

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

Board of Trustees
(Regular meeting)

Monday, August 10, 2020

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The Zoom meeting was called to order at 4:35 p.m. by Ms. Claudia Alvarez via video/teleconference. Other members present were Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, Mr. Phillip Yarbrough, and Mr. Mariano Cuellar via video/teleconference (Zoom) pursuant to Governor Newsom's Executive Order N-29-20. Ms. Arianna Barrios arrived at the time noted.

Administrators present during the regular meeting via video/teleconference (Zoom) were Ms. Tracie Green, Mr. Peter Hardash, Dr. Marilyn Flores, Mr. Marvin Martinez, Mr. Enrique Perez, and Mr. Jose Vargas. 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. Jose Vargas, Interim President, Santiago Canyon College.

Ms. Barrios arrived at this time.

1.3 Approval of Additions or Corrections to Agenda

There were no additions or corrections to the agenda.

1.4 Public Comment

Ms. Alvarez indicated that public comments were received via email from Ms. Claire Coyne and asked that they be attached to the minutes since Ms. Coyne had a previous commitment and could not attend the board meeting. She also noted that if Ms. Coyne is able to participate later in the meeting, she would be able to share her public comments at that time. (NOTE: Mr. Jeffrey McMillian read Ms. Coyne's comments into the record after Item 1.7 [Presentation on chancellor's Diversity Initiative].)

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to approve the minutes of the regular meeting held July 13, 2020. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Cuellar’s advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 4.3 removed from the Consent Calendar by Mr. Yarbrough. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Cuellar’s advisory vote was aye.

3.1 Approval of Subscription Agreement Renewal with Regroup Mass Notification Solution

The board approved the subscription agreement Renewal with Regroup Mass Notification Solution located in San Francisco, California, as presented.

3.2 Approval of Dual Enrollment Agreement Renewal between Samueli Academy and Rancho Santiago Community College District

The board approved the dual enrollment agreement renewal between Samueli Academy and RSCCD, as presented.

3.3 Approval of Affiliation Agreement Renewal with South Coast Global Medical Center, Inc. doing business as South Coast Global Medical Center

The board approved the affiliation agreement renewal with South Coast Global Medical Center, Inc. doing business as South Coast Global Medical Center located in Santa Ana, California, as presented.

3.4 Approval of Rancho Santiago Community College District Professional Services Agreement with Substance Media, Inc.

The board approved the RSCCD professional services agreement with Substance Media, Inc. located in Covina, California, as presented.

3.5 Approval of Clinical Community Health Training Affiliation Agreement Renewal with Vanguard University

The board approved the clinical community health training affiliation agreement renewal with Vanguard University located in Costa Mesa, California, as presented.

1.6 Approval of Consent Calendar (cont.)

- 3.6 Approval of College and Career Access Pathways A Dual Enrollment Partnership Agreement Renewal 2020-2023 with Santa Ana Unified School District (SAUSD)
The board approved the college and career access pathways a dual enrollment partnership agreement renewal 2020-2023 with SAUSD located in Santa Ana, California as presented.
- 3.7 Approval of Reduction of the Nonresident Capital Outlay Fee from \$35 per Unit to \$10 per Unit for 2020-2021
The board approved reducing the nonresident capital outlay fee from \$35 per unit to \$10 per unit for the 2020-21 fee as presented.
- 3.8 Approval of Santiago Canyon College (SCC) Joining California Community College Equity Leadership Alliance at University of Southern California (USC) Race and Equity Center
The board approved SCC joining the California Community College Equity Leadership Alliance at USC Race and Equity Center as presented.
- 3.9 Approval of Professional Services Agreement with Interact Communications, Inc. for Rancho Santiago Adult Education Consortium Marketing Campaign
The board approved the professional services agreement with Interact Communications, Inc. for a Rancho Santiago Adult Education Consortium marketing campaign as presented.
- 3.10 Approval of Affiliation Agreement with University of California San Francisco School of Medicine on Behalf of Bixby Center of Global Reproductive Health
The board approved the affiliation agreement to serve as a study site for the University of California San Francisco School of Medicine on behalf of the Bixby Center of Global Reproductive Health as presented.
- 3.11 Approval of Amendment #1 to Agreement with Orange County Transportation Authority (OCTA) for Continuing Education College Pass Program
The board approved Amendment #1 to agreement with OCTA for a continuing education pass program 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 27, 2020, to June 30, 2020.

1.6 Approval of Consent Calendar (cont.)

4.5 Approval of Professional Services Agreement with Cumulus Technology Services, LLC

The board approved the professional services agreement with Cumulus Technology Services, LLC as presented.

4.6 Approval of Professional Services Agreement with Go To Technologies, Inc.

The board approved the professional services agreement with Go To Technologies, Inc. as presented.

4.7 Approval of Surplus Property

The board approved declaring the list of equipment as surplus property and utilizing The Liquidation Company to conduct an auction as presented.

4.8 Ratification of Purchase Orders Approved by Chancellor per Resolution No. 20-03 Declaring an Emergency and Authorizing Necessary Actions Regarding Novel Coronavirus (COVID-19)

The board ratified the purchase orders approved by the chancellor per Resolution No. 20-03 for the period July 1, 2020, through July 28, 2020.

4.9 Approval of Purchase Orders

The board approved the purchase order listing for the period June 21, 2020, through July 18, 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:

- Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief Fund (HEERF) – Minority Serving Institution (MSI) (SAC & SCC)	\$ 577,122
- Early Head Start – Year 1 (District) - <i>Augmentation</i>	\$ 215,911
- Career and Technical Education Act (CTEA) Title I-C (District/SAC/SCC)	\$1,011,344
- College Assistance Migrant Program – Year 4 (SCC)	\$ 425,000
- Project Gateway Program – College Access Informational Continuum (CAIC) (SAC)	\$ 52,700
- Tobacco-Free College Program (SAC)	\$ 20,000

5.2 Approval of Second Amendment to Sub-Agreement between RSCCD and Tri-Valley Regional Occupational Program in Bay Area Region Selected to Host Strong Workforce Program K12 Pathway Coordinators – Year 1

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.

1.6 Approval of Consent Calendar (cont.)

5.3 Approval of First Amendment to Sub-Agreement between RSCCD and Riverside County Office of Education in Inland Empire Desert Region Selected to Host Strong Workforce Program K12 Pathway Coordinators – Year 2

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 Professional Services Agreement between RSCCD and Lauren McSherry Consulting

The board approved the professional services 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.

1.7 Presentation on Chancellor's Diversity Initiative

Dr. Narges Rabii-Rakin provided a presentation on the Chancellor's Diversity Initiative. Board members received clarification on the data presented from Dr. Rabii-Rakin.

Ms. Alvarez allowed Mr. McMillan to read Ms. Coyne's public comments at this time.

1.4 Public Comment

Mr. Jeffrey McMillan read into the record Ms. Coyne's public comments (attached to the minutes) concerning the processes for approval of a new job description, recruitment, and interim position relating to the Chief Advisor for Academic and Diversity Programs position approved by the board at its July 13, 2020, meeting.

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 COVID-19 testing for staff/students.

2.2 Reports from College Presidents

Dr. Marilyn Flores, Interim President, Santa Ana College provided a report to the board which included the introduction of the following new faculty members: Dr. Mr. Mohamed Chakhad (Physics), Mr. Michael De Laby (Nursing), Ms. Taylor Uffelman (Nursing), Ms. Beatriz Villa (English), and Dr. Alexander Natale (Physics).

2.2 Reports from College Presidents (cont.)

Mr. Jose Vargas, Interim President, Santiago Canyon College, provided a report to the board.

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 and at the May 11, 2020, board meeting Ms. Alvarez asked that the written reports provided by the college presidents be attached to the minutes.

2.3 Report from Student Trustee

Mr. Cuellar 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. Henry Gardner, Student President, Santiago Canyon College
Ms. Monica Renteria, Student President, Santa Ana College

2.5 Report from Classified Representative

There was no representation from classified staff.

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Mr. Craig Rutan, 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.

2.8 Reports from Board Committee Chairpersons and Representatives of the Board

Ms. Alvarez provided a report on the July 29, 2020, Ad Hoc Board Committee for Discussion and Timing of Reentry Plans According to the Governor's Guidelines meeting.

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, and 4.5 through 4.9 were approved as part of Item 1.6 (Consent Calendar).

4.3 Approval of 2020-2021 Proposed Adopted Budget Assumptions

It was moved by Ms. Barrios and seconded by Mr. Labrado to approve the adopted budget assumptions for the 2020-2021 fiscal year as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Cuellar’s advisory vote was aye.

4.4 Quarterly Investment Report as of June 30, 2020

The quarterly investment report as of June 30, 2020, was presented as information.

5.0 GENERAL

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

5.5 Ratification of Chancellor’s Decision as Approved by Ad Hoc Committee to Begin the Fall Semester in Stage One and Proceed to Stage Two Once Approved by State Governor per Resolution No. 20-03 Declaring an Emergency and Authorizing Necessary Actions Regarding Novel Coronavirus (COVID-19)

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to ratify the Chancellor’s decision as approved by the Ad Hoc Committee to begin the fall semester in Stage One and proceed to Stage Two once approved by the State Governor under the authority of Resolution No. 20-03 Declaring an Emergency and Authorizing Necessary Actions Regarding Novel Coronavirus (COVID-19). Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Cuellar’s advisory vote was aye.

5.6 Approval of Support for Assembly Bill (AB) 1759 – Institutions of Higher Education: Liability for Coronavirus Disease (COVID-19) Related Injuries

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to approve support for AB 1759. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Cuellar’s advisory vote was aye.

5.7 Approval of Return to Work Plan for Instructional Space Guidelines

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the Return to Work Plan for Instructional Space Guidelines as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Cuellar’s advisory vote was aye.

5.8 Board Member Comments

Mr. Hanna and Mr. Yarbrough congratulated Mr. Hernandez on not having an opponent in the upcoming election. Mr. Hanna asked the chancellor for the amount of money the district will save since Mr. Hernandez doesn’t have an opponent; therefore, no election is needed for Mr. Hernandez’ trustee area.

Mr. Yarbrough thanked the Ad Hoc Committee members and staff for their work in seeking solutions to open the campuses in a safe manner for staff/students. He indicated that he plans to work with the chancellor and County government to seek the possibility of funding for COVID-19 testing at SCC.

Mr. Hanna thanked the chancellor and Mr. Hardash for their efforts in saving the taxpayers money on the recent refinancing of RSCCD school bonds.

After the November election, Mr. Hanna asked Mr. Rutan and Mr. Shahbazian to meet with the newly-elected trustees to inform them of the shared governance process and how the Academic Senate plays a significant role in statewide issues.

Ms. Alvarez asked that the meeting be adjourned in memory of Ms. Paola Rojas-Gutierrez, a SCC student studying child development, who died on June 26, 2020, shortly after her 21st birthday. Ms. Alvarez read a statement from Ms. Rojas-Gutierrez’ parents about their daughter’s life and expressing their appreciation for the grateful acts of kindness and support from SCC and RSCCD during this difficult time.

RECESS TO CLOSED SESSION

The board convened into closed session at 7:30 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. Volunteers
 - f. Student Workers

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. 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

Mr. Cuellar left the meeting at this time.

RECONVENE

The board reconvened at 7:46 p.m.

Due to technical difficulties, Mr. Yarbrough did not rejoin the public meeting at this time.

Closed Session Report

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

Public Comment

There were no public comments.

Mr. Yarbrough rejoined the public meeting at this time.

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. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

- Approve Temporary/Interim Assignments
- Approve Extensions of Interim Assignment
- Approve Hiring of Temporary 1-Year Full-time Faculty Members

6.1 Management/Academic Personnel (cont.)

- Approve Final Salary Placements
- Ratify Resignations/Retirements
- Approve Leaves of Absence
- Approve Banking Leaves of Absence
- Approve Adjusted Banking Leaves of Absence
- Approve 2020-2021 FARSCCD Contract Stipends
- Approve 2019-2020 Contract Extension Days
- Approve 2019-2020 Additional Contract Extension Days
- Approve 2020-2021 Contract Extension Days
- Approve 2020-2021 Additional Contract Extension Days
- Approve Beyond Contract/Overload Stipends
- Approve Summer Stipends
- Approve Part-time/Hourly New Hires/Rehires
- 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. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Return to Regular Assignments
- Approve Changes in Salary Placement
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Short Term Assignments
- Approve Changes in Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Approval of Professional Services Agreement with Job Elephant

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

6.4 Authorization for Board Travel/Conferences

It was moved by 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. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

6.5 Adoption of Resolution No. 20-16 authorizing payment to Trustee Absent from Board Meetings

It was moved by Mr. Hanna and seconded by Mr. Yarbrough to adopt Resolution No. 20-16 authorizing payment to Lawrence “Larry” R. Labrado for his absence from the July 13, 2020, board meeting due to illness. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough; and a vote of abstention from Mr. Labrado.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on September 14, 2020.

There being no further business, Ms. Alvarez declared the meeting adjourned at 7:50 p.m. in memory of Ms. Paola Rojas-Gutierrez, a SCC student studying child development, who died on June 26, 2020, shortly after her 21st birthday

Respectfully submitted,

Marvin Martinez, Chancellor

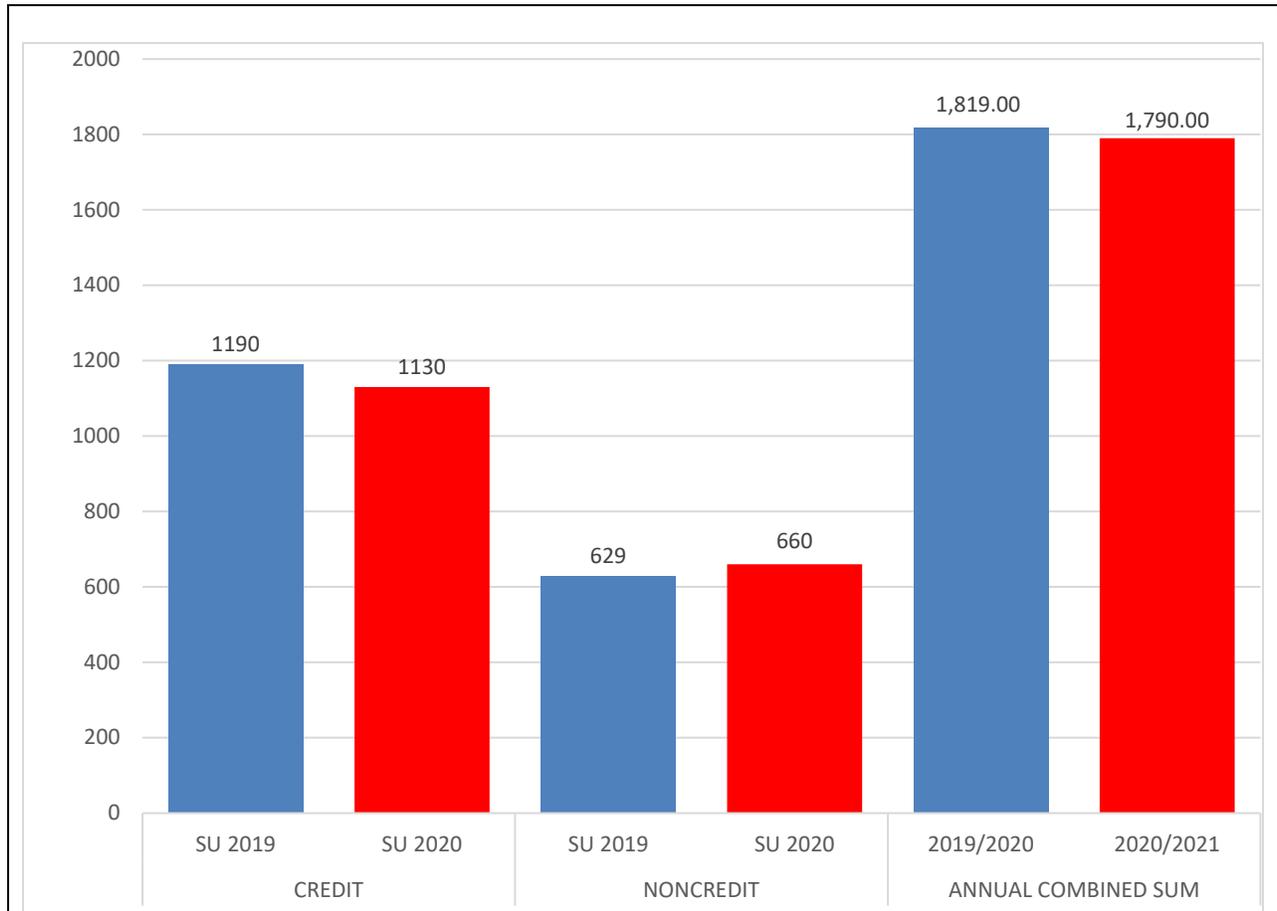
Approved: _____
Clerk of the Board

Minutes approved: September 14, 2020



SAC 2020/2021 Summer Enrollment Report

*Date: 8/5/2020



FTES Target

Terms	2020/2021	DIFF	PCT
Credit SU Target	1261.00		
Credit SU Projection	1261.00	0.00	0%
Noncredit SU Target	520.00		
Noncredit SU Projection	650.00	130.00	20%
Annual Target	18114.00		
Annual Projection	18114.00	0.00	0%

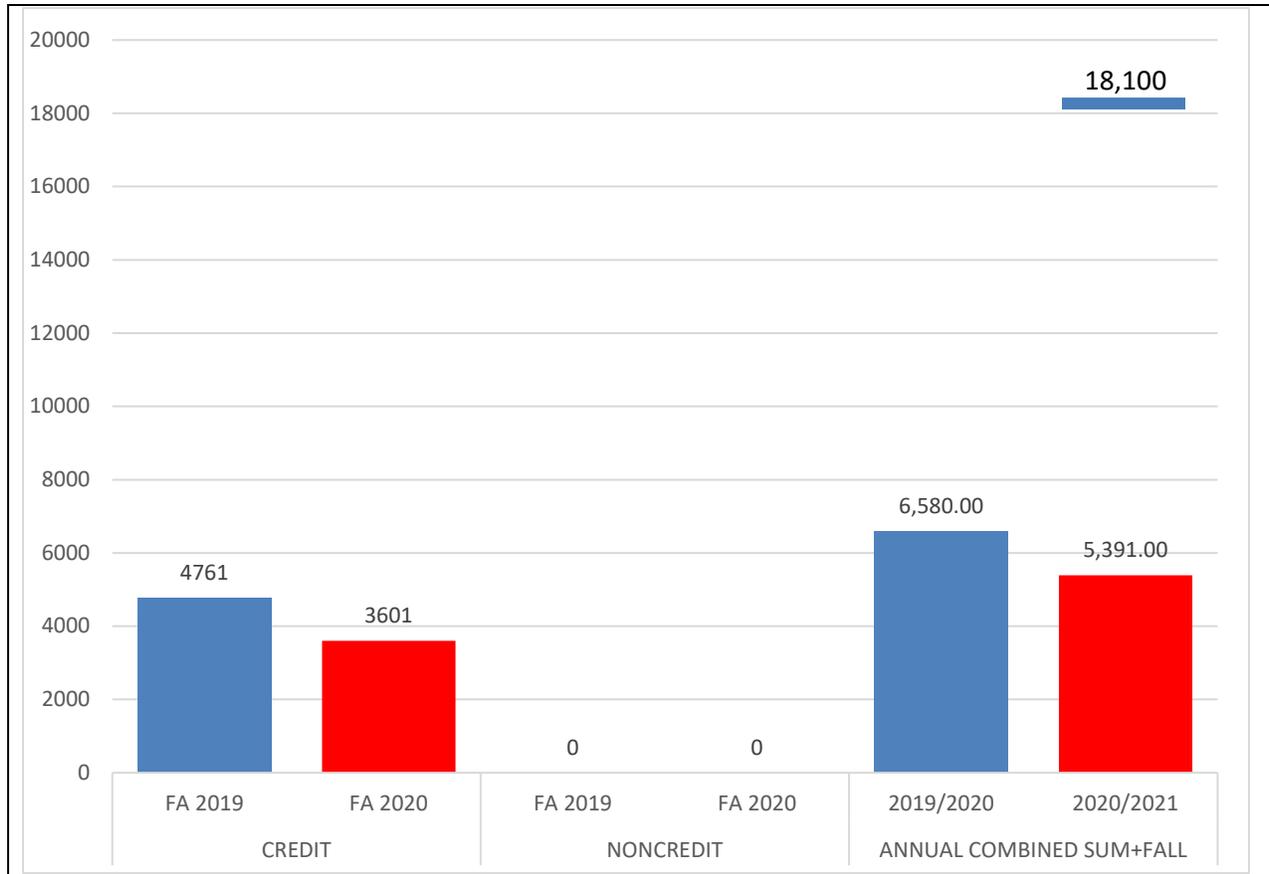
NOTES:

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



SAC 2020/2021 Fall Enrollment Report

Date: 8/5/2020



FTES Target

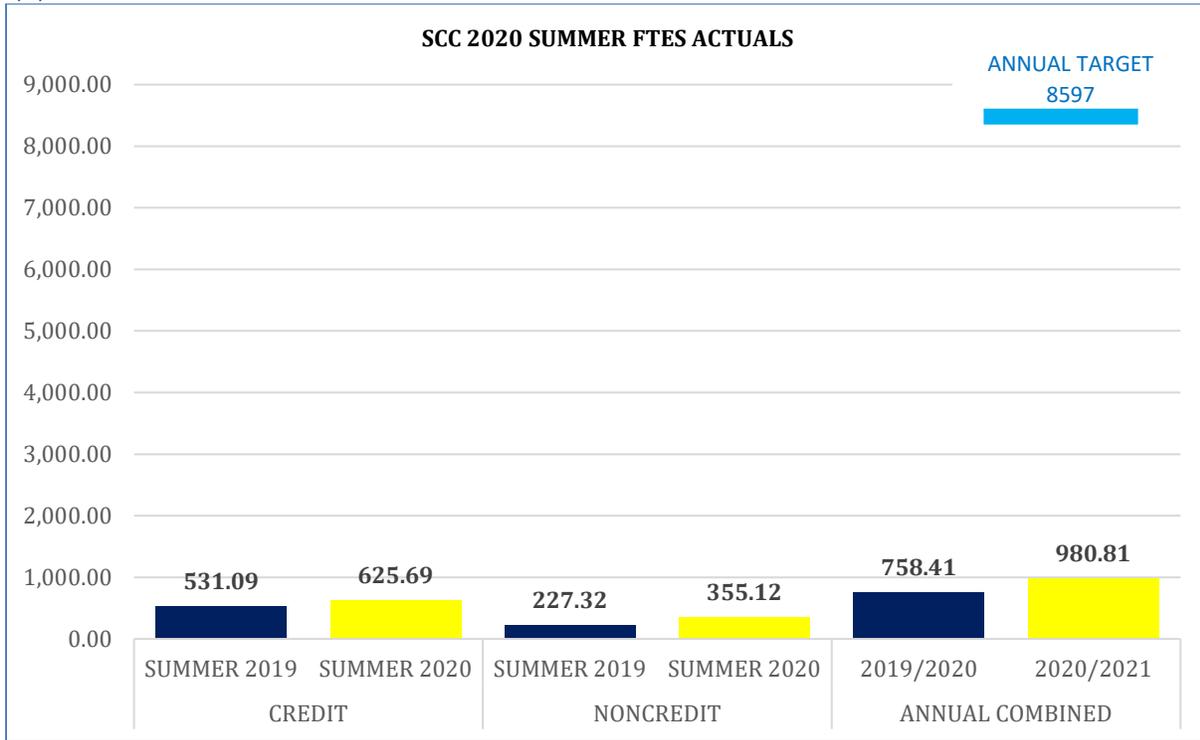
Terms	2020/2021	DIFF	PCT
Credit FA Target	6561.00		
Credit FA Projection	6561.00	0.00	0%
Noncredit FA Target	1616.00		
Noncredit FA Projection	1616.00	0.00	0%
Annual Target	18114.00		
Annual Projection	18114.00	0.00	0%

NOTES:

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



SCC 2020/2021 ENROLLMENT REPORT
8/5/2020



FTES TARGETS

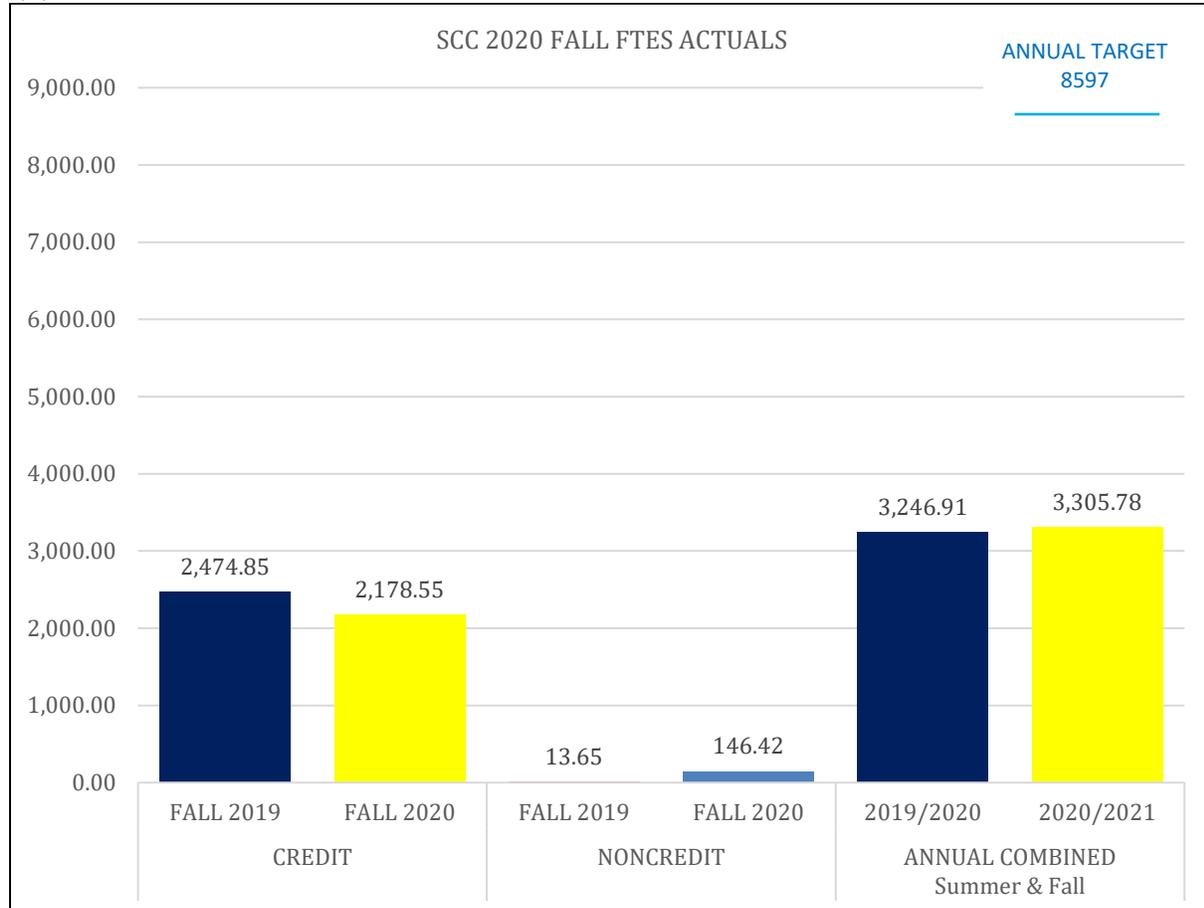
SUMMER TERM	2020/2021	DIFF	PCT
CREDIT TARGET	617		
CREDIT PROJECTION	627	+10	+1.6%
NONCREDIT TARGET	278		
NONCREDIT PROJECTION	370	+92	+33.1%
ANNUAL TARGET	8597		
ANNUAL PROJECTION	8597	0	0.0%

NOTES:

Data from Executive Dashboard Report



SCC 2020/2021 ENROLLMENT REPORT
8/5/2020



FTES TARGETS

TERMS	2020/2021	DIFF	PCT
Credit Fall Target	3071		
Credit Fall Projection	3071	0	0%
NonCredit Fall Target	688		
NonCredit Fall Projection	688	0	0%
Annual Target	8597		
Annual Projection	8597	0	0%

NOTES:

Data from Executive Dashboard Report

Dr. Marilyn Flores - President's Oral Report to the Board
August 10, 2020

ENROLLMENT

Credit and Noncredit

• **Summer 2020**

For summer, we are currently tracking higher in noncredit in comparison to the same time last year. As of today, SAC-SCE has produced 668 FTES and served 9,238 unduplicated students. The strong growth is the result of marketing and a redesign of the registration process. These efforts will continue for the fall as SAC-SCE's goal is to continue to increase the overall number of students served through its programs. In credit we are slightly down. However, most of our instructional service agreements were suspended due to COVID-19 and some have been re-started. We hope that our PAC FTES will bounce back as we continue to calculate and add attendance into colleague. For summer, we did revise the credit schedule to include courses that students had dropped in the spring due to COVID-19 and included this specific outreach efforts in our district marketing efforts. For noncredit, our growth in programs can be attributed to our robust marketing efforts that the district and both colleges engaged in and these will continue with the approval of additional marketing agreements with Interact.

• **Fall 2020**

Credit

For the fall semester you can see that we are tracking more than 1000 FTES less in comparison to the same time last year. We currently do not know exactly why enrollment is declining but we can speculate on some of the reasons which include but are not limited to:

- COVID-19 is causing economic and social instability and as a result, students may be deferring their education
- Students prefer face-to-face classes and are deferring their education

We do know that headcount is down and the majority of our PAC attendance is unpredictable as it relates to our academies since we do not know when and how they will reopen. We are working closely with the Orange County Sheriff Department to ensure safe and healthy resumption of classes as they have revised their safety protocols and they have submitted their instructional plan to POST which includes beginning fall with remote instruction. We are also collaborating with district marketing to promote enrollment as we identify areas where we potentially have a target population that could provide us with an opportunity for growth. We will continue to track and monitor the schedule and adjust by cutting and adding sections as needed. A Fall 2020 Welcome Letter was sent to over 40,000 credit students informing them of what to expect in the fall and a list of resources available to them. The Welcome Letter is also posted on the SAC website.

Noncredit

Public registration for Santa Ana College-School of Continuing Education ("SAC-SCE") starts on Monday, August 10. Most fall classes at SAC-SCE will be offered remotely with student services available onsite at CEC, as well as virtually through Cranium Cafe. With close monitoring of COVID-19 guidelines and, if appropriate, some Career Education courses and labs may be offered in a limited, in-person capacity starting in mid-September. While the robust marketing campaign continues, a Fall 2020 Welcome Letter was sent to nearly 6,000 students via text message. This outreach resulted in over 2,200 unique visits to the SAC-SCE website.

Lastly, at today's board meeting our agreements with Santa Ana Unified School District are on the agenda as we continue to enhance and improve our dual enrollment efforts for both noncredit and credit. We have set up a planning meeting with SAUSD Superintendent, Jerry Almandarez, myself and both of our cabinets to review our existing partnerships and find ways to ensure that SAUSD students can continue to earn transferable units towards their IGETC plan and/or a Certificate of Completion.

Fall Update

Based on the return to work plan, all offices are evaluating and preparing for staggered schedules for those areas deemed necessary for physical presence at the college. Convocation will be held on Tuesday, August 18th from 8:30am to 11:30am. An invitation has been sent to the Chancellor and Board of Trustees. We hope you will all join us. We will be reviewing Chancellor Oakley's Call to Action and developing a follow up plan and update. In addition, Dr. Kevin Kumashiro will be addressing the topic of Digital Literacy and Equity. Dr. Kumashiro is an internationally recognized expert on educational policy, school reform, teacher preparation, and educational equity and social justice.

College Updates

- Santa Ana College celebrates the addition of five (5) new full-time faculty members. Please join me in welcoming them as I briefly introduce them:
 - **Dr. Mohamed Chakhad** has a Bachelor's degree in physics and mathematics from the University of Mary Washington, a Master's degree in mathematics from the University of Wyoming, and a PhD in physics from the University of Texas at Austin. For his PhD, Dr. Chakhad studied theoretical high energy physics as a member of the Steven Weinberg research group. Dr. Chakhad was previously a full-time faculty at Laramie County Community College for ten years.
 - **Mike De Laby** is a registered nurse with over 25 years' experience in multiple healthcare environments, collectively inclusive of hospital and emergency medical services, critical care, medical disaster emergency management, education, administrative management and regulatory environments. Mike holds a Master's Degree in Nursing Administration (MSN) and a graduate certificate in Nursing Education from the University of Texas at Arlington, and is pursuing a Doctorate Nursing Practice (DNP).
 - **Dr. Alexander Natale** completed his PhD in theoretical particle physics in 2015 at UC Riverside, and began a postdoctoral position at the Korea Institute of Advanced Study, focusing on theoretical research of dark matter. After two and a half years of living in Seoul, he has been teaching the wonderful students at California's community colleges. He started at Santa Ana College in 2019 and he is looking forward to starting his first semester as full-time faculty member this fall.
 - **Taylor Uffelman** has been an emergency and orthopedic nurse for 14 years. The last two years as a part time instructor at SAC has solidified her passion for educating future nurses. She is honored to be a full-time faculty member at her nursing school alumni.
 - **Beatriz Villa** teaches freshman composition, literature, and critical thinking courses. Her areas of interest include rhetoric and composition studies, American literature, and critical theory. This fall, she looks forward to the English department.
- A special note of thanks to our City of Santa Ana and Main Place partners. The electronic marquee at Main Place Mall is now featuring Santa Ana College. This is wonderful FREE visibility off the 5 freeway (South and North), the 22 freeway (East and West) and the joining of various other freeways, including the 57 as the ramps all join in the general area of the two large billboards. Of course, it is also nice that you can see this from the District office. I have included a visual image in my report.



- SAC and SCE Outreach staff (and SCC) are collaborating with the District's fall enrollment campaign by supporting the HUB call center and checking voice mails and emails on a daily basis. Staff is following the call center communication flow and tracking process to log and follow-up on all inquiries. Initial data indicates that there are 20 to 30 calls per day, with most callers requesting specific information on Admissions, Registration, Counseling, Financial Aid, Non-Credit, and Residency. Alicia Krueger developed a listing of direct contacts in these offices to best support callers.

The HUB Contact List

Area	Email	Phone Number (and contact)	LIVE CHAT link
Admissions & Records	Adm_Records@sac.edu	(714) 564-6017 Monday – Friday 8am to 5pm	https://sac.craniumcafe.com/group/admissions-
Assessment	testing_center@sac.edu	(714) 564-6148	https://sac.craniumcafe.com/group/assessment-center-
Athletics	Dahl_Kayla@sac.edu		
CEC		(714) 241-5782 - Voicemail Only	https://sac.edu/sce/welcome/Pages/default.aspx -Virtual Welcome Center-
Counseling		(714) 564-6103 - Voicemail Only	https://www.sac.edu/StudentServices/Counseling/Pages/Contact-Us-Online.aspx
DSPS	DSPTS@sac.edu	(657) 235-2999 - DHH Video Phone (714) 564-6295 - Voicemail Only	https://sac.craniumcafe.com/group/informationappointment
EOPS	EOPS@sac.edu		https://sac.craniumcafe.com/saceopscafealworks
Financial Aid	finaid@sac.edu	(714) 564-6242	https://sac.craniumcafe.com/group/financial-aid
Health & Wellness Ctr	SACHealth_Center@sac.edu	(714) 564-6216	
International Students	Intl_Students@sac.edu	(714) 564-6046 & (714) 564-6047 Monday – Thursday: 9am to 5pm Friday: 9am to 12noon	https://sac.craniumcafe.com/group/international-student-office
Student Life	student_activities@sac.edu		https://sac.craniumcafe.com/group/associated-student-government-inter-club-council
Veterans		(714) 725-8266 - Dr. Estrada (714) 210-1324 - Jason Lamb	

AB798 Final Report: Textbook Affordability

This two-year grant (which ended April 30, 2020) focused on just eight courses, which were selected from various disciplines to help us complete and assure more Online Educational Resources (OER) sections for our OER Degree Pathway. The actual OER student savings were \$1,050,634. I'm also happy to say that the Psychology department has gone OER/ZTC for ALL sections! This means students can access their textbooks online at a zero cost.

Our strategy in OER is to affect the most students and to assure we have an OER Degree Pathway for our students by impacting a blend of general education courses with varying section number offerings. We have [OER degree pathways](#) for students to obtain their Business Admin and Liberal Arts degrees with OER/ZTC. The plans moving forward will focus on multiple sections of GenEd and culturally diverse courses where there is existing know quality materials for easy adoption. This will include working with faculty in developing OER materials to make textbooks more affordable or free.

Savings to students below are based on ACTUAL textbook cost and ACTUAL enrollment census data.

Course Identification Number (2018-2020)	ACTUAL Cost Savings
Cost Savings BIOL 109	\$319,599.00
Cost Savings CDEV 107	\$33,667.50
Cost Savings CMST 102	\$27,758.25
Cost Savings EARTH 110	\$124,460.00
Cost Savings MATH 219	\$241,073.00
Cost Savings NUTR 115	\$116,612.00
Cost Savings PHIL 108	\$2,730.60
Cost Savings PSYC 100	\$184,734.00
	\$1,050,634.35

**Santiago Canyon College President's Report to the RSCCD Board of Trustees
August 10, 2020**

Summer Enrollment:

Credit: As of August 5th we are at **625.69 FTES** which is a growth of 94.6 FTES over the total achieved for the Summer 2019 session and 9 FTES above our summer target of 617 FTES.

Noncredit: As of August 5th, we had posted 355.12 FTES which is 128 FTES (56%) above the same time-period last summer and 92 FTES (33%) above our target of 278 FTES. The increase in FTES is primarily due to offering more full Distance Education Classes that require certified instructors. To put it in perspective, last summer we generated 10 FTES in full DE classes compared to the 121 FTES that we have posted this summer. This represents an increase of 111 FTES in full DE classes.

Fall 2020 Enrollment:

Credit: We are continuing to track the fall enrollment. As of August 5th we are at **2,178.55 FTES** which is 296 FTES below this point last year. We are looking into the specific student groups where a drop is reflected and will initiate targeted outreach and marketing campaigns. At the last BOT meeting, President Hernandez reported that we were ahead by 317.29 FTES at the same point in time last year so the current decrease is very concerning.

Noncredit: our FTES is 132.77 FTES above the same point in time last year and is due to the increase in the offering of full DE classes.

Annual Enrollment:

Overall, as of August 5th, our combined summer and fall is 59 FTES above the same time last year.

COLLEGE UPDATES

Return to Work Update (Fall 2020):

Instruction:

- Competitive sports will not take place in fall 2020. Instead, they are being shifted to begin in spring 2021.
- All classes, with the exception of 13 sections, will meet mostly through an online environment.
 - The 13 sections that will have some face-to-face class meetings are:
 - Biology 211 (Supports Key-Essential Workforce)
 - Public Works 086 (Supports Key-Essential Workforce)
 - Public Works 087 (Supports Key-Essential Workforce)
 - Public Works 088 (Supports Key-Essential Workforce)
 - Public Works 089 (Supports Key-Essential Workforce)
 - VMED 011 Nurse Assistant Training – 3 sections (Supports Key-Essential Workforce)
 - Kinesiology 101 – 2 Sections (To maintain CPR Certification)
 - Surveying 118 (Supports Key-Essential Workforce)
 - Surveying 119 (Supports Key-Essential Workforce)
- Some classes in adult education (such as those that take place in the jails or nursing homes) will be held through a Correspondence Education format

- Plans are underway to offer two late start, 8 week, outdoor face-to-face classes (one in English and one in Math). Details to follow

Student Services:

- While the State remains in Stage 1 in response to the COVID-19 pandemic, only Key-Essential Personnel will be asked to report to the campus to provide Key-Essential-Services. Offices that will provide face-to-face services include:
 - Admissions & Records
 - Financial Aid
 - Health & Wellness Centers
 - Cashier’s Office
 - Student Learning and Resource Centers (Computer Labs, Library, etc.)

Risk Reduction Measures:

The use of all identified COVID-19 PPE and other risk reducing measures will be applied and enforced throughout Santiago Canyon College, the College and Workforce Preparation Center, and the Chapman Avenue site.

CARES ACT FUNDS

**CARES Act Funds as of August 6, 2020
Interim Report**

Grants to Students	Santiago Canyon College
Certification Signed	4/13/2020
Grant Period	4/13/2020 – 4/13/2021
Total Amount Awarded	\$ 1,446,953
Number of Grant Recipients	1,690
Average Grant Amount	\$ 492
Total Amount of Grants Distributed	\$ 830,300
Amount Remaining to Distribute	\$ 616,653

Institutional Support	Santiago Canyon College
Certification Signed	4/22/2020
Grant Period	5/6/2020 - 5/6/2021
Total Amount Awarded	\$ 1,446,953
Allowable Expenses:	
Shift in Institutional Operations	\$216,987
Refunds Provided to Students	\$53,860
Tech support (hotspots, software, etc)	\$14,518
Computers for students	\$267,306

Student Emergency Aid Grants	\$	-
OPM for Distance Learning	\$	-
Total Expenses	\$ 552,670	
Amount Remaining	\$ 894,283	

Minority Serving Institutions	Santiago Canyon College
Certification Signed	4/22/2020
Grant Period	5/6/2020-5/5/2021
Total Amount Awarded	\$ 197,509
Allowable Expenses:	
Lost Revenue	\$ 100,000
Reimbursement for expenses incurred	\$ -
Tech costs to transition to DE	\$ -
Faculty and Staff Training	
Payroll	\$ -
Total Expenses	\$ 100,000
Amount Remaining	\$ 97,509

HAWK’S NEST FOOD PANTRY:

During the summer:

- the Hawks Nest Food Pantry held 4 Food Pantry Distribution drive thru events
- Issued 794 food boxes and other essential items to 382 unique students.
- Issued \$1,250 through Gift Cards
- The approximate value of food and essential items is \$33,500
- Was assisted by a total of 11 volunteers totaling a combined 180 hours

ADULT EDUCATION - CAREER TECHNICAL TRAINING:

- On Tuesday, July 7, the Behavior Technician Program at Santiago Canyon College Division of Continuing Education received approval to be an approved coursework provider for Behavioral Health Credentialing through the Qualified Applied Behavior Analysis Credentialing Board (QABA). The QABA logo will now be seen on the Certificates of Completion. This will assist SCC noncredit students in receiving industry recognized credentials to obtain jobs in their field of study. In addition, SCC’s program will be promoted to potential students on the QABA Board’s website.



ADULT EDUCATION FALL 2020 CLASS SCHEDULE: (the image is a hyperlink to the full schedule)

A promotional poster for Fall 2020 classes for adults. The top banner reads "CLASSES FOR ADULTS • TUITION IS FREE". The poster is divided into several sections: "Medical Occupations" with an image of three healthcare workers; "TRAINING IN MEDICAL OCCUPATIONS" listing Behavior Technician, Caregiver / Personal Care Aide, Healthcare Support Worker, Medical Billing, and Nursing Assistant (CNA); "COMING SOON!" listing Home Health Aide, Nursing Assistant, and Acute Care; "High School Diploma Program" with an image of a graduate; "Workforce Preparation for Adults with Disabilities" with an image of a man at a computer; "English as a Second Language" with an image of two women at a desk; and "Career and Workforce Preparation" with an image of a man pointing at a whiteboard. The bottom section features the text "FALL 2020 SCHEDULE OF CLASSES".

TRANSFER SUCCESS CENTER

- The last Transfer Tuesday took place Tuesday, June 30. A total of four sessions were held in June with students dropping-in every week to have their transfer questions answered.

- On Wednesday, July 15, in collaboration with the TRIO program, Transfer Success Center Coordinator Miguel Luna presented to TRIO students planning to apply for Spring 2021 and Fall 2021. There were 26 attendees, including staff and students, who received information about general transfer requirements, how UC's, CSU, and Private Universities evaluate for admissions, transfer guarantee programs, admission GPA's, and the transfer process and timelines.
- An "Are you ready to transfer?" Zoom presentation was conducted on Wednesday, July 29, 2020. The presentation provided information on general transfer requirements, when they are expected to be completed for Spring 2021 and Fall 2021 transfer, and the general transfer timeline and process. Students who had questions about specific courses were referred to the Counseling Department for assistance.

SSS-TRiO

- New Series Alert! SSS-TRiO has a new weekly series on Instagram – with each day focusing on a new topic. Monday is "This or That", where students vote on their preferences on a variety of topics. Tuesday is "Travel Tuesday", this is a quiz game guessing where the photos were taken. The series includes different 4-year universities and countries around the world. Wednesday is "Wellness Wednesday", where students are provided with coping skills, study skills and relaxation techniques to help them take some time for self-care. Finally, on "Thankful Thursday", students get to share with SSS-TRiO staff what they are grateful for and their comments are share with other followers.



- **Presentation to College Bound:** On Wednesday, July 22nd, 2020 SSS-TRiO and College Bound partnered to conduct a presentation about SCC's student support services programs. The team spoke to juniors and seniors in high school from Santa Ana Unified and Orange Unified School Districts to help them further prepare for their educational experience after high school.

FIRST YEAR SUPPORT CENTER

- **Tuesday, July 28th-Imposter Syndrome Workshop** - The First Year Support Center hosted a workshop on Imposter Syndrome to introduce students about the term and discuss its implication on first-generation students, low-income, or from a marginalized community. The workshop was intended to engage and create a dialogue among students on a term many are not aware of, yet experience it.
- **Thursday, July 30th-Dreamers are SCCBOUND** - The First Year Support Center hosted the first **DREAMers are SCCBOUND** to welcome incoming undocumented students and make them aware of the resources and support services available to them during their time at SCC. In addition, students had the opportunity to engage with current and alumni during a panel to build community, ask questions, and receive some tips on navigating college as undocumented students. Furthermore, students were introduced to SCC's United Students for Equal Education (U.S.E.E.) student club to encourage involvement and support.



PATHWAYS TO TEACHING PROGRAM

- **Newly Elected State Leaders of Student California Teachers Association (SCTA)** – SCC is proud of Pathways to Teaching students and their involvement with [SCTA](#). This year among students from UC, CSU, and Private universities, three of our future teacher students were elected as state leaders.

Congratulations!

Montserrat Bonilla, State Council Representative
Lizette Mendoza, Ethnic Minority Representative
Selaima Tamotuu, Southern Regional Vice President



UPWARD BOUND MATH & SCIENCE

- **UBMS Summer Program 2020:** This summer, UBMS students all completed the four weeks Biotechnology Lecture and Lab program. Each high school participant earned four (4) college credit units which will give them a competitive advantage on their college applications.
- **COVID-19 Expert Panel** – Upward Bound Math & Science hosted an expert panel on COVID-19, which included a medical doctor, psychologist, and COVID-19 survivors. Students in the program have been developing social media content in Spanish, English, and Vietnamese that references the impacts of COVID-19 in their families. In addition, they researched resources and tools they can utilize and practice to assist communities overall. Students were assigned to interview family members, collect credible data, and speak to professionals in the medical field. Each student was responsible for developing their own set of questions for panelists. The Expert Panel included Dr. Pedro Ontiveros from Kaiser Permanente. Dr. Ontiveros shared his expertise and explained the process of testing, wearing masks, possibility of vaccines and their efficacy, treatment for COVID-19 patients, and his personal experience with his patients in ICU. Also in attendance was Dr. Susana Salgado, Psychologist, who elaborated on the impacts quarantine and isolation have had on people’s mental health, specifically in teens. Dr. Salgado also shared and talked about resources for the community that are available at little to no cost, the effects of remote instruction on teens and some tools people can utilize when feeling anxious or depressed while being at home. Lastly, testimonials were provided from Community Members and COVID-19 Survivors from Orange County. Adults Brenda and Dayton, and teenager Isabella spoke to students about their process with having COVID-19 and surviving. Each journey provided students with a unique perspective on the virus and its ability to affect individuals differently. Each of the survivors shared their gratitude in defeating the virus. The Upward Bound Math & Science team is committed to working together to provide these valuable experiences for students.



Group photo from July 28, 2020 Zoom Panel

ACADEMIC AFFAIRS

- The state has approved the three Associate of Science degrees and three Certificates of Achievements in Kinesiology:

Kinesiology – Fitness and Active Lifestyle, AS
Kinesiology – Fitness and Active Lifestyle, CA

Kinesiology – Health Promotion, AS
Kinesiology – Health Promotion, CA

Kinesiology – Sport Studies, AS
Kinesiology – Sport Studies, CA

The new degrees and certificates will be included in the 2020-2021 Catalog Addendum.

UPCOMING EVENTS

Blood Drive:

SCC is coordinating with the Office of Orange County Supervisor Don Wagner and the American Red Cross to conduct a Blood Drive that will take place at the SCC campus. Additional details to follow.

VIRTUAL SCHOLARSHIPS CEREMONY



CEC/OEC FALL FACULTY MEETING: Thursday, August 20 at 4:00 pm via zoom.

SCC CONVOCATION: Friday, August 21, from 10:30 am to 12 noon via zoom.

FALL SEMESTER BEGINS: Monday, August 24, 2020

Re: July 13, 2020 BOT Meeting Agenda and Docket: Human Resources: 6.1 Management /Academic Personnel
– Approval of New Job Description and Approval of Interim Appointments

Thank you for the opportunity to comment on the July 13, 2020, HR approvals. My name is Claire Coyne, and I am a Santa Ana College Professor of Geology and Earth Science with fourteen years of service within the District.

I would like to raise concerns regarding two items from the July 13, 2020, Agenda and Docket. Both items can be found within Section 6.1 (Agenda: page 8, Docket: 6.1 (1), 6.1 (7) – (9) pages). The three concerns described below relate to whether established processes were followed in the approval of the new job of Chief Advisor to Academic and Diversity Programs and the subsequent approval of the interim appointment.

I would like to note that all concerns presented herein are related to processes and procedures. They are not meant in any way to undermine the Chancellor's authority in what he deems to be necessary for the District and the community we serve. They do not and should not be read as dismissive towards diversity and equity issues within the community college environment as it is clear from recent national events that addressing issues of diversity and equity must remain high priorities as we work to provide the best learning environment for our students. The adherence to established processes and procedures reflects the importance of preserving trust and maintaining transparency when making decisions for the benefit of our students.

1. College or District Process in Approval of New Job Description

Per AR7120.3, "All new positions will be reviewed through the normal college or District participatory governance process"

Per discussions with former and current Academic Senate Presidents as well as others who have served on the District Council and other participatory governance committees, any positions that are to be sent to the Board of Trustees for approval are discussed within District Council as part of the participatory governance process. It is my understanding that no mention of the new job approved at the July 13, 2020, meeting was presented by the Chancellor at District Council.

The agenda for the July 6, 2020, District Council meeting did not contain specific items to be addressed, and those meeting minutes have not yet been posted to verify information provided by those who attended the July 6, 2020, meeting.

Were participatory governance processes followed at the College and/or District level in the approval of this position?

2. Title 5 § 53021 Recruitment Processes and Approval of Interim Position

Per 5 CCR § 53021 on Recruitment, subsection (a) ... The **requirement of open recruitment** shall apply to **all full-time** and part-time vacancies in **all job categories and classifications**... Subsection (b)(1) “In-house or promotional only” recruitment...

Subsection (b)(2) Where in-house or promotional only recruitment is utilized to fill a position on an interim basis pursuant to subdivision (b)(1), **all district employees shall be afforded the opportunity to apply and demonstrate that they are qualified.** [Emphasis added.]

On April 27, 2020, the Chancellor of the California Community Colleges issued Executive Order 2020-04, which temporarily suspended components of section 53021, subdivision (b)(1).

A summary analysis of Executive Order 2020-04 provided by Laura Schulkind and Jenny Denny of Liebert Cassidy Whitmore on May 5, 2020, finds that “the Executive Order **does not suspend other recruitment requirements, such as the selection process of an employee for an interim position** (Cal. Code Regs., tit. 5 § 53021, subd. (b)(1) and (2)) or the two-year limitation on administrators hired through a professional services contract (Cal. Code Regs., tit. 5 § 53021, subd. (c)(7)).” Furthermore, “to the extent possible, **we recommend districts continue to follow the title 5 regulations regarding interim appointments and only rely on the flexibility created** by the Chancellor’s Executive Order when the district is **unable, due to reasons related to COVID-19 and during the COVID-19 Declared State of Emergency, to conduct full and open recruitment even with remote communications and social distancing.**” [Emphasis Added]
<https://www.lcwlegal.com/news/chancellor-temporarily-suspends-regulations-limiting-interim-appointments-during-covid-19-declared-state-of-emergency>

Was the interim position filled by adhering to the Recruitment requirements as presented within the CA Code of Regs title 5 section 53021? If so, when and how were district employees afforded the opportunity to apply and demonstrate that they are qualified for that position?

3. New Job Description Approval Date and Interim Job Start Date

Per the July 13, 2020, docket, the New Job Description was Board approved on July 13, 2020, as shown on page three of the job description (see included screenshot below).

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
JULY 2020

**CHIEF ADVISOR FOR ACADEMIC AND DIVERSITY PROGRAMS
JOB DESCRIPTION**

DISTINGUISHING CHARACTERISTICS (CONT'D)

- A skilled leader adept in planning for the emerging needs of the District and successful in resource generation and partnership development.
- Be an astute administrator with demonstrated expertise in the complexities of higher education that impact community college finances and operations, including collective bargaining, federal and state programs, and legislation;
- Experience working with populations (faculty, staff, students, and community) of diverse ethnic, linguistic, and socioeconomic backgrounds, with excellent communication skills;
- Experience in California public higher education, including knowledge of state and federal governance and the political process, and knowledge of accreditation standards.

ESSENTIAL FUNCTION

- Coordinates the activities and communication between the Chancellor's Office and other campus offices; represents the Chancellor at on-campus meetings as necessary, or as delegated by the Chancellor;
- Serves as liaison and coordinates communication between the Chancellor and employees, students, donors, elected officials, and community members;
- Coordinates the activities and communication between the Chancellor's Office and other campus offices; represents the Chancellor at on-campus meetings as necessary, or as delegated by the Chancellor;
- Serves as liaison and coordinates communication between the Chancellor and employees, students, donors, elected officials, and community members;
- Represents the Chancellor and the College at various off-campus meetings and events; identifies opportunities for the College to obtain resources, visibility and funding;
- Utilizes strong writing capabilities to compose speeches, presentations, letters, memos, emails, reports, and other communications containing informational, analytical, and evaluative content, ensuring accuracy, timely delivery and consistency with applicable policies, regulations and operational procedures;
- Provides leadership, training, supervision, and evaluation of Confidential staff members, District employees and/or college staff as directed;
- Attends meetings, including Board of Trustees' meetings, as needed;
- Prepares a variety of materials as requested and which may be sensitive, privileged, and highly confidential, either independently or as directed;
- Assists the Chancellor in preparing presentations to be given both on and off-campus;
- Coordinates with College Presidents, Public Information, Advocacy and External Relations on advocacy matters and communicating regularly with elected officials and their staffs;
- Performs other duties as assigned.

Board Approved: July 13, 2020

Page 3 of 3

6.1 (9)

██████████
Chief Advisor for Academic and Diversity Programs
Chancellor's Office
District

Effective July 1, 2020 – June 30, 2021
Salary Placement: A-6 \$192,067.50/Year

The start date for the interim position was July 1, 2020; however, the position was Board approved on July 13, 2020. How can an individual start a position almost two weeks before the Board approves of such a position?

Given the uncertainties surrounding the pandemic and the economic fall-out that may result, it is in the best interest of those that our District serves that trust and transparency be maintained through adhering to established processes.

I appreciate the opportunity to share these concerns and look forward to your responses to the questions presented.

Thank you.