

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, September 23, 2013
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community.

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 Approval of Additions or Corrections to Agenda

Action

1.4 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.

1.5 Approval of Minutes – Regular meeting of September 9, 2013

Action

1.6 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.

1.7 Presentation on Comprehensive Master Plan

1.8 Presentation on Accreditation

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

- Accreditation

2.2 Reports from College Presidents

- Accreditation
- Enrollment
- Facilities
- College activities
- Upcoming events

2.3 Report from Student Trustee

2.4 Reports from Student Presidents

- Student activities

2.5 Reports from Academic Senate Presidents

- Senate meetings

3.0 HUMAN RESOURCES

3.1 Management/Academic Personnel

Action

- Approval of Correction of New Job Description
- Approval of Hourly to Full-time Tenure-track Assignments
- Approval of Adjusted Final Salary Placements
- Approval of Adjusted Leaves of Absence
- Approval of Stipends
- Approval of Part-time Hourly Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

3.2 Classified Personnel

Action

- Approval of New Classifications
- Approval of New Appointments
- Approval of Hourly On Going to Contract Assignments
- Approval of Out of Class Assignments
- Approval of Changes in Position
- Approval of Changes in Salary Placement
- Approval of Voluntary Furloughs
- Ratification of Resignations/Retirements
- Approval of Professional Growth Increments
- Approval of Leaves of Absence
- Approval of Temporary Assignments
- Approval of Changes in Temporary Assignment
- Approval of Additional Hours for On Going Assignments

- 3.2 Classified Personnel – (cont.)
- Approval of Substitute Assignments
 - Approval of Miscellaneous Positions
 - Approval of Instructional Associates/Associate Assistants
 - Approval of Community Service Presenters and Stipends
 - Approval of Volunteers
 - Approval of Student Assistant Lists
- 3.3 Approval of Modification to Credit Instructional Calendar for 2013-2014 Action
The administration recommends approval of the revised 2013-2014 Credit Instructional Calendar.
- 3.4 Rejection of Claim Action
The district’s claims administrator recommends that the Board of Trustees authorize the chancellor or his designee to reject claim #13-11911 RTV.
- 3.5 Rejection of Claim Action
The district’s claims administrator recommends that the Board of Trustees authorize the chancellor or his designee to reject claim #13-0001 DM.
- 3.6 Authorization for Board Travel/Conferences Action

4.0 INSTRUCTION

- *4.1 Approval of CJA Agreement Renewal: California Association of Property and Evidence Officers (CAPE) Action
The administration recommends approval of the contract with the California Association of Property and Evidence Officers in Chico, California.
- *4.2 Approval of OTA Agreement Renewal Amendment #1 – Vibra Hospital d.b.a. Ballard Rehabilitation Hospital Action
The administration recommends approval of the amendment with Vibra Hospital d.b.a. Ballard Rehabilitation Hospital in San Bernardino, California.
- *4.3 Approval of Agreement with Santa Ana Beauty Academy Action
The administration recommends approval of the Santa Ana Beauty Academy contract in order to allow Santiago Canyon College (SCC) to continue offering Cosmetician and Esthetician courses.
- *4.4 Approval of Agreement with Medical Billing Technologies, Inc. Action
The administration recommends approval of the agreement for provision of billing for Family Planning Access to Care and Treatment services with Medical Billing Technology performing a third party billing service.

* Item is included on the Consent Calendar, Item 1.6.

- *4.5 Approval of Classroom Lease Renewal with Orange Unified School District Action
The administration recommends approval of the SCC Orange Education Center lease agreement renewal for classroom space with Orange Unified School District for the period of July 1, 2013, through June 30, 2014, as presented.
- *4.6 Approval of Revised Santiago Canyon College Mission Statement Action
The administration recommends approval of the revised SCC mission statement as presented.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *5.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *5.2 Approval of 2012-2013 CCFS-311 Annual Report, including Gann Appropriation Limit Action
The administration recommends approval of the 2012-2013 CCFS-311 Annual Report as presented pending any audit adjustments and establishment of the district's 2013-2014 Gann Limit in the amount of \$227,688,238.
- *5.3 Approval of Lease Agreement with YayPlanner Action
The administration recommends approval of the lease agreement with YayPlanner and authorization be given to the Vice Chancellor of Business Operations/Fiscal Services to execute the agreement on behalf of the district as presented.
- 5.4 Adoption of Resolution No. 13-33 – Emergency Repair of Russell Hall Panels and Guardrails at Santa Ana College (SAC) Action
The administration recommends adoption of Resolution No. 13-33 for emergency repair of the Russell Hall panels and guardrails at SAC as presented.
- *5.5 Approval of Addendum for Lease with Career Technical Education Partnership Central Orange County Action
The administration recommends approval of the addendum with Orange County Department of Education for Career Technical Education Partnership Central Orange County to lease Suite #301 at 2323 North Broadway Avenue, Santa Ana, California, as presented.
- *5.6 Approval of Agreement for Environmental Consulting Services Action
The administration recommends approval of the agreement for environmental consulting services with Environmental Audit Inc. as presented.

- *5.7 Approval of Change Order #6 for Bid #1180 – Contract with WoodCliff Corporation for Construction Services for Perimeter Site Improvements for Santa Ana College Action
 The administration recommends approval of change order #6 for Bid #1180 for WoodCliff Corporation at SAC as presented.
- *5.8 Approval of Change Order #7 for Bid #1134 – Contract with Tropical Plaza Nursery Inc. for Landscaping Work for Humanities building at Santiago Canyon College Action
 The administration recommends approval of change order #7 for Bid #1134 for Tropical Plaza Nursery, Inc. for the Humanities building at SCC as presented.
- *5.9 Approval of Change Order #2 for Bid #1139 – Contract with Dynalectric Inc. for Electrical Work for Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College Action
 The administration recommends approval of change order #2 for Bid #1139 for Dynalectric, Inc. for the Chapman entry drive and LRC parking lot at SCC as presented.
- *5.10 Approval of Change Order #15 for Bid #1139 – Contract with Dynalectric Inc. for Electrical Work for Humanities Building at Santiago Canyon College Action
 The administration recommends approval of change order #15 for Bid #1139 for Dynalectric, Inc. for the Humanities building at SCC as presented.
- *5.11 Approval of Change Order #17 for Bid #1139 – Contract with Dynalectric Inc. for Electrical Work for Humanities Building at Santiago Canyon College Action
 The administration recommends approval of change order #17 for Bid #1139 for Dynalectric, Inc. for the Humanities building at SCC as presented.
- *5.12 Approval of Change Order #2 for Bid #1145 – Contract with K & Z Cabinets for Casework, Fixtures and Laboratory Equipment for Humanities Building at Santiago Canyon College Action
 The administration recommends approval of change order #2 for Bid #1145 for K & Z Cabinets for the Humanities building at SCC as presented.

* Item is included on the Consent Calendar, Item 1.6.

- *5.13 Approval of Change Order #12 for Bid #1147 – Contract with Inland Empire Architectural Specialties Inc. for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #12 for Bid #1147 for Inland Empire Architectural Specialties Inc. for the Humanities building at SCC as presented.
- *5.14 Award of Bid #1214 – Gymnasium Audio System, Installation and Maintenance Services Project Action
The administration recommends acceptance of the bids and approval of awarding Bid #1214 – Gymnasium Audio System, Installation and Maintenance Services to Audio Video Design Build Group.
- *5.15 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period July 31, 2013, through September 5, 2013.

6.0 GENERAL

- *6.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- Strengthening Transfer Education and Matriculation in STEM (STEM²) – Year 3 (SCC) \$120,699
- 6.2 RSCCD 2011-2013 Strategic Plan and Accomplishments Information
This is provided to the board as an informational item.
- 6.3 RSCCD Comprehensive Master Plan – First Reading Information
This is provided to the board as an informational item.
- 6.4 Approval of Appointment of RSCCD Community Representative (2013-2014) to Orange County Community Colleges Legislative Task Force (OCCCLTF) Action
It is recommended that the board select a community representative to serve on the 2013-2014 task force.
- 6.5 Approval of Funding Allocations for Repairs to Orange Education Center Action
The administration recommends approval of the allocation of funding for repairs of the Orange Education Center as presented.
- 6.6 Reports from Board Committees
• Board Facilities Committee

* Item is included on the Consent Calendar, Item 1.6.

6.7 Board Member Comments

Information

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
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
3. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
5. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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- 7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on October 14, 2013.