

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**  
**2323 North Broadway, #107**  
**Santa Ana, CA 92706**

**Board of Trustees**  
**(Regular meeting)**

**Monday, February 25, 2019**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:38 p.m. by Mr. Phillip Yarbrough. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, Mr. Zeke Hernandez, and Ms. Elizabeth Weber. Mr. Larry Labrado and Ms. Nelida Mendoza were not present due to illness.

Administrators present during the regular meeting were Ms. Tracie Green, Dr. John Hernandez, Mr. Peter Hardash, Dr. Raúl Rodríguez, and Dr. Linda Rose. 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 Ms. Lisa Hermen, Assistant Coach, Santiago Canyon College (SCC) Women's Soccer Team.

1.3 Approval of Additions or Corrections to Agenda

There were no additions or corrections to the agenda.

1.4 Public Comment

There were no public comments.

1.5 Approval of Minutes

It was moved by Ms. Alvarez and seconded by Mr. Hanna to approve the minutes of the meeting held February 4, 2019. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

## 1.6 Approval of Consent Calendar

It was moved by Mr. Hernandez and seconded by Ms. Alvarez 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 3.1 (Agreement with Substance Media, Inc.), Item 3.3 (Agreement with Mater Dei High School), and Item 5.1 (Resource Development Items) removed by Mr. Hernandez. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough. Student Trustee Weber’s advisory vote was aye.

- 3.2 Approval of Dual Enrollment Agreement between Rancho Santiago Community College District and Orange County School of the Arts  
The board approved the dual enrollment agreement between RSCCD and Orange County School of the Arts located in Santa Ana, California, as presented.
- 3.4 Approval of Software As A Service Subscription License Agreement with curriQunet  
The board approved the Software As A Service subscription license agreement with curriQunet located in Idaho Falls, Idaho, as presented.
- 3.5 Approval of Proposed Revisions for 2018-2019 Santa Ana College (SAC) Catalog Addendum  
The board approved the proposed revisions for the 2018-2019 SAC catalog.
- 3.6 Approval of Classroom Lease Renewal with Orange Unified School District (OUSD)  
The board approved the Santiago Canyon College Orange Education Center (OEC) classroom lease renewal with OUSD for the period of July 1, 2018, through June 30, 2019, as presented.
- 4.1 Approval of Payment of Bills  
The board approved payment of bills as submitted.
- 4.2 Approval of Budget Increases/Decreases and Budget Transfers  
The board approved budget increases, decreases and transfers from January 23, 2019, to February 11, 2019.
- 4.3 Approval of Agreement with Cambridge West Partnership, LLC  
The board approved the agreement with Cambridge West Partnership, LLC as presented.
- 4.5 Approval of Amendment to Agreement with Southwest Inspection and Testing, Inc. for On-Call Materials Testing and Inspection Consulting Services for Various Facility Improvement Projects  
The board approved the amendment to the agreement with Southwest Inspection and Testing, Inc. for on-call materials testing and inspection consulting services for various facility improvement projects as presented.

1.6 Approval of Consent Calendar (cont.)

4.6 Approval of Change Order #2 for GMS Elevator Services, Inc. for Bid #1336 for Elevator Pump, Motor and Cylinder Replacement at District Operations Center

The board approved change order #2 for GMS Elevator Services, Inc. for Bid #1336 for elevator pump, motor and cylinder replacement at the District Operations Center as presented.

4.7 Acceptance of Completion of Bid #1336 for Elevator Pump, Motor and Cylinder Replacement at District Operations Center and Approval of Recording a Notice of Completion

The board accepted the project as complete and approved filing a Notice of Completion with the County as presented.

4.8 Approval of Amendment to Agreement with Alta Environmental for Hazardous Material Construction Monitoring Services for Johnson Student Center (Building U) Demolition at Santa Ana College

The board approved the amendment to the agreement with Alta Environmental for hazardous material construction monitoring services for the Johnson Student Center demolition at SAC as presented.

4.9 Ratification of Award of Bid #1362 for Proposition 39 Year 5 Lighting Occupancy Sensor Retrofit at Santa Ana College

The board ratified the award of Bid #1362 for Proposition 39 Year 5 lighting occupancy sensor retrofit at SAC as presented.

4.10 Approval of Change Order #1 for Patriot Contracting and Engineering, Inc. for Bid #1342 for Barrier Removal Exterior Parking (Phase 1) at Santiago Canyon College

The board approved change order #1 for Patriot Contracting and Engineering, Inc. for Bid #1342 for barrier removal exterior parking (Phase 1) at SCC as presented.

4.11 Acceptance of Completion of Bid #1342 for Barrier Removal Exterior Parking (Phase 1) at Santiago Canyon College and Approval of Recording a Notice of Completion

The board accepted the project as complete and approved filing a Notice of Completion with the County as presented.

4.12 Acceptance of Completion of Bid #1356 for Barrier Removal Exterior Stair Treads at Santiago Canyon College and Approval of Recording a Notice of Completion

The board accepted the project as complete and approved filing a Notice of Completion with the County as presented.

1.6 Approval of Consent Calendar (cont.)

- 4.13 Award of Bid #1363 for Proposition 39 Year 5 U Portables Heating, Ventilation and Air Conditioning (HVAC) Upgrades at Santiago Canyon College  
The board awarded Bid #1363 to Allison Mechanical, Inc. for Proposition 39 Year 5 U Portables HVAC upgrades at SCC as presented.
- 4.14 Ratification of Award of Bid #1361 for Barrier Removal Drinking Fountain Repairs and Replacement at Santiago Canyon College  
The board ratified the award of Bid #1361 for barrier removal drinking fountain repairs and replacement at SCC as presented.
- 4.15 Approval of Contract with Shade Structures, Inc. dba USA Shade & Fabric Structures  
The board approved the Fullerton Joint Union High School District Bid #1516-15 to Shade Structures dba USA Shade & Fabric Structures for the purchase and installation of Division of State Architects (DSA) preapproved shade structures as presented.
- 4.16 Approval of Purchase Orders  
The board approved the purchase order listing for the period December 9, 2018, through January 19, 2019.
- 5.2 Approval of Sub-Agreement between RSCCD and California State University, Fullerton Auxiliary Services Corporation for Strong Workforce Program Regional Funds Initiative  
The board approved 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.
- 5.3 Approval of Sub-Agreements between RSCCD and Allan Hancock Joint, Cerritos, Contra Costa, Long Beach, Los Angeles, MiraCosta, Peralta, San Diego, San Francisco, Santa Clarita, Solano, Ventura, Yosemite and Yuba County Community College Districts to Award Industry-Sector Projects in Common Projects Funded by Key Talent Administration and Sector Strategy Fiscal Agent Grant  
The board approved the sub-agreements 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.
- 5.4 Approval of Sub-Agreement between RSCCD and Foundation for California Community Colleges for Data Science Tools Grant  
The board approved 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.)

5.5 Approval of First Amendment to Sub-Agreement between RSCCD and California Workforce Association for California Apprenticeship Initiative

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.

5.6 Approval of First Amendment to Sub-Agreement between RSCCD and WestEd for Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Providers Grant

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.

5.7 Approval of Second Amendment to Sub-Agreement between RSCCD and productOps for Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Providers Grant

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.

5.8 Approval of Professional Services Agreement between RSCCD and Ana Aguayo

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 contractual agreement on behalf of the district.

5.9 Approval of Service Agreement between RSCCD and Education Workforce Alliance

The board approved the service 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.

5.10 Approval of Research Contract with Cambridge West Partnership, LLC

The board approved the contract 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.

1.7 Recognition of Santa Ana College Men's Wrestler and Santiago Canyon College Women's Soccer Team

The board recognized Mr. Luis Vargas, Santa Ana College Student Athlete for being the 2018 California Community College Athletic Association Wrestling State Champ (157 lbs.) and the Santiago Canyon College Women's Soccer Team for being the 2018 California Community College Athletic Association State Champions with a perfect 24-0 record.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the 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. John Hernandez, President, Santiago Canyon College  
Dr. Linda Rose, President, Santa Ana College

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.

2.3 Report from Student Trustee

Ms. Weber provided a report to the board that included a report on the Association of Community College Trustees (ACCT) Community College National Legislative Summit and meetings with legislators in Washington, D.C. on February 10-13, 2019.

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:

Ms. Breanna Ceja, Student President, Santa Ana College  
Mr. Evan Ostrow, Student President, Santiago Canyon 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. Michael DeCarbo, Academic Senate President, Santiago Canyon College  
Ms. Monica Zarske, Academic Senate President, Santa Ana College

## 2.7 Reports from Board Committee Chairpersons and Representatives of the Board

Since Mr. Labrado was not present, there was no report provided on the February 21, 2019, Board Facilities Committee meeting.

Ms. Alvarez provided a report on the February 6, 2019, Board Safety & Security Committee meeting.

Although Mr. Hernandez was unable to attend the February 14, 2019, Orange County Community College Legislative Task Force meeting, he provided a report from information received from Mr. Enrique Perez who was in attendance at the meeting.

## 3.0 INSTRUCTION

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

### 3.1 Approval of Professional Services Agreement for Filming, Editing, and Creation of Online Orientation and Probation Workshop Videos with Substance Media, Inc. for Santa Ana College (SAC) Counseling Division

It was moved by Ms. Alvarez and seconded by Mr. Hanna to approve the professional services agreement for filming, editing, and creation of online orientation and probation workshop videos with Substance Media, Inc. for the SAC Counseling Division as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

### 3.3 Approval of Standard Clinical Affiliation Agreement with Mater Dei High School

It was moved by Ms. Barrios and seconded by Ms. Alvarez to approve the standard clinical affiliation agreement with Mater Dei High School located in Santa Ana, California, as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

Mr. Yarbrough called a brief recess at 6 p.m.

The board reconvened at 6:04 p.m.

#### **4.0 BUSINESS OPERATIONS/FISCAL SERVICES**

Items 4.1, 4.2, 4.3, and 4.5 through 4.16 were approved as part of Item 1.6 (Consent Calendar).

##### **4.4 Approval of Development Option for Orange Education Center Project**

It was moved by Mr. Hanna and seconded by Ms. Weber to consider and approve a development option to provide staff direction to proceed with the OEC project. Ms. Carri Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction & Support Services; and Mr. Jose Vargas, Vice President, Santiago Canyon College Orange Education Center (OEC), provided a presentation on the OEC Project Update. Discussion ensued.

It was moved by Mr. Hanna and seconded by Mr. Hernandez to amend the first motion to asking the chancellor to direct staff to provide the board with a demolition proposal and additional information on Option 8 for the OEC project in order for the board to consider a development option at the next board meeting. The amended motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough. Student Trustee Weber’s advisory vote was aye.

#### **5.0 GENERAL**

Items 5.2 through 5.10 were approved as part of Item 1.6 (Consent Calendar).

##### **5.1 Approval of Resource Development Items**

It was moved by Ms. Barrios and seconded by Ms. Alvarez to approve budgets, accept grants, and authorize 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:

- Hunger Free Campus Support (SAC)	\$165,686
- Mental Health Support Program (SAC & SCC)	\$ 244,731
- Transitioning Math Majors into Teaching (SAC)	\$ 75,000

Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough. Student Trustee Weber’s advisory vote was aye.



### 5.11 Adoption of Board Policies

It was moved by Mr. Hanna and seconded by Ms. Barrios to adopt the following revised policies:

- Board Policy (BP) 2330 Quorum and Voting
- BP 2735 Board Member Travel
- BP 3550 Drug Free Environment and Drug Prevention Program
- BP 6250 Budget Management

The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough. Student Trustee Weber’s advisory vote was aye.

### 5.12 Board Member Comments

Ms. Alvarez reminded everyone that March includes International Women’s Day and asked staff to select two women to be honored during a board meeting in March.

Ms. Weber indicated that the Associated Student Government and SAC staff are researching additional resources to address the need for hunger free campuses.

Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough provided reports on the ACCT Community College National Legislative Summit and meetings with legislators in Washington, D.C. on February 10-13, 2019. Mr. Hanna thanked the chancellor and vice chancellor for attending the Summit with them. In addition, he commended Student Trustee Weber for her participation in the meetings with legislators.

Mr. Hanna plans to provide the chancellor and the board’s attorney with literature referencing changes in the Human Resources area regarding claims of sexual misconduct.

As a result of a meeting with a representative of the United States (U.S.) Census Bureau in Washington, D.C., Mr. Hernandez reported that he and the chancellor’s cabinet plan to meet with a local representative of the U.S. Census Bureau to possibly develop a partnership with the Bureau.

Mr. Hernandez also met with representatives from the Federal Communications Commission (FCC) regarding broadband width possibly being used for tele-health care.

As a member of the ACCT Public Policy and Advocacy Committee, Mr. Yarbrough reported that he attended a committee meeting on February 9, 2019, while in Washington, D.C. for the ACCT Community College National Legislative Summit.

Mr. Yarbrough asked that the answers to Mr. Hernandez’ questions on agenda items be attached to the minutes.

## **RECESS TO CLOSED SESSION**

The board convened into closed session at 7:56 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
  
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. Liability Claim (pursuant to Government Code Section 54956.95)
  - a. File #1805624

Ms. Weber left the meeting at this time.

## **RECONVENE**

The board reconvened at 8:06 p.m.

### **Closed Session Report**

Mr. Hernandez reported during closed session the board discussed labor negotiations and a liability claim, and took no action.

### **Public Comment**

There were no public comments.

## **6.0 HUMAN RESOURCES**

### **6.1 Management/Academic Personnel**

It was moved by Ms. Barrios and seconded by Ms. Alvarez 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, and Mr. Yarbrough.

- Approve Revised Job Descriptions
- Approve Revised Job Descriptions/Title Changes
- Approve Employment Agreements

### 6.1 Management/Academic Personnel (cont.)

- Approve Appointments/Changes of Assignment
- Approve Short-term/Interim Managers
- Approve Extensions of Interim Assignment
- Approve Adjusted Workload Percentage for California State Teachers' Retirement System (CalSTRS) Reduced Workload Participants
- Approve Adjusted Leaves of Absence
- Approve Leaves of Absence
- Approve Beyond Contract/Overload Stipends
- Approve Column Changes
- Approve Part-time/Hourly New/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Interns

### 6.2 Classified Personnel

It was moved by Ms. Barrios and seconded by Ms. Alvarez 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, and Mr. Yarbrough.

- Approve of New Appointments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Voluntary Furloughs
- Approve Temporary to Hourly Ongoing Assignments
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Changes in Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Student Assistant Lists

### 6.3 Approval of Non-Credit Instructional Calendar 2019-2020

It was moved by Ms. Barrios and seconded by Ms. Alvarez to approve the 2019-2020 Non-Credit Instructional Calendar as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough.

6.4 Approval of an Increase in Costs for Services of Job Elephant

It was moved by Ms. Barrios and seconded by Ms. Alvarez to approve an increase in costs to support the services of Job Elephant for posting of job vacancies through June 30, 2019, as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough.

6.5 Rejection of Claim

It was moved by Ms. Barrios and seconded by Ms. Alvarez to authorize the chancellor or his designee to reject claim #1805624. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, March 11, 2019.

There being no further business, Mr. Yarbrough declared the meeting adjourned at 8:08 p.m., in memory of SCC student Joseph D. Rutschke who was 18 years old and played football at Foothill High School, was enrolled in SCC in Fall 2018, and died in a motorcycle accident on Dec. 11, 2018; and SCC student Ziomara Zaragoza who graduated from Orange High School and was enrolled in SCC in Fall 2014. She was involved in SCC's TRiO program and was a student assistant in SCC's Child Development Center. She was majoring in Child Development and hoping to pursue a career as an elementary school teacher. The 23-year-old was among four victims killed by a suspected DUI (driving under the influence) driver in Santa Ana on Feb. 17, 2019.

Respectfully submitted,

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Raúl Rodríguez, Ph.D.  
Chancellor

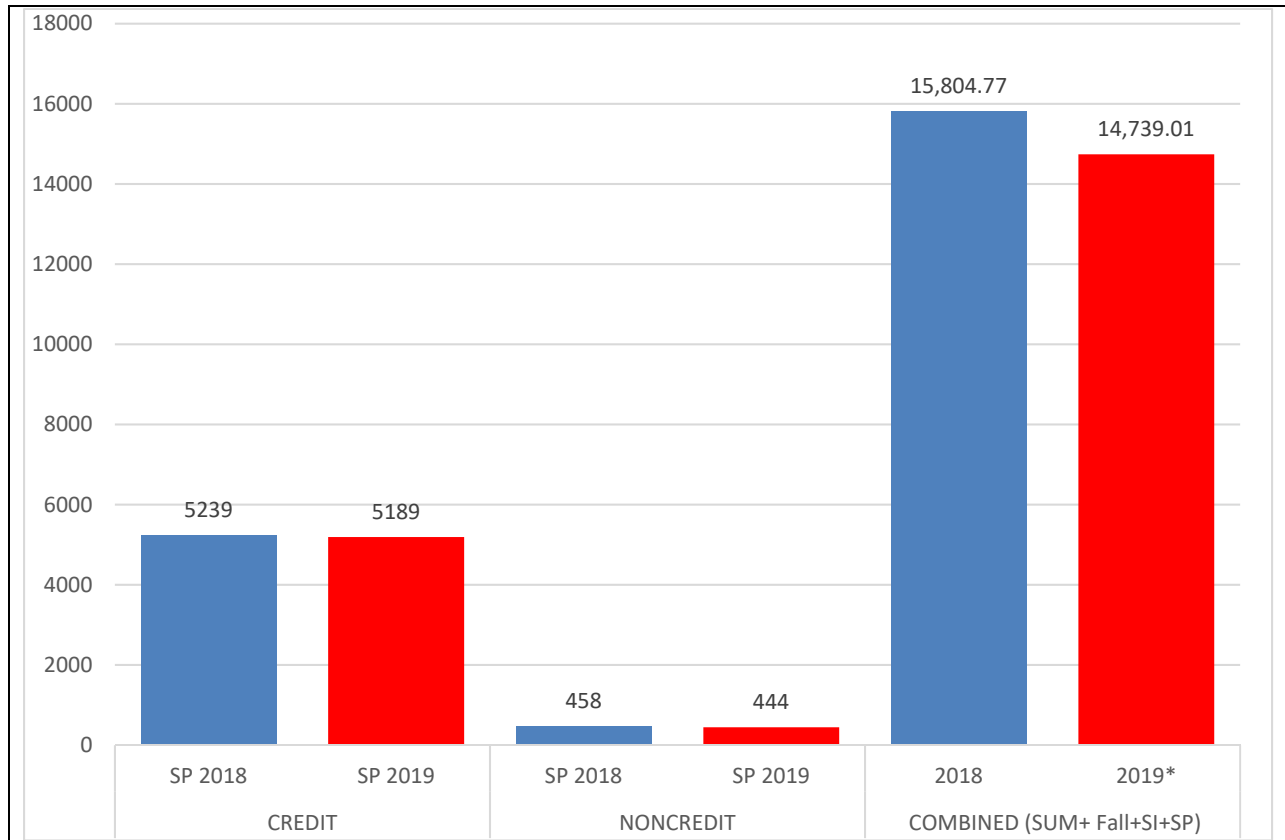
Approved: \_\_\_\_\_  
Clerk of the Board

Minutes approved: March 11, 2019



## SAC 2018/2019 Spring Enrollment Report

Date: 02/14/19



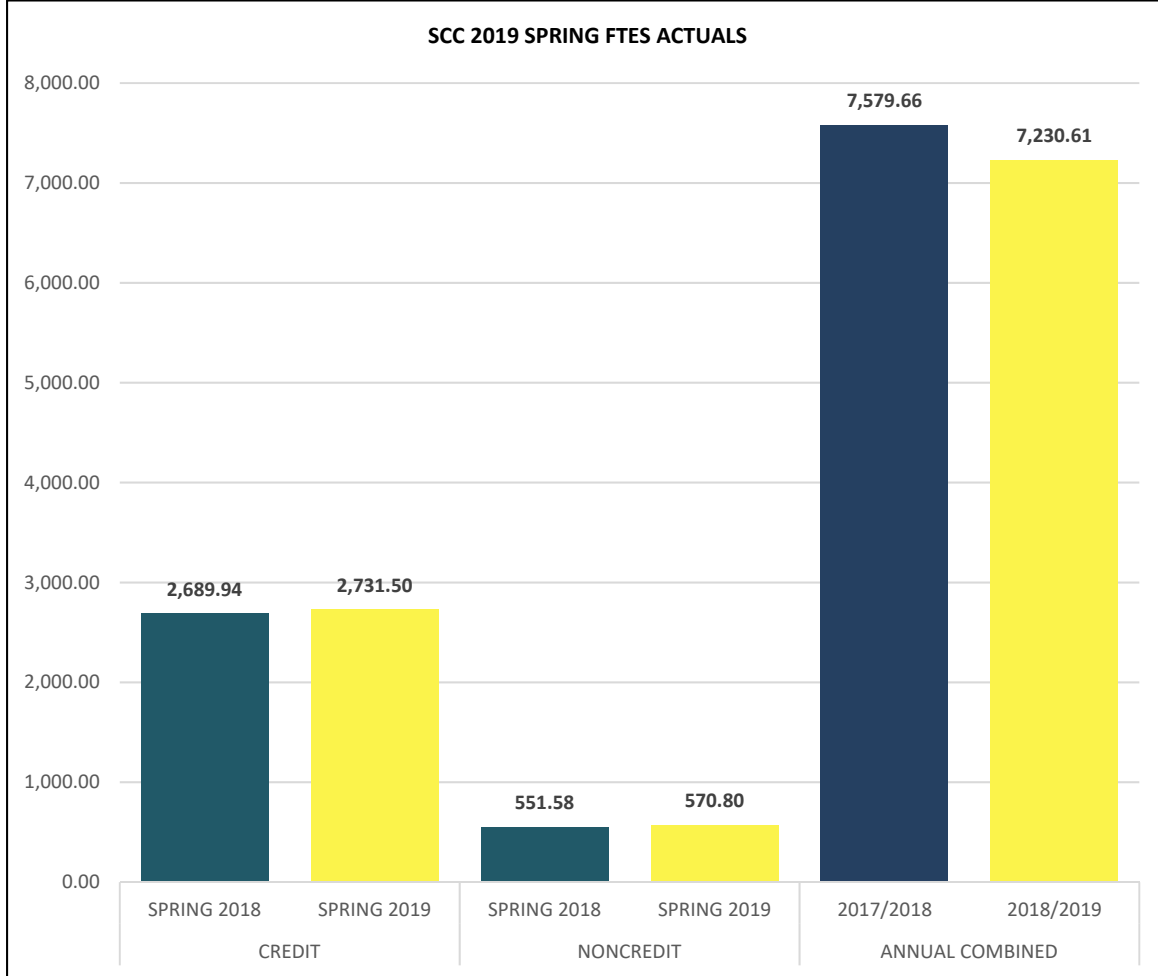
### FTES Target

Terms	2018/2019	DIFF	PCT
Credit SP Target	6721.00		
Credit SP Projection	6721.00	0.00	0%
Noncredit SP Target	2221.00		
Noncredit SP Projection	2221.00	0.00	0%
Annual Target*	18743.00		
Annual Projection*	18743.00	0.00	0%

\* Accounts for summer shift of 942.24 FTES to the 17/18 year from 18/19 which reduces the combined total compared to last year



**SCC 2018/2019 ENROLLMENT REPORT**  
**2/22/19**



**FTES TARGETS**

TERMS	2018/2019	DIFF	PCT
Credit Spring Target	2795		
Credit Spring Projection	2795	0	0%
Credit Spring Intersession Target	269.81		
Credit Spring Intersession Projection	297	27.19	10%
Noncredit Spring Target	1152		
Noncredit Spring Projection	1152	0	0%
Annual Target*	7900.81		
Annual Projection*	7900.81	0	0%

**NOTES**

\*Accounts for summer shift of 450.66 FTES to the 2017/2018 year from 2018/2019 which reduces the Annual Combined Total compared to last year.

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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
*Office of the President – Santa Ana College*

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**Date:** February 25, 2019  
**To:** Dr. Raúl Rodríguez  
**From:** Dr. Linda Rose  
**Subject:** Responses to Board Requests

*From Trustee Zeke Hernandez*

**Agenda Item 3.1: Agreement ... Online Orientation & Probation Workshop Videos by Substance Media, Inc.**

\*\*\* Would like to pull this item for discussion and additional information.

Q-1: What is the overall budget for SAC Public Affairs, including personnel?

The overall budget—including personnel—is as follows:

Fund 11	\$598,246
Fund 12 <ul style="list-style-type: none"><li>• includes \$150,000 allocation for website redesign</li><li>• includes salary/benefits for electronic media specialist that is still in process.</li></ul>	\$344,223
Fund 13	\$26,400
<b>TOTAL:</b>	<b>\$968,869</b>

Q-2: What is the amount being re-allocated from the budget, and is there any negative impact to long-term programming of public affairs?

Can Trustee Hernandez please clarify his question? What does he mean by “re-allocated from the budget?”

Q-3: This agreement is for 3 months ... can the scope of work agreed to be accomplished in this time frame?

Yes. Counseling anticipates using these videos and the software beginning used this summer.

Q-4: As to background info, states that "videos will be as key component .. to assist in retention and completion efforts." Have we adopted an overall game plan for Guided Pathways retention and completion? What is this plan? Can you provide this to the Board.

All Guided Pathways work is focused on retention and completion, and follows the four pillars: Clarify the Path, Enter the Path, Stay on the Path, and Ensure Learning. For this particular project—led by the Counseling Department and Guided Pathways team—the software being used for online orientations and online probation workshops has videos as a key component of the software. Other colleges that have used this same software have included videos in each of the “modules” of the orientation/workshop. Examples can be found here: <https://www.comevo.com/example-school-orientations/>

According to our spring 2018 media preferences survey, video is key to reaching our students. YouTube and YouTube Red is the second favorite source of streaming content (Netflix is #1), among the 16-20, 26-30, and 51 and up age ranges. Over 50% of respondents is every age demographic never read a daily or weekly newspaper.

Q-5: Have we looked at producing these videos through the Digital Media Center? Why not?

The SAC Public Affairs department has worked with the Digital Media Center to produce shorter videos for social media use, when appropriate. Student-led work is not the same as a professional agency. DMC staff has worked over the last year to upgrade their technology and equipment in order to meet leading industry standards.

For some budgeting background, DMC staff and students recently completed a video through the Career Education department (using local Strong workforce dollars). The total cost of this project was **\$12,820** for one 3-minute video, and cutdowns of the same video for 1-minute and 15-second lengths. Total production time was about 2 months, once students were hired and went through the proper HR processes. This video is now on our youtube page: <https://www.youtube.com/watch?v=w-UJHH08gfc>



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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
*Office of the President – Santa Ana College*

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**Date:** February 25, 2019  
**To:** Dr. Raúl Rodríguez  
**From:** Dr. Linda Rose  
**Subject:** Responses to Board Requests

*From Trustee Zeke Hernandez*

**Agenda Item 3.3: Agreement ... Clinical Affiliation Agreement with Mater Dei High School**

Q-1: Realizing there is no fiscal impact - Are there any costs associated with duties/responsibilities of the Clinical Coordinator?

- The duties/responsibilities include arranging the clinical placement and teaching the course.
- The Associate Dean of Health Sciences/Nursing Program Director arranges the clinical placement.
- A faculty person is assigned to teach the course.
- No additional costs are incurred.

Q-2: What are the entire full responsibilities of a student within the program - as it relates to status of health and financial burden for any personal health care (i.e., physical examination, verifications, etc)?

- The students are placed at the site (Mater Dei High School) to learn the role of the School Nurse and pediatric nursing as part of the students' clinical experience in the Nursing Program.
- Students are with the School Nurse; care is determined and covered by Mater Dei.
- Faculty are available by phone and visit the site.

## Office of the Vice Chancellor - Educational Services

To: Dr. Raúl Rodríguez  
From: Enrique Perez  
Date: February 25, 2019  
Subject: Response to Board Request

**From Trustee Zeke Hernandez:**

**Agenda Item 5.8: Professional Services Agreement with Ana Aguayo.**

Note: Will be asking for pulling of agenda item for additional information.

**Additional Information:**

The U.S. Department of Education's TRIO Student Support Services Program will be holding a competition soon (applications are expected to be out March or April). SAC and SCC both have existing programs that they will reapply for, and SCC is applying for two new programs. There are also other grant opportunities that are on the list for possible development.

This pertains to the need for grant expertise for the following reasons:

- Resource Development will be tasked with developing five (5) TRIO Student Success Services competitive grant proposals within a 30-45 day time frame, as well as other grant projects (2-3) that are in the works.
- To develop a competitive federal grant application takes dedicated work of a grant team for at least a month for each proposal.
- TRIO grants are extremely competitive – a score less than 100% is not liable to be funded.
  - existing programs have the opportunity to earn 15 bonus points based on performance. This means that a competition's potential score would be 115+ points. A new applicant can only get at most 100 points, because they don't have prior experience.
  - A new applicant has to earn 100%, and any additional points possible (via competitive priorities) to have a chance. ½ a point off can mean all of the work of development fails to secure an award.
  - TRIO grants are pursued because they endure (SAC's program is 20+ years in operation). That also means that successful proposals have been shared widely, therefore it is fine distinctions and elevating the professional quality of an application that makes a proposal distinctive to earn points.
  - The Department of Education required applicants to provide a rationale for project activities based on research-based models. This means that the grant developer has to identify and read research studies for student success strategies that employ quasi-experimental design/control studies that yielded statistically significant results and which the grant program can replicate the model to improve the likelihood of obtaining similar results.
  - We were able to secure new TRIO grants in prior competitions—Veterans Upward Bound, Upward Bound Math & Science, and Veterans Student Support Services—when these competitions were held separately and at most there were two applications being developed.
- Because grant competitions are sporadic (there are peaks and lulls, delays, etc), securing grant expertise in times of need is a more efficient use of time and resources.

- Also, there is only one experienced grant writer in the department. While grant development duties are in the staff's job descriptions, their work has consisted of compiling, formatting, proofreading, developing the budget, completing application forms, and ensuring completion of all application components (note that the grant development duties in the Resource Development Coordinator position were written when grant development was much simpler and less competitive). They have not yet been responsible for strategic development of competitive proposals by writing sections and researching and analyzing data and information to make a compelling case for a project; or for identifying data and research, and evaluating research studies' methodologies, statistics and models. These skills are needed to meet the demands of new RFAs and to increase the likelihood that the work invested in developing proposals yields results in securing awards.
- Ana Aguayo is an experienced grant writer and developer, including complex U.S. Department of Education Grants (GEAR UP, TRIO, etc.). She has the knowledge to identify weak areas in a proposal, inconsistencies, evaluate data sources and the case being made with the data, identify research that substantiates the project design, and approaches to best presenting the information. This additional review and identification will make more efficient use of staff time by focusing on areas the expert highlights for improvement.

**Agenda Item 5.9: Service Agreement with Education Workforce Alliance.**

NOTE: I feel uncomfortable with a yes vote on this item and will be pulling this for additional information/explanation of work scope and fiscal impact. I realize this is Grant Funded through the Strong Workforce Program Trailer Bill.

**Additional Information:**

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the Los Angeles & Orange County Region's Strong Workforce Program – Regional Funds, and is responsible for distributing funds to the region, ensuring that projects are compliant with the funding terms and conditions, providing status reports on the use of funds in the region, and developing and submitting program and expenditure reports to the Chancellor's Office.

Strong Workforce Program regional funds will be allocated to Education Workforce Alliance to provide process, organizational, and data systems development services to assist the Los Angeles/Orange County Regional Consortium (LAOCRC) with the implementation of the California K12 Strong Workforce Program (K12 SWP). Education Workforce Alliance was previously contracted thorough an independent contract with Amelia Kaufman, whoever, now that the projects are moving from a planning phase to an implementation phase, a service agreement with the organization provides the LAOCRC with additional resources and capacity to expand field support and coordination for regional projects across Los Angeles and Orange County unified school districts.

Education Workforce Alliance specializes in the K-12 arena, and is able to work with the Consortium on developing and implementing the overall strategy, along with Local Educational Agencies, to develop better Career Education pathways from high school to community college. There is no fiscal impact to the district as funding comes from the Strong Workforce Program allocation.

The Education Workforce Alliance is being secured to leverage expertise and capacity for the implementation and regional coordination for the K12 SWP. The K12 SWP is a massive and comprehensive project for the LAOCRC, and capacity-building is a critical component of organizing the scope of work for 81 Unified School Districts in Los Angeles and 15 Unified School Districts in Orange

County. This contract will support and expand the current infrastructure support of the LAOCRC, and will further position the LAOCRC to focus field support on yielding outcomes required by the K12 SWP Legislation and the metrics required for K12 SWP regional projects. The Education Workforce Alliance brings significant expertise from the local and regional Department of Education that is germane to Los Angeles and Orange County sub-regions.

**Agenda Item 5.10: Research Contract with Cambridge West Partnership.**

NOTE: Although, I am supportive, I will request this be pulled for additional information. Would like to be provided with expanded explanation/information on the scope of work, and will recommendations be provided to the Board for approval as to overall changes - if so recommended, and as to provide more efficiencies?

**Additional Information:**

Based on the requirements of the Student Centered Funding Formula and the implementation of Guided Pathways at both colleges, it is necessary to assess the district's research, planning and institutional effectiveness department to ensure that it is ready to provide the level of support and services the colleges will require moving forward.

The assessment will include:

1. Based on recent annual FTES, select similar-sized multi-college districts within the California community college system. Perform a comparative analysis of the functional responsibilities of District vs. campus-level research and planning offices in those multi-college districts.
2. Develop a comparison of staffing levels among district office institutional research and planning units located within California community college multi-college districts.
3. Analyze and compare job descriptions for leadership roles in California community college research and planning units located at multi-college district offices with attention to any listings of skills and knowledge expected.
4. Compose a statement of the ideal role of the future institutional research function and personnel from a national vs. California community college perspective.
5. Identify some of the recent changes in the California community college system and the external environment in which they operate which have implication for district and college level research and planning staff groups.
6. Determine the strength and areas for improvement for the Rancho Santiago District Research, Planning and institutional Effectiveness unit. Develop this form interviews and a review of any program reviews that may be available for the District Office and college research units.

We are also looking to diversify our services and provide the colleges with more targeted and significant community, industry and labor related data through the Educational Services Division's partnerships in the community.