

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, December 7, 2009
2323 North Broadway, #107
Santa Ana, CA 92706

Vision Statement (Board of Trustees)

Rancho Santiago Community College District is a learning community. The college district and its colleges are committed to ensuring access and equity and to planning comprehensive educational opportunities throughout our communities. We will be global leaders in many fields, delivering cost-effective, innovative programs and services that are responsive to the diverse needs and interests of all students. We will be exceptionally sensitive and responsive to the economic and educational needs of our students and communities. The environment will be collegial and supportive for students, staff, and the communities we serve.

We will promote and extensively participate in partnerships with other educational providers, business, industry, and community groups. We will enhance our communities' cultural, educational, and economic well-being.

We will be a leader in the state in student success outcomes. Students who complete programs will be prepared for success in business, industry, careers, and all future educational endeavors. We will prepare students to embrace and engage the diversity of our global community and to assume leadership roles in their work and public lives.

Americans with Disabilities Acts (ADA)

It is the intention of the Rancho Santiago Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, the Rancho Santiago Community College District will attempt to accommodate you in every reasonable manner. Please contact the executive assistant to the board of trustees at 2323 N. Broadway, Suite 410-2, Santa Ana, California, 714-480-7452, on the Friday prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Public Comment

At this time, members of the public have the opportunity to address the board of trustees on any item within the subject matter jurisdiction of the board. Members of the community and employees wishing to address the board of trustees are asked to complete a "Public Comment" form and submit it to the board's executive assistant prior to the start of open session. **Completion of the information on the form is voluntary.** Each speaker may speak up to three minutes; however, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

Please note the board cannot take action on any items not on the agenda, with certain exceptions as outlined in the Brown Act. Matters brought before the board that are not on the agenda may, at the board's discretion, be referred to staff or placed on the next agenda for board consideration.

1.4 Approval of Minutes – Regular meeting of November 16, 2009

Action

1.5 Approval of Consent Calendar

Action

Agenda items designated as part of the consent calendar are considered by the board of trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the board votes on them. The board retains the discretion to move any action item listed on the agenda into the Consent Calendar. **The consent calendar vote items will be enacted by one motion and are indicated with an asterisk (*).**

An exception to this procedure may occur if a board member requests a specific item be removed from the consent calendar consideration for separate discussion and a separate vote.

2.0 **BOARD ORGANIZATION**

2.1 Annual Board Organization

Action

Board Policy #9013 requires that the board take specific actions at its annual organizational meeting:

- Election of Board Officers (President, Vice President, and Clerk) for the 2009-10 year
- Designation of secretary and assistant secretary
- The President of the Board shall appoint members and chairs to the following board committees:
 - Facilities Committee
 - Fiscal and Audit Review Committee
 - Legislative Committee
 - Policies Committee
 - Safety Committee
- The President of the Board shall appoint members/representatives to the following committees:
 - Representative to the RSCCD Foundation
 - Representative to the Orange County Legislative Task Force
 - Representative to the Orange County School Boards Association
 - Representative to the Nominating Committee on School District Organization
 - Non-voting member of the Santa Ana Early Prevention and Intervention Commission
- Adoption of schedule of meeting dates for 2010 (attached)
- Placement of closed session on agenda
- Reaffirmation of Board Policy #3211 - Investments (attached)
- Reaffirmation of Board Policy #9002 - Statement of Ethical Conduct (attached)
- Reaffirmation of Board Policy #9011 - Conferences and Meetings (attached)

3.0 **PRESENTATION BY CHANCELLOR SEARCH CONSULTANT**

4.0 **INFORMATIONAL ITEMS AND ORAL REPORTS**

4.1 Report from the Chancellor

4.2 Reports from College Presidents

- Enrollment
- Facilities
- College activities
- Upcoming events

4.3 Report from Student Trustee

4.4 Reports from Student Presidents

- Student activities

4.5 Reports from Academic Senate Presidents

- Senate meetings

RECESS TO CLOSED SESSION

Conducted in accordance with applicable sections of California law. Closed sessions are not open to the public. (RSCCD)

Pursuant to Government Code Section 54957, the Board may adjourn to closed session at any time during the meeting to discuss staff/student personnel matters, negotiations, litigation, and/or the acquisition of land or facilities. (OCDE)

The following item(s) will be discussed in closed session:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Educational Administrator Appointments
 - (1) Administrative Dean
 - (2) Associate Dean
 - (3) Associate Dean
 - (4) Director
 - (5) Vice President
 - g. Other Educational and Classified Administrators
2. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
3. Liability Claim (pursuant to Government Code Section 54956.95)
 - a. 09-77548JW
4. Conference with Labor Negotiator -- Unrepresented Employees: educational administrators -- District's negotiator: Board President

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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5.0 HUMAN RESOURCES

- 5.1 Management/Academic Personnel Action
- Approval of Permission to Accept Outside Assignments
 - Approval of Reduction in Force Layoffs
 - Ratification of Resignations/Retirements
 - Approval of Stipends
 - Approval of Leaves of Absence
 - Approval of Part-time/Hourly Hires/Rehires
 - Approval of Non-paid Instructors of Record
- 5.2 Classified Personnel Action
- Approval of Reduction in Force Layoffs
 - Approval of Changes in Position due to Reorganization
 - Approval of Changes in Position due to Reduction in Force
 - Approval of Changes in Location
 - Approval of Leaves of Absence
 - Ratification of Resignations/Retirements
 - Approval of New Appointments
 - Approval of Professional Growth Increments
 - Approval of Substitute Assignments
 - Approval of Instructional Associates/Associate Assistants
 - Approval of Community Service Presenters
 - Approval of Lists of Student Assistants
- 5.3 Approval of Credit Instructional Calendar for 2010-2011 Action
The administration recommends approval of the 2010-2011 credit instructional calendar.
- 5.4 Approval of Agreement with Community College Search Services Action
The administration recommends authorization be given to the Executive Vice Chancellor, Human Resources and Educational Services, to execute the agreement with Community College Search Services.
- 5.5 Approval of Chancellor Search Materials and Search Committee Composition Action
The administration recommends approval of 1) composition of the search committee; 2) chancellor job description; and 3) chancellor vacancy announcement.
- 5.6 Rejection of Claim Action
The district's insurance administrator, Corvel, recommends the board authorize the chancellor or his designee to reject claim #09-77548JW.

6.0 INSTRUCTION

- *6.1 Approval of New Noncredit Career Development and College Preparation Certificate Programs for Santiago Canyon College, Division of Continuing Education Action
The administration recommends approval and certification of new noncredit certificate programs for Santiago Canyon College, Division of Continuing Education.
- *6.2 Approval of New Noncredit Courses for Santa Ana College School of Continuing Education Action
The administration recommends approval and certification of new noncredit courses for submission to the State Chancellor's Office and to be added to Santa Ana College's noncredit course inventory.
- *6.3 Approval of New Noncredit Certificates for Santa Ana College School of Continuing Education Action
The administration recommends approval and certification of new noncredit certificates for submission to the State Chancellor's Office and to be added to Santa Ana College's noncredit course inventory.
- *6.4 Approval of New OTA Agreement – Karate for All Action
The administration recommends approval of this contract with Karate for All in Tustin, California.

7.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *7.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *7.2 Approval of Budget Transfers and Budget Increases/Decreases Action
The administration recommends approval of budget transfers, increases, and decreases during the period November 1, 2009, through November 20, 2009.
- 7.3 Receive the District Audit Report for the Fiscal Year ended June 30, 2009 Action
The administration recommends the board receive and accept the Rancho Santiago Community College District Audit Report for the fiscal year ended June 30, 2009, as presented.

* Item is included on the Consent Calendar, Item 1.5.

- 7.4 Approval of Appointments for Measure E Citizens' Bond Oversight Committee Action
The administration recommends approval of the appointment/reaffirmation of the Citizens' Bond Oversight Committee for 2010 as presented.
- 7.5 Approval of Additional DSA Inspection Services: Maintenance & Operations (M & O) Building at Santiago Canyon College Action
The administration recommends approval of the extension of services for Universal Laboratories to provide DSA mandated inspection services at SCC as presented.
- 7.6 Approval of Change Order #4 for Bid #1078 - M & O Building and Parking Lot at Santiago Canyon College Action
The administration recommends approval of change order #4 for MEPCO Services, Inc. for Bid #1078 for construction M & O building and parking lot at Santiago Canyon College as presented.
- 7.7 Approval of Change Order #1 for Bid #1129 - Electrical for the New Child Development Center at Santa Ana College Action
The administration recommends approval of change order #1 for EMAE International, Inc. for Bid #1129 for electrical for the Santa Ana College Child Development Center as presented.
- 7.8 Adoption of Resolution No. 09-29 for Approval to Apply for Funding Under the Municipal and Commercial Building Targeted Measure Retrofit (MCR) Program RFP #400-09-402 Action
The administration recommends adoption of Resolution No. 09-29 for approval to apply for funding under the municipal and commercial building targeted measure retrofit program RFP #400-09-402.
- *7.9 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period October 31, 2009, through November 18, 2009.
- 7.10 Approval of Notice of Completion: Bid #1094 – Diesel and Welding Lab Exhaust Upgrade Project at Santa Ana College Action
The administration recommends approval of the Notice of Completion for Bid #1094 for the diesel and welding lab exhaust project at Santa Ana College as presented.

* Item is included on the Consent Calendar, Item 1.5.

8.0 GENERAL

- *8.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization of the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- | | |
|---|-------------|
| - Center for International Trade Development (District) | \$ 102,013 |
| - Center of Excellence (District) | \$ 102,012 |
| - Early Head Start Expansion (District) | \$1,570,930 |
| - Network for a Healthy California | \$ 39,375 |
| - Small Business Development Center (District) | \$ 74,643 |
| - Workplace Learning Resource Center (District) | \$ 102,013 |

- *8.2 Approval of Sub-award Agreements – Tech Prep Consortium Action
The administration recommends approval of the sub-award agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the sub-award agreements.

- *8.3 Authorization of Signatures Action
The administration recommends approval of the list of individuals authorized to sign various documents on behalf of the district.

- *8.4 Approval of Consultant Services with Townsend Public Affairs, Inc. Action
The administration recommends approval of a contract with Townsend Public Affairs, Inc. in Irvine, California.

8.5 Board Member Comments

- 9.0 ADJOURNMENT** - - The next regular meeting of the Board of Trustees will be announced after the 2010 board meeting calendar is approved. The meeting will be held at the District Office at 2323 North Broadway, Room #107, in Santa Ana, California.

* Item is included on the Consent Calendar, Item 1.5.