Monday, December 13, 2021
REGULAR BOARD OF TRUSTEES MEETING

4:30 p.m.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
2323 North Broadway, Room #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 the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging.

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.

## 1. PROCEDURAL MATTERS

| | |
|---|---|
| Subject : | 1.1 Call to Order |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 1. PROCEDURAL MATTERS |
| Type : | Procedural |

# Public Content

| | |
|---|---|
| Subject : | 1.2 Pledge of Allegiance to the United States Flag |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 1. PROCEDURAL MATTERS |
| Type : | Procedural |

# Public Content

| | |
|---|---|
| Subject : | 1.3 Approval of Additions or Corrections to Agenda |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 1. PROCEDURAL MATTERS |
| Type : | Action |
| Recommended Action : | Motion to approve additions or corrections to the agenda. |

# Public Content

| | |
|---|---|
| Subject : | 1.4 Public Comment |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 1. PROCEDURAL MATTERS |
| Type : | Information |

# Public Content

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 boards 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 boards discretion, be referred to staff or placed on the next agenda for board consideration.

| | |
|---|---|
| Subject : | 1.5 Approval of Minutes - Regular meeting of November 8, 2021 |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 1. PROCEDURAL MATTERS |
| Type : | Action |
| Recommended Action : | Motion to approve the November 8, 2021 minutes as presented. |

### File Attachments

11-8-21 RSCCD minutes.pdf (240 KB)

## Motion & Voting

Motion to approve the November 8, 2021 minutes as presented.

Motion by David Crockett, second by Lawrence Labrado.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero, Phillip Yarbrough, Elisabeth Neely

| | |
|---|---|
| Subject : | 1.6 Approval of Consent Calendar |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 1. PROCEDURAL MATTERS |
| Type : | Action |
| Recommended Action : | Motion to approve the Consent Calendar. |

# Public Content

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.

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.

## Motion & Voting

Motion to approve the Consent Calendar.

Motion by Elisabeth Neely, second by David Crockett.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero, Phillip Yarbrough, Elisabeth Neely

| | |
|---|---|
| Subject : | 1.7 President's Award |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 1. PROCEDURAL MATTERS |
| Type : | Recognition |

# Public Content

## 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting.

| | |
|---|---|
| Subject : | 2.1 Election of Board President |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | Action |
| Recommended Action : | Motion to elect _______________ as Board President for the 2021-2022 year. |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

- Elect the Board Officers (President, Vice President, and Clerk) for the 2021-2022year

## Motion & Voting

Motion to elect Dr. Tina Arias Miller as Board President for the 2021-2022 year.

Motion by John Hanna, second by Phillip Yarbrough.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, John Hanna, Lawrence Labrado, Phillip Yarbrough, Elisabeth Neely
Nay: David Crockett, Zeke Hernandez, Sal Tinajero

| | |
|---|---|
| Subject : | 2.2 Election of Board Vice President |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | Action |
| Recommended Action : | Motion to elect _________ as Vice President for the 2021-2022 year. |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

- Elect the Board Officers (President, Vice President, and Clerk) for the 2021-2022year

## Motion & Voting

Motion to elect Mr. David Crocket as Vice President for the 2021-2022 year.

Motion by Sal Tinajero, second by Zeke Hernandez.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero, Phillip Yarbrough
Abstain: Elisabeth Neely

| | |
|---|---|
| Subject : | 2.3 Election of Board Clerk |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | Action |
| Recommended Action : | Motion to elect ________as Board Clerk for the 2021-2022 year. |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

- Elect the Board Officers (President, Vice President, and Clerk) for the 2021-2022year

## Motion & Voting

Motion to elect __Mr. Sal Tinajero______as Board Clerk for the 2021-2022 year.

Motion by Zeke Hernandez, second by David Crockett.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, Lawrence Labrado, Sal Tinajero
Nay: John Hanna, Phillip Yarbrough
Abstain: Elisabeth Neely

| | |
|---|---|
| Subject : | 2.4 Designation of Secretary and Assistant Secretary to the Board |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

- Designate Secretary and Assistant Secretary to the board

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|---|---|
| Subject : | 2.5 Board President Appoints Members and Chairs to the Board Facilities Committee |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

Appoint members and chairs of board committees:

-Facilities Committee

| | |
|---|---|
| Subject : | 2.6 Board President Appoints Members and Chairs to the Board Fiscal/Audit Review Committee |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

Appoint members and chairs of board committees:

-Fiscal and Audit Review Committee

| | |
|---|---|
| Subject : | 2.7 Board President Appoints Members and Chairs to the Board Institutional Effectiveness Committee |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

Appoint members and chairs of board committees:

-Institutional Effectiveness Committee

| | |
|---|---|
| Subject : | 2.8 Board President Appoints Members and Chairs to the Board Legislative Committee |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

Appoint members and chairs of board committees:

-Legislative Committee

| | |
|---|---|
| Subject : | 2.9 Board President Appoints Members and Chairs to the Board Policy Committee |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

Appoint members and chairs of board committees:

-Policy Committee

| | |
|---|---|
| Subject : | 2.10 Board President Appoints Representative to the RSCCD Foundation |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

Appoint members/representatives of committees:

-Representative to the RSCCD Foundation

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|---|---|
| Subject : | 2.11 Board President Appoints Representative to the Orange County Community College Legislative Task Force |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

Appoint members/representatives of committees:

-Representative to the Orange County Community College Legislative Task Force

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|---|---|
| Subject : | 2.12 Board President Appoints Representative to the Orange County School Boards Association |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

Appoint members/representatives of committees:

-Representative to the Orange County School Boards Association

| | |
|---|---|
| Subject : | 2.13 Board President Appoints Representative to the Nominating Committee on School District Organization |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |

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|---|---|
| Type : | |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

Appoint members/representatives of committees:

-Representative to the Nominating Committee on School District Organization

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|---|---|
| Subject : | 2.14 Adoption of Schedule of Board Meeting Dates for 2022 |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | Action |
| Recommended Action : | Motion to adopt the schedule of board meeting dates for 2022. |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

- Adopt a schedule of meeting dates for 2022 **(Attached)**

### File Attachments

Proposed Board Meetings 2022.pdf (111 KB)

## Motion & Voting

Motion to adopt the schedule of board meeting dates for 2022.

Motion by Phillip Yarbrough, second by Elisabeth Neely.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero, Phillip Yarbrough, Elisabeth Neely

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|---|---|
| Subject : | 2.15 Reaffirmation of Board Policy 2200 Board Duties and Responsibilities |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | Action |
| Recommended Action : | Motion to reaffirm Board Policy 2200 - Board Duties and Responsibilities |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

- Reaffirm Board Policy 2200 Board Duties and Responsibilities **(Attached)**

### File Attachments

BP 2200 Board Duties and Responsibilities.pdf (67 KB)

## Motion & Voting

Motion to reaffirm Board Policy 2200 - Board Duties and Responsibilities

Motion by Zeke Hernandez, second by Sal Tinajero.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero, Phillip Yarbrough, Elisabeth Neely

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|---|---|
| Subject : | 2.16 Reaffirmation of Board Policy 2715 Code of Ethics /Standards of Practice |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |

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|---|---|
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | Action |
| Recommended Action : | Motion to reaffirm Board Policy 2715 Code of Ethics /Standards of Practice |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

- Reaffirm Board Policy 2715 - Code of Ethics/Standards of Practice **(Attached)**

### File Attachments

BP 2715 Code of Ethics-Standards of Practice.pdf (92 KB)

## Motion & Voting

Motion to reaffirm Board Policy 2715 Code of Ethics/Standards of Practice

Motion by Phillip Yarbrough, second by Zeke Hernandez.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero, Phillip Yarbrough, Elisabeth Neely

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|---|---|
| Subject : | 2.17 Reaffirmation of Board Policy 2735 Board Member Travel |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | Action |
| Recommended Action : | Motion to reaffirm Board Policy 2735 Board Member Travel |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

- Reaffirm Board Policy 2735 Board Member Travel **(Attached)**

### File Attachments

BP 2735 Board Member Travel.pdf (62 KB)

## Motion & Voting

Motion to reaffirm Board Policy 2735 Board Member Travel

Motion by David Crockett, second by Sal Tinajero.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero, Phillip Yarbrough, Elisabeth Neely

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|---|---|
| Subject : | 2.18 Reaffirmation of Board Policy 6320 - Investments |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | Action |
| Recommended Action : | Motion to reaffirm Board Policy 6320 - Investments |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

- Reaffirm Board Policy 6320 - Investments **(Attached)**

### File Attachments

BP 6320 Investments.pdf (66 KB)

## Motion & Voting

Motion to reaffirm Board Policy 6320 - Investments

Motion by Phillip Yarbrough, second by David Crockett.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero, Phillip Yarbrough, Elisabeth Neely

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|---|---|
| Subject : | 2.19 Designation of specific days, weeks or months of observance, which relate to the educational mission of the district |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | Action |
| Recommended Action : | Motion to designate specific days, weeks or months of observance, which relate to the educational mission of the district. |

# Public Content

**Background:**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**Analysis:**

Per Board Policy 2305, the Board shall:

- Designate specific days, weeks or months of observance, which relate to the educational mission of the district **(Attached)**

### File Attachments

Days_Months of Observance 2022.pdf (84 KB)

## Motion & Voting

Motion to designate specific days, weeks or months of observance, which relate to the educational mission of the district.

Motion by Zeke Hernandez, second by David Crockett.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero, Phillip Yarbrough, Elisabeth Neely

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|---|---|
| Subject : | 2.20 Presentation on Enrollment |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 2. BOARD ORGANIZATION - Board Policy 2305 requires that the board take specific actions at its annual organizational meeting. |
| Type : | Information, Presentation |

# Public Content

## 3. INFORMATIONAL ITEMS AND ORAL REPORTS

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|---|---|
| Subject : | 3.1 Report from the Chancellor |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 3. INFORMATIONAL ITEMS AND ORAL REPORTS |
| Type : | Reports |

# Public Content

| | |
|---|---|
| Subject : | 3.2 Reports from College Presidents |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 3. INFORMATIONAL ITEMS AND ORAL REPORTS |
| Type : | Reports |
| Subject : | 3.3 Report from Student Trustee |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES |

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|---|---|
| | MEETING |
| Category : | 3. INFORMATIONAL ITEMS AND ORAL REPORTS |
| Type : | Reports |

# Public Content

| | |
|---|---|
| Subject : | 3.4 Reports from Student Presidents |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 3. INFORMATIONAL ITEMS AND ORAL REPORTS |
| Type : | Reports |

# Public Content

| | |
|---|---|
| Subject : | 3.5 Reports from Academic Senate Presidents |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 3. INFORMATIONAL ITEMS AND ORAL REPORTS |
| Type : | Reports |

# Public Content

| | |
|---|---|
| Subject : | 3.6 Report from Board Institutional Effectiveness Committee Chairperson |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 3. INFORMATIONAL ITEMS AND ORAL REPORTS |
| Type : | Reports |

# Public Content

The Chairperson of the Board Institutional Effectiveness Committeewill report on the November 18, 2021 meeting.

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|---|---|
| Subject : | 3.7 Report from Board Policy Committee Chairperson |

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|---|---|
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 3. INFORMATIONAL ITEMS AND ORAL REPORTS |
| Type : | Reports |

# Public Content

The Chairperson of the Board Policy Committeewill report on the December 1, 2021 meeting.

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|---|---|
| Subject : | 3.8 Report from Ad Hoc Committee on Redistricting Chairperson |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 3. INFORMATIONAL ITEMS AND ORAL REPORTS |
| Type : | Reports |

# Public Content

The Chairperson of the Ad Hoc Committee on Redistricting will report on the December 2, 2021 meeting.

| | |
|---|---|
| Subject : | 3.9 Report from Board Facilities Committee Chairperson |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 3. INFORMATIONAL ITEMS AND ORAL REPORTS |
| Type : | Reports |

# Public Content

The Chairperson of the Board Facilities Committee will report on the December 6, 2021 meeting.

## 4. INSTRUCTION

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|---|---|
| Subject : | 4.1 Approval of Educational Affiliation Agreement between RSCCD on behalf of Santa Ana College and Orange County Adult Achievement Center DBA My Day Counts |

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|---|---|
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 4. INSTRUCTION |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Budgeted : | No |
| Recommended Action : | Motion to approve the Educational Affiliation Agreement between RSCCD on behalf of Santa Ana College and Orange County Adult Achievement Center DBA My Day Counts, located in Anaheim, California, as presented. |

# Public Content

**BACKGROUND:**

The Occupational Therapy Assistant Program of Santa Ana College is required to offer all program students fieldwork opportunities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills they have learned in their college classes. The Occupational Therapy Assistant Program will place no students at the site prior to Board approval.

**ANALYSIS:**

This new Educational Affiliation Agreement between RSCCD on behalf of Santa Ana College and Orange County Adult Achievement Center DBA My Day Counts (Agreement) covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties, This Agreement shall be effective for five (5) years or until termination by written notice of either party. It carries no costs or other financial arrangements.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the Educational Affiliation Agreement between RSCCD on behalf of Santa Ana College and Orange County Adult Achievement Center DBA My Day Counts, located in Anaheim, California, as presented.

**PREPARED BY:**

Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs

Larisa Sergeyeva, Ed.D., Dean, Human Services & Technology

**SUBMITTED BY:**

Marilyn Flores, Ph.D., Interim President, Santa Ana College

## File Attachments

SAC-21-114_Agreement_OTA_Orange County Adult Achievement Center DBA My Day Counts (UNSIGNED).pdf (248 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 4.2 Approval of Memorandum of Understanding between RSCCD on behalf of Santa Ana College and Umoja Community Education Foundation |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 4. INSTRUCTION |
| Type : | Action (Consent) |
| Fiscal Impact : | Yes |
| Dollar Amount : | $20,000.00 |
| Budgeted : | Yes |
| Budget Source : | Net income |
| Recommended Action : | Motion to approve the Memorandum of Understanding between RSCCD on behalf of Santa Ana College and Umoja Community Education Foundation, located in Sacramento, California, as presented. |

# Public Content

**BACKGROUND:**

Umoja*, a Kiswahili word meaning unity,* is a community and critical resource dedicated to enhancing the cultural and educational experiences of African American and other educationally under-represented students. The Umoja Community, which includes fifty-nine (59)affiliated programs in California Community Colleges, serves at risk, educationally and economically disadvantaged students, believing that when the voices and histories of students are deliberately and intentionally recognized, students develop self-efficacy and a foundation for academic success. Umoja actively promotes student success for all students with an emphasis on African American student successthrough culturally responsive curriculum and practices.

**ANALYSIS:**

Santa Ana College ("SAC") has engaged a broad group of College stakeholders to help students build a strong community as the foundation for their academic journey and to provide essential educational support and services to increase student success, retention, degree completion and transfer rates of Black/African American and other underrepresented students. The anticipated annual contribution fromSAC in the amount of Twenty Thousand Dollars ($20,000) will cover the program operational costs such as field trips, cultural events and program support.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the Memorandum of Understanding between RSCCD on behalf of Santa Ana College and Umoja Community Education Foundation, located in Sacramento, California, as presented.

**PREPARED BY:**

Vaniethia Hubbard. Ed.D., Vice President, Student Services

**SUBMITTED BY:**

Marilyn Flores, Ph.D., Interim President, Santa Ana College

## File Attachments

[SAC-21-119_Umoja MOU Feb 2022_11.15.21.pdf (322 KB)]

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 4.3 Approval of Educational Affiliation Agreement between RSCCD on behalf of Santa Ana College and Seven to 7 Physical & Hand Therapy |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 4. INSTRUCTION |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Budgeted : | No |
| Recommended Action : | Motion to approve the Educational Affiliation Agreement between RSCCD on behalf of Santa Ana College and Seven to 7 Physical & Hand Therapy, located in Irvine, California, as presented. |

# Public Content

**BACKGROUND:**

The Occupational Therapy Assistant Program of Santa Ana College is required to offer all program students fieldwork opportunities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills they have learned in their college classes. The Occupational Therapy Assistant Program will place no students at the site prior to Board approval.

**ANALYSIS:**

This new Educational Affiliation Agreement between RSCCD on behalf of Santa Ana College and Seven to 7 Physical & Hand Therapy (Agreement) covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties, This Agreement shall be effective for five (5) years or until termination by written notice of either party. It carries no costs or other financial arrangements.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the Educational Affiliation Agreement between RSCCD on behalf of Santa Ana College and Seven to 7 Physical & Hand Therapy, located in Irvine, California, as presented.

**PREPARED BY:**

Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs

Larisa Sergeyeva, Ed.D., Dean, Human Services & Technology

**SUBMITTED BY:**
Marilyn Flores, Ph.D., Interim President, Santa Ana College

## File Attachments

SAC-21-118_Agreement_OTA_Seven to 7 Physical & Hand Therapy (UNSIGNED).pdf (884 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 4.4 Approval of Professional Services Agreement between RSCCD on behalf of Santa Ana College and Estrella Media |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 4. INSTRUCTION |
| Type : | Action (Consent) |
| Fiscal Impact : | Yes |
| Dollar Amount : | $7,500.00 |
| Budgeted : | Yes |
| Budget Source : | Marketing funds |
| Recommended Action : | Motion to approve the Professional Services Agreement between RSCCD on behalf of Santa Ana College and Estrella Media, located in Irving, Texas, as presented. |

# Public Content

**BACKGROUND:**

This is a RSCCD Professional Services Agreement with Estrella Media (Agreement). Estrella Media is an advertising company, who will secure advertising space for a thirty (30) second Spanish language OTT (Over the Top) ad, which will be delivered to consumers via streaming. A total of 187,500 impressions throughout a geo-targeted area will be delivered. Campaigns will focus on targeting enrollment for Spring 2022 and Early-Fall 2022. Those dates include: Spring 2022 starting January 22, 2022 through February 12, 2022; Early - Fall 2022 starting June 16, 2022 through June 30, 2022. This Agreement has been prepared as part of the ongoing efforts of Santa Ana Collegeto continue the current advertising and marketing strategies towards increasing enrollment and brand awareness. The original RSCCD Professional Services Agreement between RSCCD on behalf of Santa Ana College and Santa Ana College School of Continuing Education ("Original Agreement") was approvedby the RSCCD Board of Trustees at its July 12, 2021 meeting. The Scope of work set forth in the Original Agreement was for both Santa Ana College and Santa Ana College School of Continuing Education. The term of the Original Agreement will expire December 31, 2021.

**ANALYSIS:**

The scope of work and advertising efforts in this Agreement will be targeted specifically for Santa Ana College through the term of January 22, 2022through June 30, 2022, unless terminated by written notice of either party. This Agreement will utilize funds identified for marketing purposes by Santa Ana College in the amount of $7,500. ThisAgreement will provide Spanish language OTT (Over the Top) advertising for Spring 2022 and Early-Fall 2022, as well as reporting to track campaign performance.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the Professional Services Agreement between RSCCD on behalf of Santa Ana College and Estrella Media, located in Irving, Texas, as presented.

**PREPARED BY:**

Dalilah Davaloz, Interim Public Information Officer, Presidents Office

**SUBMITTED BY:**

Marilyn Flores, Ph.D., Interim President, Santa Ana College

## File Attachments

Estrella Media RSCCD Professional Services Agreement 2021 SAC-21-120.pdf (1,090 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 4.5 Approval of Professional Services Agreement between RSCCD on behalf of Santa Ana College and Blue Outdoor |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 4. INSTRUCTION |
| Type : | Action (Consent) |
| Fiscal Impact : | Yes |
| Dollar Amount : | $8,000.00 |
| Budgeted : | Yes |
| Budget Source : | Marketing funds |

| | |
|---|---|
| Recommended Action : | Motion to approve the Professional Services Agreement between RSCCD on behalf of Santa Ana College and Blue Outdoor, located in New York, New York, as presented. |

# Public Content

**BACKGROUND:**

This is a RSCCD Professional Services Agreement with Blue Outdoor (Agreement). Blue Outdoor is an advertising signage company that will advertise through the Main Plain Mall. The timeframe for this campaign has been selected to correspond with the dates of enrollment periods and to capture the attention of shoppers. The campaign will focus on targeting enrollment for Summer 2022 and Fall 2022. This campaign will focus on the brand awareness of the college. This Agreement is needed to expand the current marketing efforts and showcase Santa Ana College in the community, whilecontinuing the efforts for increased enrollment. The initial RSCCD Professional Services Agreement between RSCCD on behalf of Santa Ana College and Blue Outdoor included a term effective October 4, 2021through December 26, 2021and included a cost of $14,900 ("Initial Agreement"). The cumulative cost of both the Initial Agreement and this Agreement total $22,900, which requires this Agreement to be Board approved.

**ANALYSIS:**

The term of this Agreement will be effective May 2, 2022 until June 26, 2022 or until terminatedby written notice of either party. This Agreement will utilize funds identified for marketing purposes by Santa Ana College in the amount of $8,000. This Agreement will provide ongoing campaign strategy, performance and boost enrollment for Santa Ana College. Marketing and promotions will have a targeted focus on Santa Ana College for the Summer 2022 and Fall 2022 terms.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the Professional Services Agreement between RSCCD on behalf of Santa Ana College and Blue Outdoor, located in New York, New York, as presented.

**PREPARED BY:**

Dalilah Davaloz, Interim Public Information Officer, Presidents Office

**SUBMITTED BY:**

Marilyn Flores, Ph.D., Interim President, Santa Ana College

## File Attachments

Blue Outdoor PSA 11.12.2021.pdf (888 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 4.6 Approval of Professional Services Agreement between RSCCD on behalf of Santa Ana College and Outfront Media |

| | |
|---|---|
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 4. INSTRUCTION |
| Type : | Action (Consent) |
| Fiscal Impact : | Yes |
| Dollar Amount : | $40,920.00 |
| Budgeted : | Yes |
| Budget Source : | Marketing funds |
| Recommended Action : | Motion to approve the Professional Services Agreement between RSCCD on behalf of Santa Ana College and Outfront Media, located in Los Angeles, California, as presented. |

# Public Content

**BACKGROUND:**

This a Professional Services Agreement with Outfront Media (Agreement) between RSCCD on behalf of Santa Ana College (Agreement). Outfront Media is an advertising company, who will strategically secure integrated out-of-advertising space in the service area of Santa Ana College. Integrated out-of-home advertising program will boost brand awareness for Santa Ana College and promote enrollment for Career Education programs ahead of the Spring 2022 term. This four (4) week campaign is being funded through Strong Workforce monies and will focus on key geographic targets in Santa Ana and Garden Grove through billboards, external bus ads (kongs and headliners) and mobile ads.

**ANALYSIS:**

This term for this Agreement will be effective December 27, 2021 through January 24, 2022 or until terminated by written notice of either party. This Agreement will utilize funds identified for marketing purposes by Santa Ana College in the amount of $40,920 through Strong Workforce funding. In addition to the integrated out-of-advertising this Agreement will provide for the Spring 2022 term, it will also provide reporting to track campaign performance.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the Professional Services Agreement between RSCCD on behalf of Santa Ana College and Outfront Media, located in Los Angeles, California, as presented.

**PREPARED BY:**

Dalilah Davaloz, Interim Public Information Officer, Presidents Office

**SUBMITTED BY:**

Marilyn Flores, Ph.D., Interim President, Santa Ana College

## File Attachments

[Blue Outdoor PSA 11.12.2021.pdf (888 KB)]

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 4.7 Approval of Professional Services Agreement between RSCCD on behalf of Santa Ana College and Covid Clinic, Inc. |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 4. INSTRUCTION |
| Type : | Action (Consent) |
| Fiscal Impact : | Yes |
| Dollar Amount : | $45,000.00 |
| Budgeted : | Yes |
| Recommended Action : | Motion to approve the Professional Services Agreement between RSCCD on behalf of Santa Ana College and Covid Clinic, Inc., located in Huntington Beach, California, as presented. |

# Public Content

**BACKGROUND:**

Santa Ana College (SAC) wishes to partner with Covid Clinic, Inc. in order to provide COVID-19 testing and related services forSAC students, staffand related personnel, primarily Kinesiology & Athletics and Fine & Performing Arts. The testing began on Monday, September 27, 2021 and will continue through June 30, 2022.

**ANALYSIS:**

This Professional Services Agreement between RSCCD on behalf of Santa Ana College and Covid Clinic, Inc. (Agreement) for COVID-19 Testing Services covers the scope of operations at the SAC campus, as well as insurance and other issues relating to the liability of all parties. This Agreement shall be effective retroactively to September 27, 2021 and continue through June 30, 2022, unless terminated earlier pursuant to the terms and conditions. It carries a total cost not to exceed Forty-Five Thousand ($45,000) and shall be paid utilizing CARES/HEERF funds.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the Professional Services Agreement between RSCCD on behalf of Santa Ana College and Covid Clinic, Inc., located in Huntington Beach, California, as presented.

**PREPARED BY:**

Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs

**SUBMITTED BY:**

Marilyn Flores, Ph.D., Interim President, Santa Ana College

## File Attachments

SAC-21-125_ PSA_CovidClinic_FINAL.pdf (1,254 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 4.8 Approval of Proposed Revisions for the 2022-2023 Santa Ana College (SAC) Catalog and/or 2021-2022 SAC Catalog Addendum |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 4. INSTRUCTION |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Recommended Action : | Motion to approve the Proposed Revisions for the 2022-2023 Santa Ana College (SAC) Catalog and/or 2021-2022 SAC Catalog Addendum, as presented. |

# Public Content

**BACKGROUND:**

The attached memo is the annual summary of actions taken by the Santa Ana College Curriculum and Instruction Council during 2021. It includes new courses, program revisionsand other curricula changes that are reflected in the catalog.

**ANALYSIS:**

The catalog is the ongoing legal representation of course/program offerings and annual academic policies at Santa Ana College. Changes are recommended to the Board of Trustees by the Curriculum and Instruction Council whichhas faculty representation from each academic division, as well as administrative representation.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the Proposed Revisions for the 2022-2023 Santa Ana College Catalog (SAC) and/or 2021-2022 SAC Catalog Addendum,as presented.

**PREPARED BY:**

Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs

Claire Coyne, Chair, Curriculum and Instruction Council andKristen Robinson, Vice Chair, Curriculum and Instruction Council

**SUBMITTED BY:**

Marilyn Flores, Ph.D., Interim President, Santa Ana College

## File Attachments

SAC_Revisions_2022 2023 Catalog_2021-2022 Catalog Addendum.pdf (285 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 4.9 Approval of Professional Services Agreement between RSCCD on behalf of Santa Ana College and Santiago Canyon College and Meruelo Media |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 4. INSTRUCTION |
| Type : | Action (Consent) |
| Fiscal Impact : | Yes |
| Dollar Amount : | $37,900.00 |
| Budgeted : | Yes |
| Budget Source : | Marketing funds |
| Recommended Action : | Motion to approve the Professional Services Agreement between RSCCD on behalf of Santa Ana College and Santiago Canyon College and Meruelo Media, located in Burbank, California, as presented. |

# Public Content

**BACKGROUND:**

This is a Rancho Santiago Community College District Professional Services Agreement with Meruelo Media (Agreement) for Santa Ana College (SAC) and Santiago Community College (SCC). Meruelo Media has Spanish and English language radio stations known as Cali 93.9 (Spanish) and Power 106 (English), where SAC and SCC will secure advertising space in several channels, including radio, digital, social media and newsletter. For SAC, there will be two campaigns which will focus on enrollment for Spring 2022 (dates include January 24 - February 14) and Early-Fall 2022 (dates include June 16 June 30, 2022). For SCC, there will be two campaign which will focus on enrollment for Spring 2022 and Summer 2022 on their channels.

**ANALYSIS:**

This Agreement will be effective as of the date signed by both parties starting December 14, 2022 until June 30, 2022 or until termination by written notice of either party. This Agreement will utilize funds identified for marketing purposes by SAC and SCC in the combined total amount of $37,900 (SAC $22, 900 and SCC $15,000). This Agreement will provide ongoing campaign strategy, performance, reporting and enrollment awareness for SAC and SCC. Marketing will focus on Spring 2022, Summer 2022 and Early-Fall 2022 sessions for both SAC and SCC campuses.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the Professional Services Agreement between RSCCD on behalf of Santa Ana College and Santiago Canyon College and Meruelo Media, located in Burbank, California, as presented.

**PREPARED BY:**

Dalilah Davaloz, Interim Public Information Officer, Presidents Office

**SUBMITTED BY:**

Marilyn Flores, Ph.D., Interim President, Santa Ana College

Pamela Ralston, Ph.D., President, Santiago Canyon College

## File Attachments

Meruelo Media RSCCD Professional Services Agreement 2021 (Final) SAC-21-122.pdf (1,949 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 4.10 Approval of Professional Services Agreement between RSCCD on behalf of Santa Ana College and Santiago Canyon College and The Monaco Group |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 4. INSTRUCTION |
| Type : | Action (Consent) |
| Fiscal Impact : | Yes |
| Dollar Amount : | $34,702.00 |
| Budgeted : | Yes |
| Budget Source : | Marketing funds |
| Recommended Action : | Motion to approve the Professional Services Agreement between RSCCD on behalf of Santa Ana College and Santiago Canyon College and The Monaco Group, located in Santa Ana, California, as presented. |

# Public Content

**BACKGROUND:**

This is a Professional Services Agreement between RSCCD on behalf of Santa Ana College and Santiago Canyon College and The Monaco Group ("Agreement"). This Agreement will enable The Monaco Group to provide printing, mailing and delivery services toSanta Ana College ("SAC") and Santiago Canyon College ("SCC") for postcards or tri-fold brochures to promote the colleges' upcoming Intersession 2022, Spring 2022, Summer 2022 and Fall 2022 terms. The postcards or tri-fold brochures will be sent to target audiences as identified by SAC and SCC marketing teams. The mailers will includea postcard or tri-fold brochure with information to include college programing, enrollment timelinesand call to action.

**ANALYSIS:**

This term of this Agreement will be effective January 5, 2022 through June 30, 2022 or until terminated by written notice of either party. The SAC Spring 2022 mailer (40,000mailers), Senior mailer 2022 (5,000), High School Seniors in Santa Ana Unified School District and Garden Grove Unified School District and Summer/Fall 2022 (100,000 mailers and 100,000 Science Center mailers)terms will be mailed to target audiences as specified by SAC's Public Information Office. The SCCmailers for intersession 2022, Spring 2022and Summer 2022 terms will be mailed to target audiences as specified by the SCC marketing team. The total combined cost for these services will be Thirty-Four Thousand Seven Hundred Two Dollars ($34,702). The SAC cost will be Twenty-Three Thousand Eight Hundred Dollars ($23,800)and will include four (4) campaigns and promote the new state-of-the-art Science Center building. The SCC cost will be Ten Thousand Nine Hundred Two Dollars ($10,902) and will include three (3) campaigns.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the Professional Services Agreement between RSCCD on behalf of Santa Ana College and Santiago Canyon College and The Monaco Group, located in Santa Ana, California, as presented.

**PREPARED BY:**

Dallilah Davaloz, Interim Public Information Officer, President's Office

**SUBMITTED BY:**

Marilyn Flores, Ph.D., Interim President, Santa Ana College

Pamela Ralston, Ph.D., President, Santiago Canyon College

## File Attachments

[The Monaco Group RSCCD Professional Services Agreement 2021 SAC-23-123.pdf (1,436 KB)]

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 4.11 Approval of Proposed Revisions for the 2021-2022 Santiago Canyon College (SCC) Catalog Addendum and/or |

| | |
|---|---|
| | 2022-2023 SCC Catalog |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 4. INSTRUCTION |
| Type : | Action (Consent) |
| Preferred Date : | Dec 13, 2021 |
| Fiscal Impact : | No |
| Budgeted : | No |
| Recommended Action : | Motion to approve the Proposed Revisions for the 2021 - 2022 Santiago Canyon College (SCC) Catalog Addendum and/or 2022-2023 SCC Catalog |

# Public Content

**BACKGROUND:**The attached memo is a summary of actions taken by the Santiago Canyon College Curriculum and Instruction Council during 2021. It includes new courses, course revisions, course deletions, and other curricula changes that will be reflected in the 2021 - 2022 Santiago Canyon College Catalog Addendum and/or 2022-2023 Santiago Canyon College Catalog.

**ANALYSIS:**The catalog is the ongoing legal representation of course/program offerings and annual academic policies at Santiago Canyon College. Changes are recommended to the Board of Trustees by the Curriculum and Instruction Council that has faculty representation from each academic division as well as administrative representation.

**RECOMMENDATION:**It is recommended that the Board of Trustees approve the proposed revisions for the 2021 - 2022 Santiago Canyon College Catalog Addendum and/or 2022-2023 Santiago Canyon College Catalog.

**PREPARED BY:**Martin Stringer, Interim Vice President, Academic Affairs
Darlene Diaz, Chair of the Curriculum and Instruction Council.

**SUBMITTED BY:**Pamela Ralston, Ph.D., President

## File Attachments

SCC Catalog Addendum 2022-2023.pdf (169 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 4.12 Approval of Professional Services Agreement between RSCCD on behalf of Santiago Canyon College (SCC) and The Outlets at Orange, Simon Property Group |

| | |
|---|---|
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 4. INSTRUCTION |
| Type : | Action (Consent) |
| Fiscal Impact : | Yes |
| Dollar Amount : | $30,458.90 |
| Budgeted : | Yes |
| Budget Source : | Strong Workforce Funds |
| Recommended Action : | Motion to approve the Professional Services Agreement between RSCCD on behalf of Santiago Canyon College (SCC) and The Outlets at Orange, Simon Property Group |

# Public Content

**BACKGROUND:**

The Strong Workforce Program funds have been earmarked to support efforts that increase student retention rates and enrollment. This funding is to engage former community college students that may have withdrawn from college due to the impacts of COVID-19, as well as with current community college students that may be hesitant to remain in college and prospective students that may be hesitant to enroll in a community college due to COVID19. SCC seeks to enter into an Agreement with The Outlets at Orange, Simon Property Group for SCC Advertisement Campaign for the purpose of launching a campus-wide marketing campaign to improve and expand marketing, communication and recruitment efforts for students. The attached Professional Services Agreement describes the scope of work, cost of services, and deliverables.

**ANALYSIS:**

SCC will work with the Simon Property Group to implement a 6-month (Dec. 15, 2021 through June 15, 2022) advertising campaign in The Block at Orange outlet mall. The goal of the ad placements will be to increase brand awareness, promote registration for Intersession, Spring and Accelerated classes, as well as increase student enrollment of continuing and prospective new students. This agreement will align with and enhance additional initiatives launched by Santiago Canyon College for the Intersession and Spring semesters. The latter period of the campaign will include advertisements promoting the Summer and Fall registrations.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the Professional Services Agreement between RSCCD on behalf of Santiago Canyon College and The Outlets at Orange, Simon Property Group, as presented.

**PREPARED BY:**

**Ruth Cossio-Muniz, Interim Executive Director, College Advancement**

**SUBMITTED BY:**

**Pamela Ralston, Ph.D., President, Santiago Canyon College**

## File Attachments

RSCCD PSA The Block of Orange 2021.pdf (166 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 4.13 Approval of International Student Recruitment Agreement between RSCCD on behalf of Santiago Canyon College with Ms. Li Shuanghua (Trinna Li) |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 4. INSTRUCTION |
| Type : | Action |
| Fiscal Impact : | Yes |
| Dollar Amount : | $75,600.00 |
| Budgeted : | Yes |
| Budget Source : | Categorical |
| Recommended Action : | Motion to ratify the three (3) year International Student Recruitment Agreement with Ms. Li Shuanghua (Trinna Li), as presented. |

# Public Content

### BACKGROUND:

According to NAFSA, the largest association of international educators, visibility and continuity are critical to recruitment success. One strategy to accomplish this is by US Colleges & Universities participating in educational recruitment fairs, visiting high schools, speaking directly with prospective students and their families, and working with educational agencies. NAFSA also indicates that relationship-building continues to be a cornerstone of our work for a successful recruitment.

In China and other Southeast Asian countries (e.g. Taiwan, Hong Kong, Vietnam, and Indonesia), relationships are extremely important and having a representative on the ground has positive impacted Santiago Canyon Colleges (SCC) enrollment and college branding. Over the past years, SCC has gained visibility and made a significant impact on building trust and reputation in China.

Ms. Li has been instrumental in promoting SCC and increasing our global reach in China. Thanks to Ms. Lis professional representation, SCC has established strategic partnerships with reputable agents in China and other countries in Southeast Asia positively impacting enrollment.

### ANALYSIS:

The United States continues to be the top destination for international students. Per the IIE Open Doors 2020, for the 11$^{th}$ consecutive year, China remained the largest source of international students in the United States in 2019/2020 with 372,532 students, of which 79,187 are attending associate degree granting or transfer colleges.

SCCs goal is to continue increasing enrollment and diversity at its campus. Having the assistance of Ms. Li on the ground is helping SCC achieve increased international student enrollment and diversity. Despite COVID, Ms. Li has actively represented SCC at in-person and virtual events hosted by US governmental agencies, educational agencies, and other educational schools in China, Vietnam, Taiwan, Hong Kong, and Indonesia. Under this agreement, Ms. Li will receive pay in the amount of $2,100 per month.

**RECOMMENDATION:**

Motion to ratify the three (3) year Consultant Agreement with Ms. Li Shuanghua (Trinna Li) as presented.

**PREPARED BY:**

Jose F. Vargas, Vice President, Student Services

Jetza Torres, Director, Special Programs

**SUBMITTED BY:**

Pamela Ralston, PhD., President, Santiago Canyon College

### File Attachments

Shuanghua Trinna Li, Educational Consultant Agreement-RSCCD.pdf (172 KB)

# Motion & Voting

Motion to ratify the three (3) year International Student Recruitment Agreement with Ms. Li Shuanghua (Trinna Li), as presented.

Motion by Zeke Hernandez, second by Phillip Yarbrough.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero, Elisabeth Neely
Nay: Phillip Yarbrough

| | |
|---|---|
| Subject : | 4.14 Acceptance of Sabbatical Leave Report from Lisa McKowan-Bourguignon, Professor of Mathematics |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 4. INSTRUCTION |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Budgeted : | No |
| Recommended Action : | Motion to accept the Sabbatical Leave Report from |

| | |
|---|---|
| | Professor of Mathematics Lisa McKowan-Bourguignon, as provided. |

# Public Content

**BACKGROUND:**

Santa Ana College Professor of Mathematics, Lisa McKowan-Bourguignon, returned from a fall 2020/spring 2021 Independent Research/Professional Growth Sabbatical Leave. In fall 2021, the Sabbatical Leave Committee requested and received Professor McKowan-Bourguignons Sabbatical Leave Report, which included the attached summary.

**ANALYSIS:**

The Sabbatical Leave Committee reviewed Professor McKowan-Bourguignons submitted materials. After careful consideration, the Committee by majority vote accepted and approved Professor McKowan-Bourguignons Sabbatical Leave Report and materials.

**RECOMMENDATION:**

It is recommended the Board of Trustees accept the Sabbatical Leave Report from Professor of Mathematics Lisa McKowan-Bourguignon, as provided.

**PREPARED BY:**

Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs

**SUBMITTED BY:**

Marilyn Flores, Ph.D., Interim President, Santa Ana College

## File Attachments

Sabbatical Return Report - McKowan - September 2021.pdf (82 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 4.15 Acceptance of Sabbatical Leave Report from Stacy Russo, Associate Professor/Librarian |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 4. INSTRUCTION |
| Type : | Action (Consent) |

| | |
|---|---|
| Fiscal Impact : | No |
| Budgeted : | No |
| Recommended Action : | Motion to accept the Sabbatical Leave Report from Associate Professor/Librarian Stacy Russo, as provided. |

# Public Content

**BACKGROUND:**

Santa Ana College Associate Professor/Librarian, Stacy Russo, returned from a fall 2020/spring 2021 Academic Study/Independent Research Sabbatical Leave. In fall 2021, the Sabbatical Leave Committee requested and received Associate Professor/LibrarianRussos Sabbatical Leave Report, which included the attached summary.

**ANALYSIS:**

The Sabbatical Leave Committee reviewed Assoicate Professor/Librarian Russos submitted materials. After careful consideration, the Committee by majority vote accepted and approved Associate Professor/Librarian Russos Sabbatical Leave Report and materials.

**RECOMMENDATION:**

It is recommended the Board of Trustees accept the Sabbatical Leave Report from Associate Professor /Librarian Stacy Russo, as provided.

**PREPARED BY:**

Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs

**SUBMITTED BY:**

Marilyn Flores, Ph.D., Interim President, Santa Ana College

### File Attachments

Sabbatical Return Report - Russo.pdf (143 KB)

### Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 4.16 Acceptance of Sabbatical Leave Report from Mary Mettler, Learning Disabilities Instructor |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |

| | |
|---|---|
| Category : | 4. INSTRUCTION |
| Type : | Action (Consent) |
| Preferred Date : | Dec 13, 2021 |
| Fiscal Impact : | No |
| Budgeted : | No |
| Recommended Action : | Motion to Accept the Sabbatical Leave Report from Professor Mary Mettler as provided. |

# Public Content

**BACKGROUND:**

Santiago Canyon College Learning Disabilities Instructor, Mary Mettler, returned from a spring 2021 Independent Research Sabbatical leave. In fall 2021, the Sabbatical Leave Committee requested and received Professor Mettler's Sabbatical Leave Report, which includesthe summary as attached.

**ANALYSIS:**

The Sabbatical Leave Committee reviewed ProfessorMettler's submitted materials. After careful consideration, the Committee by majority vote accepted and approved Professor Mettler's Sabbatical Leave Report and materials.

**RECOMMENDATION:**

It is recommended the Board of Trustees accept the Sabbatical Leave Report from Professor Mary Mettler.

**PREPARED BY:** Martin Stringer, Interim Vice President, Academic Affairs

**SUBMITTED BY:** Pamela Ralston, Ph.D., President

## File Attachments

Sabbatical Report Summary Mary Mettler.pdf (69 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

# 5. BUSINESS SERVICES

| | |
|---|---|
| Subject : | 5.1 Approval of Payment of Bills |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |

| | |
|---|---|
| Type : | Action (Consent) |
| Recommended Action : | Motion to approve the payment of bills as submitted. |

# Public Content

### BACKGROUND:

In accordance with Board Policy and Administrative Regulations, Board approval of payment of bills for District, Santa Ana College, and Santiago Canyon College funds is required.

### ANALYSIS:

The attached list includes check registers submitted for approval for the period 10/26/2021 through 11/29/2021.

### RECOMMENDATION:

It is recommended the Board of Trustees approve the payment of bills as submitted.

### PREPARED BY:

Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services

### SUBMITTED BY:

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

Board Registers DO 1213121.pdf (69 KB)
Board Registers SAC 1213121.pdf (56 KB)
Board Registers SCC 1213121.pdf (56 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.2 Approval of Budget Transfers, Budget Increases and Decreases |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |

| | |
|---|---|
| Fiscal Impact : | Yes |
| Budgeted : | Yes |
| Recommended Action : | Motion to approve the budget transfers, budget increases and decreases as presented. |

# Public Content

**BACKGROUND:**

The California Administration Code, Title 5,§58307 requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object code, for each fund.

**ANALYSIS:**

This listing, broken down by fund, provides by major object code the total of budget transfers, budget increases and decreases for the period and fund indicated. Each budget transfer, budget increase and decrease supporting these totals is kept on file in the Business Services department. Additional information will be provided upon request.

The listing also provides detailed transfers between major object codes equal to or greater than $25,000, and all transfers affecting 79XX object to establish new revenue and expense budgets. In each case, a brief explanation is stated.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the budget transfers, budget increases and decreases as presented.

**PREPARED BY:**

Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

BU0070 10-26 to 11-29-21.pdf (199 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.3 Intrafund and Interfund Transfers |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |

| | |
|---|---|
| Type : | Action (Consent) |
| Fiscal Impact : | Yes |
| Budgeted : | Yes |
| Recommended Action : | Motion to approve the intrafund and interfund transfers as presented |

# Public Content

**BACKGROUND:**

Intrafund transfers are the transfers of monies within a fund of the district. Interfund transfers are the transfers of monies between funds of the district.

**ANALYSIS:**

This listing provides details on each intrafund and interfund transfer for the period and funds indicated.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the intrafund and interfund transfers as presented.

**SUBMITTED BY:**

Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

GL0080 10-26 to 11-29-21.pdf (90 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.4 Receive and Accept the Rancho Santiago Community College District Audit Reports for the Fiscal Year ended June 30, 2021 |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action |
| Fiscal Impact : | Yes |
| Budgeted : | Yes |
| Recommended Action : | Motion to Receive and Accept the Rancho Santiago Community College District Audit Reports for the Fiscal |

Year ended June 30, 2021

# Public Content

**BACKGROUND:**

Pursuant to Education Code Section 84040(b) and the Uniform Guidance (Title 2 CFR Part 200), the governing board of each community college district shall provide for an annual audit of all funds, books, accounts and voter approved bond authorizations of the district. The District contracted with Eide Bailly, LLP to provide the independent auditing services required for the 2020-2021 fiscal year.

The Financial Section of the District audit report is broken down into four major categories as follows: (1) the Independent Auditor's Report; (2) Management's Discussion and Analysis; (3) Basic Financial Statements and Fiduciary Fund Financial Statements; and (4) Notes to the Financial Statements. The report also contains: (1) Required Supplementary Information; (2) Other Supplementary Information; (3) Other Independent Auditor's Reports; and (4) Schedule of Findings and Questioned Costs.

Also included are the audits of the Measure Q Revenue Bond Construction Fund Financial and Performance audits, and the audits for the Rancho Santiago Community College District Foundation, the Santa Ana College Foundation, and the Santiago Canyon College Foundation.

**ANALYSIS:**

The Auditors will present the results of the District's audits at the meeting. All of these reports in draft form were presented and discussed at the Board Fiscal Audit Review Committee meeting on November 19, 2021. The final audit reports are available on the Fiscal Services department website.

**RECOMMENDATION:**

It is recommended the Board of Trustees receive and accept the Rancho Santiago Community College District Audit Reports for the fiscal year ended June 30, 2021 as presented.

**PREPARED BY:**

Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services

**RECOMMENDED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## Motion & Voting

Motion to Receive and Accept the Rancho Santiago Community College District Audit Reports for the Fiscal Year ended June 30, 2021

Motion by Phillip Yarbrough, second by Zeke Hernandez.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero, Phillip Yarbrough, Elisabeth Neely

| | |
|---|---|
| Subject : | 5.5 Acceptance of Vendor Name Change for Mohawk Resources, Ltd. |

| | |
|---|---|
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Budgeted : | No |
| Recommended Action : | Motion to approve the acceptance of vendor name change request for Mohawk Resources, Ltd. to Mohawk Lifts, LLC as presented. |

# Public Content

**BACKGROUND:**

The Rancho Santiago Community College District (RSCCD) Board of Trustees previously approved utilization of the California Multiple Award Schedule (CMAS) Contract #4-13-56-0055A to Mohawk Resources, Ltd.

On October 29, 2021 RSCCD was informed that Mohawk Resources, Ltd. changed their name to Mohawk Lifts, LLC. and remains at the same location in Amsterdam, NY. The name change was filed with the State of California to do business under the new name and an updated W-9 form has been provided to the District.

**ANALYSIS:**

In order to avoid interruption of existing services and make timely payments for rendered services, it is necessary to seek acceptance from the Board of Trustees to change the vendor name in our vendor database, Colleague. The name change does not amend the current services provided or cost. Mohawk Lifts, LLC is committed to providing the same level of service that Mohawk Resources, Ltd. contractually committed to fulfill in the previous Board approved services.

**RECOMMENDATION:**

It is recommended the Board of Trustees accept the vendor name change request for Mohawk Resources, Ltd. to Mohawk Lifts, LLC as presented.

**PREPARED BY:**

Linda Melendez, Director, Purchasing Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.6 Acceptance of Vendor Name Change for CEPA |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Budgeted : | No |
| Recommended Action : | Motion to approve the acceptance of vendor name change request for CEPA to CEPA Operations, Inc. as presented. |

# Public Content

**BACKGROUND:**

On August 3, 2021 Rancho Santiago Community College District was informed that CEPA has changed their name to CEPA Operations, Inc. with a new business address of1140 E. Locust St. Ontario, CA 91761. The name change was filed with the State of California to do business under the newname and an updated W-9 has been provided to the District.

**ANALYSIS:**

In order to avoid interruption of existing services and to make payments for services rendered timely, it is necessary to seek acceptance by the Board of Trustees to change the vendor name in our vendor database in Colleague. The name change does not amend the current services provided or cost.

**RECOMMENDATION:**

It is recommended the Board of Trustees accept the vendor name change request for CEPA to CEPA Operations, Inc. as presented.

**PREPARED BY:**

Linda Melendez, Director, Purchasing Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.7 Acceptance of Vendor Name Change for Hobsons, Inc. |

| | |
|---|---|
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Budgeted : | No |
| Recommended Action : | Motion to approve acceptance of vendor name change request for Hobsons, Inc. to EAB Global, Inc. DBA EAB as presented. |

# Public Content

**BACKGROUND:**

The Rancho Santiago Community College District (RSCCD) Board of Trustees has approved a number of agreements with Hobsons, Inc. for the Starfish Enterprise Success Platform for Santa Ana College.

On November 10, 2021 RSCCD was informed that Hobsons, Inc. was acquired by and changed their name to EAB Global, Inc. DBA EAB located at 2445 M St NW Washington, DC 20037. The name change was filed with the State of California to do business under the new name and an updated W-9 has been provided to the District.

**ANALYSIS:**

In order to avoid interruption of existing services and to make payments for services rendered timely, it is necessary to seek acceptance by the Board of Trustees to change the vendor name in our vendor database in Colleague. The name change does not amend the current services provided or cost. EAB Global, Inc DBA EAB is committed to providing the same level of service that Hobsons, Inc. contractually committed to fulfilling in previous Board approved agreements.

**RECOMMENDATION:**

It is recommended the Board of Trustees accept the vendor name change request forHobsons, Inc. to EAB Global, Inc. DBA EAB as presented.

**PREPARED BY:**Linda Melendez, Director, Purchasing Services

**SUBMITTED BY:**Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

NEW PAYMENT REMITTANCE INFORMATION LETTER.pdf (261 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.8 Acceptance of Vendor Name Change for Praxair Distribution, Inc. |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Budgeted : | No |
| Recommended Action : | Motion to approve acceptance of vendor name change request for Praxair Distribution, Inc. to Linde Gas & Equipment, Inc. as presented. |

# Public Content

**BACKGROUND:**

On November 10, 2021 Rancho Santiago Community College District was informed that Praxair Distribution, Inc. has changed their name to Linde Gas & Equipment, Inc. with a new business address of 10 Riverview Drive Danbury, CT 06810. The name change was filed with the State of California to do business under the new name and an updated W-9 has been provided to the District.

**ANALYSIS:**

In order to avoid interruption of existing services and to make payments for services rendered timely, it is necessary to seek acceptance by the Board of Trustees to change the vendor name in our vendor database in Colleague. The name change does not amend the current services provided or cost.

**RECOMMENDATION:**

It is recommended the Board of Trustees accept the vendor name change request for Praxair Distribution, Inc. to Linde Gas & Equipment, Inc. as presented.

**PREPARED BY:**Linda Melendez, Director, Purchasing Services

**SUBMITTED BY:**Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

Praxair Distribution Inc letter.pdf (149 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.9 Acceptance of Vendor Name Change for Spinitar |

| | |
|---|---|
| | Presentation Products, Inc. |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Budgeted : | No |
| Recommended Action : | Motion to approve the acceptance of vendor name change request for Spinitar Presentation Products to Presentation Products, Inc. DBA Spinitar as presented. |

# Public Content

### BACKGROUND:

On April 4, 2021 RanchoSantiago Community College District was informed that Spinitar Presentation Productshas changed their name to Presentation Products, Inc. DBA Spinitar and remains at the same location in the city of La Mirada, CA. The name change was filed with the State of California to do business under the new name and an updated W-9 has been provided to the District.

**ANALYSIS:**

In order to avoid interruption of existing services and to make payments for services rendered timely, it is necessary to seek acceptance by the Board of Trustees to change the vendor name in our vendor database in Colleague. The name change does not amend the current services provided or cost.

**RECOMMENDATION:**

It is recommended the Board of Trustees accept the vendor name change request for Spinitar Presentation Products to Presentation Products, Inc. DBA Spinitar as presented.

**PREPARED BY:**

Linda Melendez, Director, Purchasing Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.10 Acceptance of Vendor Name Change for WrestlingMart.Com |

| | |
|---|---|
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Budgeted : | No |
| Recommended Action : | Motion to approve the acceptance of vendor name change request for WrestlingMart.com to WrestlingMart.com, LLC DBA WrestlingMart.Com as presented |

# Public Content

### BACKGROUND:

On May 3, 2021Rancho Santiago Community College District wasinformed that WrestlingMart.com has changed their name to WrestlingMart.com, LLC DBA WrestlingMart.Com and remains at the same location in the city of Irvine, CA. The name change was filed with the State of California to do business under the new name and an updated W-9 has been provided to the District.

**ANALYSIS:**

In order to avoid interruption of existing services and to make payments for services rendered timely, it is necessary to seek acceptance by the Board of Trustees to change the vendor name in our vendor database in Colleague. The name change does not amend the current services provided or cost.

**RECOMMENDATION:**

It is recommended the Board of Trustees accept the vendor name change request for WrestlingMart.com to WrestlingMart.com, LLC DBA WrestlingMart.Com as presented.

### PREPARED BY:

Linda Melendez, Director, Purchasing Services

### SUBMITTED BY:

Iris I. Ingram, Vice Chancellor, Business Services

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.11 Approval of CMAS Contract #3-19-70-2905C awarded to SHI International Corporation |

| | |
|---|---|
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Recommended Action : | Motion to approve CMAS Contract #3-19-70-2905C awarded to SHI International Corporation and any future renewals, addendums, supplements, modifications and extensions as presented |

# Public Content

### BACKGROUND:

The District has been migrating several mission critical applications such as Ellucian Colleague, the districts Enterprise Resource Planning (ERP) and Student Information Systems (SIS) and other network infrastructure to the cloud for added resiliency and technology capabilities. Both Santa Ana College and Santiago Canyon College would now like to pilot virtual desktop cloud infrastructure to allow students and staff access to district technology from any device. Hosting these applications in the cloud requires the use of cloud computing resources which have been provided by Amazon Web Services (AWS), one of the industry leaders in cloud platforms and services.

The State of California Department of General Services has awarded a California Multiple Award Schedule (CMAS) Contract 3-19-70-2905C to SHI International Corp., an authorized reseller of AWS cloud computing and Information Technology (IT) consulting services. The District has found SHI International Corp. to be a valuable and adequate resource to provide the most cost-effective AWS products and services. To utilize this contract, Board of Trustees approval is required.

### ANALYSIS:

Utilization of CMAS Contract 3-19-70-2905C will allow the District to procure services to conduct a virtual desktop pilot at both colleges, as well as to have access to the most reliable and scalable cloud computing resources, IT consulting services and related services such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS) and Software as a Service (SaaS). This contract meets all legal requirements allowing California Community Colleges to piggyback. This cooperative contract is in effect February 20, 2019 through December 26, 2023. The contract will be used on an as needed basis.

### RECOMMENDATION:

It is recommended the Board of Trustees approve the Districts use of the CMAS Contract 3-19-70-2905C awarded to SHI International Corp. and any future renewals, addendums, supplements, modifications and extensions as presented.

### PREPARED BY:

Linda Melendez, Director, Purchasing Services

### SUBMITTED BY:

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

CMAS_3-19-70-2905C_SHIInternationalCorp.pdf (135 KB)

### Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.12 Approval of Foundation for California Community Colleges (FCCC) Master Services Agreement #00003625 Awarded to Golden Star Technology Inc. (GST) |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Recommended Action : | Motion to approve Foundation for California Community Colleges (FCCC) Master Services Agreement #00003625 Awarded to Golden Star Technology Inc. (GST), including any future renewals, addendums, supplements, modifications and extensions as presented |

# Public Content

**BACKGROUND:**

The District has an ongoing need to procure electronic audio and visual equipment, hardware, software and accessories. Golden Star Technology Inc (GST) is an authorized reseller or dealer of multiple audiovisual vendors, including Crestron, Shure and SMART. GST has also proved to be a pivotal business partner to the District as evidenced during the COVID-19 pandemic where they served to obtain suitable audiovisual equipment, including webcams and headsets, speedily and affordably.

**ANALYSIS:**

The Foundation for California Community Colleges (FCCC) has awarded a competitive bid, piggybackable contract to GST for use by California Community Colleges for the procurement of audiovisual and security equipment and services.

Utilization of FCCC Master Services Agreement #00003625 will allow the District to acquire audiovisual and security equipment at a discounted rate. The average discounts range from 29%-49% based on product classification tier. The contract meets the legal requirements to piggyback, set forth in Public Contract Code #20652. The term of the contract is July 10, 2020 through April 15, 2023 with an option to renew for an additional five-year term. The contract will be used on an as-needed basis.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the Districts use of the Foundation for California Community Colleges (FCCC) Master Services Agreement #00003625 awarded to Golden Star Technology Inc. (GST), including any future renewals, addendums, supplements, modifications and extensions as presented.

**PREPARED BY:**

Linda Melendez, Director, Purchasing Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

FCCC_00003625_GST.pdf (320 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.13 Approval of Foundation for California Community Colleges (FCCC) Master Services Agreement #00002303 Awarded to Golden Star Technology Inc. (GST) |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Recommended Action : | Motion to approve Foundation for California Community Colleges (FCCC) Master Services Agreement #00002303 Awarded to Golden Star Technology Inc. (GST), including any future renewals, addendums, supplements, modifications and extensions as presented |

# Public Content

**BACKGROUND:**

The District has an ongoing need to procure instructional, management and application software. Golden Star Technology Inc (GST) is a reseller of multiple software products, including QuickBooks, Utelogy, AutoDesk, DeepFreeze, ArcGIS and VMware. GST has also proved to be a pivotal business partner to the District as evidenced during the COVID-19 pandemic where they served to obtain suitable hardware and software speedily and affordably.

**ANALYSIS:**

The Foundation for California Community Colleges (FCCC) has awarded a competitive bid, piggybackable contract to GST for use by California Community Colleges for the procurement of instructional, management and application software.

Utilization of FCCC Master Services Agreement #00002303 will allow the District to acquire instructional, management and application software at a discounted rate. The discounted prices depend on the product. The contract meets the legal requirements to piggyback, set forth in Public

Contract Code #20652. The term of the contract is May 17, 2018 through May 17, 2022 with an option to renew for an additional five-year term. The contract will be used on an as-needed basis.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the Districts use of the Foundation for California Community Colleges (FCCC) Master Services Agreement #00002303 awarded to Golden Star Technology Inc. (GST), including any future renewals, addendums, supplements, modifications and extensions as presented.

**PREPARED BY:**

Linda Melendez, Director, Purchasing Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

FCCC_00002303_GST.pdf (4,992 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.14 Acceptance of the 2020-21 Measure Q Citizens' Bond Oversight Committee Annual Report to the Community |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Recommended Action : | Motion to accept the 2020-21 Measure Q Citizens' Bond Oversight Committee Annual Report to the Community. |

# Public Content

**BACKGROUND:**

Following the District's successful passage of the Santa Ana College Facilities Improvement District No. 1, Measure Q Bond in November 2012, the Board of Trustees appointed a Citizens' Bond OversightCommittee to comply with the requirements of Proposition 39. One of theresponsibilities and duties of the Citizens' Bond Oversight Committee is to report annually to the Board of Trustees and the community of the District's compliance on all the requirements of a Proposition 39 bond including the annual financial and performance audits. This annual report has been reviewed and approved by the Citizens' Bond Oversight Committee at its October 12, 2021 meeting.

**ANALYSIS:**

The online version of this report is attached for review. Printed copies of this report will be available to the community as requested. The report, in pdf format, is also available on the District website. This report covers bond funded activities and financial information for the period July 1, 2020 through June 30, 2021.

**RECOMMENDATION:**

It is recommended the Board of Trustees accept the 2020-21 Measure Q Citizens' Bond Oversight Committee Annual Report to the Community as presented.

**PREPARED BY:**

Kennethia Vega, Assistant to Vice Chancellor, Business Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

Measure_Q_Bond_Report_2021_Online.pdf (3,342 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.15 Approval of Agreement with Linik Corporation for Project Management Services |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | Yes |
| Dollar Amount : | $800,000.00 |
| Budgeted : | Yes |
| Budget Source : | State Scheduled Maintenance and Capital Outlay Funds |
| Recommended Action : | Motion to approve the agreement with Linik Corporation for Project Management Services as presented. |

# Public Content

**BACKGROUND:**

This is a new agreement for planning and project management services to continue the management of ongoing and existing projects in the District for both colleges. Linik Corporation currently has an existing contract with the district which is set to expire on December 31, 2021. The consultant currently assists the District in a variety of tasks and project management related duties that include, but are not limited to: campus requested projects, scheduled maintenance, capital outlay, barrier removal improvements, way finding and signage, door access and door hardware repairs, and move management. The consultant is currently working on the Middle College High School improvement project for Santa Ana College, the Campus Entrance Improvement projects at both colleges, key/access control projects district-wide, and the Santa Ana College temporary village portable housing reconfigurations that are currently in progress and anticipated to occur in various phases that will occur over the next two years.

These campus requested projects and other capital improvement projects need consistent and stable project management oversight by skilled individuals who understand the Districts policies and procedures for procurement as it takes time for District staff to familiarize consultants with District procedures. The consultant is responsible to investigate and develop proper project scope of work, budgets, schedules, coordinate all project activities, communicate with a multitude of department staff, have a working knowledge of code compliance and Division of State Architect regulations to effectively manage all phases of a project from planning, design, agency approval, construction, and close-out for successful project delivery and implementation.

The Districts Facility Planning, District Construction & Support Services department continues to manage a variety of projects in various phases of project implementation. There has been a steady number of capital projects the department is working on that are in progress. Staff augmentation consulting services is utilized to support the volume of projects, priorities, and demands of meeting aggressive schedules for completion. Currently, the department has over 80 active projects and several major planning activities underway.

**ANALYSIS:**

A new Request for Qualifications was advertised this year to update the prior prequalified list of project management consultants. A Request for Proposal #2122-307, Project Management Services was solicited on September 28, 2021 to 9 prequalified firms with a due date of October 22, 2021. The District received seven responses from Balfour Beatty Construction (Newport Beach); Cordoba Corporation (Santa Ana); Cumming Management Group (Los Angeles), Element Consulting, Inc. (El Segundo), Facilities Planning & Program Services, Inc. (Yorba Linda), Gafcon, Inc. (San Diego), Linik Corporation (Santa Clarita); and OCMI, Inc. (Irvine). A screening panel convened on November 10, 2021 to review the proposals.

The screening panel unanimously recommends Linik Corporation to continue working with the District as they have several project activities they are currently assisting the District and colleges on. Based upon a thorough review and culmination of their response, experience, team members, reference checks, approach to the project, fee, and schedule it is recommended the District enter into an agreement with Linik Corporation to continue project management services to not cause project disruption or delays.

The new contract is for a two-year term with three additional annual options to renew if needed. The department anticipates having an on-going need for project support for several years and may utilize several different consultant firms to assist in managing the workload due to the significant amount of new State Scheduled Maintenance projects that will begin planning. The departments projected future workload and needs are still under review along with several other proposals for services, but currently has an immediate need to continue with these services for active projects currently in construction and design for the next two years.

The services covered by this agreement shall commence January 1, 2022 and December 31, 2023. The contract is a total not to exceed amount. The District has reviewed the fee and it is reasonable and within industry standards.

Summary of five (5) year breakdown is estimated as follows:

Year 1 & 2: (1/1/2212/31/23) $800,000

*Year 3: (1/1/24-12/31/24) $350,000 (optional to renew)

*Year 4: (1/1/25-12/31/25) $350,000 (optional to renew)

*Year 5: (1/1/26-12/31/26) $350,000 (optional to renew)

*The District will have the option to renew the contract on an annual as needed basis for a maximum not to exceed five years. Years 3 - 5 are estimated amounts based on a not to exceed total amount of $350,000. Additionally, the hourly rates are fixed based on 2021 rates for the duration of five years (through 2024 should the contract be renewed).

Please click here to see the agreement.

This agreement is funded by Capital Outlay and State Scheduled Maintenance Funds.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the agreement with Linik Corporation for Project Management Services as presented.

**PREPARED BY:**

Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

Linik-Summary.pdf (79 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.16 Approval of Agreement with Richard Berliner Architect, Inc. for On-Call Architectural Design Services for Various Projects District-Wide |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | Yes |
| Dollar Amount : | $150,000.00 |
| Budgeted : | Yes |
| Budget Source : | Capital Outlay Funds |
| Recommended Action : | Motion to approve the agreement with Richard Berliner Architect, Inc. for On-Call Architectural Design Services for |

Various Projects District-Wide as presented.

# Public Content

**BACKGROUND:**

This is a new agreement for on-call architectural design services for various facility improvement projects throughout the District. In order for the District to be able to timely evaluate and assess scope of work that is urgent due to fire, life, safety or other imminent investigations that are required, District staff requires assistance from a licensed architect. The District has had to undertake and address a variety of projects, campus requests, and requests from other entities which requires District staff to evaluate, investigate and develop project scope of work in a proper manner to determine the necessary requirements should the project proceed. In order to streamline the planning and design process, the District utilizes on-call architectural firms already prequalified experienced in code compliance for community colleges and Division of State Architect (DSA) requirements.

The District has had an increase in a variety of projects, including Scheduled Maintenance, campus requests, and requests from other departments which requires District staff to evaluate, investigate, and develop scopes of work prior to proceeding with projects. This year (2021-2022) the District is in receipt of $11 million in State Scheduled Maintenance funding and has several projects across the District to complete within three-five years and needs continued assistance by on-call architects. The District desires to enter into a new agreement with another prequalified architectural firm to continue projects in progress or about to begin due to the recent increases in Scheduled Maintenance projects.

**ANALYSIS:**

The District desires to enter into a new agreement with an additional architectural firm to continue projects in progress or about to begin due to the recent increase in projects that require architectural services. The District currently has agreements with two of the 21 firms on the Districts prequalified list for on-call architectural services: SVA Architects, Inc and Architecture 9 PLLLP. Some of the firms are not able to accommodate on-call service requests at the same time due to timing and workload. A screening panel convened and reviewed the qualifications of the remaining firms on the Districts prequalified list. The screening panel unanimously recommends Berliner Architects based upon a thorough review and the culmination of their RFQ response, experience, team members, current availability, ability to respond in a timely manner, and competitive hourly rates for the duration of the contract. It is recommended that the District enter into an agreement with Richard Berliner Architect, Inc. for architectural design services.

The services covered by this agreement shall commence January 1, 2022 and end December 31, 2022. The contract is a total not to exceed amount of $150,000. The District has reviewed the fee and it is reasonable and within industry standards.

Summary of five (5) year breakdown is estimated as follows:

Year 1: (1/1/2212/31/22) $150,000

*Year 2: (1/1/23-12/31/23) $75,000 (optional to renew)

*Year 3: (1/1/24-12/31/24) $75,000 (optional to renew)

*Year 4: (1/1/25-12/31/25) $75,000 (optional to renew)

*Year 5: (1/1/26-12/31/26) $75,000 (optional to renew)

*The District will have the option to renew the contract on an annual as needed basis for a maximum not to exceed five years. Years 2 - 5 are estimated amounts based on a not to exceed total amount of $75,000. Additionally, the hourly rates are fixed based on 2021 rates for the duration of five years (through 2026 should the contract be renewed).

Please click here to see the agreement.

This agreement is funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the agreement with Richard Berliner Architect, Inc. for On-Call Architectural Design Services for Various Projects District-Wide as presented.

**PREPARED BY:**

Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

Berliner_Summary.pdf (78 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.17 Approval of Ratification of Award of Bid #1411 Santa Ana Unified School District (SAUSD) - Middle College High School (MCHS) Lease Improvements Phase 1 at Santa Ana College |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | Yes |
| Dollar Amount : | $96,935.00 |
| Budgeted : | Yes |
| Budget Source : | Santa Ana College Capital Outlay funds and Santa Ana Unified School District |
| Recommended Action : | Motion to ratify the award of Bid #1411 Santa Ana Unified School District (SAUSD) - Middle College High School (MCHS) Lease Improvements Phase 1 at Santa Ana College as presented. |

# Public Content

**BACKGROUND:**

This is a ratification for the award of Bid #1411 Santa Ana Unified School District (SAUSD) - Middle College High School (MCHS) Lease Improvements Phase 1 at Santa Ana College. This phase of work includes the renovation of B33 for relocation of SAUSD offices from B-10 and exterior painting of the two-story Building B. Santa Ana College and SAUSD have agreed to 50/50 cost-sharing related to these improvements of the MCHS facility as outlined in their Master Agreement.

**ANALYSIS:**

In accordance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA), Bid #1411 SAUSD-MCHS Lease Improvement Phase 1 at Santa Ana College was advertised on the Districts website, and a notice inviting bids was sent to 143 contractors from the Districts qualified contractors list on September 22, 2021.

A mandatory job walk was conducted on September 29, 2021, and there were seven attendees. Bids were opened on October 13, 2021, as noted on the attached bid summary. The District received two bids for the project. RS Construction & Development, Inc. submitted the lowest responsive bid in the amount of $96,935. District staff has completed a due diligence review of contract documents to ensure compliance with license and bid bond requirements.

The Vice Chancellor of Business Services authorized the award of the contract under the authority of CUPCCAA to RS Construction & Development, Inc. with the start date of November 16, 2021. The estimated construction duration is 43 calendar days. The objective is to complete the painting and improvements so that MCHS can move back into the building at the end of December in preparation for the start of classes in January after the winter break.

The project is funded by Santa Ana College Capital Outlay funds and Santa Ana Unified School District.

**RECOMMENDATION:**

It is recommended the Board of Trustees ratify the award of Bid #1411 Santa Ana Unified School District (SAUSD) - Middle College High School (MCHS) Lease Improvements Phase 1 at Santa Ana College as presented.

**PREPARED BY:**

Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

Informal_Bid#1411_Docket_Bid_Summary.pdf (138 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.18 Approval of Amendment to Sponsorship Agreement with Bottling Group, LLC, a Delaware limited liability company, and its affiliates and/or their respective subsidiaries collectively comprising Pepsi Beverages Company |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | Yes |
| Dollar Amount : | $56,250.00 |
| Budgeted : | Yes |
| Recommended Action : | Motion to approve the Amendment to the Sponsorship Agreement with Bottling Group, LLC, a Delaware limited liability company, and its affiliates and/or their respective subsidiaries collectively comprising Pepsi Beverages Company, with an office located in Aliso Viejo, California, as presented |

# Public Content

**BACKGROUND:**

The District was previously in a five-year Sponsorship Agreement with the Pepsi Bottling Group that ended October 2019. That Sponsorship Agreement granted exclusive rights for installing and maintaining soft drink vending, fountain, bottle and can refrigerators for use in the retail outlets located on District premises. That Sponsorship Agreement generated revenue for the District in the form of sales commissions, rebates, sponsorship funding, scholarship funding, sustainability funds, marketing, product donation and an athletic sideline program. Total fiscal impact over the five years was $563,100.

On October 14, 2019, the Board of Trustees was presented with a new five-year agreement with The Pepsi Bottling Group and a proposed sponsorship of $385,000 disbursed in annual allotments over the term of the agreement. Also, provided was an annual $3,000 scholarship fund, an annual sustainability fund of $1,500, a $10,000 annual flex spending fund, commissions on vending sales, and $1,800 in free product annually in turn for having exclusive rights within the District. That agreement was not approved, and though the agreement was considered again on December 9, 2019 and February 3, 2020, it still was not approved. An amendment with an expiration date of December 31, 2020 including a minimum revenue of $62,500 was approved at the February 24, 2020 Board of Trustees meeting. Upon execution of the amendment, the consequences of COVID-19 pandemic required the closure of the colleges. An additional amendment was approved at the November 9, 2020 Board of Trustees meeting extending the term through December 31, 2021 at a reduced base rate of 60% per year ($37,500) plus additional rebates if sales exceed a minimum threshold.

**ANALYSIS:**

Unfortunately, the extended pandemic kept most students, faculty and staff off the campuses, and it continued to be impossible to reach the expected sales under this agreement and also prohibited the ability to conduct a Request for Proposal (RFP) for services under a new long-term agreement without current sales data. The Bottling Group, LLC, a Delaware limited liability company, and its affiliates and/or their respective subsidiaries collectively comprising Pepsi Beverages Company, has agreed to an additional amendment (Amendment #2) to the Sponsorship Agreement to extend for eighteen months through June 30, 2023 at the same reduced base rate of 60% per year ($37,500) plus additional rebates if sales exceed a minimum threshold. During this period, with more in-person instruction and sales volumes increase, the District intends to conduct an RFP for beverage services and exclusive pouring rights with the goal of a new contract in place by July 2023 to correspond with our fiscal year.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the Amendment to the SponsorshipAgreement with Bottling Group, LLC, a Delaware limited liability company, and its affiliates and/or their respective subsidiaries collectively comprising Pepsi Beverages Company, with an office located in Aliso Viejo, California, as presented

**PREPARED BY:**

Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

Rancho Santiago Community College - Amendment#2 (January 1 2022 - June 30 2022)(380183.2) (2).pdf (198 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.19 Approval of Amendment to Agreement with HL Construction Management for Cost Estimating Consulting Services for Campus Entrance Improvements Project at Santiago Canyon College |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Budgeted : | Yes |
| Budget Source : | State Scheduled Maintenance and Capital Outlay Funds |
| Recommended Action : | Motion to approve the amendment to agreement with HL Construction Management for Cost Estimating Consulting Services for Campus Entrance Improvements Project at Santiago Canyon College as presented. |

# Public Content

**BACKGROUND:**

This is an amendment to an existing agreement for a no cost extension of time. On March 11, 2019, the Board of Trustees approved an agreement with HL Construction Management for cost estimating consulting services for the campus entrance improvements project at Santiago Canyon College. The project schedule has been delayed due to additional site survey investigations and further review of plans and scope of work boundaries during the design development phase.

To see the original agreement, please click here. The project is currently in the early construction document design phase. Upon receipt of the 60% construction document and 100% construction document sets, HL Construction Management will complete an independent cost estimate at each phase. These costs estimates will be validated and reconciled against the architects cost estimates and assist the District to properly evaluate and confirm the probable construction cost to ensure the scope is within the Districts established budget.

This project is necessary to address Blaser legal settlement deficiency items related to path of travel. In order to correct such, the entire hardscape from the sidewalk at the bus stop along Chapman Avenues entrance traveling to the fountain area (front of campus), through Strenger Plaza, and up to Buildings D, E and the Library are impacted. The amount of work required to fix the path of travel slopes is significant and is challenged by the changes in site elevations and grade.

As part of this project, the main campus plaza is impacted as well as the vehicular and pedestrian traffic points of entry at the front entrance adjacent the fountain. All of these components need to be assessed as part of the corrective work associated with this project because of the magnitude of hardscape to be demolished and replaced. These site improvements will benefit all students, visitors, faculty, and staff. The current front drop-off/pick-up area often experiences traffic jams, vehicle stacking, and conflicts between vehicles and pedestrians crossing at the same location.

**ANALYSIS:**

Theservices covered by this agreement commenced on March 12, 2019 and the end date has been extended from December 31, 2021 through the completion of the projects construction document phase. There are no additional costs for this amendment. The agreement remains based on a not to exceed fee of $19,320.

This agreement is funded by State Scheduled Maintenance and Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the amendment to agreement with HL Construction Management for Cost Estimating Consulting Services for Campus Entrance Improvements Project at Santiago Canyon College as presented.

**PREPARED BY:**

Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

HLCM-Amend-Summary.pdf (78 KB)
HLCM-Amend.pdf (131 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.20 Approval of Amendment to Agreement with Kitchell for Constructability Review Services for Campus Entrance Improvements Project at Santiago Canyon College |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Budgeted : | Yes |
| Budget Source : | State Scheduled Maintenance and Capital Outlay Funds |
| Recommended Action : | Motion to approve the amendment to agreement with Kitchell for Constructability Review Services for Campus Entrance Improvements Project at Santiago Canyon College as presented. |

# Public Content

**BACKGROUND:**

This is an amendment to an existing agreement for a no cost extension of time. There are no additional costs for this amendment. On March 11, 2019, the Board of Trustees approved an agreement with Kitchell for constructability review services for the campus entrance improvements project at Santiago Canyon College. The project schedule has been delayed due to additional site survey investigations and the need for further review of plans during the construction document phase.

To see the original agreement, please click here. The project is currently in the early construction document design phase. Upon receipt of the 60% construction document and 100% construction document sets, Kitchell will review the architect and engineers design documents to ensure buildability, reduce change orders, provide feedback from a contractors perspective, and assist the design team and District in identifying conflicts for early resolution. The consultant will be responsible to review the drawings and specifications for all design disciplines and provide comments for the design team to review, address, and correct as the architect progresses through the various phases of design.

This project is necessary to address Blaser legal settlement deficiency items related to path of travel. In order to correct such, the entire hardscape from the sidewalk at the bus stop along Chapman Avenues entrance traveling to the fountain area (front of campus), through Strenger Plaza, and up to Buildings D, E and the Library are impacted. The amount of work required to fix the path of travel slopes is significant and is challenged by the changes in site elevations and grade.

As part of this project, the main campus plaza is impacted as well as the vehicular and pedestrian traffic points of entry at the front entrance adjacent the fountain. All of these components need to be assessed as part of the corrective work associated with this project because of the magnitude of hardscape to be demolished and replaced. These site improvements will benefit all students, visitors, faculty, and staff. The current front drop-off/pick-up area often experiences traffic jams, vehicle stacking, and conflicts between vehicles and pedestrians crossing at the same location.

**ANALYSIS:**

The services covered by this agreement commenced on March 12, 2019 and the end date has been extended from December 31, 2021 through the completion of the projects construction document phase. There are no additional costs for this amendment. The agreement remains based on a not to exceed fee of $64,155.

This agreement is funded by State Scheduled Maintenance and Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the amendment to agreement with Kitchell for Constructability Review Services for Campus Entrance Improvements Project at Santiago Canyon College as presented.

**PREPARED BY:**

Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

Kitchell_Summary.pdf (80 KB)
Kitchell-Amend.pdf (164 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.21 Approval of Amendment to Agreement with SVA Architects, Inc. - Architectural and Engineering Services for Campus Entrance Improvements at Santiago Canyon College |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | Yes |
| Dollar Amount : | $47,590.00 |
| Budgeted : | Yes |
| Budget Source : | State Scheduled Maintenance and Capital Outlay Funds |
| Recommended Action : | Motion to approve the Amendment to Agreement with SVA Architects, Inc. - Architectural and Engineering Services for Campus Entrance Improvements at Santiago Canyon College |

as presented.

# Public Content

## BACKGROUND:

This is an amendment to an existing agreement for additional services and an extension of time. The District is requesting additional architectural and engineering services for added scope of work along the east and west walkways at the East Chapman Avenue entrance due to impacts from recent survey work at the entrance and further refinement between the limits of work between both Phase 1 and Phase 2 for a smooth transition between phases. This revision is necessary to identify all scope of work related to landscaping, stormwater management, and path of travel/pedestrian access improvements. This added scope of work is part of the Phase 2 improvements. The amendment is requested to undertake additional design services to the architectural, landscape, civil, and electrical plans.

On October 29, 2018, the Board of Trustees approved an agreement with SVA Architects, Inc. for architectural and engineering services for the campus entrance improvements project at Santiago Canyon College. The project is to address the Blaser Settlement issues and address the pick-up/drop-off issues that currently occur causing traffic congestion at the campus entrance as well as unsafe crossing conditions for pedestrians. The scope of the project includes two separate phases of work depending on availability of funding. Phase 1 includes upgrades to a portion of Loop Road and Phase 2 includes upgrades to Strenger Plaza. Phase 2 will not begin until Phase 1 is complete and requires separate agency approvals, bid packages, construction administration phases, and closeout phases. To see original agreement, please click here.

This project is necessary to address Blaser legal settlement deficiency items related to path of travel. In order to correct such, the entire hardscape from the sidewalk at the bus stop along Chapman Avenues entrance traveling to the fountain area, through Strenger Plaza, and up to Buildings D, E and the Library are impacted. The amount of architectural and design work required to fix the path of travel slopes is significant and is challenging due to the changes in site elevations and grade.

As part of this project, the main campus plaza is impacted as well as the vehicular and pedestrian traffic points of entry at the front entrance adjacent the fountain. All of these components need to be assessed as part of the corrective work associated with this project because of the magnitude of hardscape to be demolished and replaced. These site improvements will benefit all students, visitors, faculty, and staff. The current front drop-off/pick-up area often experiences traffic jams, vehicle stacking, and conflicts between vehicles and pedestrians crossing at the same location. The work associated with this project will create an entirely new front entry for the College that is safer for pedestrians, more efficient for vehicles, and continue to provide a welcoming atmosphere that is enhanced and improved.

## ANALYSIS:

The amendment to this agreement increases the contract amount by $47,590. The total contract amount has increased from $1,042,550 to $1,090,140. The District has reviewed the fee which is reasonable and within industry standards. The services covered by this agreement commenced October 30, 2018 and the end date has been extended from June 30, 2023 to end when the notice of completion for the construction work and project close-out have been achieved.

This agreement is funded by State Scheduled Maintenance and Capital Outlay Funds.

## RECOMMENDATION:

It is recommended the Board of Trustees approve the Amendment to Agreement with SVA Architects, Inc. - Architectural and Engineering Services for Campus Entrance Improvements at Santiago Canyon College as presented.

## PREPARED BY:

Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

SVA-Amend-SCC-CEI-Summary.pdf (80 KB)
SVA-Amend-SCC-CEI.pdf (517 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.22 Approval of Amendment to Agreement with SVA Architects, Inc. Architectural and Engineering Services for HVAC Equipment Replacement - Information Technology Services Data Center at the District Operations Center |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Budgeted : | Yes |
| Budget Source : | Capital Outlay Funds |
| Recommended Action : | Motion to approve the amendment to agreement with SVA Architects, Inc. Architectural and Engineering Services for HVAC Equipment Replacement - Information Technology Services Data Center at the District Operations Center as presented. |

# Public Content

**BACKGROUND:**

This is an amendment to an existing agreement for a no cost extension of time. On March 23, 2020, the Board of Trustees approved an agreement with SVA Architects, Inc. for architectural and engineering services for HVAC Equipment Replacement Information Technology Services Data Center at the District Operations Center. The project schedule has been extended to account for the extended HVAC equipment delivery dates. To see the original agreement, please click here. The project is currently in the construction phase.

The project will replace the existing HVAC cooling system in the second floor Information Technology Services (ITS) Data Center to protect district mission critical data servers. The current HVAC system is at the end of useful life expectancy and needs replacement with energy efficient equipment due to ongoing failures and overheating. The project scope involves removal of the existing HVAC system, temporary cooling during construction, installation of two new dedicated and redundant air conditioning units in the ITS Data Center with associated electrical, plumbing work, and automation controls. The HVAC equipment will be integrated into the existing Building Management System (BMS). Continuous piping will be connected from the second floor ITS computer Data Center to the new rooftop condenser units. Two duct smoke detectors will be installed to connect to the existing fire alarm control panel to meet fire life safety requirements. This project has been coordinated with District Information Technology Services and Safety departments.

This extension of time will allow the architect to complete all project activities as set forth in the terms of the agreement. Construction and project close-out is expected to continue through April 2022 as a result of an extended HVAC equipment delivery caused by supply chain disruptions. This caused a change in the construction schedule for the project and the architects agreement now needs to be adjusted to reflect this change.

**ANALYSIS:**

Theservices covered by this agreement commenced on March 24, 2020 and the end date has been extended from December 31, 2021 to end when the notice of completion for the construction work and project close-out have been achieved estimated in spring/summer 2022. There are no additional costs for this amendment. The agreement remains based on a not to exceed fee of $59,200.

This agreement is funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the amendment to agreement with SVA Architects, Inc. Architectural and Engineering Services for HVAC Equipment Replacement Information Technology Services Data Center at the District Operations Center as presented.

**PREPARED BY:**

Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

SVA-Amend-DO-ITS-HVAC-Summary.pdf (76 KB)
SVA-Amend-DO-ITS-HVAC.pdf (125 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.23 Approval of Change Order #1 for AID Builders, Inc. for Bid #1404 Americans with Disabilities Act Parking Lot Repairs Project at District Operations Center |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |

| | |
|---|---|
| Fiscal Impact : | Yes |
| Budgeted : | Yes |
| Budget Source : | Capital Outlay Funds |
| Recommended Action : | Motion to approve the Change Order #1 for AID Builders, Inc. for Bid #1404 Americans with Disabilities Act Parking Lot Repairs Project at District Operations Center as presented. |

# Public Content

**BACKGROUND:**

This is a deductive change order to the contract for a credit and non-compensable extension of time. On May 24, 2021, the Board of Trustees ratified a contract with AID Builders, Inc. for Bid #1404 Americans with Disabilities Act (ADA) Parking Lot Repairs Project at District Operations Center. The project was completed on November 19, 2021. This was the first phase of several on-going exterior accessibility improvements that are needed. The project involved site accessibility upgrades including stairs, ramps, handrails, and improved concrete located from the parking lot to the building entrance with new accessible parking stalls and striping. This first phase of work was located along the freeway wall and across from the east entrance. There was approximately 1,235 square feet of existing asphalt that were improved in this area. The cracks were repaired along with an asphalt overlay. Paint striping was applied at the new accessible parking stalls and for the appropriate path of travel walkway. At the east entrance, the existing stairs and handrails were demolished and reconstructed. The existing ramp, handrails, and landings located on the east side of the building were also reconstructed. A new footing was constructed on the north east side of the building, to accommodate the installation of a new solar powered emergency blue phone. The emergency blue phone is an owner furnished item and was installed by the contractor.

This project was funded by Capital Outlay Funds.

**ANALYSIS:**

ChangeOrder #1 decreases the contract amount by $6,713.32, which is a credit back to the District for an unused allowance related to unforeseen conditions related to demolition, flatwork, curbs, irrigation, plantings, drainage, site furnishings that are discovered during the excavation of the work. The contract amount has been decreased from $129,000.00 to $122,286.68.

Change Order #1 also includes a non-compensable extension of time which extends the contract duration by 75 days from 90 calendar days to 165 calendar days to allow for additional time needed due to unforeseen conditions.

The District has reviewed this change order and has found the time extension to be fair and reasonable. Pursuant to Board Policy and Administrative Regulation 6600, staff has approved this change order. If approved, a Notice of Completion is on the same agenda for approval to close out the contract as the project is complete.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve Change Order #1 for AID Builders, Inc. for Bid #1404 Americans with Disabilities Act Parking Lot Repairs Project at District Operations Center as presented.

**PREPARED BY:**

Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

CO-Bid#1404-DO-ADA-Parking-Lot.pdf (146 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.24 Approval of Change Order #1 for AMTEK Construction for Bid #1402 Information Technology Services Copper Wire Project at Santa Ana College |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | Yes |
| Budgeted : | Yes |
| Budget Source : | Capital Outlay Funds |
| Recommended Action : | Motion to approve the Change Order #1 for AMTEK Construction for Bid #1402 Information Technology Services Copper Wire Project at Santa Ana College as presented. |

# Public Content

**BACKGROUND:**

This is a deductive change order to the contract for a credit. On May 10, 2021, the Board of Trustees approved a contract with AMTEK Construction for Bid #1402 Information Technology Services (ITS) Copper Wire Project at Santa Ana College. The project was completed on November 30, 2021. As part of the Central Plant project, new twisted pair copper wire was installed from Building A (headend hub location) to 22 buildings on campus to replace the old lines as part of the infrastructure improvements across campus. These copper lines were replaced and left coiled for future termination in each of the 22 buildings. This project completed the switchover from the old copper system, which was in Building R (original headend hub location), by terminating the new wire in each buildings respective Intermediate Distribution Frame (IDF) rooms or the Building Distribution Frame (BDF) rooms. Building R is no longer the hub for copper lines and the campus now functions as Building A being the hub for the copper wire system. The project has been completed prior to demolition of Russell Hall (Building R), which is anticipated to begin Spring 2023. The new copper lines provide connectivity to support service for telephone voice systems, emergency telephone lines, elevator telephones, and fax machines.

This project was funded by Capital Outlay Funds.

**ANALYSIS:**

ChangeOrder #1 decreases the contract amount by $36,356.50, which is a credit back to the District for an unused allowance related to unforeseen conditions during the termination, installation, and connection of copper wire, including additional wall repair, patching, and painting. The contract amount has been decreased from $138,333.00 to $101,976.50.

The District has reviewed this change order. Pursuant to Board Policy and Administrative Regulation 6600, staff has approved this change order. If approved, a Notice of Completion is on the same agenda for approval to close out the contract as the project is complete.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve Change Order #1 for AMTEK Construction for Bid #1402 Information Technology Services Copper Wire Project at Santa Ana College as presented.

**PREPARED BY:**

Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

CO-Bid#1402-SAC-ITS-Copper.pdf (145 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.25 Approval of Change Order #1 for Michel Feghali dba Sparea, Inc. for Bid #1392 Barrier Removal Library Restroom Renovation Project at Santa Ana College |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | Yes |
| Budgeted : | Yes |
| Budget Source : | State Scheduled Maintenance and Capital Outlay Funds |
| Recommended Action : | Motion to approve the Change Order #1 for Michel Feghali dba Sparea, Inc. for Bid #1392 Barrier Removal Library Restroom Renovation Project at Santa Ana College as presented. |

# Public Content

**BACKGROUND:**

This is a deductive change order to the contract for a credit and no cost extension of time. On February 8 2021, the Board of Trustees approved a contract with Michel Feghali dba Sparea, Inc. for Bid #1392 Barrier Removal Library Restroom Renovation Project at Santa Ana College. The project was completed on November 19, 2021. The Library building was originally constructed in 1957 with a first-floor addition in 1970, an alteration for audio/visual services in 1976, a second-floor addition in 1993, and voluntary seismic structural upgrades were undertaken in 2002. The Library restrooms located at the main entry appeared to be from the original construction with limited to no Americans with Disabilities Act (ADA) improvements. Due to the age, existing compliance issues, and high-volume usage, the restrooms were identified by the college as a high priority for upgrades, as noted in the Districts ADA and Section 504 Self-Evaluation and Transition Plan Report (December 2018).To comply with the latest building codes and ADA codes, the restroom modernization entailed the demolition of the public restrooms, space reconfiguration and expansion, replacement of bathroom fixtures, asbestos remediation, new plumbing, new LED lighting, and new interior finishes. The college and District have prioritized this project to utilize State Scheduled Maintenance funding allocation to undertake barrier removal and ADA upgrades in this highly utilized area by students.

This project was funded by both State Scheduled Maintenance and Capital Outlay funds.

**ANALYSIS:**

ChangeOrder #1 decreases the contract amount by $18,200, which is a credit back to the District for an unused allowance for unanticipated repairs related to unforeseen conditions associated with demolition work such as rerouting and repairing utilities including, unforeseen conditions related to fixtures/finishes, fireproofing, and/or hazardous materials. The contract amount has been decreased from $309,000 to $290,800.

Change Order #1 also includes a no cost extension of time which extends the contract duration by 92 days, from 150 calendar days to 242 calendar days to allow for additional time needed due to unforeseen conditions.

The District has reviewed this change order and has found the time extension to be fair and reasonable. Pursuant to Board Policy and Administrative Regulation 6600, staff has approved this change order. If approved, a Notice of Completion is on the same agenda for approval to close out the contract as the project is complete.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve Change Order #1 for Michel Feghali dba Sparea, Inc. for Bid #1392 Barrier Removal Library Restroom Renovation Project at Santa Ana College as presented.

**PREPARED BY:**

Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

CO-Bid#1392-SAC-Library-RR-Renovation.pdf (146 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.26 Acceptance of Completion of Bid #1392 Barrier Removal Library Restroom Renovation Project at Santa Ana College and Approve Recording a Notice of Completion |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Budgeted : | Yes |
| Budget Source : | State Scheduled Maintenance and Capital Outlay Funds |
| Recommended Action : | Motion to Accept the Completion of Bid #1392 Barrier Removal Library Restroom Renovation Project at Santa Ana College and Approve Recording a Notice of Completion as presented. |

# Public Content

**BACKGROUND:**

On February 8 2021, the Board of Trustees approved a contract with Michel Feghali dba Sparea, Inc. for Bid #1392 Barrier Removal Library Restroom Renovation Project at Santa Ana College. The project was completed on November 19, 2021. The Library building was originally constructed in 1957 with a first-floor addition in 1970, an alteration for audio/visual services in 1976, a second-floor addition in 1993, and voluntary seismic structural upgrades were undertaken in 2002. The Library restrooms located at the main entry appeared to be from the original construction with limited to no Americans with Disabilities Act (ADA) improvements. Due to the age, existing compliance issues, and high-volume usage, the restrooms were identified by the college as a high priority for upgrades, as noted in the Districts ADA and Section 504 Self-Evaluation and Transition Plan Report (December 2018). To comply with the latest building codes and ADA codes, the restroom modernization entailed the demolition of the public restrooms, space reconfiguration and expansion, replacement of bathroom fixtures, asbestos remediation, new plumbing, new LED lighting, and new interior finishes. The college and District have prioritized this project to utilize State Scheduled Maintenance funding to undertake barrier removal and ADA upgrades in this highly utilized area by students.

**ANALYSIS:**

The District, upon approval by the Board of Trustees, will record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was $290,800.00 for the labor and installation.

This project was funded by both State Scheduled Maintenance and Capital Outlay funds.

**RECOMMENDATION:**

It is recommended the Board of Trustees Accept the Completion of Bid #1392 Barrier Removal Library Restroom Renovation Project at Santa Ana College and Approve Recording a Notice of Completion as presented.

**PREPARED BY:**

Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

[NOC-Bid#1392-Summary.pdf (135 KB)]
[NOC-Bid#1392-County.pdf (128 KB)]

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.27 Acceptance of Completion of Bid #1402 Information Technology Services Copper Wire Project at Santa Ana College and Approve Recording a Notice of Completion |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Budgeted : | Yes |
| Budget Source : | Capital Outlay Funds |
| Recommended Action : | Motion to Accept the Completion of Bid #1402 Information Technology Services Copper Wire Project at Santa Ana College and Approve Recording a Notice of Completion as presented. |

# Public Content

**BACKGROUND:**

On May 10, 2021, the Board of Trustees approved a contract with AMTEK Construction for Bid #1402 Information Technology Services (ITS) Copper Wire Project at Santa Ana College. The project was completed on November 30, 2021. As part of the Central Plant project, new twisted pair copper wire was installed from Building A (headend hub location) to 22 buildings on campus to replace the old lines as part of the infrastructure improvements across campus. These copper lines were replaced and left coiled for future termination in each of the 22 buildings. This project completed the switchover from the old copper system, which was in Building R (original headend hub location), by terminating the new wire in each buildings respective Intermediate Distribution Frame (IDF) rooms or the Building Distribution Frame (BDF) rooms. Building R is no longer the hub for copper lines and the campus now functions as Building A being the hub for the copper wire system. The project has been completed prior to demolition of Russell Hall (Building R), which is anticipated to begin Spring 2023. The new copper lines provide connectivity to support service for telephone voice systems, emergency telephone lines, elevator telephones, and fax machines.

**ANALYSIS:**

The District, upon approval by the Board of Trustees, will record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was $101,976.50.

This project was funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended the Board of Trustees Accept the Completion of Bid #1402 Information Technology Services Copper Wire Project at Santa Ana College and Approve Recording a Notice of Completion as presented.

**PREPARED BY:**

Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

NOC-Bid#1402-Summary.pdf (136 KB)
NOC-Bid#1402-County.pdf (128 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.28 Acceptance of Completion of Bid #1404 Americans with Disabilities Act and Parking Lot Repairs Project at District Operations Center and Approve Recording a Notice of Completion |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Fiscal Impact : | No |
| Budgeted : | Yes |
| Budget Source : | Capital Outlay Funds |
| Recommended Action : | Motion to Accept the Completion of Bid #1404 Americans with Disabilities Act and Parking Lot Repairs Project at |

District Operations Center and Approve Recording a Notice of Completion as presented.

# Public Content

**BACKGROUND:**

On May 24, 2021, the Board of Trustees ratified a contract with AID Builders, Inc. for Bid #1404 Americans with Disabilities Act (ADA) and Parking Lot Repairs Project at District Operations Center. Theprojectwascompleted on November 19, 2021.This was the first phase of several ongoing exterior accessibility improvements that are needed. The project involved site accessibility upgrades including stairs, ramps, handrails, and improved concrete located from the parking lot to the buildings east entrance with new accessible parking stalls and striping. This first phase of work was located along the freeway wall and across from the east entrance. There was approximately 1,235 square feet of existing asphalt that were improved in this area. The cracks were repaired along with an asphalt overlay. Paint striping was applied at the new accessible parking stalls and for the appropriate path of travel walkway. At the east entrance, the existing stairs and handrails were demolished and reconstructed. The existing ramp, handrails, and landings located on the east side of the building were also reconstructed. A new footing was constructed on the northeast side of the building to accommodate the installation of a new solar-powered emergency blue phone. The emergency blue phone is an owner furnished item and was installed by the contractor.

**ANALYSIS:**

The District, upon approval by the Board of Trustees, will record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was $122,286.68.

This project was funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended the Board of Trustees Accept the Completion of Bid #1404 Americans with Disabilities Act and Parking Lot Repairs Project at District Operations Center and Approve Recording a Notice of Completion as presented.

**PREPARED BY:**

Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

NOC-Bid#1404-Summary.pdf (132 KB)
NOC-Bid#1404-County.pdf (127 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 5.29 Approval of Purchase Orders |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 5. BUSINESS SERVICES |
| Type : | Action (Consent) |
| Recommended Action : | Motion to approve the purchase order listing, supplement and PO change order listing as submitted. |

# Public Content

**BACKGROUND:**

In accordance with Board Policy and Administrative Regulation 6330, Board ratification of purchase orders is required within 60 days of execution.

**ANALYSIS:**

The attached list includes purchase orders issued for the periodOctober 17, 2021, through November 20, 2021, with an accompanying supplement for purchase orders exceeding $14,999 and the PO change order listing.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the purchase order listing, supplementand PO change order listing as submitted.

**PREPARED BY:**

Linda Melendez, Director, Purchasing Services

**SUBMITTED BY:**

Iris I. Ingram, Vice Chancellor, Business Services

## File Attachments

POListing_12.13.21.pdf (154 KB)
POSupplement_12.13.21.pdf (105 KB)
COListing_12.13.21.pdf (68 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

## 6. GENERAL

| | |
|---|---|
| Subject : | 6.1 Approval of Resource Development Items |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 6. GENERAL |
| Type : | Action (Consent) |
| Preferred Date : | Dec 13, 2021 |
| Absolute Date : | Dec 13, 2021 |
| Fiscal Impact : | Yes |
| Dollar Amount : | $7,530,232.00 |
| Budgeted : | Yes |
| Budget Source : | Grant-Funded |
| Recommended Action : | Motion to approve the Resource Development items, as presented. |

# Public Content

**BACKGROUND:**

In accordance with Board Policy No. 3280 and Administrative Regulation No. 3280, Board approval of new or revised categorically funded grant awards for District Office, Santa Ana College and Santiago Canyon College is required.

**ANALYSIS:**

Items for the following federal, state and local categorically funded grant awards supporting the District Office and College programs were developed.

**1. Basic Needs Centers**

Site: Santa Ana College and Santiago Canyon College Type: New Budget *Ongoing Funds*

**Amount: $612,691** *(SAC $373,712 and SCC $238,979)* Award Date: 10/14/2021

Annual apportionment from the California Community Colleges Chancellors Office, Educational Services and Support Division to develop a one-stop location and point of contact for students to easily access and gain awareness of basic needs services and resources. (21/22). *No match required.*

**2. Disabled Student Programs and Services**

Site: Santa Ana College and Santiago Canyon College Type: New Budget *Ongoing Funds*

**Amount: $1,775,719** *(SAC $977,100 and SCC $798,619)* Award Date: 07/28/2021

Annual apportionment from the California Community Colleges Chancellors Office, Educational Services and Support Division to provide support services to students with disabilities so they have equal access to all educational programs and activities on campus. (21/22). *The match required is $18,576 for SAC and*

*$14,861 for SCC. The Chancellors Office requires match for the Deaf and Hard of Hearing portion only; however, the calculation for the current year allocation also included the Colleges effort from the previous year.*

**3.Early Head Start**

Site: District Office Type: New Budget *Ongoing Funds*

**Amount: $2,054,551** Award Date: 11/12/2021

Non-competitive continuation grant award from the U.S. Department of Health and Human Services, Administration for Children and Families, to support enrollment of children and families into the Early Head Start Program. (21/22). *The match is $513,638 (20% of the total Early Head Start costs that include the federal and non-federal share) that consists of $367,248 state-funded Child Development Center staff costs and $146,390 waived indirect costs.*

**4. Equal Employment Opportunity Diversity Allocation Funds**

Site: District Office Type: New Budget *Ongoing Funds*

**Amount: $50,000** Award Date: 10/14/2021

Annual apportionment from the California Community Colleges Chancellors Office, in compliance with the California Education Code section 87100 and Title V, allowing RSCCDs Human Resources Department to utilize Equal Employment Opportunity funds for the purpose of promoting equal employment opportunities in hiring and promotion. (21/22). *No match required.*

**5.Governor's Office of Business & Economic Development Small Business (GO-Biz) Technical Assistance Expansion Program (TAEP)**

Site: District Office Type: New Budget *Ongoing Funds*

**Amount: $200,000** Award Date: 10/16/2021

Sub-award to RSCCDs Orange County Small Business Development Center (SBDC) from the Orange County/Inland Empire SBDC Lead Center, hosted by California State University, Fullerton, the primary grantee of the Governor's Office of Business and Economic Development (GO-Biz) Small Business Technical Assistance Expansion (TAEP) grant, to assist small businesses and entrepreneurs obtain access to capital and to provide funding for one-on-one business consulting services and program development support. (21/22). *The match required is 1:1 at $200,000 that consists of SBDCs SBA federally funded project support staff.*

**6. Mental Health Services Support**

Site: Santa Ana College and Santiago Canyon College Type: New Budget *Ongoing Funds*

**Amount: $762,952** *(SAC $497,394 and SCC $265,558)* Award Date: 10/14/2021

Annual apportionment from the California Community Colleges Chancellors Office, Educational Services and Support Division to promote mental health equity across the system. (21/22). *No match required.*

**7.Regional Director for Employer Engagement Information & Communication Technologies/Digital Media**

Site: District Office Type: Augmentation *One-Time Funds*

**Amount: $50,240** Award Date: 11/19/2021

Grant award to RSCCDs Los Angeles/Orange Country Regional Consortium from the California Community Colleges Chancellors Office Workforce & Economic Development Division to host a Regional Director for Employer Engagement to support Los Angeles community colleges to improve Information & Communication Technologies /Digital Media workforce training programs and to assist in building connections between the colleges and the industry sectors in the region. (21/22). *The match required is 1:1 at $50,240 that consists of third-party in-kind contributions.*

**8. Retention and Enrollment Outreach**

Site: Santa Ana College and Santiago Canyon College Type: New Budget *One-Time Funds*

**Amount: $1,974,079** *(SAC $1,324,804 and SCC $649,275)* Award Date: 10/14/2021

One-time apportionment from the California Community Colleges Chancellors Office, Educational Services and Support Division to support efforts to increase student retention rate and enrollment. (21/22). *No match required.*

**9.Transitioning Math Majors into Teaching**

Site: Santa Ana College Type: Augmentation *One-Time Funds*

**Amount: $50,000** Award Date: 10/11/2021

Sub-award from California State University, Fullertons Transitioning Math Majors to Teaching (TMMT) project funded by the National Science Foundation. Santa Ana College (SAC) mathematics faculty and the SAC Teacher Preparation Program will collaborate and develop a model for preparing mathematics students to transfer to university credential programs for secondary education mathematics teachers. The sub-award grant is for three years with an additional two years of funding contingent upon availability of funds. (21/22). *No match required.*

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve these items and that the Vice Chancellor, Business Services or her designee be authorized to enter into related contractual agreements on behalf of the district, as presented.

**PREPARED BY:**

Maria N. Gil, Senior Resource Development Coordinator

**SUBMITTED BY:**

Enrique Perez, J.D., Vice Chancellor, Educational Services

## File Attachments

12-13-21 RDO Docket Grant Budgets.pdf (2,747 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 6.2 Approval of Subscription and Support Agreement with Point and Click Solutions, Inc. |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 6. GENERAL |
| Type : | Action (Consent) |
| Preferred Date : | Dec 13, 2021 |
| Absolute Date : | Dec 13, 2021 |
| Fiscal Impact : | Yes |
| Dollar Amount : | $25,883.00 |

| | |
|---|---|
| Budgeted : | Yes |
| Budget Source : | ITS Operational Budget and Higher Education Emergency Relief Fund (HEERF) |
| Recommended Action : | Motion to Approve the Subscription and Support Agreement with Point and Click Solutions, Inc. |

# Public Content

### BACKGROUND:

On December 7, 2015, the Board of Trustees approved a five-year agreement with Point and Click Solutions, Inc. for an Electronic Medical Record Software & Hosting Service for Santa Ana College (SAC) and Santiago Canyon College (SCC). The Health Centers at both SAC and SCC have been using this system since then. On September 29, 2020, the Board of Trustees approved the Agreement Addendum 1 for additional services including Zoom Health and DUO license integration. On December, 11, 2020, the administration signed a new one-year subscription agreement for $13,714.67 covering the period from January 1st, 2021 to December 31, 2021. Both SAC and SCC Health Centers have used Point and Click services extensively during the pandemic to assist students remotely and, most recently, to track and verify student COVID-19 vaccination records as part of vaccination incentive programs.

### ANALYSIS:

The administration at both SAC and SCC agree that Point and Click is a critical system to help and support student needs, particularly given additional health support requirements that originated as a direct result of the pandemic. As such, the District has negotiated a new agreement for licenses, maintenance and support services for a period of 18 months. The services in scope include the Practice Management System (PMS), Electronic Health Record System (EHR) and Immunization Bundle for Clearance and Upload. The contract term is from January 1, 2022through June 30, 2023. The subscription reflects a prorated cost for the entire term in the amount of $13,589 for SAC and $12,294 for SCC, for a total contract cost of $25,883.

This contract will be funded by the ITS operational budget, with allowable eligible portions also covered by the Higher Education Emergency Relief Fund (HEERF) budget.

### RECOMMENDATION:

It is recommended thatthe Board of Trustees approve the Subscription and Support Agreement with Point and Click Solutions, Inc. as presented.

### PREPARED BY:

Jesse Gonzalez, Assistant Vice Chancellor of Information Technology Services

### SUBMITTED BY:

Enrique Perez, J.D., Vice Chancellor, Educational Services

## File Attachments

PointandClick_RSCCD Subscription and Support Agreement 2021.pdf (122 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 6.3 Approval of First Amendment to the Professional Services Agreement with Go To Technologies, Inc. for IT Management and Transition Consulting Services |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 6. GENERAL |
| Type : | Action (Consent) |
| Preferred Date : | Dec 13, 2021 |
| Absolute Date : | Dec 13, 2021 |
| Fiscal Impact : | Yes |
| Dollar Amount : | $40,000.00 |
| Budgeted : | Yes |
| Budget Source : | ITS Operational Budget |
| Recommended Action : | Motion to Approve the First Amendment to the Professional Services Agreement with Go To Technologies, Inc. for IT Management and Transition Consulting Services. |

# Public Content

### BACKGROUND:

On May 24, 2021, the Board of Trustees approved an agreement with Go To Technologies, Inc. for IT Management and Transition Consulting Services. The scope of services consisted of ongoing project oversight and onboarding transition services, in lieu of an interim assignment, to cover the vacancy of Director, of Information Systems at the District Office. Prior to flying the position, the administration updated the job description for this vacancy to Director, Enterprise Applications Services. The updated job description was approved by the Board of Trustees on Monday, August 9, 2021. The hiring process is now in its final stages, and it is anticipated that the position will be filled by January 2021. Given that the existing agreement with Go To Technologies expires on December 31, 2021, additional time is needed to transfer existing projects and responsibilities to a permanent hire.

### ANALYSIS:

This first amendment will provide additional hours required to transition and onboard the new Director, Enterprise Applications Services. The first amendment will extend the contract duration to March 15, 2022, and add 250 hours to the contract. The District negotiated a rate of $160 per hour for this amendment, which will extend the contract cost by an amount not to exceed $40,000. The total agreementamount has increased from $166,400 to $206,400.

The District reserves the right to terminate the agreement by providing thirty days written notice should the work be completed ahead of schedule. The District has reviewed the first amendment and has found the time extension to be sufficient and reasonable to complete the work.

### RECOMMENDATION:

It is recommended the Board of Trustees approve theFirst Amendment to the Professional Services Agreement with Go To Technologies, Inc. for IT Management and Transition Consulting Services as presented.

**PREPARED BY:**

Jesse Gonzalez, Assistant Vice Chancellor of Information Technology Services

**SUBMITTED BY:**

Enrique Perez, J.D., Vice Chancellor, Educational Services

## File Attachments

Go To Tech_12132021_RSCCD Amendment to Agreement 2021 (1).pdf (122 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 6.4 Approval of First Amendment to Professional Services Agreement with 25th Hour Communications, Inc. for Public Relations and Marketing Support Services |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 6. GENERAL |
| Type : | Action (Consent) |
| Preferred Date : | Dec 13, 2021 |
| Absolute Date : | Dec 13, 2021 |
| Fiscal Impact : | Yes |
| Dollar Amount : | $19,000.00 |
| Budgeted : | Yes |
| Budget Source : | Educational Services Division - Public Affairs & Publications Dept. |
| Recommended Action : | Motion to approve first amendment to professional services agreement with 25th Hour Communications, Inc. as presented. |

# Public Content

**BACKGROUND:**25th Hour Communications, Inc. is a comprehensive marketing and communications agency with expertise in higher education and, in particular, in California community colleges. As we continue to deal with the impacts of the pandemic on enrollment, both colleges and the district office continue to increase targeted marketing and implement communication strategies that support enrollment and community outreach during these unprecedented times. 25th Hour Communications, Inc. will work with both colleges and the district office to develop and implement specific strategies around Public Relations and Marketing Support Services, Internal/External Communications, Media Data Assessment & Plan, Advertising, and Digital Media Buying, Placement, & Tracking.

**ANALYSIS:**This first amendment to professional services agreement supports continued public relations, marketing support services, internal and external communications and advertising services as needed from October26, 2021 through extendeddate ofFebruary 28, 2022 with a change to fiscal impact by$19,000.
This agreement is funded by the Educational Services Division.

**RECOMMENDATION:**It is recommended that the Board of Trustees approve this first amendment to professional services agreement and that the Vice Chancellor, Business Operations/Fiscal Services or her designee be authorized to sign and enter into related agreement on behalf of the district.

**PREPARED BY:**Patricia S. Dueñez, Assistant to the Vice Chancellor

**SUBMITTED BY:**Enrique Perez, J.D., Vice Chancellor, Educational Services

## File Attachments

Amendment w-backup 25th Hour Comm PSA BOT 121321.pdf (429 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 6.5 Memorandum of Understanding between RSCCD and Pasadena Area Community College District regarding the transition due to the dissolution of the Los Angeles and Orange County Regional Consortium |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 6. GENERAL |
| Type : | Action |
| Preferred Date : | Dec 13, 2021 |
| Absolute Date : | Dec 13, 2021 |
| Fiscal Impact : | Yes |
| Budgeted : | Yes |
| Budget Source : | Strong Workforce Program Regional Funds and Employer Engagement funds; K12 SWP; K12 Pathway Coordinator /K14 TAP funds |
| Recommended Action : | Motion to ratify Memorandum of Understanding between RSCCD and Pasadena Area Community College District pertaining to the transition of agreements, funds, information |

and materials as presented.

# Public Content

**Background**:

The Los Angeles and Orange County Regional Consortium (LAOCRC), hosted by Rancho Santiago Community College District (RSCCD), will be dissolved as of December 31, 2021. Effective January 1, 2022 there will be separate regional consortia serving each region: the Los Angeles Regional Consortium, hosted by Pasadena City College, and Orange County Regional Consortium, hosted by RSCCD. The regional consortia serve as regional hubs to disseminate grant funds from the California Community Colleges Chancellors Office to colleges and local education agencies to implement initiatives to prepare students for high-wage, high-growth careers and to produce graduates that meet regional workforce needs.

Due to the dissolution of the LAOCRC, RSCCD will transfer information, materials, sub-grant agreements and related funds for the Los Angeles region to Pasadena City College, the new host of the Los Angeles Regional Consortium.

**Analysis**:

A Memorandum of Understanding between RSCCD and Pasadena City College has been developed to clarify the terms of the transition: identify what will be transferred, provide a timeline for the transfer, outline the responsibilities of each party, and clarify the post-transition assistance that RSCCD will provide January 1 March 31, 2022.RSCCD is determining the final balances that will be transferred to Pasadena City College for the SWP Regional Funds, K12 SWP funds, and K12 Pathway Coordinator and K14 TAP funds. The actual amounts to be transferred will be determined by December 31, 2021.

**Recommendation:** It is recommended that the Board of Trustees ratify the Memorandum of Understanding between RSCCD and Pasadena City College pertaining to the transition of information, materials, agreements and funds fas presented.

**Submitted by**: Enrique Perez, J.D., Vice Chancellor of Educational Services

## File Attachments

L220001 MOU RSCCD PACCD 11.29.2021.pdf (5,276 KB)

# Motion & Voting

Motion to ratify Memorandum of Understanding between RSCCD and Pasadena Area Community College District pertaining to the transition of agreements, funds, information and materials as presented.

Motion by Lawrence Labrado, second by David Crockett.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero, Phillip Yarbrough, Elisabeth Neely

| | |
|---|---|
| Subject : | 6.6 Authorization of Signatures |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 6. GENERAL |

| | |
|---|---|
| Type : | Action (Consent) |
| Recommended Action : | Motion to approve the list of individuals authorized to sign various documents on behalf of the district as presented. |

# Public Content

**BACKGROUND:**

A list of the District's authorized signatures is kept on file at the Orange County Department of Education.

**ANALYSIS:**

The attached list designates those individuals authorized to sign various documents on behalf of the district.

**RECOMMENDATION:**

It is recommended that the Board approve the list of individuals authorized to sign various documents on behalf of the district.

**PREPARED BY:** Maria Vicencio, Executive Assistant to the Board of Trustees

**SUBMITTED BY:** Marvin Martinez, Chancellor

## File Attachments

Authorization of signatures 2021.pdf (88 KB)

## Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

| | |
|---|---|
| Subject : | 6.7 Approval of New Board Policy (BP) 5215 COVID-19 Vaccine Requirement for Students |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 6. GENERAL |
| Type : | Action |
| Recommended Action : | Motion to approve new Board Policy (BP) 5215 COVID-19 Vaccine Requirement for Students as presented. |

# Public Content

**BACKGROUND:** The Board Policy Committee met on September 9, 2021 and discussed new Board Policy (BP) 5215 COVID-19 Vaccine Requirement for Students. Subsequent tothe meeting, a survey of students regarding a vaccine mandate was conducted to help inform a decision about requiring a vaccine mandate for students. The Board Policy Committee discussed this new board policy again at its meeting of November 3, 2021. The policy was presented to the board at the November 8, 2021board of trustees meeting for a first reading and is presented now for approval.

**ANALYSIS:** The district subscribes to the Policy and Procedure Service of the Community College League of California (CCLC). This service provides the district with model board policies that comply with state law, Title 5 regulations and address the relevant accreditation standards. CCLC provides the district with semi-annual updates to these policies, which reflect recent changes in law, state regulations and accreditation standards. District Administration also recommends revisions to existing policies and adoption of new policies as required. The Board Policy Committee is presenting new BP 5215 COVID-19 Vaccine Requirement for Studentsfor approval.

**RECOMMENDATION:**It is recommended the board approve new BP 5215 COVID-19 Vaccine Requirement for Studentsas presented.

**PREPARED BY:** Debra Gerard

**SUBMITTED BY:** Marvin Martinez

### File Attachments

BP 5215 COVID-19 Vaccine Requirement for Students.pdf (78 KB)

## Motion & Voting

Motion to approve new Board Policy (BP) 5215 COVID-19 Vaccine Requirement for Students with removal of the personal exception.

Motion by David Crockett, second by Zeke Hernandez.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, Lawrence Labrado, Sal Tinajero, Elisabeth Neely
Nay: John Hanna, Phillip Yarbrough

| | |
|---|---|
| Subject : | 6.8 First Reading of Revisions to Board Policy (BP) 2310 Regular Meetings of the Board |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 6. GENERAL |
| Type : | Discussion, Information |

# Public Content

**BACKGROUND:** The Board Policy Committee met on December 1, 2021 and discussed revisions to Board Policy (BP) 2310 Regular Meetings of the Board.

**ANALYSIS:**The district subscribes to the Policy and Procedure Service of the Community College League of California (CCLC). This service provides the district with model board policies that comply with state law, Title 5 regulations and address the relevant accreditation standards. CCLC provides the district with semi-annual updates on these policies, which reflect recent changes in law, state regulations and accreditation standards.

In its fall 2021 update, CCLCrecommended revisions to BP 2310 Regular Meetings of the Board to reflect new Brown Act provisions allowing Governing Boards to conduct virtual meetings during proclaimed states of emergency. (Government Code Section 54953, as amended by Assembly Bill 361) BP 2310 Regular Meetings of the Board has been revised to reflect these recommendations.

The Board Policy Committee is presenting revisions to BP 2310 Regular Meetings of the Board to the full board for a first reading.

**RECOMMENDATION:**BP 2310 Regular Meetings of the Board is presented for a first reading as an information item.

**PREPARED BY:** Debra Gerard

**SUBMITTED BY:** Marvin Martinez

### File Attachments

BP 2310 Regular Meetings of the Board.pdf (82 KB)

| | |
|---|---|
| Subject : | 6.9 List of 2022 Conferences and Legislative Executive Visits for Board Members |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 6. GENERAL |
| Type : | Information |

# Public Content

**BACKGROUND:**

On October 8, 2012, the Board of Trustees approved BP 2735 Board Member Travel which includes the following:

*The Board President, in conjunction with the Chancellor, will prepare a list of conferences and legislative executive visits that Board members may wish to attend or will assist Board members in their continuing education and fulfillment toward the mission of the district. The Chancellor, in consultation with the Board President, shall prepare a budget for board travel.*

**RECOMMENDATION:**

Board Policy 2735 and a list of conferences and legislative executive visits that board members may wish to attend is provided as information.

**PREPARED BY:** Maria Vicencio, Executive Assistant to the Board of Trustees

**SUBMITTED BY:** Marvin Martinez, Chancellor

## File Attachments

List of BOT Conferences 2022.pdf (107 KB)

| | |
|---|---|
| Subject : | 6.10 Review and Discussion of RSCCD Board of Trustees Self-Evaluation |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 6. GENERAL |
| Type : | Discussion, Information |

# Public Content

**BACKGROUND:**

Board Policy 2745 provides for the Board of Trustees to conduct an annual self-evaluation by December of each year.

**ANALYSIS:**

An evaluation survey was approved by the Board on September 27, 2021, and was distributed to individuals identified in Board Policy 2745. The survey responses were presented to the Board at the November 8, 2021,meeting. Subsequent to that meeting, the individual Board members completed the self-evaluation instrument. Those responses are now provided to the Board for review and discussion.

**RECOMMENDATION:**

It is recommended that the Board of Trustees review the evaluation responses.

**PREPARED BY:**

Nga Pham, Executive Director, Research, Planning and Institutional Effectiveness

**SUBMITTED BY:**

Enrique Perez, J.D., Vice Chancellor, Educational Services

## File Attachments

2021 RSCCD BOT self evaluation REPORT 12 07 21-rev1.pdf (300 KB)

| | |
|---|---|
| Subject : | 6.11 SchoolsFirst Federal Credit Union Discussion |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 6. GENERAL |
| Type : | Discussion |

# Public Content

| | |
|---|---|
| Subject : | 6.12 Board Member Comments |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 6. GENERAL |
| Type : | Information |

# Public Content

## 7. 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 items will be discussed in closed session:

| | |
|---|---|
| Subject : | 7.1 Public Employment (pursuant to Government Code Section 54957[b][1]) |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 7. 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 items will be discussed in closed session: |
| Type : | Discussion |

# Public Content

a. Full-time Faculty

b. Part-time Faculty

c. Management Staff

d. Classified Staff

e. Student Workers

f. Professional Experts

g. Educational Administrator Appointments

(1) Vice President, SCC

h. Other Educational and Classified Administrators

| | |
|---|---|
| Subject : | 7.2 Conference with Legal Counsel: Litigation (Government Code Section 54956.9[d][4]): (1 matter) |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 7. 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 items will be discussed in closed session: |
| Type : | |

# Public Content

| | |
|---|---|
| Subject : | 7.3 Conference with Labor Negotiator (pursuant to Government Code Section 54957.6) |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 7. 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 items will be discussed in closed session: |
| Type : | Discussion |

# Public Content

Agency Negotiator: Cheng Yu Hou, 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

| | |
|---|---|
| Subject : | 7.4 Public Employee Discipline/Dismissal/Release (pursuant to |

| | |
|---|---|
| | Government Code Section 54957[b][1]) |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 7. 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 items will be discussed in closed session: |
| Type : | |

# Public Content

| | |
|---|---|
| Subject : | 7.5 Public Employee Performance Evaluation (pursuant to Government Code Section 54957[b][1]) |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 7. 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 items will be discussed in closed session: |
| Type : | |

# Public Content

a. Chancellor

## 8. RECONVENE FROM CLOSED SESSION

| | |
|---|---|
| Subject : | 8.1 Issues discussed in Closed Session - Board Clerk |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 8. RECONVENE FROM CLOSED SESSION |
| Type : | Reports |

# Public Content

| | |
|---|---|
| Subject : | 8.2 Public Comment |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 8. RECONVENE FROM CLOSED SESSION |
| Type : | Information |

# Public Content

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 boards 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 boards discretion, be referred to staff or placed on the next agenda for board consideration.

## 9. HUMAN RESOURCES

| | |
|---|---|
| Subject : | 9.1 Human Resources Docket - Cabinet Appointment /Employment Agreement |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 9. HUMAN RESOURCES |
| Type : | Action |
| Recommended Action : | Motion to Approve Human Resources Docket - Cabinet Appointment/Employment Agreement as presented |

# Public Content

**MANAGEMENT**

Appointment/Employment Agreement/Attachment #1

### File Attachments

2021-1213_mgmt-acad-docket_cabinet-employment-agreement (1).pdf (1,150 KB)

## Motion & Voting

Motion to Approve Human Resources Docket - Cabinet Appointment/Employment Agreement as presented

Motion by Phillip Yarbrough, second by Zeke Hernandez.

Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero, Phillip Yarbrough

| | |
|---|---|
| Subject : | 9.2 Human Resources Docket - Management /Academic |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 9. HUMAN RESOURCES |
| Type : | Action |
| Recommended Action : | Motion to Approve Human Resources Docket - Management/Academic Docket as presented |

# Public Content

**MANAGEMENT**

Appointment/Employment Agreement/Attachment #1

Revised Employment Agreement/Attachment #2

Management Group COVID-19 Remote Work Payment List/Attachment #3

New Job Descriptions/Attachments #4-5

Appointments/New Hires

Appointment/Hourly to Full-time

Extension of Interim Assignment

Change of Title for Interim Position

Leave of Absence

Ratification of Resignation

**FACULTY**

FARSCCD COVID-19 Remote Work Payment List/Attachment #6

CEFA COVID-19 Remote Work Payment List/Attachment #7

CSEA 888 COVID-19 Remote Work Payment List/Attachment #8

Adjusted Percentage for CalSTRS Reduced Workload Program Participant Agreement

Final Salary Placements for Temporary 1-Year Full-time Faculty Members

Changes of Classification

Adjusting Contract Stipend

Beyond Contract/Overload Stipends

Part-time Hourly New Hires/Rehires

Non-paid Intern Service

### File Attachments

2021-1213_mgmt-acad-docket_120821-FINAL.pdf (2,985 KB)

## Motion & Voting

Motion to Approve Human Resources Docket - Management/Academic Docket as presented

Motion by Zeke Hernandez, second by Phillip Yarbrough.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero, Phillip Yarbrough

| | |
|---|---|
| Subject : | 9.3 Human Resources Classified Docket |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 9. HUMAN RESOURCES |
| Type : | Action |
| Fiscal Impact : | No |
| Budgeted : | No |
| Recommended Action : | Motion to Approve Human Resources Docket-Classified as presented. |

# Public Content

**CLASSIFIED**

New Job Descriptions/Attachments #1 and #2

Revised Job Description/Change in Grade/Attachment #3

Classified COVID-19 Remote Work Payment List/Attachment #4

New Appointments

Professional Growth Increments

Out of Class Assignments

Return to Regular Assignments

Change in Departments

Change in Salary Placements

Leave of Absence

Ratification of Resignations

### CLASSIFIED HOURLY

Ratification of Resignations

### TEMPORARY ASSIGNMENT

Short Term Assignments

Change in Temporary Assignments

Additional Hours for Ongoing Assignments

Substitute Assignments

### MISCELLANEOUS POSITIONS

Instructional Associates/Associate Assistants

Volunteers

Santa Ana College Student Hires

Santiago CanyonCollege Student Hires

## File Attachments

HR_Classified_Docket_12_13_2021.pdf (1,448 KB)

# Motion & Voting

Motion to Approve Human Resources Docket-Classified as presented.

Motion by Phillip Yarbrough, second by Zeke Hernandez.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero, Phillip Yarbrough

| | |
|---|---|
| Subject : | 9.4 Resolution No. 21-16 Board Member Absence |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES |

| | |
|---|---|
| | MEETING |
| Category : | 9. HUMAN RESOURCES |
| Type : | Action |
| Recommended Action : | Motion to approve Resolution No. 21-16 Board Member Absence as presented. |

# Public Content

### File Attachments

Resolution No. 21-16 Board Member Absence.pdf (91 KB)

## Motion & Voting

Motion to approve Resolution No. 21-16 Board Member Absence as presented.

Motion by Zeke Hernandez, second by Lawrence Labrado.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero
Not Present at Vote: Phillip Yarbrough

| | |
|---|---|
| Subject : | 9.5 Board Member Travel |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 9. HUMAN RESOURCES |
| Type : | Action |
| Fiscal Impact : | Yes |
| Dollar Amount : | $9,000.00 |
| Budgeted : | Yes |
| Budget Source : | General Fund |
| Recommended Action : | Motion to approve the authorization for board travel /conferences with actual and necessary expenses and cash advances as presented. |

# Public Content

Board Members (to be approved)

2021 Community College League of CaliforniaAnnual Convention 1 Board Member

Virtual Convention - November 16-19, 2021 (Dr. Tina Arias Miller)

Community College League of California Annual Legislative Conference 4 Board Members

Sacramento, California - January 30-31, 2022 (John Hanna)

(Zeke Hernandez)

(Elisabeth Neely)

(Phillip Yarbrough)

Association of Community College Trustees National Legislative Summit 4Board Members

Washington, DC - February 6-9, 2022 (John Hanna)

(Zeke Hernandez)

(Elisabeth Neely)

(Phillip Yarbrough)

## Motion & Voting

Motion to approve the authorization for board travel/conferences with actual and necessary expenses and cash advances as presented.

Motion by David Crockett, second by Sal Tinajero.
Final Resolution: Motion Carried
Aye: Tina Arias Miller, David Crockett, Zeke Hernandez, John Hanna, Lawrence Labrado, Sal Tinajero, Phillip Yarbrough

## 10. ADJOURNMENT

| | |
|---|---|
| Subject : | 10.1 Board President adjourns the meeting. |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 10. ADJOURNMENT |
| Type : | Procedural |

# Public Content

| | |
|---|---|
| Subject : | 10.2 The next regular meeting of the Board of Trustees will be held on in January 2022 as approved by the Board. |
| Meeting : | Dec 13, 2021 - REGULAR BOARD OF TRUSTEES MEETING |
| Category : | 10. ADJOURNMENT |
| Type : | Information |