

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, December 4, 2017
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

Santa Ana College inspires, transforms, and empowers a diverse community of learners.

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community.

Americans with Disabilities Acts (ADA)

It is the intention of the Rancho Santiago Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, the Rancho Santiago Community College District will attempt to accommodate you in every reasonable manner. Please contact the executive assistant to the board of trustees at 2323 N. Broadway, Suite 410-2, Santa Ana, California, 714-480-7452, on the Friday prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Presentation of District Annual Financial Audit

1.4 Approval of Additions or Corrections to Agenda

Action

1.5 Public Comment

At this time, members of the public have the opportunity to address the board of trustees on any item within the subject matter jurisdiction of the board. Members of the community and employees wishing to address the board of trustees are asked to complete a "Public Comment" form and submit it to the board's executive assistant prior to the start of open session. **Completion of the information on the form is voluntary.** Each speaker may speak up to three minutes; however, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

Please note the board cannot take action on any items not on the agenda, with certain exceptions as outlined in the Brown Act. Matters brought before the board that are not on the agenda may, at the board's discretion, be referred to staff or placed on the next agenda for board consideration.

1.6 Approval of Minutes – Regular meeting of November 13, 2017

Action

1.7 Approval of Consent Calendar

Action

Agenda items designated as part of the consent calendar are considered by the board of trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the board votes on them. The board retains the discretion to move any action item listed on the agenda into the Consent Calendar. **The consent calendar vote items will be enacted by one motion and are indicated with an asterisk (*).**

An exception to this procedure may occur if a board member requests a specific item be removed from the consent calendar consideration for separate discussion and a separate vote.

2.0 **BOARD ORGANIZATION**

2.1 Annual Board Organization

Action

Board Policy 2305 (attached) requires that the board take specific actions at its annual organizational meeting:

-Election of Board Officers (President, Vice President, and Clerk) for the 2017-18 year

-Designation of secretary and assistant secretary

-The President of the Board shall appoint members and chairs to following board committees:

- Communications Committee
- Facilities Committee
- Fiscal and Audit Review Committee
- Legislative Committee
- Policy Committee
- Safety & Security Committee

-The President of the Board shall appoint representatives to the the following organizations:

- RSCCD Foundation
- Orange County Community College Legislative Task Force
- Orange County School Boards Association
- Nominating Committee on School District Organization

-Adoption of schedule of meeting dates for 2018 (attached)

-Reaffirmation of Board Policy 2200 – Board Duties and Responsibilities (attached)

-Reaffirmation of Board Policy 2715 – Code of Ethics/Standards of Practice (attached)

-Reaffirmation of Board Policy 2735 – Board Member Travel (attached)

-Reaffirmation of Board Policy 6320 - Investments (attached)

-Designation of specific days, weeks or months of observance, which relate to the educational mission of the district (attached)

3.0 **INFORMATIONAL ITEMS AND ORAL REPORTS**

3.1 Report from the Chancellor

- Accreditation

3.2 Reports from College Presidents

- Accreditation
- Enrollment
- Facilities
- College activities
- Upcoming events

3.3 Report from Student Trustee

3.4 Reports from Student Presidents

- Student activities

3.5 Report from Classified Representative

3.6 Reports from Academic Senate Presidents

- Senate meetings

3.7 Reports from Board Committees

- Board Safety & Security Committee

4.0 INSTRUCTION

- *4.1 Approval of Guided Pathways Self-Assessment Tool Action
The administration recommends approval of the Guided Pathways Self-Assessment Tool as presented.
- *4.2 Approval of Special Report Bachelor of Science in Occupational Studies for Accrediting Commission for Community and Junior Colleges (ACCJC) Action
The administration recommends approval of the Special Report Bachelor of Science in Occupational Studies for ACCJC as presented to be submitted before December 8, 2017.
- *4.3 Approval of Contract between City of Santa Ana and RSCCD on behalf of Santa Ana College (SAC) Action
The administration recommends approval of the contract between the City of Santa Ana and RSCCD on behalf of SAC as attached.
- 4.4 Approval of Memorandum of Understanding (MOU) for Use of Multi-Craft Core Curriculum (MC3) with Los Angeles/Orange Counties Building and Construction Trades Council Action
The administration recommends approval of the MOU for use of the Multi-Craft Core Curriculum (MC3) with Los Angeles/Orange Counties Building and Construction Trades Council for the apprenticeship program.
- 4.5 Approval of Multi-Craft Core Curriculum Online Format Licensing Agreement with North America's Building Trades Unions Action
The administration recommends approval of the Multi-Craft Core Curriculum Online Format Licensing Agreement with North America's Building Trades Unions.
- *4.6 Approval of Santa Ana College Memorandum of Understanding (MOU) with Mexican Consulate in Santa Ana, California Action
The administration recommends approval of the Santa Ana College MOU with the Mexican Consulate in Santa Ana.
- *4.7 Approval of 2017-2019 Integrated Plans: Basic Skills Initiative, Student Equity, and Student Success & Support Program for Santiago Canyon College (SCC) and Santa Ana College Action
The administration recommends approval of the 2017-2019 Integrated Plans: Basic Skills Initiative, Student Equity, and Student Success & Support Program for SCC and SAC as presented.
- *4.8 Approval of Proposed Revisions for 2018-2019 Santa Ana College Catalog Action
The administration recommends approval of the proposed revisions for the 2018-2019 SAC catalog.

* Item is included on the Consent Calendar, Item 1.7.

- *4.9 Approval of Proposed Revisions for 2017-2018 Santiago Canyon College Catalog Addendum Action
The administration recommends approval of the proposed revisions for the 2017-2018 SCC catalog addendum.
- *4.10 Approval of Instructional Services Agreement with Goodwill Industries of Orange County Action
The administration recommends approval of the Instructional Services Agreement with Goodwill Industries of Orange County.
- *4.11 Approval of Continuing Education Cost Agreement with National Career Advancement Institute Action
The administration recommends approval of the Continuing Education Cost Agreement with National Career Advancement Institute.
- *4.12 Approval of Community Services Cost Agreement with National Career Advancement Institute Action
The administration recommends approval of the Community Services Cost Agreement with National Career Advancement Institute for the period of December 4, 2017, through June 30, 2019, as presented.
- *4.13 Approval of Revised Santiago Canyon College Mission Statement Action
The administration recommends approval of the revised SCC mission statement as presented.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *5.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *5.2 Approval of Budget Transfers and Budget Increases/Decreases Action
The administration recommends approval of budget transfers, increases, and decreases during November 1-17, 2017.
- 5.3 Receive and Acceptance of District Audit Reports for Fiscal Year Ended June 30, 2017 Action
The administration recommends the board receive and accept the RSCCD audit reports for the fiscal year ended June 30, 2017, as presented.
- *5.4 Approval of Amendment to Agreement with Leland Saylor Associates for On-Call Cost Estimating Consulting Services for Various Projects District-wide Action
The administration recommends approval of the amendment to the agreement with Leland Saylor Associates for on-call cost estimating consulting services for various projects districtwide as presented.

* Item is included on the Consent Calendar, Item 1.7.

- *5.5 Approval of Agreement with MTGL, Inc. for Geotechnical Testing and Inspection Consulting Services for Science Center at Santa Ana College Action
The administration recommends approval of the agreement with MTGL, Inc. for geotechnical testing and inspection consulting services for the Science Center at SAC as presented.
- *5.6 Approval of Agreement with Twining, Inc. for Materials Testing and Special Inspection Services for Science Center at Santa Ana College Action
The administration recommends approval of the agreement with Twining, Inc. for materials testing and special inspection services for the Science Center at SAC as presented.
- *5.7 Approval of Amendment to Agreement with Alta Environmental for Hazardous Materials Testing and Inspection Consulting Services for Central Plant, Infrastructure and Mechanical Upgrades Project at Santa Ana College Action
The administration recommends approval of the amendment to the agreement with Alta Environmental for hazardous materials testing and inspection consulting services for the Central Plant, infrastructure and mechanical upgrades project at SAC as presented.
- *5.8 Approval of Amendment to Agreement with Lenax Construction Services, Inc. for Cost Estimating Consulting Services for new Johnson Student Center at Santa Ana College Action
The administration recommends approval of the amendment to the agreement with Lenax Construction Services, Inc. for cost estimating consulting services for the new Johnson Student Center at SAC as presented.
- *5.9 Acceptance of Completion of Bid #1334 for S Portables Removal at Santiago Canyon College and Approval of Recording of Notice of Completion Action
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- *5.10 Approval of Contract with Canon USA, Inc. Action
The administration recommends approval of the contract with Canon USA, Inc. and Authorized Resellers, Master Agreement #3091, California Participating Addendum #7-15-70-23, for the purchase and lease of Canon USA, Inc. copiers, printers and related software devices and services for the lease term of five (5) years and future addendums as presented.
- *5.11 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period October 22, 2017, through November 11, 2017.

* Item is included on the Consent Calendar, Item 1.7.

6.0 GENERAL

- *6.1 Approval of Resource Development Items Action
- The administration recommends approval of budgets, acceptance of grants, and authorization of the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- Board Financial Assistance Program (BFAP) (SAC/SCC) \$1,065,897
 - California Early Childhood Mentor Program (SAC/SCC) \$ 1,150
 - California Work Opportunity and Responsibility to Kids (CalWORKSs)/Work Study/Temporary Assistance for Needy Families (TANF) (SAC) \$ 492,350
 - Community College Completion Grant (SAC/SCC) \$ 273,000
 - Cooperative Agencies Resources for Education (CARE) (SAC) \$ 99,410
 - Early Head Start – Year 4 (District) \$1,857,336
 - Emergency Aid Funding for Dreamer Students (SAC/SCC) \$ 281,288
 - Extended Opportunity Programs & Services (EOPS) (SAC) \$1,656,321
 - Full-Time Student Success Grant (SAC/SCC) \$ 824,909
 - Santa Ana Middle College High School (SAC)–*Augmentation* \$ 1,000
 - Student Success and Support Program (SSSP) – Credit (SAC/SCC/District) \$6,978,297
 - Student Success and Support Program (SSSP) – Non-Credit (CEC) \$1,587,495
 - United States Small Business Administration/California State University, Fullerton – Orange County/Inland Empire Regional Small Business Development Center Network (District) \$ 350,000
 - Upward Bound V – Year 1 (SAC) – *Augmentation* \$ 7,510
- *6.2 Approval of First Amendment to Sub-Agreement between RSCCD and Garden Grove Unified School District for Adult Education Block Grant – Data and Accountability (Assembly Bill No. 104) Action
- The administration recommends approval of the amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *6.3 Approval of Purchase Requisition with CompTIA Certifications, LLC for Deputy Sector Navigator Information Communications Technology/Digital Media Grant Action
- The administration recommends approval of the purchase requisition and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

* Item is included on the Consent Calendar, Item 1.7.

- *6.4 Adoption of Resolution No. 17-26 Certifying Emergency Closure of SCC Child Development Center Action
The administration recommends adoption of Resolution No. 17-26 certifying that the SCC Child Development Center was closed due to the Canyon 2 Wildfire on October 10-11, 2017.
- *6.5 Authorization of Signatures Action
The administration recommends approval of the revised list of authorized signatures.
- 6.6 List of 2018 Conferences and Legislative Executive Visits for Board Members Information
Board Policy 2735 and a list of conferences and legislative executive visits that board members may wish to attend is provided as information.
- 6.7 Review of RSCCD Board of Trustees Self-Evaluation Action
It is recommended that the board review the evaluation responses and create annual unit goals for 2018.
- 6.8 Board Member Comments Information

RECESS TO CLOSED SESSION

Conducted in accordance with applicable sections of California law. Closed sessions are not open to the public. (RSCCD)

Pursuant to Government Code Section 54957, the Board may adjourn to closed session at any time during the meeting to discuss staff/student personnel matters, negotiations, litigation, and/or the acquisition of land or facilities. (OCDE)

The following item(s) will be discussed in closed session:

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 Negotiators: Melanie L. Chaney, J.D., Partner – Liebert Cassidy Whitmore
Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579
3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
4. Student Expulsion (pursuant to Education Code 72122)
Student I.D. #2326813

* Item is included on the Consent Calendar, Item 1.7.

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

At this time, members of the public have the opportunity to address the board of trustees on any item within the subject matter jurisdiction of the board. Members of the community and employees wishing to address the board of trustees are asked to complete a "Public Comment" form and submit it to the board's executive assistant prior to the start of open session.

Completion of the information on the form is voluntary. Each speaker may speak up to three minutes; however, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

Please note the board cannot take action on any items not on the agenda, with certain exceptions as outlined in the Brown Act. Matters brought before the board that are not on the agenda may, at the Board's discretion, be referred to staff or placed on the next agenda for board consideration.

7.0 HUMAN RESOURCES

7.1 Management/Academic Personnel

Action

- Approval of Revised Job Descriptions
- Approval of Extension of Interim Assignments for Rehired Retired Public Employees' Retirement System (PERS) Member
- Ratification of Resignations/Retirements
- Approval of Changes of Classifications
- Approval of Leaves of Absence
- Approval of Adjusted Effective Dates for Leaves of Absence
- Approval of Beyond Contract/Overload Stipends
- Approval of Part-time New Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Service

7.2 Classified Personnel

Action

- Approval of Revised Interim Hourly Salary Schedule
- Approval of Revised Miscellaneous Pay Schedule
- Approval of New Appointments
- Approval of Hourly Ongoing to Contract
- Approval of Professional Growth Increment
- Approval of Out of Class Assignments
- Approval of Changes in Position
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Temporary to Hourly Ongoing
- Approval of Out of Class Assignment
- Approval of Temporary Assignment
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Community Service Presenters and Stipends
- Approval of Student Assistant Lists

7.3 Approval of Credit Instructional Calendar for 2018-2019

Action

The administration recommends approval of the 2018-2019 Credit Instructional Calendar.

8.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be announced after the 2018 board meeting calendar is approved. The meeting will be held at the District Office at 2323 North Broadway, Room #107, in Santa Ana, California.