

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
via Zoom
2323 North Broadway,
Santa Ana, CA 92706

Monday, May 10, 2021

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The Zoom meeting was called to order at 4:34 p.m. by Mr. Phil Yarbrough via video/teleconference. Other members present were Dr. Tina Arias Miller, Mr. David Crockett, Mr. John Hanna, Mr. Larry Labrado, Mr. Sal Tinajero, and Mr. Mariano Cuellar participated via video/teleconference (Zoom) pursuant to Governor Newsom's Executive Order N-29-20. Mr. Zeke Hernandez arrived at the time noted.

Administrators present during the regular meeting via video/teleconference (Zoom) were Dr. Bart Hoffman, Ms. Tracie Green, Mr. Marvin Martinez, Mr. Adam O'Connor, Mr. Enrique Perez, Mr. Jose Vargas, and Mr. Alistair Winter. Ms. Anita Lucarelli was present via video/teleconference (Zoom) as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Yarbrough, President, RSCCD Board of Trustees.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Labrado and seconded by Dr. Arias Miller to approve a revised page (page 6) for Item 6.4 (Management/Academic Personnel) and a revised page (page 3) for Item 6.5 (Classified Personnel). The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough. Student Trustee Cuellar's advisory vote was aye.

1.4 Public Comment

Mr. Morrie Barembaum spoke regarding Item 6.4 (Management/Academic Personnel) which included a new job description for Chief Communications Officer; and board policy proposals on recruitment and hiring, and mandatory vaccinations not having gone through the shared governance process.

1.5 Approval of Minutes

It was moved by Mr. Tinajero and seconded by Dr. Arias Miller to approve the minutes of the regular meeting held April 26, 2021. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough. Student Trustee Cuellar’s advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Tinajero and seconded by Dr. Arias Miller to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough. Student Trustee Cuellar’s advisory vote was aye.

3.1 Approval of Affiliation Agreement with Casa Colina Hospital and Centers for Healthcare and Casa Colina Centers for Rehabilitation, Inc.

The board approved the affiliation agreement with Casa Colina Hospital and Centers for Healthcare and Casa Colina Centers for Rehabilitation, Inc. located in Pomona, California, as presented.

3.2 Approval of Education Affiliation Agreement with Western Governors University

The board approved the education affiliation agreement with Western Governors University located in Salt Lake City, Utah, as presented.

3.3 Approval of Standard Clinical Affiliation Agreement with Boys and Girls Clubs of Central Orange Coast

The board approved the standard clinical affiliation agreement with Boys and Girls Clubs of Central Orange Coast located in Irvine, California, as presented.

3.4 Approval of Angel Baseball Location Agreement with Angel Stadium of Anaheim to Hold Santiago Canyon College (SCC) Commencement Ceremony at Angel Stadium of Anaheim on June 14, 2021

The board approved the Angel Baseball location agreement with Angel Stadium of Anaheim to hold SCC commencement ceremony at Angel Stadium of Anaheim on June 14, 2021 as presented.

3.5 Approval of Professional Services Agreement with Univision Communications, Inc.

The board approved the professional services agreement with Univision Communications, Inc. located in Los Angeles, California, as presented.

3.6 Approval of Speaker Agreement with eLumen for Spring 2021

The board approved the speaker agreement with eLumen for Spring 2021, as presented.

1.6 Approval of Consent Calendar (cont.)

3.7 Approval of Professional Services Agreement with Link-Systems International, Inc.

The board approved the professional services agreement with Link-Systems International, Inc., as presented.

3.8 Approval of Professional Services Agreement with Ting-Pi Joyce Carrigan, Ed.D.

The board approved the professional services agreement with Ting-Pi Joyce Carrigan, Ed.D. located in Orange County, California, as presented.

3.9 Approval of Professional Services Agreement with RX Research Services Incorporated

The board approved the professional services agreement with RX Research Services Incorporated located in Glendale, California, 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 budget transfers from April 6, 2021, to April 26, 2021.

4.3 Approval of Amendment to Agreement with HPI Architecture for Architectural Design Services for New Johnston Student Center Project at Santa Ana College (SAC)

The board approved the amendment to the agreement with HPI Architecture for architectural design services for the new Johnson Student Center project at SAC as presented.

4.4 Approval of Agreement with BPI Inspection Service for Project Inspection Services for Information Technology Services (ITS) Copper Wire Project at Santa Ana College

The board approved the agreement with BPI Inspection Service for project inspection services for the ITS copper wire project at SAC as presented.

4.5 Award of Bid #1402 for Information Technology Services Copper Wire Project at Santa Ana College

The board awarded Bid #1402 to Amtek Construction for the ITS copper wire project at SAC as presented.

4.6 Approval of Amendment to Agreement with PBK Architects, Inc. for Architectural Services for Barrier Removal for East Broadmoor Trail Repairs at Santiago Canyon College

The board approved the amendment to the agreement with PBK Architects, Inc. for architectural services for barrier removal for the East Broadmoor trail repairs at SCC as presented.

1.6 Approval of Consent Calendar (cont.)

- 4.7 Rejection of All Bids for Bid #1401 for Orange Education Center (OEC) Site Remediation at 1465 North Batavia Street, Orange, California 92867
The board rejected all bids for Bid #1401 for the OEC site remediation at 1465 North Batavia Street, Orange, California 92867 as presented.
- 4.8 Approval of Amendment to Agreement with LSA Associates, Inc. for On-Call Traffic Management and California Environmental Quality Act (CEQA) Consulting Services
The board approved the amendment to the agreement with LSA Associates, Inc. for on-call traffic management and CEQA consulting services as presented
- 4.9 Approval of Amendment to Agreement with MHP, Inc. for On-Call Structural Engineering Services for Various Facility Improvement Projects District-wide
The board approved the amendment to the agreement with MHP, Inc. for on-call structural engineering services for various facility improvement projects district-wide as presented.
- 4.10 Approval of Agreement with IDS Group, Inc. for Constructability Review Services for Access Control Pilot Projects at Santa Ana College, Santiago Canyon College and Digital Media Center (DMC)
The board approved the agreement with IDS Group, Inc. for constructability review services for the access control pilot projects at SAC, SCC, and DMC as presented.
- 4.11 Approval of Agreement with Cordoba Corporation for District-wide Americans with Disabilities Act (ADA) Project Management and Planning Consultant Services for Various Sites
The board approved the agreement with Cordoba Corporation for district-wide ADA project management and planning consultant services for various sites as presented.
- 4.12 Approval of Agreement with Marx|Okubo Associates, Inc. for District-wide Certified Access Specialist (CASp) Project Management and Planning Consultant Services for Various Sites
The board approved the agreement with Marx|Okubo Architects, Inc. for district-wide CASp project management and planning consultant services for various sites as presented.
- 5.1 Approval of Professional Services Agreement with BrandIQ
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 agreement on behalf of the district.

1.6 Approval of Consent Calendar (cont.)

5.2 Approval of BoardDocs Services Agreement Subscription with Diligent Corporation

The board approved the BoardDocs services agreement subscription with Diligent Corporation as presented.

1.7 Adoption of Resolution No. 21-07 in Honor of Classified School Employee Week – May 16-22, 2021

It was moved by Dr. Arias Miller and seconded by Mr. Crockett to adopt Resolution No. 21-07. On behalf of the board, Mr. Yarbrough commended the classified staff for their hard work. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough. Student Trustee Cuellar’s advisory vote was aye.

1.8 Presentation on Plan to Implement BoardDocs

Mr. Jesse Gonzalez, Assistant Vice Chancellor, Information Technology Services, RSCCD; and Ms. Kristin Forsberg, Sales Advisor, Diligent Corporation; provided a presentation on the plan for RSCCD to implement BoardDocs. Board members received clarification on the data related to the presentation from Mr. Gonzalez and Ms. Forsberg.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

Mr. Marvin Martinez, Chancellor, provided a report to the board.

2.2 Reports from College Presidents

The following college representatives provided reports to the board:

Dr. Bart Hoffman, Vice President, Santa Ana College
Mr. Jose Vargas, Interim President, Santiago Canyon College

2.3 Report from Student Trustee

Mr. Cuellar provided a report to the board.

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. Monica Renteria, Student President, Santa Ana College
Mr. Jordan Ner, Inter-Club Council President, Santiago Canyon College

2.5 Report from Classified Representative

Mr. Martin Olivera, Administrative Clerk, Santa Ana College, provided a report to the board on behalf of the classified staff.

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Mr. Craig Rutan, Academic Senate President, Santiago Canyon College
Mr. Roy Shahbazian, Academic Senate President, Santa Ana College

2.7 Reports from Board Committee Chairpersons and Representatives of the Board

Mr. Hanna provided a report on the May 3, 2021, Board Facilities Committee meeting.

Mr. Labrado provided a report on the April 29, 2021, Board Legislative Committee meeting.

Mr. Hernandez arrived at this time.

2.7 Reports from Board Committee Chairpersons and Representatives of the Board (cont.)

Dr. Arias Miller provided a report on the May 7, 2021, Board Policy Committee meeting.

3.0 INSTRUCTION

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

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

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

5.0 GENERAL

Items 5.1 and 5.2 were approved as part of Item 1.6 (Consent Calendar).

5.3 Approval of Board Legislative Committee Recommendations

It was moved by Dr. Arias Miller and seconded by Mr. Tinajero to approve the Board Legislative Committee's recommendations on legislative bills. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough; and a vote of abstention from Mr. Hernandez. Student Trustee Cuellar's advisory vote was aye.

5.4 Board Member Comments

Mr. Crockett thanked staff for the responses to the questions he asked on agenda items, and asked that the answers to the questions he asked be attached to the minutes.

Mr. Hanna, Mr. Cuellar and Mr. Yarbrough welcomed Dr. Pamela Ralston as the new SCC President. Mr. Hanna encouraged Dr. Ralston to be active in the community and reported that his daughter is planning on attending SCC and playing soccer in the fall.

Mr. Hanna and Mr. Yarbrough commended Dr. Arias Miller on her leadership as the chairperson of the Board Policy Committee on May 7, 2021, since there were many differences of opinion expressed at the meeting.

Mr. Hanna indicated that he is hopeful that SAC will offer a debate program similar to SCC's Model United Nations (MUN) program. He stated that SCC's MUN program was exceptional and SAC's El Don newspaper is very competitive and both programs have received numerous awards.

Mr. Yarbrough indicated that as board president he is willing to call a special board meeting to discuss and possibly take action on mandatory vaccines for RSCCD students and staff.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:17 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. Management Staff
 - d. Classified Staff
 - e. Student Workers
 - f. Educational Administrator Appointments
 - (1) President, Santiago Canyon College
2. Conference with Legal Counsel: Existing Litigation (pursuant to Government Code Section 54956.9[a]) (1 case)

Loretta Jordan v. Rancho Santiago Community College District, Orange County Superior Court Case No. 30-2019-01072357-CU-WT-CJG

3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)

Agency Negotiator: Alistair Winter, Assistant 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

Mr. Cuellar left the meeting at this time.

RECONVENE

The board reconvened at 8:10 p.m.

Closed Session Report

Mr. Crockett reported the board discussed public employment, existing litigation and labor negotiations; and the board took no action during closed session.

Public Comment

There were no public comments.

6.0 HUMAN RESOURCES

6.1 Approval of 2021-2022 Cabinet Permanent Annual Salary Schedule

Mr. Martinez recommended to the board an increase to the Cabinet permanent annual salary schedule as presented on the docket. It was moved by Mr. Crockett and seconded by Mr. Tinajero to approve the 2021-22 Cabinet permanent annual salary schedule. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough.

6.2 Approval of 2021-2022 Management Permanent Annual Salary Schedule

Mr. Martinez recommended to the board to increase the Management permanent annual salary schedule as presented on the docket. It was moved by Dr. Arias Miller and seconded by Mr. Tinajero to approve the 2021-22 Management permanent annual salary schedule. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough.

6.3 Approval of Appointment/Employment Agreement: SCC President

Mr. Yarbrough indicated this item is to approve the appointment and employment contract for Dr. Pamela Ralston as President of Santiago Canyon College and to discuss the terms of the employment contract per Government Code 54953(c)(3) prior to taking final action on the salary and fringe benefits of the employment contract:

1. The proposed salary for Pamela Ralston as the new President of Santiago Canyon College is \$257,388.81 for the academic year with a start date of August 2, 2021.
2. Health and welfare benefits shall be the same as that currently provided to all District administrators.
3. Fringe benefits will include a onetime up to \$10,000 moving allowance.
4. Cell phone to be paid for by the District.
5. The District will contribute \$605 per month to a tax-sheltered annuity.

6.3 Approval of Appointment/Employment Agreement: SCC President (cont.)

It was moved by Mr. Tinajero and seconded by Dr. Arias Miller to approve the appointment/employment agreement for the SCC President. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough.

6.4 Management/Academic Personnel

It was moved by Mr. Tinajero and seconded by Dr. Arias Miller to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough.

- Approve New Job Descriptions
- Approve Interim Assignments/Second Amendments to Employment Agreement
- Ratify Resignations/Retirements
- Approve Leaves of Absence
- Approve 2020-2021 Contract Extension Days
- Approve 2020-2021 Additional Contract Extension Days
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Intern Service Forms and Agreements

6.5 Classified Personnel

It was moved by Mr. Tinajero and seconded by Dr. Arias Miller to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough.

- Approve Professional Growth Increments
- Approve Changes in Position
- Approve Out of Class Assignments
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Volunteers
- Approve Student Assistant Lists

6.6 Approval of First Amendment to Professional Services Agreement between Rancho Santiago Community College District and Grand River Solutions, Incorporated

It was moved by Mr. Tinajero and seconded by Dr. Arias Miller to approve the first amendment to the professional services agreement between RSCCD and Grand River Solutions, Incorporated, as presented. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough.

6.7 Adoption of Resolution No. 21-08 Authorizing Payment to Trustee Absent from Board Meetings

It was moved by Mr. Tinajero and seconded by Dr. Arias Miller to authorize payment to Mariano A. Cuellar for his absence from the April 26, 2021, board meeting due to a family emergency. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough.

6.8 Authorization for Board Travel/Conferences

It was moved by Mr. Tinajero and seconded by Dr. Arias Miller to authorize the submitted conference and travel by a board member. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on May 24, 2021.

There being no further business, Mr. Yarbrough declared the meeting adjourned at 8:16 p.m.

Respectfully submitted,

Marvin Martinez, Chancellor

Approved: _____
Clerk of the Board

Minutes approved: May 24, 2021

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the President – Santiago Canyon College

2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340 – Office

Date: May 10, 2021
To: Marvin Martinez, Chancellor
From: Jose F. Vargas, Interim President
Subject: Response to Board Requests

From Trustee David Crockett

Item #3.9: Approval of Professional Services Agreement with RX Research Services Inc.

Question: 3.9 Did we explore cost and benefits from a membership directly with asq. org?

Answer: Yes, we did explore cost and benefits from a membership directly with asq. org. However, at this point, it is not required and is a separate issue. Our first priority is to get the students ready to prepare and sit for the exam. The exam has a cost to students whether or not they are American Society for Quality members. The Foundation Director regularly prepares students and then can help those who pass the exam. The main goal associated with this request is the preparation of the students to become qualified for the exam.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

*Office of the Vice Chancellor – Educational Services
Providing Oversight to Human Resources*

Date: May 10, 2021
To: Marvin Martinez, Chancellor
From: Enrique Perez, J.D., Vice Chancellor
Subject: Response to Board Requests

From Trustee David Crockett

4.2(3) Please provide details of the Director of Special Programs.

4.2 Approval of Budget Increases/Decreases and Budget Transfers Action

The administration recommends approval of budget increases/decreases, and budget transfers from April 6, 2021, to April 26, 2021.

The Director of Special Programs is a job title that we use for certain programs in the district, especially some of our categorical / grant programs. In this case, the budget transfer is to move monies into the appropriate account to pay for the salary and benefits of the Small Business Development Center (SBDC) program's director who is currently a short-term employee. The SBDC is a grant from the U.S. Small Business Administration. The transferred funds are not from our general fund. The funds are being transferred from our community cash match which are part of our grant funds.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor – Educational Services

Date: May 10, 2021
To: Marvin Martinez, Chancellor
From: Enrique Perez, J.D., Vice Chancellor
Subject: Response to Board Requests

From Trustee David Crockett

5.1 Cost and vendor used for the facilitating and planning 2016-2017 innovation hub? RFP? Source of professional agreement?

- 5.1 Approval of Professional Services Agreement with BrandIQ**
The administration recommends approval of the professional services agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related agreement on behalf of the district.

Cost and vendor used for the facilitating and planning 2016-2017 innovation hub? RFP?

The RSCCD is the fiscal agent for the Los Angeles / Orange County Region's Strong Workforce Program (SWP) Regional Funds. Cost allocations are determined by a CEO Executive Committee that is composed of Chancellors/President-Superintendents in the region. Their decisions are based on deliverables for SWP funds required by the state Chancellor's Office. Through its own process the state Chancellor's Office selects which vendors the Los Angeles / Orange County region will work with on certain projects. The state Chancellor's Office selected BrandIQ as the vendor for this project. As the Fiscal Agent, RSCCD is responsible for the overall fiscal and programmatic management and implementation of the SWP regional investments. Once the CEO Committee determines the amount of the allocation to this vendor, RSCCD's role is to simply put together the agreement to ensure implementation.

Source of professional agreement?

All fund sources for this professional agreement are from SWP grant funds. No RSCCD general funds are utilized.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor – Educational Services
Providing Oversight to Human Resources

Date: May 10, 2021
To: Marvin Martinez, Chancellor
From: Enrique Perez, J.D., Vice Chancellor
Subject: Response to Board Requests

From Trustee David Crockett

6.6 Considering our 4K employees I would hope there is Title IX expertise. Did we search internally?
I also don't understand the sequence of hires. Once the HR lead is hired they should have input regarding the position.

6.6 Approval of First Amendment to Professional Services Agreement between Rancho Santiago Community College District and Grand River Solutions, Incorporated

The administration recommends approval of the first amendment to the professional services agreement between RSCCD and Grand River Solutions, Incorporated, as presented.

On February 27, 2021, the District's Administrator for Institutional Equity, Compliance and Title IX informed the district that her last day at RSCCD would be May 11, 2021. Upon receiving this information, the district began discussions with the colleges on how to best provide the necessary support districtwide for Title IX and Civil Rights matters until a new District Administrator for Institutional Equity, Compliance and Title IX is hired.

Each college has a Deputy Title IX Coordinator that focuses primarily on student cases. The District Administrator for Institutional Equity, Compliance and Title IX at the district office focused primarily on employee cases. After discussions with both colleges regarding employee and student caseloads it was determined that one of the Deputy Title IX Coordinators could backfill for some of the work performed by the District Administrator for Institutional Equity, Compliance and Title IX. However, in order to effectively do so, the Deputy Title IX Coordinator would need support for case management, guidance, and drafting for both employee and student cases. The agreement with Grand River Solutions, Inc. provides for this needed support.

We anticipate that once the new Vice Chancellor of Human Resources is hired, the district will initiate a search for a new District Administrator for Institutional Equity, Compliance and Title IX. In the meantime, this agreement allows the district to provide the support needed and ensure compliance.