

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Santiago Canyon College**  
**8045 E. Chapman Ave., Room SC-105**  
**Orange, CA 92869**

**Board of Trustees (Regular meeting)**

**Monday, October 14, 2013**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:40 p.m. by Ms. Arianna Barrios. Other members present were Ms. Claudia Alvarez, Mr. John Hanna, Mr. Larry Labrado, Ms. Nelida Mendoza Yanez, Mr. Jose Solorio, Mr. Phillip Yarbrough, and Mr. Luis Correa.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Erlinda Martinez, Dr. Raúl Rodríguez, and Mr. Juan Vázquez. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Hector Soberano, Associated Student Government (ASG) Director of Green Operations, Santiago Canyon College (SCC).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to approve an addendum for Item 3.1 (Management/Academic Personnel), an addendum for Item 3.2 (Classified Personnel), a revised page for Item 5.8 (Change Order for J.B. Bostick Company, Inc. for Asphalt Overlay Project and Stripping for Parking Lots 2-5 at SCC), and a revised page for Item 5.20 (Notice of Completion for J.B. Bostick Company Inc. for Asphalt Overlay Project and Stripping for Parking Lots 2-5 at SCC).

1.4 Public Comment

Ms. Lucy Carr-Rollitt, Mr. Alexander Taber, and Ms. Roberta Tragarz commended SCC Academic Senate officers on a job well done this year.

On behalf of the faculty, Mr. Barry Resnick thanked Mr. Didion and Dr. Rodríguez for drafting an agreement for faculty.

1.4 Public Comment – (cont.)

Ms. Nahil Zabaneh asked board members to oppose AB 955 (Community colleges: intersession extension programs).

1.5 Approval of Minutes

It was moved by Mr. Yarbrough, seconded by Mr. Solorio, and carried unanimously to approve the minutes of the meeting held September 23, 2013.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough, seconded by Mr. Solorio, and carried unanimously to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar:

4.1 Approval of SLPA Agreement Renewal – Jurupa Unified School District

The board approved the agreement with Jurupa Unified School District in Jurupa Valley, California.

5.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

5.2 Acceptance of 2012-2013 Citizens' Bond Oversight Committee Annual Report

The board accepted the Citizens' Bond Oversight Committee Annual Report to the Community for 2012-2013 as presented.

5.3 Adoption of Resolution No. 13-35 – Void or Stale-date Warrant (Checks)

The board adopted Resolution No. 13-35 for void or stale-date warrant (checks) as presented.

5.4 Approval of Amendment to Agreement with HMC Architects

The board approved the amendment to the agreement with HMC Architects to provide an extension of time for master architect consulting services through June 30, 2014, as presented.

5.5 Approval of Agreement with All American Inspection, Inc. for Temporary Village at Santa Ana College (SAC)

The board approved the agreement with All American Inspection Inc. to provide DSA in-plant inspection services for the SAC temporary village as presented.

5.6 Adoption of Resolution No. 13-34 – Change Order for Bid #1134 – Contract with Tropical Plaza Nursery Inc. for Landscaping for Humanities Building at Santiago Canyon College

The board adopted Resolution No. 13-34 for Tropical Plaza Nursery, Inc. for Bid #1134 for landscaping for the Humanities building at SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

5.7 Approval of Amendment of Agreement with TYR I.O.R. Services for Humanities Building at Santiago Canyon College

The board approved the amendment to the existing contract with TYR I.O.R. Services to provide an extension of time and additional costs for DSA inspection services for the Humanities building as presented.

5.8 Approval of Change Order #1, Bid #1211 – Contract with J.B. Bostick Company, Inc. for Asphalt Overlay Project and Stripping for Parking Lots 2-5 at Santiago Canyon College

The board approved change order #1 for Bid #1211 for asphalt overlay and stripping for parking lots 2-5 at SCC as presented.

5.9 Approval of Notice of Completion for Bid #1134 – Contract with Tropical Plaza Nursery Inc. for Landscaping for Chapman Road Entry and Learning Resource Center (LRC) Parking Lot at Santiago Canyon College

The board approved the Notice of Completion with Tropical Plaza Nursery Inc. for landscaping for the Chapman Road entry and LRC parking lot at SCC as presented.

5.10 Approval of Notice of Completion for Bid #1136 – Contract with Guy Yocom Construction Inc. for Concrete and Asphalt for Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College

The board approved the Notice of Completion with Guy Yocom Construction Inc. for concrete and asphalt for the Chapman Road entry and LRC parking lot at SCC as presented.

5.11 Approval of Notice of Completion for Bid #1136 – Contract with Guy Yocom Construction Inc. for Concrete for Humanities Building at Santiago Canyon College

The board approved the Notice of Completion with Guy Yocom Construction Inc. for concrete for the Humanities building at SCC as presented.

5.12 Approval of Notice of Completion for Bid #1138 – Contract with Blazing Industrial Steel, Inc. for Steel for Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College

The board approved the Notice of Completion with Blazing Industrial Steel, Inc. for steel for the Chapman Road entry and LRC parking lot at SCC as presented.

5.13 Approval of Notice of Completion for Bid #1139 – Contract with Dynalectric Inc. for Electrical for the Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College

The board approved the Notice of Completion with Dynalectric Inc. for electrical for the Chapman Road entry and LRC parking lot at SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

5.14 Approval of Notice of Completion for Bid #1140 – Contract with Interpipe Contracting Inc. for Plumbing and Water Utilities for Humanities Building at Santiago Canyon College

The board approved the Notice of Completion with Interpipe Contracting, Inc. to complete the plumbing and water utilities for the Humanities building at SCC as presented.

5.15 Approval of Notice of Completion for Bid #1140 – Contract with Interpipe Contracting Inc. for Underground Utilities for Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College

The board approved the Notice of Completion with Interpipe Contracting Inc. for underground utilities for the Chapman Road entry and LRC parking lot at SCC as presented.

5.16 Approval of Notice of Completion for Bid #1143 – Contract with Glazcon Production, Inc. for Glazing for Humanities Building at Santiago Canyon College

The board approved the Notice of Completion with Glazcon Production, Inc. to complete the glazing for the Humanities building at SCC as presented.

5.17 Approval of Notice of Completion for Bid #1144 – Contract with Troyer Contracting Company for Roofing and Waterproofing for Humanities Building at Santiago Canyon College

The board approved the Notice of Completion With Troyer Contracting Company for roofing and waterproofing for the Humanities building at SCC as presented.

5.18 Approval of Notice of Completion for Bid #1145 – Contract with K&Z Cabinet Company for Architectural Woodwork for Humanities Building at Santiago Canyon College

The board approved the Notice of Completion with K&Z Cabinet Company to complete the architectural woodwork for the Humanities building at SCC as presented.

5.19 Approval of Notice of Completion for Bid #1148 – Contract with Continental Flooring Inc. for Flooring for Humanities Building at Santiago Canyon College

The board approved the Notice of Completion with Continental Flooring Inc. for flooring for the Humanities building at SCC as presented.

5.20 Approval of Notice of Completion: Bid #1211 – Contract with J.B. Bostick Company Inc. for Asphalt Overlay Project and Stripping for Parking Lots 2-5 at Santiago Canyon College

The board approved the Notice of Completion with J.B. Bostick Company Inc. for asphalt for the overlay project and stripping for parking lots 2-5 at SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

5.21 Approval of Sole Source for Ellucian Inc.

The board declared and approved Ellucian Inc. as the sole source provider for existing and future software modules including licensing, maintenance and support services, training, enhancements and upgrades to the installed Colleague application as presented.

5.22 Approval of Measure Q Citizens' Bond Oversight Committee Amended Bylaws and Ethics Policy Statement

The board approved the amended bylaws for the Santa Ana College Improvement District No. 1 of the Rancho Santiago Community College District for the Measure Q Citizens' Bond Oversight Committee as presented.

6.1 Approval of Resource Development Items

The board approved the 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:

- Board Financial Assistance Program (BFAP) (SCC)	\$ 333,031
- Child Care Access Means Parents in School (CCAMPIS) - Year 1 (District)	\$ 132,827
- Child Development Training Consortium (SAC/SCC)	\$ 17,000
- Cooperative Agencies Resources for Education (CARE) (SAC/SCC)	\$ 78,259
- Doctoral Psychology Internship (SAC)	\$ 20,000
- Extended Opportunity Programs & Services (EOPS) (SAC/ SCC)	\$1,543,040
- UCI Graduate Student/Faculty Internship (SAC/SCC)	\$ 37,500
- Veterans Upward Bound Program – Year 2 (SAC)	\$ 214,874
- WIA Title II – Adult Basic Education Programs (SAC/SCC)	\$3,620,511

6.2 Approval of Sub-award Agreements between RSCCD and SAUSD and between RSCCD and The Regents of University of California (UCI) for Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) 2009-Year 5

The board approved the sub-award agreements and authorized the Vice Chancellor, Business Operations/Fiscal Services, or his designee to sign and enter related contractual agreements on behalf of the district.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board.

## 2.2 Reports from College Presidents

The following college representatives provided reports to the board.

Dr. Erlinda Martinez, President, Santa Ana College  
Mr. Juan Vázquez, President, Santiago Canyon College

## 2.3 Report from Student Trustee

Mr. Luis Correa, Student Trustee, provided a report to the board.

## 2.4 Reports from Student Presidents

The following student representatives provided reports to the board on behalf of the Associated Student Government organizations:

Mr. Jorge Sandoval, Student President, Santa Ana College  
Mr. Hector Soberano, Director of Green Operations, Santiago Canyon College

## 2.5 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College  
Mr. John Zarske, Academic Senate President, Santa Ana College

## 3.0 HUMAN RESOURCES

All items were considered after Closed Session.

## 4.0 INSTRUCTION

Item 4.1 was approved as part of Item 1.6 (Consent Calendar).

## 5.0 BUSINESS OPERATIONS/FISCAL SERVICES

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

## 6.0 GENERAL

Items 6.1 and 6.2 were approved as part of Item 1.6 (Consent Calendar).

### 6.3 First Reading of Revised Board Policies

Mr. Hanna provided a report on the September 30, 2013, Board Policy Committee meeting at this time and presented the following policies for first reading as an information item:

- BP 3410 Nondiscrimination —~~BP7300~~
- ~~Deletion of BP4119 Unlawful Discrimination and Sexual Harassment~~
- BP 5055 Enrollment Priorities (New)

6.3 First Reading of Revised Board Policies – (cont.)

- BP 6332 Competitive Bidding and Quotation Policies
- BP 7001 Code of Ethics —~~BP7020~~
- BP 7002 Civility —~~BP4137~~
- BP 7003 Oath —~~BP4103~~
- BP 7004 ~~Non-School~~ Outside Employment —~~BP4106~~
- BP 7005 Personnel Files —~~BP4110~~
- BP 7006 Service Recognition —~~BP4111~~
- BP 7007 Volunteers ~~Personnel Service~~ —~~BP4117~~
- BP 7008 Employee Evaluation —~~BP4128~~
- BP 7009 Staff Development —~~BP4138~~
- BP 7100 Commitment to Diversity (new)
- BP 7110 ~~General Personnel Policy Statement~~ Delegation of Authority —~~BP4101~~
- BP 7120 Recruitment and Hiring, ~~Selection, Appointment and Transfer of~~  
Employees —~~BP4102~~
- BP 7121 Applicant Travel Reimbursement —~~BP4204~~
- ~~Deletion of BP4417 Personnel—Administrative Applicant Travel Reimbursement~~  
~~Administrative~~
- BP 7130 Compensation ~~Payroll Warrants for Employees~~ —~~BP3219~~
- BP 7131 ~~Personnel—~~ Management Salary Schedules—~~Initial Placement & Salary~~  
~~Step Advancement Recommendation~~ —~~BP4401~~
- BP 7132 Management Medical/Dental Insurance Benefits —~~BP4402~~
- BP 7133 Holidays Management —~~BP4414~~
- BP 7140 Collective Bargaining (new)
- BP 7141 Organizations Right of Access —~~BP4133~~
- BP 7210 Academic Employees (new)
- BP 7230 ~~Definition~~ Classified Employees Service —~~BP4301~~
- BP 7240 Confidential Employees (new)
- BP 7250 Educational Administrators ~~Administrative Retreat Rights~~  
~~Administrative~~ —~~BP4423 (formerly BP4520)~~
- BP 7260 Classified Supervisors and Managers (new)
- BP 7310 Nepotism —~~BP4118~~
- BP 7330 Communicable Disease ~~Medical Examinations~~ —~~BP4130~~
- BP 7335 Health ~~Medical Examinations~~ —~~BP4130~~
- BP 7340 Leaves
- ~~Deletion of BP4114 Maternity Leave~~
- ~~Deletion of BP4115 Military Leave~~
- ~~Deletion of BP4404 Bereavement Leave Management~~
- ~~Deletion of BP4405 Family and Medical Leave Management~~
- ~~Deletion of BP4406 Industrial Accident or Illness Leave Management~~
- ~~Deletion of BP4407 Judicial Leave Management~~
- ~~Deletion of BP4408 Personal Necessity Leave Management~~
- ~~Deletion of BP4409 Quarantine Leave Management~~
- ~~Deletion of BP4410 Sick Leave Management~~

6.3 First Reading of Revised Board Policies – (cont.)

- ~~Deletion of BP4412 Unpaid Leaves of Absence Management~~
- ~~Deletion of BP4413 Vacation Management~~
- BP 7345 Catastrophic Leave Program (new)
- BP 7348 Faculty Pre-retirement (Workload Reduction) ~~—BP4207~~
- BP 7350 Resignations ~~—BP4129~~
- BP 7360 Faculty Discipline and Dismissal and/or Discharge – Academic Employees ~~—BP4206~~
- ~~Deletion of BP4415 Dismissal and/or Discharge Management~~
- BP 7365 Discipline and Dismissal – Classified Employees
- BP 7370 ~~Solicitation of Political Contributions and Political Activities by Employees—BP4135~~
- BP 7380 Retiree Health Benefits: Academic Employees (new)
- BP 7385 Salary Deductions ~~—BP4127~~
- BP 7400 Travel ~~—BP4108~~
- ~~Deletion of BP4403 Professional Conference Leave/In-Service Training Leave Management~~
- BP 7510 Domestic Partners (new)
- BP 7600 Campus Security Officers (new)
- BP 7700 Whistleblower Protection ~~—BP4140~~
- ~~Deletion of BP4116 Meetings~~
- ~~Deletion of BP4123 Support Program For Substance Abuse~~
- ~~Deletion of BP4126 Acceptance of Outside Obligations~~
- ~~Deletion of BP4202 Continuing Employment Contracts~~
- ~~Deletion of BP4205 Faculty Salary Payments~~
- ~~Deletion of BP4302 Classified Salary Payments~~
- ~~Deletion of BP4419 Administrative Leave—Administrative~~
- ~~Deletion of BP4422 Management Retroactive Pay (formerly BP4519)~~

6.4 Adoption of 2013-2023 Rancho Santiago Community College District (RSCCD) Comprehensive Master Plan

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt the 2013-2023 RSCCD Comprehensive Master Plan. Discussion ensued. The motion carried unanimously.

6.5 Adoption of Board of Trustees Annual Self-Evaluation Instrument, List of Designated Recipients, and Self-Evaluation Timeline

It was moved by Mr. Labrado and seconded by Ms. Mendoza Yanez to adopt the self-evaluation survey instrument, the list of designated individuals who will receive the survey, and the self-evaluation timeline. Mr. Hanna indicated the Board Policy Committee reviewed the survey instrument, list of designated recipients, and self-evaluation timeline at its September 30, 2013, meeting in accordance with Board



6.5 Adoption of Board of Trustees Annual Self-Evaluation Instrument, List of Designated Recipients, and Self-Evaluation Timeline – (cont.)

Policy 2745 – Board Self Evaluation. The committee recommended the following changes to the self-evaluation instrument:

Under **Board leadership, ethics, and standards of conduct:**

The board makes decisions in the best interest of students, ~~and~~ the colleges, *and the entire district.*

The committee did not recommend any changes to the list of designated recipients.

The motion carried unanimously.

6.6 Approval of Conditional Settlement Agreement and Memorandum of Understanding for Vehicle License Fee Adjustment Amounts (VLFFA) Litigation

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to approve the Conditional Settlement Agreement and Memorandum of Understanding and authorize the chancellor to execute the documents on behalf of the district as presented.

Discussion ensued. The motion carried with a vote of abstention from Mr. Hanna.

6.7 Reports from Board Committees

Mr. Labrado provided a report on the October 10, 2013, Board Facilities Committee meeting.

Mr. Hanna provided a report on the September 30, 2013, Board Policy Committee meeting during Item 6.3 (First Reading of Revised Board Policies).

Mr. Correa provided a report on the October 3, 2013, Orange County Community Colleges Legislative Task Force meeting.

6.8 Board Member Comments

Board members thanked SCC staff for hosting the board meeting.

Mr. Hanna and Ms. Alvarez reported they had participated in the first Standard IV accreditation team meeting.

Mr. Hanna reported he enjoyed attending the recent SAC vs. SCC soccer game.

Mr. Hanna indicated AB 60 (Driver's licenses: eligibility: required documentation) will assist the district's students, staff, and families.

Mr. Hanna commented on SB 141 (Postsecondary education benefits: children of deported or voluntarily departed parents), SB 150 (Pupils: concurrent enrollment

6.8 Board Member Comments – (cont.)

in secondary school and community college: nonresident tuition exemption), and SB 290 (Nonresident tuition exemption: veterans).

Ms. Mendoza Yanez encouraged attendance at upcoming events hosted by SCC ASG-Orange Education Center's Speaking and Writing Club. In addition, she extended an invitation to join her on October 24 at the Avocado Grill as she thanks those that supported her election.

Mr. Labrado and Ms. Alvarez reported on the Association of Community College Trustees (ACCT) 44<sup>th</sup> Annual Leadership Congress conference they attended on October 2-5 in Seattle, Washington. Mr. Labrado encouraged viewing Mr. Bill Gates' keynote address on the ACCT website.

Mr. Solorio extended thanks to staff for its partnership with The Regents of the University of California, Irvine, and Santa Ana Unified School District for the Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP).

Mr. Yarbrough thanked staff for the Coastkeeper Garden tour before the board meeting; Ms. Barrios extended her regrets for not being able to participate in the tour.

Ms. Alvarez reported on the National Association of Latino Elected and Appointed Officials (NALEO) 9<sup>th</sup> Annual National Summit on the State of Latino Education, *Promoting STEM Education within the Latino Community*, on September 30-October 2 in Washington, D.C.

Ms. Alvarez thanked staff for providing the 2012-2013 Citizens' Bond Oversight Committee Annual Report to the Community (Item 5.2).

**RECESS TO CLOSED SESSION**

The board convened into closed session at 6:37 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
  - a. Part-time Faculty
  - b. Classified Staff
  - c. Student Workers
  - d. Professional Experts
  - e. Classified Administrators
    1. Graphic Communications Manager
    2. Publications & Electronic Media Manager
  - f. Educational Administrator Appointments
    1. Director, Fire Education
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)

3. 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  
California School Employees Association, Chapter 888  
Continuing Education Faculty Association
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
5. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: Dr. Raúl Rodríguez, Chancellor  
Union Organizations: Los Angeles-Orange County Building and Construction Trades Council  
Craft Unions  
Carpenters Union

### **RECONVENE**

The board reconvened at 7:19 p.m.

#### **Closed Session Report**

Mr. Labrado reported the board discussed the aforementioned items and voted unanimously to ratify the suspension of Mr. Abel Arredondo, Student Program Specialist, for three (3) days and suspend Ms. Elizabeth Thomas, Financial Aid Analyst, for ten (10) days.

#### **Public Comment**

There were no public comments.

### **3.0 HUMAN RESOURCES**

#### **3.1 Management/Academic Personnel**

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve the following action on the management/academic personnel docket:

- Approve New Job Descriptions
- Approve Appointments
- Approve Changes of Assignment
- Approve Adjusted Salary Placements
- Approve FARSCCD Part-time/Hourly Step Increases Effective Fall 2013
- Approve Final Salary Placements
- Approve Adjusted Hourly Rate Placements for CEFA
- Approve Adjusted Hourly Rate Placements for FARSCCD
- Approve 2013-2014 Contract Extension Days
- Ratify Resignations/Retirements
- Approve Stipends

3.1 Management/Academic Personnel – (cont.)

- Approve CEFA Step Increases
- Approve Part-time Hourly Hires/Rehires
- Approve Non-paid Intern Services

3.2 Classified Personnel

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve the following action on the classified personnel docket:

- Approve Revised Job Descriptions/Changes in Grade
- Approve Temporary to Contract Assignments
- Approve Longevity Increments
- Approve Changes in Positions
- Approve Changes in Salary Placements
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Temporary to Hourly On Going Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Volunteers
- Approve Student Assistant Lists

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on October 28, 2013, at Santa Ana College, 1530 W. 17<sup>th</sup> Street, Santa Ana, California.

There being no further business, Ms. Barrios declared this meeting adjourned at 7:21 p.m., in memory of Dr. Michael Kelcher, Professor of Chemistry, Santa Ana College.

Respectfully submitted,

---

Raúl Rodríguez, Ph.D.  
Chancellor

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

Minutes approved: October 28, 2013