Chancellor's Cabinet create first draft of position description for Presidential position, including min/desirable quals, and ideal characteristics; draft institutional strengths and challenges are identified; work is begun on President search website
September 2020	Regular Meeting of the Board of Trustees; Presentation for approval of position description for Presidential position, including min/desirable quals, and ideal characteristics; institutional strengths and challenges
October 2020	Committee Selection (AR 7120.3) conduct initial meeting & EEO training; review—position description for President position, including min/desirable quals and ideal characteristics; President search timeline; institutional strengths and challenges; search and selection process
<b>November 2020</b>	<b>Recruitment open; Position Advertised</b>
December 2020	First committee meeting held; paper screen criteria and rating form are adopted; first level interview criteria, questions and rating form are adopted
December 2020	Deadline for application materials for first review
January 2021	1 <sup>st</sup> Committee meeting completes application screening 2 <sup>nd</sup> Committee meeting meets to identify first level interviewees or extend recruitment
February 2021	Committee conducts Interviews (2 days)
February 2021	Finalist Interview Week--campus forums, interview with President's Cabinet, Campus Tours, and final Interviews with Chancellor

May 2021                      Site Visits (if desired) reports due to the Chancellor  
Regular Meeting of the Board of Trustees; approve new President  
and approve contract

July 2021                      New President projected start date