

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

Board of Trustees
(Regular meeting)

Monday, January 25, 2016

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:35 p.m. by Mr. John Hanna. Other members present were Ms. Arianna Barrios, Ms. Nelida Mendoza Yanez, Mr. Phillip Yarbrough, and Ms. Raquel Manriquez. Ms. Claudia Alvarez and Mr. Jose Solorio arrived at the time noted. Mr. Larry Labrado was not in attendance due to illness.

Administrators present during the regular meeting were Ms. Judy Chitlik, Dr. John Hernandez, Dr. Erlinda Martinez, and Dr. Raúl Rodríguez. Ms. Debra Gerard was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Tom Andrews, President, California School Employees Association (CSEA), Chapter 579.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve an addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye –Ms. Barrios, Mr. Hanna, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

1.4 Public Comment

Mr. Thomas Gordon spoke regarding the bond oversight committee, district travel, and the Saudi Arabia project.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to approve the minutes of the meeting held January 11, 2016. The motion carried with the following vote: Aye –Ms. Barrios, Mr. Hanna, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Barrios 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 – Ms. Barrios, Mr. Hanna, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

3.1 Approval of Clinical Affiliation Agreement for Athletic Training: California Baptist University

The board approved the clinical affiliation agreement for athletic training with California Baptist University in Riverside, California.

3.2 Approval of New Pharmacy Technology Agreement – Veterans Affairs (VA) Greater Los Angeles Healthcare System

The board approved the contract with VA Greater Los Angeles Healthcare System in Los Angeles, California.

3.3 Approval of New Occupational Therapy Assistant (OTA) Agreement - Palos Verdes Peninsula Unified School District (USD)

The board approved the new agreement with Palos Verdes Peninsula USD in Palos Verdes Estates, California.

3.5 Approval of Nursing Program Agreement – University of Texas at Arlington

The board approved the clinical affiliation agreement with the University of Texas at Arlington.

3.6 Approval of Nursing Program Agreement – Concordia University Irvine

The board approved the affiliation agreement with Concordia University Irvine.

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 during the period of December 12, 2015, to January 7, 2016.

4.3 Approval of Agreement to Indemnify, Waive and Release Successor Agency to Former Community Redevelopment Agency of City of Santa Ana Regarding Retro-Active Pass-Through Obligations

The board approved the Agreement to Indemnify, Waive and Release Successor Agency to the Former Community Redevelopment Agency of the City of Santa Ana regarding Retro-Active Pass-Through Obligations as presented.

1.6 Approval of Consent Calendar (contd.)

4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended December 31, 2015

The board approved the CCFS-311Q for the period ending December 31, 2015, as presented.

4.6 Approval of Change Order #1 for Best Contracting Services for Dunlap Hall Roof Replacement Project Bid #1270 at Santa Ana College (SAC)

The board approved change order #1 for Best Contracting Services for Dunlap Hall roof replacement project Bid #1270 at SAC as presented.

4.7 Acceptance of Completion of Dunlap Hall Roof Replacement Project Bid #1270 at Santa Ana College and Approval of Recording of Notice of Completion

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

4.8 Approval of Change Order #2 for DPR Construction Company for Dunlap Hall Renovations Project at Santa Ana College

The board approved change order #2 for DPR Construction Company for Dunlap Hall renovations project at SAC as presented.

4.9 Acceptance of Completion of Dunlap Hall Renovations Project at Santa Ana College and Approval of Recording of Notice of Completion

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

4.10 Approval of Agreement with Donald Krotee Partnership, Inc. for Architectural Design Services for Americans With Disabilities Act (ADA) Upgrades Phase 1 Project at Santiago Canyon College (SCC)

The board approved the contract with Donald Krotee Partnership, Inc. for architectural design services for the ADA upgrades Phase 1 project at SCC as presented.

4.11 Acceptance of Completion of Energy Management Systems Upgrade Project Resolution No. 15-08 at Santiago Canyon College and Approval of Recording of Notice of Completion

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

4.12 Approval of Vendor Name Change

The board approved the vendor Unisource Worldwide, Inc. name change to Veritiv Operating Company as presented.

4.13 Approval of Purchase Orders

The board approved the purchase order listing for the period November 15, 2015, through January 9, 2016.

1.6 Approval of Consent Calendar (contd.)

5.1 Approval of Resource Development Items

The board approved budgets, accepted grants, and authorized 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:

- CalWORKS/Work Study/TANF (SAC/SCC) \$524,578
- Deputy Sector Navigator – Retail Hospitality/Tourism/Learn & Earn (District) – *Augmentation* \$100,000
- Equality Employment Opportunity (EEO) – Diversity Allocation Funds (District) \$ 11,670
- Proposition 39 Clean Energy Workforce Program Grant - Program Improvement Funds II (SCC) \$187,804

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

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

Mr. Jose Solorio arrived at this time.

2.2 Reports from College Presidents

The following college representatives provided reports to the board.

Dr. Erlinda Martinez, President, Santa Ana College
Dr. John Hernandez, Vice President, Student Services, Santiago Canyon College

Ms. Claudia Alvarez arrived at this time.

2.3 Report from Student Trustee

Ms. Raquel Manriquez, 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 (ASG) organizations:

Mr. Oscar Cortés, Student President, Santa Ana College
Mr. Nathan Underwood, Student President, Santiago Canyon College

2.5 Report from Classified Representative

Mr. Jesus (Jesse) Garcia, Athletic Fields Grounds Worker, 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:

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College
Dr. Elliott Jones, Academic Senate President, Santa Ana College

2.7 Informational Presentation on Student Success Scorecard

Dr. Sara Lundquist, Vice President, Student Services, SAC; and Mr. Aaron Voelcker, Dean of Institutional Effectiveness, Library and Learning Support Services, SCC; provided a report on the 2015 Student Success Scorecard for Santa Ana College and Santiago Canyon College. The annual report is based upon college data submitted to the state through the Chancellor's Office management information system. Dr. Lundquist reviewed the background of the report including Assembly Bill 1417 and legislation authorizing the California Community Colleges Chancellor's Office (CCCCO) to design and implement a performance measurement system. The outcomes of the report are for the system as a whole and for individual colleges, but do not rank colleges. The report is available to the public on the CCCCCO website. Dr. Lundquist reviewed the information provided for each college including a description of the college; annual unduplicated headcount of students, gender, age, and ethnicity of students; full-time equivalent student (FTES) information; course sections (credit and non-credit); median credit section size; percentage of full-time faculty; and student counseling ratio. Mr. Voelcker reviewed SAC and SCC data compared to the state average of the five momentum points: (1) remedial, (2) persistence, (3) 30+ units, (4) completion, and (5) career technical education, and data for each indicator as described according to those who are "prepared" and those who are "unprepared" for college work. Dr. Lundquist stated that it was important to be able to track the information included in the scorecard so the colleges could build better programs, but the data did have limitations and shouldn't be taken out of context. She also stated that the cohorts were being tracked for a six-year period.

Ms. Mendoza Yanez asked what factors contribute to the decline in Career Technical Education (CTE) completion. Dr. Lundquist stated that a higher employment economy is a big factor. Mr. Voelcker also shared that at SCC there is a shrinking apprenticeship population that take courses outside of normal scheduling hours which makes it difficult to reconcile the Management Information System (MIS) data at the State Chancellor's Office. Ms. Mendoza Yanez further asked what could be done to increase enrollment. Mr. Voelcker stated that reaching out and collaborating with the training trusts would assist in those being employed so they can enroll in the apprenticeship programs. Dr. Lundquist shared the efforts that are made to personally follow up with those students who are short of completion through their CTE Success Center.

2.7 Informational Presentation on Student Success Scorecard (contd.)

Mr. Yarbrough asked if transfer criteria had changed at the California State Universities and Universities of California. Dr. Lundquist replied that there is currently a historic level of access to these institutions.

Mr. Solorio stated his concerns regarding the poor counselor-to-student ratio that exists at the Rancho colleges compared to the state average and asked why. He also noted that the CTE completion trend lines were going in the wrong direction and indicated that the colleges should focus on improving completion of CTE courses.

Mr. Hanna noted that 2008-2009 was not a good time for apprenticeships and may explain that particular co-hort performance. He encouraged the colleges to work on outreach to CTE students.

Ms. Alvarez also shared her concerns regarding the counselor-to-student ratio and asked if counselors were available after hours to serve the student population. Dr. Lundquist stated that counselors are available in the evenings and the college is hiring more counselors. Mr. Voelcker stated that SCC is also hiring more counselors. It was agreed that the current counselor-to-student ratio will be provided to the board. Mr. Hanna reminded those in attendance that counselors are on the wrong side of the 50% rule and until recently it was difficult to fund new hires. Dr. Lundquist shared that the colleges were using student success and student equity funds in addition to general funds to hire counselors.

2.8 Reports from Board Committee Chairpersons

Mr. Hanna provided a report on the January 25, 2016, Board Policy Committee meeting.

3.0 INSTRUCTION

Items 3.1, 3.2, 3.3, 3.5, and 3.6 were approved as part of Item 1.6 (Consent Calendar).

3.4 Approval of Memorandum of Understanding (MOU) between Hope Builders (formerly known as Taller San Jose), Santa Ana College (SAC) School of Continuing Education, Southwest Carpenters Training Fund and Santiago Canyon College (SCC) Apprenticeship Program

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the MOU between Hope Builders (formerly known as Taller San Jose), SAC School of Continuing Education, South-west Carpenters Training Fund and SCC Apprenticeship Program. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Mr. Hanna recused himself due to his employment with Southwest Regional Council of Carpenters. Student Trustee Manriquez's advisory vote was aye.

3.7 Receive for First Reading – Santiago Canyon College Follow-Up Report on Accreditation

The SCC Follow-Up Report on Accreditation was provided for a first reading as information only.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.3, 4.4, and 4.6 through 4.13 were approved as part of Item 1.6 (Consent Calendar).

4.5 Quarterly Investment Report as of December 31, 2015

The quarterly investment report as of December 31, 2015, was presented as information.

5.0 GENERAL

Item 5.1 was approved as part of Item 1.6 (Consent Calendar).

5.2 Approval of Sub-Agreement between RSCCD and Southwest Carpenters Training Trust for Proposition 39 Clean Energy Workforce Program Grant

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to approve the sub-agreement and authorize the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Mr. Hanna recused himself due to his employment with Southwest Regional Council of Carpenters. Student Trustee Manriquez's advisory vote was aye.

5.3 Board Member Comments

Mr. Hanna thanked those who attended the Board Policy Committee and stated that their input was valued.

Ms. Mendoza Yanez reminded board members that AT&T will be presenting a large donation in support of the SAC Veterans Center on Tuesday, January 26, at 10 a.m. and encouraged all to attend. She also reported that the Santa Ana City Council made a presentation to those involved with the *el Don*, SAC's college newspaper, for their recent awards and recognition.

Mr. Solorio expressed his appreciation to Mr. Jesse Garcia for his report.

Ms. Alvarez thanked Trustee Mendoza Yanez for coordinating the presentation to *el Don* by the Santa Ana City Council and Dr. Erlinda Martinez for attending the hearing on January 25, 2016 for the Orange County Transportation Authority.

Ms. Manriquez left the meeting at this time.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:30 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. Professional Experts
2. Conference with Legal Counsel: Existing Litigation (pursuant to Government Code Section 54956.9[a])

Faculty Association of the Rancho Santiago Community College District, et al. v. RSCCD Foundation, et al. Case No. 30-2015-00790167-CU-MM-CJC (Superior Court-County of Orange)

3. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (2 cases)
4. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Assistant Vice Chancellor of Human Resources
Employee Organization: Faculty Association of Rancho Santiago Community College District
5. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor
6. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
7. Liability Claims (pursuant to Government Code Section 54956.95)
 - a. DM20160701

RECONVENE

The board reconvened at 8:42 p.m.

Closed Session Report

Ms. Mendoza Yanez reported the board discussed public employment, existing litigation, anticipated/potential litigation, labor negotiations, the chancellor's evaluation, public employee discipline/dismissal/release, and liability claims during closed session.

Public Comment

There were no public comments.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

It was moved by Mr. Yarbrough and seconded by Mr. Solorio 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, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve Revised Job Descriptions
- Approve CEFA Step Increases/Effective January 1, 2016
- Approve Voluntary Transfers
- Approve Changes of Location
- Approve Additional Assignment-Site Supervisor Stipends
- Approve Contract Extension Days
- Approve Leaves of Absence
- Approve Column Changes
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Intern Services

6.2 Classified Personnel

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve Revised Miscellaneous Pay Schedule
- Approve Revised Job Descriptions
- Approve New Appointments
- Approve Temporary to Contract Assignments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Temporary to Hourly Ongoing Assignments
- Approve Leaves of Absence
- Approve Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Student Assistants List

6.3 Rejection of Claims

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to authorize the chancellor or his designee to reject the claims submitted by John P. Johns. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

6.4 Authorization for Board Travel/Conferences

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to authorize the submitted conference and travel by a board member. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting and Board Planning Session of the Board of Trustees will be held on Monday, February 22, 2016.

There being no further business, Ms. Alvarez declared the meeting adjourned at 8:43 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: February 22, 2016

Rancho Santiago Community College District (RSCCD)
2323 North Broadway, Room #103
Santa Ana, California

BOARD POLICY COMMITTEE MEETING

Monday, January 25, 2016

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 3:02 p.m. by Mr. John Hanna. Other member present: Ms. Arianna Barrios.

Staff present: Mr. Morrie Barembaum, Dr. Elliott Jones, Ms. Raquel Manriquez, Mr. Enrique Perez, Dr. Raúl Rodríguez, and Ms. Debra Gerard as record keeper.

Student present: Mr. Oscar Cortes, Santa Ana College (SAC)

1.2 Pledge of Allegiance to the United States Flag

The pledge of allegiance was led by Mr. Barembaum.

1.3 Public Comment

There were no public comments.

1.4 Approval of Minutes

It was moved by Ms. Barrios and seconded by Mr. Hanna to approve the minutes of January 11, 2016. The motion carried with the following vote: Aye – Ms. Barrios and Mr. Hanna.

2.0 REVIEW OF BOARD POLICIES & RELATED ITEMS

2.1 Review of RSCCD Oversight of RSCCD Foundation

Since all three foundations are under the auspices of the Board, the committee requested the following:

- a. The creation of a Memorandum of Understanding (MOU)/Master Agreement to formalize the relationship between RSCCD and the RSCCD Foundation.
- b. The SAC Foundation and Santiago Canyon College (SCC) Foundation MOU/Master Agreements be updated to include an annual report to the Board.

2.0 REVIEW OF BOARD POLICIES & RELATED ITEMS – (cont.)

2.1 Review of RSCCD Oversight of RSCCD Foundation – (cont.)

c. BP 2305 – *Annual Organizational Meeting* be revised to add “Review of District and College Foundations” to the third bullet.

d. AR 3600 – Auxiliary Organizations, Accounting Services and Internal Control be revised to accommodate the activities of the district’s three foundations.

2.2 Review of AR 2105 – Selection **and Regulations** of Student Trustee

Ms. Manriquez explained the proposed changes to the administrative regulation. The committee recommended AR 2105 be revised to reflect the proposed changes.

2.3 Review of BP 3820 Gifts

The committee reviewed BP 3820, BP 7001, BP 2715, and BP 2710 together. The committee requested that a policy be drafted and placed on agenda for the February 22, 2016, board meeting which prohibits gifts to a board member or employee from any individual or business who conducts business with the district.

2.4 Review of BP 7001 Code of Ethics

The committee reviewed BP 3820, BP 7001, BP 2715, and BP 2710 together. The committee requested the following:

- a. A presentation on ethics be scheduled for the board and an interactive ethics training be scheduled for all employees.
- b. Examples of ethics policies from other public entities be presented to the committee for review to ensure RSCCD is using best practices.
- c. BP 2305 – *Annual Organizational Meeting* be revised to add “Brown Act and Ethics Presentations” to the third bullet.

2.5 Review of BP 2715 Code of Ethics/Standards of Practice

The committee reviewed BP 3820, BP 7001, BP 2715, and BP 2710 together. Please see Item 2.4 for requests from the committee.

2.6 Review of BP 2710 Conflict of Interest

The committee reviewed BP 3820, BP 7001, BP 2715, and BP 2710 together. The committee requested a briefing on updated Fair Political Practices Commission (FPPC) regulations relating to Form 700 be scheduled for the board and district employees. Further action on this policy is deferred until after the briefing.

2.0 REVIEW OF BOARD POLICIES & RELATED ITEMS – (cont.)

2.7 Review of BP 2735 Board Member Travel

The committee reviewed BP 2735 and requested the chancellor review the recommended conference listing provided to the board and revise if necessary. With respect to general district travel, the committee encouraged good decision making when traveling on district business and asked the Academic Senates to provide input on any recommended changes to travel policy.

2.8 Review of Docket Item Process

In the spirit of continuous improvement, the committee asked the Academic Senates and all constituents to provide input on any recommended changes to information included on docket item cover sheets.

2.9 Review of District Programs

The committee requested that an explanation of the process of how district programs originate and how that process differs from the college process be placed on the next committee meeting agenda.

2.10 Review of Trustee Communication

The committee requested that a copy of the “e-mail guidance” documents recently provided to Long Beach City College trustees be provided to the committee for review.

2.11 Review of RSCCD Diversity

The committee determined there was no policy action on this topic but reiterated the board’s commitment to diversity.

2.12 Review of AR 2365 Recording

Because of the high cost of live streaming of board meetings, the committee seeks input from the internal and external community on ways the board can let their constituents know what the board is doing.

2.0 REVIEW OF BOARD POLICIES & RELATED ITEMS – (cont.)

2.13 Review of BP 6400 Financial Audits

The committee requested that BP 6400 – Financial Audits be revised to allow audit firms to be engaged for no longer than three consecutive years and placed on the February 22, 2016, board meeting agenda.

2.14 Proposal of Future Agenda Items

There were no proposed future agenda items other than those referenced in the abovementioned items.

ADJOURNMENT

Chairperson Hanna declared this meeting adjourned at 4:30 p.m.

Minutes Approved: February 16, 2016