

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

Board of Trustees (Regular meeting)

Tuesday, May 27, 2014

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:35 p.m. by Mr. Jose Solorio. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, Mr. Larry Labrado, Ms. Nelida Mendoza Yanez, Mr. Phillip Yarbrough, and Mr. Yuh Hwan Ko.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Erlinda Martinez, Dr. Raúl Rodríguez, and Mr. Juan Vázquez. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Alvarez, Clerk, Rancho Santiago Community College District (RSCCD) Board of Trustees.

1.3 Approval of Additions or Corrections to Agenda

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

1.4 Public Comment

Ms. Briana Brennan expressed the students' appreciation for the Office of Student Life on campus and asked the board to consider another position in the Office of Student Life at Santa Ana College (SAC).

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the minutes of the meeting held May 12, 2014. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Ko's advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough 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. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Ko's advisory vote was aye.

3.1 Approval of Facility Agreement - El Sol Science and Arts Academy of Santa Ana

The board approved the facility agreement with El Sol Science and Arts Academy of Santa Ana.

3.2 Approval of New Pharmacy Technology Agreement – Regents of University of California

The board approved the agreement with Regents of the University of California in Irvine, California.

3.3 Approval of New Pharmacy Technology Agreement – Pacific Pharmacy

The board approved the agreement with Pacific Pharmacy in Westminster, California.

3.4 Approval of Speech-Language Pathology Assistant Agreement Renewal – Anaheim Union High School District

The board approved the agreement with Anaheim Union High School District in Anaheim, California.

3.7 Acceptance of Mr. Timo Budarz's Sabbatical Leave Report

The board accepted Mr. Budarz's Sabbatical Leave Report.

3.8 Acceptance of Dr. Laney Wright's Sabbatical Leave Report

The board accepted Dr. Wright's Sabbatical Leave Report.

3.9 Approval of Travel Tour Service Agreement with Good Times Travel

The board approved the Travel Tour Service Agreement with Good Times Travel to provide educational travel tours including renewals 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 during the month of April 2014.

4.3 Approval of Consulting Services – The Dolinka Group

The board approved additional consulting services of the Dolinka Group as presented.

1.6 Approval of Consent Calendar – (cont.)

4.4 Approval of Legal Services Agreement – Bergman Dacey Goldsmith, PLC

The board approved the legal services agreement with Bergman Dacey Goldsmith, PLC to provide legal services on construction and real estate related matters through June 30, 2015, as presented.

4.5 Approval of Public Hearing – 2014-2015 Tentative Budget

The board approved holding a public hearing on the 2014-2015 Tentative Budget on June 9, 2014.

4.6 Approval of Amendment to Agreement with Bernards Management Services for Close Out of Bid Packages 1, 2, and 3 at Santa Ana College

The board approved the amendment to the agreement with Bernards Management Services for time only for the close out of Packages 1, 2, and 3 projects at SAC as presented.

4.7 Rejection of all Bids for Bid #1227 – Roof Repairs for Buildings C, H, N, P, and R at Santa Ana College

The board rejected all bids for Bid #1227 – Roof Repairs for Buildings C, H, N, P, and R at SAC as presented.

4.8 Ratification of Award for Bid #1230 – Child Development Center (CDC) Re-Roofing Project at Santiago Canyon College (SCC)

The board ratified the award of Bid #1230 to Best Contracting Services as presented.

4.9 Approval of Purchase Orders

The board approved the purchase order listing for the period of April 10, 2014, through May 10, 2014.

5.1 Approval of Resource Development Items

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

- Child Development Training Consortium (SAC/SCC) - \$1,175
Augmentation

5.2 Approval of Sub-Agreement between RSCCD and Santa Clarita Community College District/College of the Canyons for Deputy Sector Navigator ICT/Digital Media 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.)

5.3 Approval of Sub-Agreement between RSCCD and Cabrillo Community College District for Sector Navigator ICT/Digital Media 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.

5.4 Approval of Sub-Agreement between RSCCD and Los Angeles Valley College Foundation/IDEAS for Sector Navigator ICT/Digital Media 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.

5.5 Approval of Sub-Agreement between RSCCD and Opportunity Development Enterprises, LLC for Sector Navigator ICT/Digital Media 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.

5.6 Approval of Sub-Agreement between RSCCD and Coast Community College District/Orange Coast College for Youth Entrepreneurship Program

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.

5.7 Approval of Agreement with rSmart

The board approved the agreement with rSmart as presented.

1.7 Recognition of Classified Staff by Board of Trustees

The board recognized Mr. Lee Atwood, Skilled Maintenance Worker at SCC; Ms. Veronica Duenas, Human Resources Technician at RSCCD; and Ms. Leisa Schumacher, Administrative Secretary at SAC; for their professional achievements, dedication, and service to the campus community and the Rancho Santiago Community College District.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board, which included the following verbatim record as requested by Mr. Hanna during the discussion of Items 3.5 and 3.6 (SAC and SCC Self Evaluation Reports of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation).

2.1 Report from Chancellor – (cont.)

Dr. Rodríguez addressed a communication issue relating to the board that was addressed in the 2011 SAC and SCC mid-term reports submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) and not addressed in the current SAC and SCC Self Evaluation Reports of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation.

Dr. Rodríguez referred to and read into the record the following (*highlighted in italics*) from the 2011 SCC mid-term report:

Team Recommendation 5: *The team recommends that a set of written policies and regulations be created that establish appropriate communication processes between the trustees and district employees.* The team further recommends that board adherence to these regulations and procedures be assessed within a systematic culture of evidence and cycle of continuous improvement.

Dr. Rodríguez read into record the following (*highlighted in italics*) action taken on team recommendation 5: ***Action:*** *The chancellor is comfortable with board members seeking information from staff; staff will advise the CEO of these contacts and board queries. It is the intent of the RSCCD board not to micromanage. They do not want to create an additional workload for district employees, staff. Questions and the information sought by an individual trustee will be reported to the trustees as a whole, often asked through the chancellor.*

The understanding between the Board of Trustees and the chancellor, which was documented in the summary of the retreat, was that the *individual members of the Board of Trustees have a right to seek information from staff. However, the other members of the Board of Trustees and the chancellor have to be informed of such requests for at least four reasons: (1) so as to ensure that staff members are not overburdened with information requests;* [Dr. Rodríguez] and we've had that problem with the staff continually having to respond to not necessarily trustee requests, but requests from the outside; oftentimes, we get information requests, and so on; *(2) so that the information can be shared with all of the trustees; (3) so that the chancellor can ensure that proper responses are provided for the requests, and; (4) so that such requests are openly shared and scrutinized to ensure that they are transparent and appropriate.* [Dr. Rodríguez] So, I just wanted to underscore that that's been our procedure and that when board members speak to folks and then there's information requests that comes out with that, I typically get those requests and respond to them or we assign them to other folks who its more typical for them to respond to. But I often get communications from trustees telling me they spoke with so-and-so or they tell me or when I see them individually, or email me, or call me, and let me know this. We don't have a formal policy on this, it's more of an informal approach, but it does work, and I haven't seen in my four years here any real problems with folks going to trustees and then me getting a directive from a trustee saying you need to do this or you need to do that – that is not the way it's really worked with this board - the

2.1 Report from Chancellor – (cont.)

previous board or this board. So, I just wanted to make sure that's part of the record so folks understand that we may not have a formal policy that responds to this. I think it is covered in some of our policies and the board did look at a couple of things in the past. I think it was the Statement of Ethical Conduct and they felt that they addressed it through that and I think they have but just because this may not have been an issue that bubbled to the surface in the report from SCC in particular, so I just wanted to underline this to make sure we don't sell ourselves short and not include this information even though it was in the mid-term report. So, I just want to make sure we get this covered in our next comprehensive report so there aren't any questions about that.

2.2 Reports from College Presidents

The following college representatives provided reports to the board:

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

Mr. Vázquez and Dr. Martinez reported that staff, faculty, and students participated in preparing the drafts of the self-evaluation reports that were shared with board members via online links (due to the size of each draft [SAC-437 pages; SCC-465 pages]).

2.3 Report from Student Trustee

Mr. Yuh Hwan Ko, Interim Student Trustee, provided a report to the board, which included a report as Student President, Santiago Canyon College .

2.4 Reports from Student Presidents

Mr. Jorge Sandoval, Student President, Santa Ana College, provided a report to the board.

2.5 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College
Mr. John Zarske, Academic Senate President, Santa Ana College

2.6 Informational Presentation on the Budget

Mr. Hardash provided an informational presentation on the budget.

3.0 INSTRUCTION

Items 3.1, 3.2, 3.3, 3.4, 3.7, 3.8, and 3.9 were approved as part of Item 1.6 (Consent Calendar).

3.5 Receive for First Reading – Santa Ana College (SAC) Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation

The SAC self evaluation report was presented for first reading as an informational item.

Mr. Hanna commended staff for the SAC and SCC self-evaluation reports and indicated he is in the process of reviewing them. Mr. Hanna thanked the chancellor for his comments during his report and asked that the chancellor's comments be recorded verbatim in the minutes.

Dr. Bonita Jaros indicated the first draft of the self-evaluation report has been a two-year process which involved faculty, staff, and students. Responding to the chancellor's comments regarding appropriate communication processes between the trustees and district employees, Dr. Jaros indicated she plans to work with staff to add wording to Recommendation 5 for SCC and District Recommendation 3 for SAC to address this issue. In regards to communications from the district on procedures, Dr. Jaros indicated that SAC has an internal action item that will improve the frequency and clarity of information from the district office to the colleges regarding programs, services, and functions. She stated that the RSCCD Functions/Mapping of Responsibilities document was presented to the board as an informational item at the April 28, 2014, board meeting. Dr. Jaros plans to work with staff on adding wording to Standard IV.B.3.e, and possibly IV.B.3.f, to the self-evaluation report. She encouraged board members to review the entire document, noting that that introduction is 180 pages.

Mr. Solorio and Ms. Alvarez thanked Dr. Jaros and all those who worked on the self-evaluation reports. Ms. Alvarez indicated she and Mr. Hanna served as the board's representatives on the accreditation committee for Standard IV and expressed appreciation for the hard work in completing a document that is nearly 500 pages. Ms. Alvarez asked that the SAC & SCC accreditation reports be made available to the public by having a hard copy in a conference room/office or a pdf sent to board members in case the public has additional feedback on the reports.

3.6 Receive for First Reading – Santiago Canyon College (SCC) Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation

The SCC self evaluation report was presented for first reading as an informational item. Discussion of this item occurred during discussion of Item 3.5.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

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

5.0 GENERAL

Items 5.1 through 5.7 were approved as part of Item 1.6 (Consent Calendar).

5.8 Board Member Comments

Mr. Ko thanked board members and the academic senate presidents for the discussion regarding SB 850 and indicated the students had similar concerns.

Mr. Ko thanked board members and Mr. Vázquez for providing a welcoming environment for him this year.

Board members thanked Mr. Ko and Mr. Sandoval for their service to their respective colleges and to the board.

Ms. Barrios asked staff to let her know of legislation that staff may be interested in her pursuing support from the Orange County Community Colleges Legislative Task Force.

Ms. Barrios reported she is looking forward to attending the upcoming commencement ceremonies.

Ms. Alvarez asked the chancellor to seek answers from Senator Lou Correa (as a co-author of the bill) and Townsend Public Affairs to concerns expressed by the academic senate presidents and students regarding SB 850 (Block). She indicated additional information would be needed prior to consideration of a pilot program to offer baccalaureate degrees at RSCCD.

Ms. Alvarez reported she has attended numerous end-of-the year events and congratulated Mr. Ko and Ms. Brennan on scholarships presented to them at the SCC Scholarship Ceremony on May 22. She reported she attended the EOPS ceremony and spoke highly of the parents who indicated their child is the first person in the family to earn a college degree.

Mr. Hanna reported he recently attended a dinner meeting with representatives from the Faculty Association of RSCCD (FARSCCD) where items discussed included employee morale and visionary ideas for the next academic year.

Mr. Hanna asked that the meeting be closed in memory of former Senator John Vasconcellos, former Mayor of Orange Jess Perez, and all the men and women veterans who gave their lives for this country.

Ms. Mendoza Yanez thanked Ms. Brennan for her public comments.

5.8 Board Member Comments – (cont.)

Ms. Mendoza Yanez congratulated classified staff recognized by the board at today's meeting. Ms. Mendoza Yanez asked if part-time staff and professors also received recognition.

In addition to those that Mr. Hanna requested, Ms. Mendoza Yanez and Ms. Barrios asked that the meeting be adjourned in memory of the University of California, Santa Barbara, students killed tragically in Isla Vista, California, on May 23, 2014.

Mr. Labrado reported he attended several end-of-the-year events and was impressed with the Upward Bound program at SCC. He commended the El Modena High School and Orange High School principals for their enthusiasm and kind words for the Upward Bound program.

Mr. Solorio reported that he, Ms. Alvarez, and Mr. Labrado attended the grand opening of the Higher Education Center at the Santa Ana Public Library on May 17, 2014. He thanked Dr. Martinez and Dr. Sara Lundquist for their efforts in the partnership with the City of Santa Ana; Santa Ana Unified School District; Cal State University, Fullerton; University of California, Irvine; Chapman University; and numerous community-based organizations and businesses. He indicated future plans at the library include a veterans' resource center and he is hopeful the library will one day be open on Sundays.

Mr. Solorio encouraged board members to partner with the college foundations in raising funds for college events, especially the 100-year anniversary for Santa Ana College.

RECESS TO CLOSED SESSION

Mr. Ko left the meeting at this time.

The board convened into closed session at 7:03 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Educational Administrator Appointments
 - (1) Associate Dean
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)

3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association
4. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor
5. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

The board reconvened at 7:59 p.m.

Closed Session Report

Ms. Alvarez reported the board discussed public employment, anticipated litigation, and contract negotiations, and no reportable action was taken 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 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. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve Appointments
- Ratify Resignations/Retirements
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Records
- Approve Non-paid Interns Services

6.2 Classified Personnel

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

- Approve Hourly On Going to Contract Assignments
- Approve Temporary to Contract Assignments
- Approve Return to Regular Assignments
- Approve Changes in Positions
- Approve Changes in Salary Placements
- Approve Out of Class Assignments
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Temporary to Hourly On Going Assignments
- Approve Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Presentation of California School Employees Association (CSEA) Chapter 579 Initial Bargaining Proposal to Rancho Santiago Community College District

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to schedule a public hearing for June 9, 2014. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

6.4 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to California School Employees Association Chapter 579

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to receive and file the district's initial bargaining proposal to CSEA and schedule a public hearing for June 9, 2014. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

6.5 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to receive and file the district's initial bargaining proposal to FARSCCD and schedule a public hearing for June 9, 2014. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

6.6 Presentation of Faculty Association of Rancho Santiago Community College District Initial Bargaining Proposal to Rancho Santiago Community College District

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to schedule a public hearing for June 9, 2014. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on June 9, 2014.

There being no further business, Mr. Solorio declared this meeting adjourned at 8:01 p.m., in memory of former Senator John Vasconcellos, former Mayor of Orange Jess Perez, all the men and women veterans who gave their lives for this country, and the University of California, Santa Barbara, students killed tragically in Isla Vista, California, on May 23, 2014.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: June 9, 2014