

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 North Broadway, #107
Santa Ana, CA 92706

Board of Trustees (Regular meeting)

Monday, December 9, 2013

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:35 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. Jorge Sandoval, Student President, Santa Ana College (SAC); and Mr. Hector Soberano, Director of Green Operations, Santiago Canyon College (SCC).

1.3 Presentation of District Annual Financial Audit

Auditor Rick Alonzo of Vavrinek, Trine, Day & Co., LLP, reviewed the RSCCD Independent Audit Report and rendered an unmodified opinion on the financial statements.

1.4 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough, seconded by Mr. Solorio, and carried unanimously to approve Item 6.12 (Resolution No. 13-46 regarding emergency Closure of SAC-East Child Development Center) as an addendum to the agenda, and addendum for Item 7.1 (Academic/Management Personnel), and an addendum for Item 7.2 (Classified Personnel).

1.5 Public Comment

There were no public comments.

1.6 Approval of Minutes

It was moved by Mr. Yarbrough, seconded by Ms. Mendoza Yanez, and carried to approve the minutes of the regular meeting held November 12, 2013.

1.7 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, with the exception of Item 5.6 (Resolution No. 13-43 for Approval of Request for Qualifications and Proposals for Lease/Leaseback Services for Tessman Planetarium Upgrade and Restroom Addition, Parking Lot #11 Expansion and Improvements, and Temporary Village Projects at Santa Ana College) and Item 5.7 (Resolution 13-44 for Approval of Request for Qualifications and Proposals for Lease/Leaseback Services for Dunlap Hall Renovations at SAC) removed by Mr. Hanna:

4.1 Approval of Agreement with Medical Billing Technologies, Inc.

The board approved the agreement for provision of billing for Family PACT Services with Medical Billing Technologies, Inc. performing a third party billing service.

4.2 Approval of OTA Agreement Renewal – Glendale Adventist Medical Center

The board approved the agreement with Glendale Adventist Medical Center in Glendale, California.

4.3 Approval of New OTA Agreement – Southwest Rehab Specialist

The board approved the agreement with Southwest Rehab Specialist in Brawley, California.

4.4 Approval of OTA Agreement Renewal – Interface Rehab, LLC

The board approved the agreement with Interface Rehab, LLC in Placentia, California.

4.5 Approval of New Courses and New Programs for 2014-2015 Santa Ana College Catalog

The board approved the new courses and programs for the 2014-2015 SAC catalog.

4.6 Approval of New Courses and New Programs for 2014-2015 Santiago Canyon College Catalog

The board approved the new courses and programs for the 2014-2015 SCC catalog.

1.7 Approval of Consent Calendar – (cont.)

4.7 Approval of Renewal Agreement with Sheraton Cerritos for Los Angeles/Orange County Regional Consortia Monthly Meetings January-February 2014

The board approved the Sheraton Cerritos contract for the Los Angeles/Orange County Regional Consortia for January and February 2014 monthly meetings.

5.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

5.2 Receive and Accept District Audit Report for Fiscal Year Ended June 30, 2013

The board received and accepted the Rancho Santiago Community College District (RSCCD) audit reports for the fiscal year ended June 30, 2013, as presented.

5.3 Ratification of Award for Informal Bid #1215 District Office Domestic Water Pump Replacement

The board ratified the award of Bid #1215 to De La Torre Commercial Interiors, Inc. in compliance to Board Policy 3311 as presented.

5.4 Approval of Amendment to Agreement with HMC Architects

The board approved the amendment to agreement with HMC Architects to add additional fees for master architect consulting services as presented.

5.5 Approval of Temporary Lease of Parking Lot at Orange Education Center

The board approved the contract with PAR Electrical Contractors, Inc. for the temporary lease of the parking lot at Orange Education Center as presented.

5.8 Approval of Agreement with LPA, Inc. for Construction Administration Services for Sports Field Netting Project at Santiago Canyon College

The board approved the agreement with LPA, Inc. for construction administration services for the sports field netting project at SCC as presented.

5.9 Approval of Change Order #2 for Bid #1151 – Contract with Southern California Grading for Earthwork for Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College

The board approved change order #2 for Bid #1151 for Southern California Grading for the Chapman Entry drive and Learning Resource Center parking lot at SCC as presented.

5.10 Approval of Change Order #2 for Bid #1198 – Contract with Marina Landscaping, Inc. for Landscaping for Humanities Building at Santiago Canyon College

The board approved change order #2 for Bid #1198 for Marina Landscaping, Inc. for Bid #1198 for landscaping for the Humanities building at SCC as presented.

1.7 Approval of Consent Calendar – (cont.)

5.11 Approval of Notice of Completion for Bid #1142 – Contract with JPI Development Group Inc. for Fire Suppression for Humanities Building at Santiago Canyon College

The board approved the Notice of Completion with JPI Development Group Inc. to complete the fire suppression for the Humanities building at SCC as presented.

5.12 Approval of Notice of Completion for Bid #1146 – Contract with Inland Building Construction Company, Inc. for Framing and Elevators for Humanities Building at Santiago Canyon College

The board approved the Notice of Completion with Inland Building Construction Company, Inc. for framing and elevators for the Humanities at SCC as presented.

5.13 Approval of Surplus Property

The board declared the list of equipment attached to the agenda as surplus property and utilization of The Liquidation Company to conduct an auction as presented.

5.14 Approval of Donation of Surplus Items

The board approved the donation to Boys & Girls Clubs of Fullerton, Orange Unified School District, and Centralia School District as presented.

5.15 Approval of Purchase Orders

The board approved the purchase order listing for the period October 27, 2013, through November 9, 2013.

5.16 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers during the month of October 2013.

6.1 Approval of Resource Development Items

The board approved budgets, accepted grants, and authorized the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:

- Early Head Start - Year 2 (District)	\$1,693,211
- Equality Employment Opportunity (EEO) – Diversity Allocation Funds (District)	\$ 12,781
- NSF – Fullerton Mathematics Teacher and Master Teacher Fellows Project (FULL MT2) – Year 4 (SAC)	\$ 20,000
- SBA/CSUF – SBDC (District)	\$ 555,912
- Student Success and Support Program (SSSP) – Credit (SAC/District)	\$1,540,154
- Student Success and Support Program (SSSP) – Credit (SCC/District)	\$ 576,592

1.7 Approval of Consent Calendar – (cont.)

6.1 Approval of Resource Development Items – (cont.)

- Student Success and Support Program (SSSP) – Non-Credit (SAC-CEC/District) \$1,185,488
- Student Success and Support Program (SSSP) – Non-Credit (SCC-OEC/District) \$ 599,814

6.2 Approval of Second Amendment to Subcontract Agreement between RSCCD and CHOC/Help Me Grow for Early Head Start Program

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

6.3 Authorization of Signatures

The board approved the revised list of authorized signatures.

2.0 **BOARD ORGANIZATION**

2.1 Annual Board Organization

Mr. Solorio and Ms. Barrios shared why they would like to represent the board as president for 2013-2014. Discussion ensued. It was moved by Mr. Labrado and seconded by Ms. Mendoza Yanez to elect Mr. Solorio as the 2013-2104 board president. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Labrado, Mr. Solorio, and Mr. Yarbrough; Nay – Ms. Barrios; Abstain: Ms. Mendoza-Yanez. Student trustee Correa’s advisory vote was aye.

At this time, Ms. Barrios passed the gavel to Mr. Solorio to conduct the remainder of the meeting.

On behalf of the board, Mr. Solorio thanked Ms. Barrios for her work and dedication as board president during 2012-2013. He then presented her with an engraved clock.

It was moved by Ms. Mendoza Yanez, seconded by Ms. Alvarez, and carried unanimously to elect Mr. Labrado as vice president.

It was moved by Mr. Hanna, seconded by Ms. Mendoza Yanez, and carried unanimously to elect Ms. Alvarez as clerk.

Mr. Solorio designated Dr. Rodríguez as the board’s secretary and Mr. Didion as the assistant secretary.

2.1 Annual Board Organization – (cont.)

Mr. Solorio appointed chairpersons and members to the following committees:

- Board Facilities Committee: Chairperson: Mr. Labrado;
Members: Ms. Mendoza Yanez, Mr. Solorio
- Board Fiscal/Audit Committee: Chairperson: Mr. Yarbrough;
Members: Ms. Alvarez, Ms. Mendoza Yanez
- Board Legislative Committee: Chairperson: Ms. Alvarez;
Members: Mr. Hanna, Mr. Yarbrough
- Board Policy Committee: Chairperson: Mr. Hanna;
Members: Ms. Alvarez, Mr. Labrado

Mr. Solorio appointed board representatives to the following organizations:

- Representative to the RSCCD Foundation: Ms. Alvarez, Ms. Barrios,
and Ms. Mendoza Yanez
- Representative to the Orange County Legislative Task Force: Ms. Barrios
- Representative to the Orange County School Boards Association: Mr. Solorio
- Representative to the Nominating Committee on School District Organization:
Mr. Hanna

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to adopt the board meeting schedule for 2014. After discussion, the motion was amended to change the June 16 date to June 9. The motion carried unanimously to adopt the following board meeting schedule for 2014:

January 13
February 3 (Board Planning Session), 18 (Tuesday)
March 10, 24
April 14, 28
May 12, 27 (Tuesday)
June 9
July 21
August 18
September 8, 22
October 13 (SAC), 27 (SCC)
November 17 (annual self-evaluation meeting)
December 8

It was moved by Mr. Yarbrough, seconded by Ms. Barrios, and carried unanimously to reaffirm Board Policy 2200 – Board Duties and Responsibilities.

It was moved by Mr. Yarbrough, seconded by Ms. Barrios, and carried unanimously to reaffirm the following Board Policies: #2715 (Code of Ethics/Standards of Practice), #2735 (Board Member Travel), and #6320 (Investments).

It was moved by Ms. Barrios and seconded by Ms. Alvarez to designate specific days, weeks or months of observance, which relate to the educational mission of the district, as listed in the docket. Discussion ensued. The motion carried with one nay vote from Mr. Yarbrough.

3.0 INFORMATIONAL ITEMS AND ORAL REPORTS

3.1 Report from the Chancellor

Dr. Raúl Rodríguez, Chancellor, did not give a report to the board, but commended board members on the professional manner in which the election of the board president was conducted.

3.2 Reports from College Presidents

The following college presidents provided reports to the board:

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

Mr. Vázquez and Dr. Martinez reported that the SAC and SCC accreditation steering committees are working on revising the drafts provided by the sub-groups and standard committees for the accreditation team visit in October 2014. Mr. Vázquez reported that the accrediting commission provided feedback to the report SCC submitted to the commission in Fall 2012 that described SCC's status and implementation of student learning outcomes assessment. Dr. Martinez indicated SAC plans to hold a forum on December 13 for college staff to discuss the status of its accreditation process.

3.3 Report from Student Trustee

Mr. Luis Correa provided a report to the board.

3.4 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

3.5 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

4.0 INSTRUCTION

All items were approved as part of Item 1.7 (Consent Calendar).

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1, 5.2, 5.3, 5.4, 5.5, 5.8 through 5.16 were approved as part of Item 1.7 (Consent Calendar).

5.6 Adoption of Resolution No. 13-43 for Approval of Request for Qualifications and Proposals for Lease/Leaseback Services for Tessman Planetarium Upgrade and Restroom Addition, Parking Lot #11 Expansion and Improvements, and Temporary Village Projects at Santa Ana College

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to adopt Resolution No. 13-43 which authorizes staff to issue a Request for Qualifications and Proposals seeking proposals from qualified contractors to construct a project pursuant to Education Code Section 81335 and to enter into a Site Lease, Facilities Sub-Lease, and related construction agreements regarding one project which includes Tessman Planetarium Upgrade and Restroom Addition, parking lot #11 expansion, and Temporary Village projects at SAC as presented. Discussion ensued on Items 5.6 and 5.7. The motion carried unanimously.

5.7 Adoption of Resolution 13-44 for Approval of Request for Qualifications and Proposals for Lease/Leaseback Services for Dunlap Hall Renovations at Santa Ana College

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to adopt Resolution No. 13-44 which authorizes staff to issue a Request for Qualifications and Proposals seeking proposals from qualified contractors to construct a project pursuant to Education Code Section 81335 and to enter into a Site Lease, Facilities Sub-Lease, and related construction agreements regarding Dunlap Hall renovations at SAC as presented. Discussion ensued during Item 5.6. The motion carried unanimously.

6.0 GENERAL

Items 6.1, 6.2, and 6.3 were approved as part of Item 1.7 (Consent Calendar).

6.4 Adoption of Resolution No. 13-45 authorizing payment to Trustee Absent from Board Meetings

It was moved by Mr. Hanna, seconded by Mr. Labrado, and carried unanimously to authorize payment to Luis Correa for his absence from the November 12, 2013, board meeting due to class on Tuesday evenings.

6.5 List of 2014 Conferences and Legislative Executive Visits for Members

Board Policy 2735 and a list of conferences and legislative executive visits that board members may wish to attend was provided as information.

6.6 Approval of Appointments to Measure Q Citizens' Bond Oversight Committee

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to approve the appointments to the Measure Q Citizens' Bond Oversight Committee as presented.

6.7 Presentation of Child Development Centers – California School Employees Association (CSEA), Chapter 888 Initial Proposal to Rancho Santiago Community College District

It was moved by Mr. Yarbrough, seconded by Ms. Mendoza Yanez, and carried unanimously to receive and file the Child Development Centers – CSEA, Chapter 888, initial proposal to the district and schedule a public hearing for January 13, 2014.

6.8 Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and Continuing Education Faculty Association (CEFA)

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve the amendments to the collective bargaining agreement with CEFA.

6.9 First Reading of Revised Board Policies and New Administrative Regulations

The following policies and regulations were presented for first reading as an information item:

- BP 2305 Annual Organizational Meeting
- BP 3250 Institutional Planning
- BP 3900 Speech: Time, Place, and Manner
- AR 2110 Vacancies on the Board
- AR 2320 Special and Emergency Meetings
- AR 2410 Board Policies and Administrative Regulations
- AR 2430 Delegation of Authority
- AR 2610 Presentation of Initial Collective Bargaining Proposals
- AR 2710 Conflict of Interest

Mr. Hanna asked that the board policies and administrative regulations be presented as two separate items since the board does not approve administrative regulations.

6.10 Reports from Board Committees

Mr. Labrado provided a report on the December 5, 2013, Board Facilities Committee meeting during the discussion of Item 5.6 and 5.7.

Mr. Yarbrough provided a report on the November 18, 2013, Board Fiscal/Audit Committee meeting.

6.10 Reports from Board Committees – (cont.)

Mr. Hanna provided a report on the December 2, 2013, Board Policy Committee meeting.

6.11 Board Member Comments

Board members thanked Ms. Barrios for serving as the 2012-2013 president and congratulated Mr. Solorio as the 2013-2014 president, Mr. Labrado as the 2013-2014 vice president, and Ms. Alvarez as the 2013-2014 clerk.

Mr. Correa expressed disappointment in the remarks made in a public forum by the SCC student representative regarding an internal dispute. He indicated he is working with SAC and SCC student governments on the January 24, 2014, student leadership workshop.

Board members expressed support for Mr. Correa.

Mr. Yarbrough reported he spoke at the December 3, 2013, SCC Academic Senate meeting.

Mr. Yarbrough reported he presented the board-approved resolution in honor of Mr. Lorenzo A. Ramirez to Ms. Phyllis Ramirez on December 3, 2013.

Ms. Barrios reported she and Ms. Mendoza Yanez attended the SCC Holiday Showcase on November 30, 2013.

Ms. Barrios read an excerpt of former student trustee Andrew Hanson's recent email announcing he had been accepted to Harvard Law School in the fall and commended the board on assisting him on his journey there.

Ms. Barrios reported she recently had a luncheon meeting with SAC and SCC academic senate presidents.

Mr. Labrado and Mr. Hanna reported they attended the Soldiers to Scholars event on December 5 and commended Dr. Martinez and SAC staff for a wonderful event.

Mr. Labrado thanked Dr. Martinez for allowing the public use of SAC soccer fields.

Ms. Mendoza Yanez thanked everyone for their informative reports.

Ms. Mendoza Yanez commended a Korean student who gave a presentation at a recent SCC Communicators Club event that she attended and encouraged trustees to attend future Communicators Club events.

Ms. Mendoza Yanez reported that she attended the play "Angry White Women" at SAC and was impressed with the professionalism displayed in the acting and sets.

6.11 Board Member Comments – (cont.)

Mr. Hanna commended the SAC men's soccer team and SCC's women's soccer team for their team efforts this year.

Mr. Hanna gave a report on the Community College League of California (CCLC) Annual Convention and Partnership Conferences in Sacramento on November 21-23 that he attended. He indicated he was unable to attend the chancellor's presentation at the conference and asked that the chancellor give his CCLC workshop presentation to the board at a future study session.

Mr. Hanna read Governor Brown's Proclamation declaring December 7 as Pearl Harbor Remembrance Day and asked that the meeting be closed in memory of the armed services that lost their lives on December 7, 1941. Mr. Hanna shared that his father, Wallace John Hanna, and his father's cousin, Mr. David Darling Hanna, were stationed in Hawaii at the time and his father's cousin lost his life on the Arizona during the attack on Pearl Harbor.

6.12 Adoption of Resolution No. 13-46 regarding Emergency Closure of SAC-East Child Development Center

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to adopt the resolution certifying the Child Development Center was closed due to an emergency power outage on November 21, 2013.

RECESS TO CLOSED SESSION

The board convened into closed session at 7:06 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. 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: California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association

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])

RECONVENE

The board reconvened at 7:20 p.m.

Closed Session Report

Ms. Alvarez reported the board discussed public employment, public employee discipline, and labor negotiations, and voted unanimously to release Ms. Laura Mitchell, Instructional Assistant, from probation.

Public Comment

There were no public comments.

7.0 HUMAN RESOURCES

7.1 Management/Academic Personnel

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

- Approve Adjusted Salary/Allowances/TSA Reflecting 1.57% COLA (per Employment Agreement)
- Approve Permanent 2013-2014 Cabinet Salary Schedule
- Approve Permanent 2013-2014 Management Salary Schedule
- Approve Appointments
- Approve Changes of Position Grade Levels Effective July 1, 2013
- Approve Permanent 2013-2014 CEFA Part-time Hourly Salary Schedule
- Approve Changes of Assignments
- Approve Long-term Substitute per Education Code 87481 and 87482
- Approve Interim Assignments
- Ratify Resignations/Retirements
- Approve 2013-2014 Contract Extension Days
- Approve Stipends
- Approve FARSCCD Part-time Hourly Step Increase Effective Fall 2013
- Approve Part-time Hourly Hires/Rehires
- Approve Non-paid Intern Services

7.2 Classified Personnel

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

- Approve New Appointments
- Approve Out of Class Assignments

7.2 Classified Personnel – (cont.)

- Approve Changes in Positions/Locations
- Ratify Resignations/Retirements
- Approve Temporary to Hourly On Going Assignments
- Approve Changes in Positions/Departments
- Approve Professional Growth Increments
- Approve Leaves of Absence
- Approve Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Student Assistant Lists

7.3 Approval of December 2013 Holiday Closure

It was moved by Mr. Yarbrough, seconded by Ms. Barrios, and carried unanimously to designate December 30 and 31, 2013, as paid holidays for all CSEA 579 and management employees.

8.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, January 13, 2014.

There being no further business, Mr. Solorio declared this meeting adjourned at 7:22 p.m., in memory of the armed services that lost their lives on December 7, 1941.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: January 13, 2014