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Santa Ana College • Santiago Canyon College

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

POE is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District

A G E N D A

Wednesday, June 25, 2025, 3:30 pm – 5:00 pm

<https://rscdd-edu.zoom.us/j/88439883333> OR dial 1-669-444-9171 / 884 3988 3333#

- I. CALL TO ORDER**
- II. *APPROVAL OF MINUTES – ACTION**
 - a. May 28, 2025, regular meeting
- III. DISTRICT COUNCIL - Information**
 - a. Previous meeting: Monday, June 2, 2025
 - b. Next meeting: Monday, July 21, 2025
- IV. 2025-26 REQUESTS FOR RESOURCE ALLOCATION – ACTION**
 - a. *Business Services**
 - 1. District Safety Officers, Senior Armed (1)
 - b. *Educational Services**
 - 1. Applications Specialist IV
 - c. *Human Resources**
 - 1. Principal Human Resources Analyst
- V. *PROPOSED CHANGES TO PLANNING DESIGN MANUAL - FINAL READING – ACTION**
- VI. *UPDATE TO BOARD POLICY AND ADMINISTRATIVE REGULATION PROCESS – DISCUSSION / ACTION**
- VII. *GRANT DEVELOPMENT SCHEDULE – Information**
 - a. New Resource Development Initiatives
- VIII. OTHER**

NEXT MEETING: (tentative) Wednesday, July 23, 2025, 3:30 pm -virtual by Zoom

**attachment provided*

POE COMMITTEE MEMBERS:

Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Litzy Chevez • Claire Coyne • Tara Kubicka-Miller • Valerie Lopez • Dr. Daniel Martinez • Veronica Munoz • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan

RSCCD Mission Statement

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.

RSCCD Strategic Directions 2024 – 2032

1. Advance the Rancho Santiago Community College District as a proactive and future-focused institution of educational excellence that is equitable, student-centered, and outcomes-focused for the student of today and tomorrow.
2. Forge strategic partnerships to create innovative pathways, ensuring relevance, equity, and quality of life enhancement for students through intentional outreach and collaborative initiatives.
3. Develop streamlined, data-informed, innovative systems and processes that utilize cutting-edge technology and collaboration to support both the employee experience and student access and success.
4. Leverage diverse funding streams, provide comprehensive professional development, and support accessible virtual spaces and physical facilities to increase student success in an ever-changing educational environment.

SAC Mission	SCC Mission	DSO Roles and Functions
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.	Centralized Services District Operations Board / Board Committee Support Regional, State, & External Roles

2024-2032 RSCCD Comprehensive Plan for the District - Board approved June 24, 2024

2025-2026 MEETING SCHEDULE

Location: Zoom or DO-Conference Room TBD

Time: 3:30pm-5:00pm*

**or as noted on agenda*

2025	2026
<i>Wednesday, July 23 (tentative dark-no meeting)</i>	<i>January (dark-no meeting)</i>
Wednesday, August 27	Wednesday, February 25
Wednesday, September 24	Wednesday, March 25
Wednesday, October 22	Wednesday, April 22
Wednesday, November 19 (due to holiday)	Wednesday, May 27
Wednesday, December 17 (due to holiday)	Wednesday, June 24

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

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MINUTES

Wednesday, May 28, 2025, 3:30 pm – 5:00 pm

I. CALL TO ORDER

Mr. Perez called the meeting to order at 3:39 pm.

Members present: Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Litzy Chevez • Claire Coyne • Omar Hernandez • Tara Kubicka-Miller • Dr. Daniel Martinez • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Craig Rutan

Guests: Iris, Ingram, Dr. Jeannie Kim and Chi-Chung Keung, Jesse Gonzalez, Joe Melendez, Dr. Annebelle Nery, Kristin Olson, and Dave Waters.

Patricia Duenez present as record keeper.

Mr. Perez reported on correction to agenda; **item IV. is for DISCUSSION and not ACTION.** Resource Allocation Requests scheduled for a vote at the June POE Committee meeting.

II. *APPROVAL OF MINUTES – ACTION

a. April 23, 2025, regular meeting

It was moved by Mr. Rutan; seconded by Mr. Beyersdorf and by roll call vote, to approve the April 23, 2025, minutes. Dr. Park and Ms. Kubicka-Miller were not present for the vote.

III. DISTRICT COUNCIL - Information

a. Previous meeting: Monday, May 5, 2025

b. Next meeting: Monday, June 2, 2025

IV. 2025-26 REQUESTS FOR RESOURCE ALLOCATION – DISCUSSION

a. *Business Services

1. Administrative Clerk

2. Facility Planning Specialist

Vice Chancellor Ingram spoke to need of Administrative Clerk and Facility Planning Specialist.

3. & 4. District Safety Officers, Senior Armed (2)

Chief Dave Waters spoke to need of Senior Armed District Safety Officers

Dr. Nery shared there was unanimous support for Safety Officer positions at college council with budgeting to cover cost of positions.

b. *Educational Services

1. Public Affairs/Publications: 1. Communications Specialist

Chief Communications Officer, Chi-Chung Keung spoke to need of position.

2. ITS: 1. Technical Specialist I 2. Applications Specialist IV 3. Helpdesk Analyst 4. ITS Technical Supervisor

Asst. Vice Chancellor of ITS, Jesse Gonzalez spoke to need of positions within ITS.

POE COMMITTEE MEMBERS:

Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Litzy Chevez • Claire Coyne • Omar Hernandez • Tara Kubicka-Miller • Dr. Daniel Martinez • Veronica Munoz • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan

c. *Human Resources

1. Director, Human Resources 2. Principal Human Resources Analyst
Vice Chancellor of Human Resources, Kristin Olson spoke to need of positions within HR.

V. *PROPOSED CHANGES TO PLANNING DESIGN MANUAL-THIRD READING – DISCUSSION

Mr. Perez reported on proposed changes received so far. Discussion ensued and clarification was provided on information presented.

The June 11, 2025, DEADLINE was provided for final redlined proposed changes. Redlined proposed changes are to be sent to Ms. Duenez with a copy to Mr. Perez, Ms. Coyne and Ms. Pham. Ms. Duenez will resend members the Rubric file sent after the April 23, 2025, meeting. Student Representative Litzy Chevez confirmed her attendance to the June POE Committee meeting.

VI. *2025-2026 MEETING SCHEDULE - ACTION

It was moved by Ms. Kubicka-Miller; seconded by Ms. Coyne. Discussion ensued.
Amendment made to remove the January meeting from the schedule due to January being off contract for faculty and students are not in session. By roll call vote, the amended 2025-2026 meeting schedule was approved.

VII. *GRANT DEVELOPMENT SCHEDULE – Information

a. New Resource Development Initiatives

VIII. OTHER

Student Representative Omar Hernandez thanked other student representative and committee members to their service and dedication to committee as this is his last POE Committee meeting.

Mr. Perez reminded members of the June 11 deadline for suggested revisions to the Planning Design Manual.

Next meeting: The next meeting will be held on Wednesday, June 25, 2025.

Meeting adjourned at 4:40 pm.

Approved: June 25, 2025

**attachment provided*

BUSINESS SERVICES - RESOURCE ALLOCATION REQUESTS, 2025-2026

Resource Type	Description	Resource Annual Cost Estimate	Reason for request	Impact of not funding
Classified	1. Administrative Clerk	\$ 113,377.94	Reports to the AVC. Provides specialized clerical work requiring detailed knowledge of a department's procedures, policies and precedents. Records management, coordinates clerical workflow, assists in scheduling, etc.	Delays in project delivery, construction implementation and untimely responses due to volume of work. Increases and added costs to capital projects due to lack of resources. Inefficient project delivery. Colleagues will not get their projects and requests delivered timely. Department has a huge legacy backlog of over 100+ filing boxes that need to be reviewed according to the department's records retention policy for projects. Staff needs assistance of an administrative clerk to assist them with scheduling of meetings, and other daily clerical tasks. There are over 130+ active projects in the Department and project filing is not complete. The only items the Dept. will prioritize are the following: agency deadlines, fire life safety projects, ADA settlement projects, and state funded scheduled maintenance projects, and the top 5 FMR projects prioritized by the colleges. All other projects will be done as time permits and will be delayed.
Classified	2. Facilities Specialist Facility Planning Specialist (corrected title)	\$ 152,818.87	Reports to the AVC. Provides administrative and technical support in a variety of areas related to planning and construction, project management, FUSION and other database management, project records management, RFP, contract assistance, interface and communicate with government agencies, consultants, colleges, vendors, assist with reports, data collection and analysis, review of specifications, plans, etc.	Delays in project delivery, construction implementation and untimely responses due to volume of work. Increases and added costs to capital projects due to lack of resources. Inefficient project delivery. Colleagues will not get their projects and requests delivered timely. There are currently over 23 bids in progress as of 10/31/24. This is a high workload. The only items the Dept. will prioritize are the following: agency deadlines, fire life safety projects, ADA settlement projects, and state funded scheduled maintenance projects, and the top 5 FMR projects prioritized by the colleges. All other projects will be done as time permits and will be delayed.
Classified	3. District Safety Officers Senior (armed)	\$254,301.88 (127,150.94 x 2 positions)	DS&S is minimally staffed. SAC and SCC should always have 2 officers on duty. Often this is not the case. DS&S does not have enough officers to cover all positions. In the original staffing model, the District Office was not included, nor the Digital Media Center. We also have difficulty covering for variances like vacations, sick, FMLA, military leave and training requirements.	Diminished level of safety for our campuses. Potentially unsafe staffing levels due to vacancies and no replacements. Other concerns include the inability to effectively respond to multiple incidents or large-scale events.



INTERNAL MEMORANDUM

DATE: September 17, 2024

TO: Iris I. Ingram, Vice Chancellor of Business Services

FROM: Carri M. Matsumoto, Assistant Vice Chancellor of Facility Planning, Construction & District Support Services *CM*

RE: **Facilities Planning, Construction & District Support Services
Annual Department Program Review & Resource Allocation Requests for Fiscal
Year 25/26**

There are four departments in our area of services and responsibilities: Planning, Construction, District Support Services and District Office Maintenance & Operations (District Office Building only). Based on our department workload I am again respectfully requesting the following resources:

The total request is for an additional **\$266,197**. The department has over 130 active projects along with several other duties we are responsible for that are not project related but are required for compliance purposes (i.e. FUSION, DSA and agency reporting). Changes in Title 24, Building Codes, DSA regulations and State sustainability goals continue to impact projects and the department. Lack of an on-going allocation of budget to support all legally mandated responsibilities and services (i.e. proper staffing with requisite expertise, ADA Transition Plan, Fire Protection Systems Repair Work, Access Control/Key Projects, etc.), is impacting the department and placing several State Scheduled Maintenance projects at risk of the state rescinding funding because of delays in completion.

New Position(s) Request

Administrative Clerk (CSEA): We need additional administrative support staff to assist our entire department. We have a significant number of requests each year that are time-consuming, including Public Records Act Requests, recurring agency deadlines and reports, and project filing requirements for over 130 active projects currently in progress.

Facilities Specialist (CSEA): An addition of a Facilities Specialist is needed due to the increase in volume of work and projects, bids, RFPs and agreements that are needed. Given the number of projects that have increased over the last several years and with the transition of fire protection systems repair work, our need for additional contracts and bids have increased which wasn't adequately resourced when these responsibilities transitioned to our department. If a future bond measure passes, this will further impact workload for timely project execution.

Over the last three years, we continue to assist the colleges with Maintenance and Operations repair projects that become a priority when requested, which impacts our daily Capital Construction Project workload. We have provided college maintenance repair support for example on: elevator repair projects, plumbing repair projects, and Science Center HVAC and autoclave repair projects at both colleges. This is due to aging facilities, a lack of legacy maintenance plans implemented, lack of college maintenance staff with requisite expertise necessary to scope and prepare bids and execute repair projects that require Division of State Architect and other agency involvement.

Due to ongoing needs and priorities, our primary responsibilities have fallen behind schedule in executing the State Scheduled/Deferred Maintenance projects and we have missed state encumbrance deadlines and have had to submit requests for extension of time to the State Chancellor's Office. We have been warned by the State Chancellor's Office that during a time of a state budget crisis, the state could rescind allocations if the District hasn't encumbered these funds timely.

We do not have the staff management resources, to continue working with such a high workload without failure, nor can we hire consultants sufficiently and timely to plan and implement all the capital projects including the over 55 currently requested projects by the colleges while juggling 130 projects in various phases of capital planning and construction.

Further, our department has been asked to assist with multiple real estate property acquisitions, lease transactions, due diligence investigations, and negotiations which requires **full time** attention and specific professional expertise to manage this workload. This has increased significantly over the last two years and has impacted my workload as I have had to project manage these real estate due diligence activities. We are not requesting any management resources for the 25-26 year as we have been absorbing this requested work but it needs to be noted that these new responsibilities impact timely services provided by the department and will require further evaluation. These real estate transactions are complex matters that have unique code requirements and due diligence activities which is impacting the number of projects that can be managed by our department concurrently.

The following are also among some of the Board Policies and Administrative Regulations we manage, update and provide feedback on and directly impact our daily work.

- 6600 Capital Construction
- 6601 Facility Modification and New Construction

- 6602 Facility Construction Standards
- 6603 Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act
- 6605 Selection of Architects
- 6610 Opportunities for Local Hires and Local Businesses on District Capital Improvement and Construction Projects
- 6012 Sustainable Practices
- 6013 Energy and Water Conservation
- 6303 Fiscal Accountability
- 6332 Competitive Bidding and Quotation Policies
- 6340 Contracts
- 6400 Financial Audits
- 6700 Civic Center and Other Facilities Use
- 6740 Citizens Oversight Committee

Districtwide Support Services

Fire Protection Systems Management and Repair Projects:

There is currently **\$13.74 million of unfunded corrective fire protection systems repair work** that is needed Districtwide (see attached). The current funded amount of repair projects is \$3.48 million and is funded through a combination of Fund 11 and Fund 41 State Scheduled Maintenance. The current fiscal year annual routine maintenance and repair budget for the entire District is \$1.2M with already current fiscal year encumbrances totaling \$980,000. We have recently discovered further significant repairs that are necessary and work that is required based on code. There are legacy maintenance issues that have now accumulated to be a concern for fire life safety (i.e. over 800 dampers need to be checked, as there has been a lack of evidence/documentation for any recent or compliant damper maintenance available records at the college sites). This is a significant concern.

Also, to achieve a total fire protection program the District should also implement the below activities which are required and mandated by code.

1. Fire Alarm System – Continue Ongoing Testing and Inspection Maintenance (TIM) Program
2. Fire Sprinkler System – Continue Ongoing Testing and Inspection Maintenance (TIM) Program
3. Fire Dampers – Undertook investigation and found deficiencies districtwide. Survey is done. RFP to be issued this year to develop maintenance and repair work and TIM program.
4. Fire Suppression/Extinguishers – Need an inventory. Test and Replace as needed.
5. Smoke Fire Doors – We have the inventory, but now we need to develop a scope of work for an annual TIM program.
6. Fire Stopping and Fire Walls/Floor Rating– The survey is done and bid documents are prepared. Work is out to bid.



Electronic Access Control/Key Core Changes/Safety and Technology Improvements

There is currently an unfunded need of approximately **\$124.4 million for safety and technology improvements** that include electronic access control key card projects, surveillance camera system upgrades, public address speaker systems, emergency communication systems, telephone and related technology upgrades that are needed Districtwide. There are over 3,000 doors in the District that need to have mechanical ("brass" keys) core key changes to the new District standard of Medeco. The below Access Control and Key projects are currently on hold even though they have Division of State Architect approval, but we cannot implement them due to the unfunded construction budget and inadequate resources allocated for ITS, Campus Safety and at each College site for maintenance support contracts to further support the projects post construction.

- SAC Building D, SCC Buildings D and H Test Pilot Projects on hold— over \$5 million needed

Among the challenges from this last year, we learned from our test pilot projects at SAC (Science Center, Health Sciences and Johnson Student Center) that there needs to be a comprehensive approach to coordinate the daily operations, maintenance and repair work. Campus Safety in coordination with our department has lost **two full-time consultants** who were dedicated to assisting with project support for capital construction access control and key projects. We have been unable to backfill these consultants and are struggling just implementing the District Office Test Pilot project changes to Medeco. The District is at risk of losing key control again if the lack of resources is not addressed in a three prong approach: 1) need project consultants for ongoing execution of capital projects, 2) need District staffing resources at ITS and Campus Safety to be able to support these key systems long term for daily operations, and 3) college maintenance contracts need to get put into place for door operations as doors typically require multiple contracts of vendors. The two inventory software systems for keys (Genetec – electronic, Simple K-Medeco) have both front and back end operational support requirements to maintain that are specialized and require technical support.

If a bond measure passes and new buildings are constructed this deficiency in resources must be addressed as the colleges will also struggle along with Campus Safety to manage the implementation of the opening of new buildings with new Medeco keys and new electronic control access cards.

ADA Transition Plan Corrections

There are currently over **\$103.7 million of unfunded accessibility and barrier removal deficiencies** that need to be corrected districtwide. There are currently approximately over 7,200 remaining corrective repairs to be made. The District has made significant efforts to reduce these deficiencies through the years and we have completed over 3,000 repairs using a combination of capital funding and state deferred maintenance funding.

Sustainability and Stormwater Improvements

There is currently a need to continue to develop and implement sustainability and stormwater management plans for all sites districtwide. The current **unfunded capital need is approximately \$35 million** districtwide. The new state MS4 permits will be mandated and projects will need to be implemented in the future as we work to develop the maintenance plan and on-going testing for such stormwater improvement projects.

Therefore, I am requesting that there be an increase of a **minimum of \$1 million dollars** added annually to the Capital fund budget to address the corrective code work, repair work and on-going mandated work required. If a bond passes in November, I request that there be a project budget allocated to cover some of the various unfunded work in the categories noted herein. There are significant districtwide facility needs that have been identified as part of the Facility Master Plan that are inclusive of fire protection system repair work, access control/key and safety work, technology improvements/upgrades, ADA repairs/upgrades and sustainability/stormwater. These infrastructure improvement budgets should have a dedicated allocation each year if a bond **does not** pass as, it would be prudent to do so for planning, maintenance and for exposure of liability purposes.

Given the amount of work and compliance activities that are demanded of our department, we respectfully request the consideration of these proposed changes and resources to assist us in being able to maintain compliance while striving to continue to provide the best ongoing services and facilities for our students and staff. Please let me know should you have any questions or need further information. Thank you for the opportunity to provide our annual review.

Please see attachments:

- Cost of Position(s) Worksheets
- Unfunded fire protection systems repair work
- Master active project list as of August 2024
- Department Overview Slide Deck of Workload, Services & Operations

FACILITIES PLANNING, DISTRICT CONSTRUCTION & SUPPORT SERVICES
September 2024

Position	Current Cost	Proposed	
		New Cost	Net Amount
1) Administrative Clerk	-	113,377.94	Grade 10
2) Facility Planning Specialist	-	152,818.87	Grade 17
	-	266,196.81	266,196.81

RSCCD

2024-2025 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Administrative Clerk		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 10 & Step 3	\$ 5,395.377	12	\$ 64,744.52

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	17,513.39	
SOCIAL SECURITY	6.200%	4,014.16	
MEDICARE	1.450%	938.80	
UNEMPLOYMENT	0.050%	32.37	
WORKERS COMP	1.500%	971.17	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	36.250%	\$ 23,469.89	\$ 23,469.89
TOTAL SALARY & BENEFIT COST			\$ 88,214.41

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.200%	\$ 1,638.00	\$ 1,638.00

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 64,744.52	58.27	
MEDICAL INSURANCE (see below)		23,467.26	
TOTAL INSURANCE COST		23,525.53	\$ 23,525.53

TOTAL COST OF POSITION	\$ 113,377.94
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BENEFITS =	\$ 48,633.42
BENEFIT COST AS A PERCENT OF CONTRACT =	75.12%

CSEA	Max	39,153.71	23,467.26	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2024-2025 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Facility Planning Specialist		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 17 & Step 3	\$ 7,806.073	12	\$ 93,672.88

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	25,338.51	
SOCIAL SECURITY	6.200%	5,807.72	
MEDICARE	1.450%	1,358.26	
UNEMPLOYMENT	0.050%	46.84	
WORKERS COMP	1.500%	1,405.09	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	36.250%	\$ 33,956.42	\$ 33,956.42
TOTAL SALARY & BENEFIT COST			\$ 127,629.30

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.200%	\$ 1,638.00	\$ 1,638.00

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 93,672.88	84.31	
MEDICAL INSURANCE (see below)		23,467.26	
TOTAL INSURANCE COST		23,551.57	\$ 23,551.57

TOTAL COST OF POSITION	\$ 152,818.87
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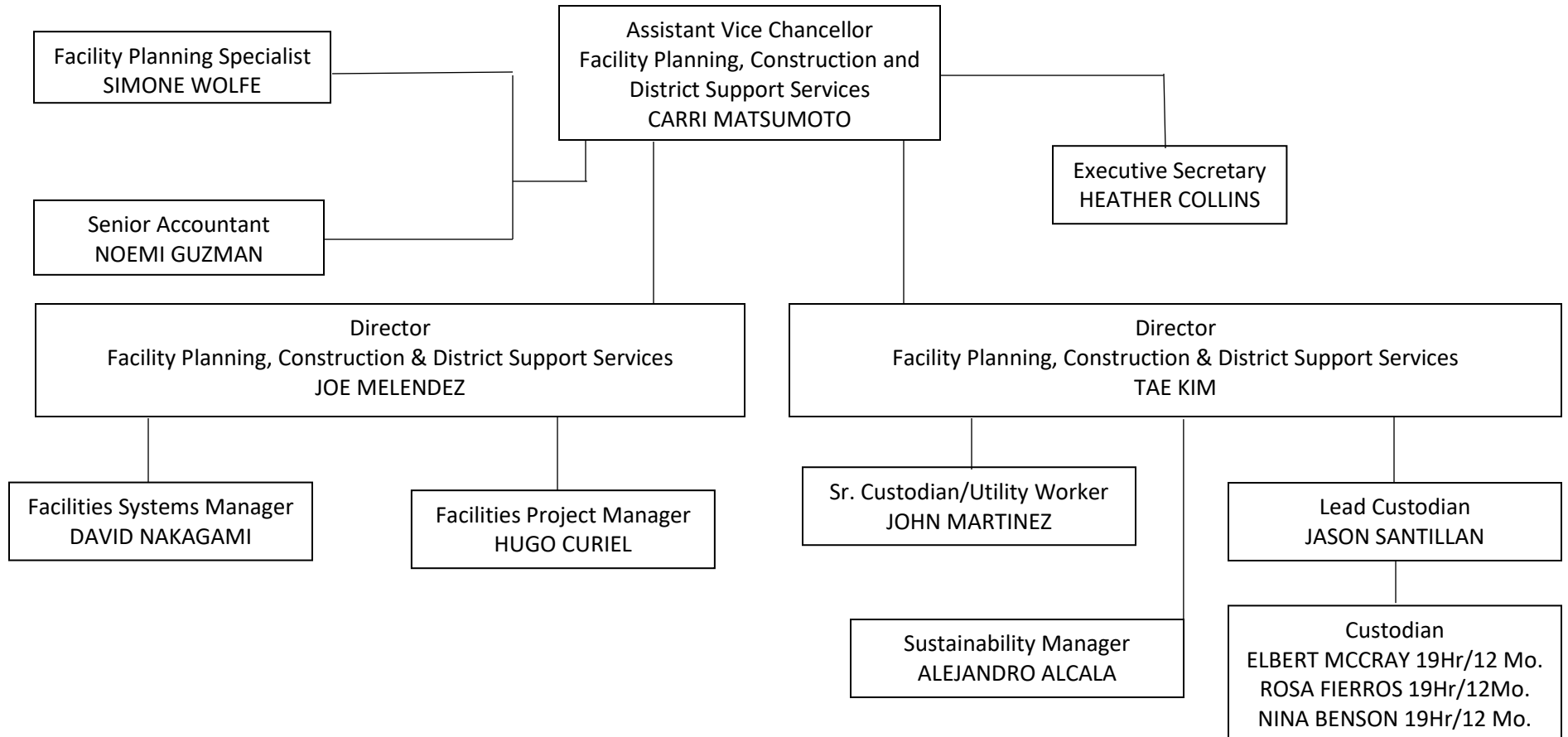
BENEFITS =	\$ 59,145.99
BENEFIT COST AS A PERCENT OF CONTRACT =	63.14%

CSEA	Max	39,153.71	23,467.26	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

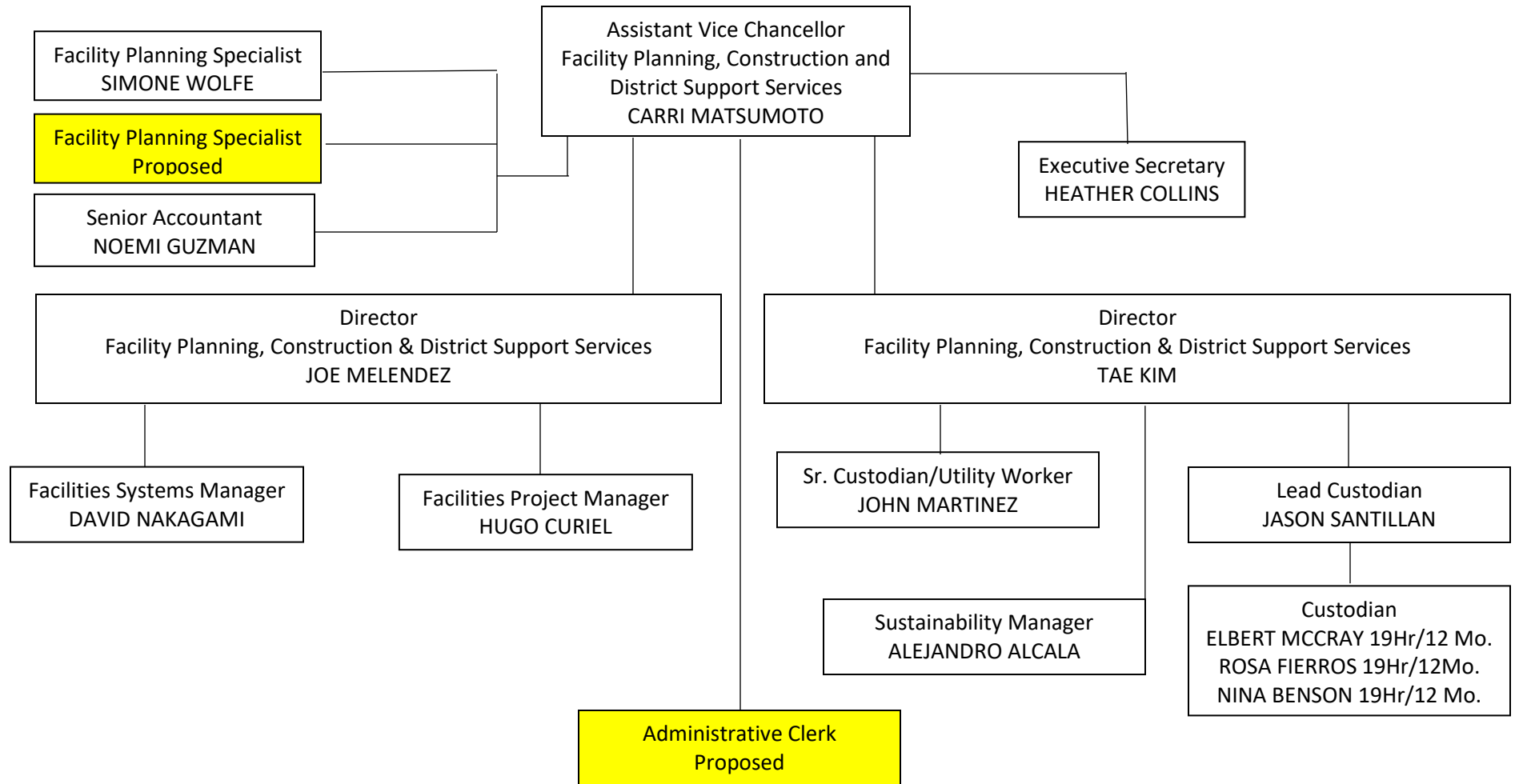
Rancho Santiago Community College District
Business Services
Facility Planning, Construction, and District Support Services

CURRENT



Rancho Santiago Community College District
Business Services
Facility Planning, Construction, and District Support Services

PROPOSED



Rancho Santiago Community College District Life Safety Projects - UNFUNDED LIST Report Run Date: June 25, 2024									
Funded/Unfunded	Year	Campus	Building	Project	Scope	Status	Budget	Adverse Effect	Type
Funded	2022	SCC	G	UPS Removal	removed existing UPS, did not affect the building's fire alarm system power backup	completed	\$ 30,000	Life safety	Utilities
Funded	2022	SCC	SC	Smoke Detector Replacement	replaced smoke detectors with heat detectors	completed	\$ 25,000	Life safety	Utilities
Funded	2023	Districtwide	-	Occupancy Review for Office Strobes	code review - confirmed additional visual notification is not required in every single occupant office	completed	\$ 15,000	Life safety	Utilities
Funded	2023	SAC	H	Elevator Fire Alarm Upgrade	added a smoke detector in the elevator lobby to control the recall function	completed	\$ 15,000	Life safety	Utilities
Funded	2023	SCC	H	CRAC Unit Re-program	fire alarm panel re-programmed to omit computer room AC (CRAC) unit shutdown	completed	\$ 25,000	Life safety	Utilities
Funded	2023	SAC	A	Fire Sprinkler Replacement	replaced outdated fire sprinkler heads	completed	\$21,534.00	Life safety	Utilities
Funded	2023	Districtwide	-	Fire-Rated Assemblies Survey/Engineering	detailed inspection and site survey to identify fire-rated deficiencies to be repaired by contractor	completed	\$ 150,000	Life safety	Utilities
Funded	2024/2025	SAC + sites	-	Fire-Rated Assemblies Repairs	repairs to identified fire-rated assemblies deficiencies	in progress	\$ 2,087,553	Life safety	Utilities
Funded	2024/2025	SCC	-	Fire-Rated Assemblies Repairs	repairs to identified fire-rated assemblies deficiencies	in progress	\$ 1,041,700	Life safety	Utilities
Funded	2024	DOC	-	Fire-Rated Assemblies Repairs	repairs to identified fire-rated assemblies deficiencies	in progress	\$ 40,000	Life safety	Utilities
Funded	2024	Districtwide	-	Annual Fire System Repairs	repairs to deficiencies noted during annual testing in December	in progress	\$ 31,593	Life safety	Utilities
Funded	2024	Districtwide	-	Annual Elevator Fire Testing	coordinating annual elevator fire testing with Cosco and Excelsior	completed	\$ 3,327	Life safety	Utilities
Funded	2024	SAC	P	SOQ - Sound Booth Restoration	remove unapproved wall and relocate fire alarm device to another wall	in progress	\$ 25,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire Damper Survey	identify locations and number of fire and fire/smoke dampers	in progress	\$ 50,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Additional Fire Protection Systems Survey	identify locations and number of rolling fire doors, Won doors, elevator smoke curtains, inverters for egress illumination	in progress	\$ 35,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire-Rated Assemblies Secondary Project	more extensive repairs for SCC Bldg SC, OCSRTA, SAC Bldg V-E	in progress	\$ 80,000	Life safety	Utilities
Unfunded	Future	SAC	N	Water Damage Repair Project	patch walls, replace carpet, install access hatches for valves	in progress	\$ 15,000	Life safety	Utilities
Unfunded	Future	SCC	Lot 4	Hydrant Valve Replacement	replace broken underground hydrant control valve	in progress	\$ 35,000	Life safety	Utilities
Unfunded	Future	SCC	D	Magnetic Door Holder Installation Project	Room D106 install magentic door holder to maintain fire rating	in progress	\$ 15,000	Life safety	Utilities
Unfunded	Future	SCC	C	Kitchen Door Closer Replacement	replace broken door closer, tie back into fire alarm panel	in progress	\$ 15,000	Life safety	Utilities
Unfunded	Future	SAC	J	Hydrant Permanent Barrier Installation Project	install barriers around hydrant to prevent cars from parking next to it	upcoming	\$ 5,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire Extinguisher Maintenance	annual maintenance of fire extinguishers, including hydrostatic testing	upcoming	\$ 10,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire Alarm Dialer Upgrade	transition from Potts Lines to Cellular Dialers	upcoming	\$ 500,000	Life safety	Utilities
Unfunded	Future	SAC & SCC	-	Hydrant Identification Project	numbering all hydrants and their shutoff valves	upcoming	\$ 25,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Additional Fire Protection Systems Repairs	maintenance and repairs of rolling fire doors, Won doors, elevator smoke curtains, inverters for egress illumination	upcoming	\$ 1,500,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Carbon Monoxide Detector Installation	installation of carbon monoxide detectors in CDCs	in progress	\$ 150,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire Extinguisher Inventory	identify locations and number of fire extinguishers	in progress	\$ 5,000	Life safety	Utilities
Unfunded	Future	SCC	SC	In-Duct Smoke Detector Issue	replacing induct smoke detectors with detectors with sampling tubes to reduce the amount of troubles	in progress	\$ 50,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Onyxworks System	cloud-based real time district-wide fire alarm app	upcoming	\$ 400,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire Alarm Upgrades and Improvements	transition older buildings from manual to automatic fire alarm system	upcoming	\$ 10,000,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire sprinkler improvements	quarterly exercising of PIVs, signage for doors with equipment, adjust bracing	upcoming	\$ 250,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire hydrant improvements	quarterly exercising of hydrant valves, numbering all hydrants and their valves, verify all hydrants are painted red	upcoming	\$ 50,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire standpipe improvements	identify deficiencies and make corrections	upcoming	\$ 50,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Exit signage and egress illumination testing	monthly testing of exit sign, emergency light backup powe, and associated repairs	upcoming	\$ 500,000	Life safety	Utilities
					Funded Total		\$ 3,489,173		
					Unfunded Total		\$ 13,740,000		

Facility Planning, Construction and District Support Services
Summary Project List 08/14/2024

Capital (Fund 41)	
Santa Ana College	
SPN	Project Title
2398	SAC RHR (Health Sciences)
2398.1	Existing Russell Hall Demolition Project
3070	SAC Other Repairs/Modifications
3088	SAC BR Imp. Ph1 (Exterior)
3095	SAC Cesar Chavez A Bldg
3193	SAC Bldgs D & F Access Control
3195	SAC CEC Redevelopment
3198	SAC JSC & SC Secondary Projects
3259	SAC CEC Capital Impr. Contribution
3276	SAC Campus Entrance Imp. (RHR Sec Effect)
3580	Non-Resident Capital Outlay Fees
3615	SAC Site Wide ADA
3629	SAC Bldg A First Floor Reconfiguration
3648	SAC Hazardous Mat. Abatement
3673	SAC Facilities Improvements/Modification Projects
3674	SAC HSB Secondary Projects
3737	SAC MCHS Roof Replacement
3738	SAC Lot 9 Improvements
3799	SAC SC Urgent Maintenance Support
3809	SAC Science Center
XXXX	DW ITS Center Reconfiguration

Capital (Fund 41) continued..	
Santiago Canyon College	
3046	OEC Building Certification
3071	SCC Other Repairs/Modifications
3091	SCC BR Signage and Wayfinding
3192	SCC Bldgs D & H Access Control
3576	SCC BR Lots 2 and 7 Crosswalk Repairs
3577	BR 12 Soccer POT & Seating Repairs
3580	Non-Resident Capital Outlay Fees
3599	OEC Temp. Relocation/Site Imprpo
3616	SCC Site Wide ADA
3637	SCC Erosion Control Site
3649	SCC Hazardour Mat. Abatement
3739	BR Campus Entrance Improvements Ph 1
3739.1	BR Campus Entrance Improvements Ph 2
3806	Bldg D RR Renovation (Multi-user and Single-user)
3808	SCC Facilities Improvements/Modification Projects
3812	Bldgs A & B Assessment Study
District & Districtwide	
2947	DW Student Housing Feasibility
3066	DW Spec Insp & Mat'l Testing
3077	DW ADA
3079	DW Land Survey
3089	DW DSA Project Inspector
3191	DOC Access Control Test Pilot
3330	District Office Projects
3331	DW Structural Engineering
3338	DW Door Hardware/Access Control
3560	DW Planning Srvcs (Architect and Engineer)
3619	DW M, E, P
3679	DO Hazardous Waste Disposal
3681	DW IT Equipment/Wi-fi/Surveillance
3804	DW EMS
3805	DO Rekey Test Pilot - Medeco
3811	DW Bldg. & Site Safety Services
XXXX	DW Utility Electrical LV Survey
XXXX	Access Control Readers and Call Boxes

State Scheduled Maintenance (Fund 41) FY 2019-2020	
Santa Ana College	
2920	SAC SM20 Irrigation Controller Ph2B
2920.1	SAC SM20 Drinking Fountains

State Scheduled Maintenance (Fund 41) FY 2021-2022	
Santa Ana College	
2894	SM22 Bldgs B10, B11 and I Enclosure
2957	SM22 Bldgs L, T, W & X HVAC & Roof Replacements
2957.1	SM22 Bldg G HVAC Replacement
2958	SM22 Bldgs F, I and J Roof Rplmt
2959	SM22 BR Campus-wide
Santiago Canyon College	
2399	SM22 Bldgs A, B, D,G, H SC Enlosure/Envelope
2966	SM22 Bldg G Pool Repair
2967	SM22 BR Campus-wide (A&B Plaza Repairs)
2968	SM22 Bldg CDC Improvements
2969	SM22 Bldgs A & B Air Handler
District & Districtwide	
2919	SM22 DW Medeco Rekey

State Scheduled Maintenance (Fund 41) FY 2022-2023	
Santa Ana College	
2914	SM23 CEC Improvements
2915	SM23 CEC Roofing Repairs
2916	SM23 Fire Systems and Code Repairs
2917	SM23 Bldg E Pool Equipment Replacement
2918	SM23 E Pool Resurface
Santiago Canyon College	
2911	SM23 Bldg T ADA Sidewalk Repairs
2912	SM23 Fire Systems and Code Repairs
2923	SM23 Bldg D HVAC Repairs
2924	SM23 Bldg G Mechanical Insulation Repairs
2925	SM23 Bldg SC Air and Vacuum Systems
2926	SM23 Bldg D Entrance Auto Door Replacement
2927	SM23 Bldgs D, E, H, and SC Lockset Repairs
2928	SM23 Bldgs A and B Siding Repairs
District & Districtwide	
2922	SM23 Plumbing Repairs
2929	SM23 HVAC VAV Valve Replacement

Facility Planning, Construction and District Support Services
Summary Project List 08/14/2024

Fire Life Safety Projects		
Site	Project Title	Funding Source
SAC	Fire-Rated Assemblies Repairs	TBD
SCC	Fire-Rated Assemblies Repairs	TBD
DOC	Fire-Rated Assemblies Repairs	TBD
DW	Annual Fire System Repairs	TBD
SAC	SOQ - Sound Booth Restoration	TBD
DW	Fire Damper Survey	TBD
DW	Additional Fire Protection Systems Survey	TBD
DW	Fire-Rated Assemblies Secondary Project	TBD
SAC	Water Damage Repair Project	TBD
SCC	Hydrant Valve Replacement	TBD
SCC	Magnetic Door Holder Installation Project	TBD
SCC	Kitchen Door Closer Replacement	TBD
DW	Carbon Monoxide Detector Installation	TBD
DW	Fire Extinguisher Inventory	TBD
SCC	In-Duct Smoke Detector Issue	TBD
SAC	Hydrant Permanent Barrier Installation Project	TBD
DW	Fire Extinguisher Maintenance	TBD
DW	Fire Alarm Dialer Upgrade	TBD
SAC	Hydrant Identification Project	TBD
SCC	Hydrant Identification Project	TBD
DW	Additional Fire Protection Systems Repairs	TBD
DW	Onyxworks System	TBD
DW	Fire Alarm Upgrades and Improvements	TBD
DW	Fire sprinkler improvements	TBD
DW	Fire hydrant improvements	TBD
DW	Fire standpipe improvements	TBD
DW	Exit signage and egress illumination testing	TBD

Santa Ana College (36 Total)		
SPN	Project Title	Funding Source
3573	TV Phase 5A Fashion-Others	41-3573
3727	SAC Building K Canopy	13-0001
3737	MCHS Roof Replacements	41-3737, 12-2385
3798	SAC Synthetic Football Field	41-3673, 41-3737
24-28	DMC Relocations to SAC*	41-3673
24-60	Library Tracking Sensor	13-0000
24-61	Football Field Sod	41-3673
24-68	Bldg S Security Doors	41-3673
24-78	OCSRTA AV Upgrades	12-2385
24-80	Career & Assessment Center & Learning Center*	41-3673
24-84	SAC AV Equipment Replacement	41-3152
24-85	CEC AV Equipment Replacement	41-3152, 41-3154
24-91	Math Faculty Home*	41-3673
24-99	VL211-5 Furniture	12-2813
24-100	JSC RR Sewer Lines	41-3673
24-103	OCSRTA Public Safety Feasibility Study	12-2385
24-104	Dunlap Amphitheater Shade	41-3673
24-105	Central Mall Shade	41-3673
24-106	Weight Room Windows	41-3673
24-107	Football Field Railing	41-3673
24-113	Campus Safety Cabinet Removal	41-3673
24-114	CEC Vending Machine Room Hydration Station	41-3673
24-115	CEC Exterior Signage	41-3673
24-118	VL205 PRIDE Center	12-2145
24-119	VL107 Reconfiguration	12-1571
24-137	OCSRTA Storage Container	11-0000
24-145	T-107 CNC Lathe Replacement	12-2385
24-146	T-107 Conventional Lathe Replacement	12-2385
24-148	F&PA Mount Case & Painting	41-3673
24-149	F&PA Dust Collector	41-3673
24-150	F&PA Projector & Screen Relocation	41-3673
24-151	F&PA Data Drop	41-3673
24-152	F&PA Lockers	41-3673
24-153	F&PA Electrical & Ductwork	41-3673
25-02	DMC-Vista-Charter-Lease	TBD
25-07	Bldg L Elevator	41-3673

* = Denotes FMR projects are to be completed together

Santiago Canyon College (17 Total)		
SPN	Project Title	Funding Source
3807	Water Utility Sciences Assessment/Schematic Study	41-3807
22-686	Pool Renovation Assessment	41-3580
22-687	Softball Field Renovation	41-3580
22-713	M&O M-109 Restoration	41-3808
23-63.1	Gym Camera	41-3808
24-15	U Village Relocation Study*	Redevelopment Funds
24-16	CE Classes Relocation*	Redevelopment Funds
24-17	President & Cabinet Offices Relocation*	Redevelopment Funds
24-34	CDC Improvements Study	33-1389
24-56	Jamboree Marquee	41-3808
24-57	Unisex Restrooms	
24-89	D-129 Projector	41-3808
24-123	Bldg D Marquee	41-3808
24-163	OEC Chapman Lease Relocation	41-3046
24-164	OEC Main Lease Relocation	41-3046
25-13	Workstation Reconfiguration	TBD
25-14	Relocation Electrical & Low Voltage Assessment	TBD

* = Denotes FMR projects are to be completed together

District Operations Center (6 Total)		
SPN	Project Title	Funding Source
24-111	Accounts Payable Reconfiguration	12-3401
24-155	Purchasing Reconfiguration	11-0000
24-161	HR Reconfiguration	41-3330
25-03	Suite 301 Reconfiguration	
25-04	Suite 328 Reconfiguration	12-3401
25-11	Fiscal Monitor Arms	12-3401

August 31, 2024

Facility Planning, Construction & District Support Services

Department Overview

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



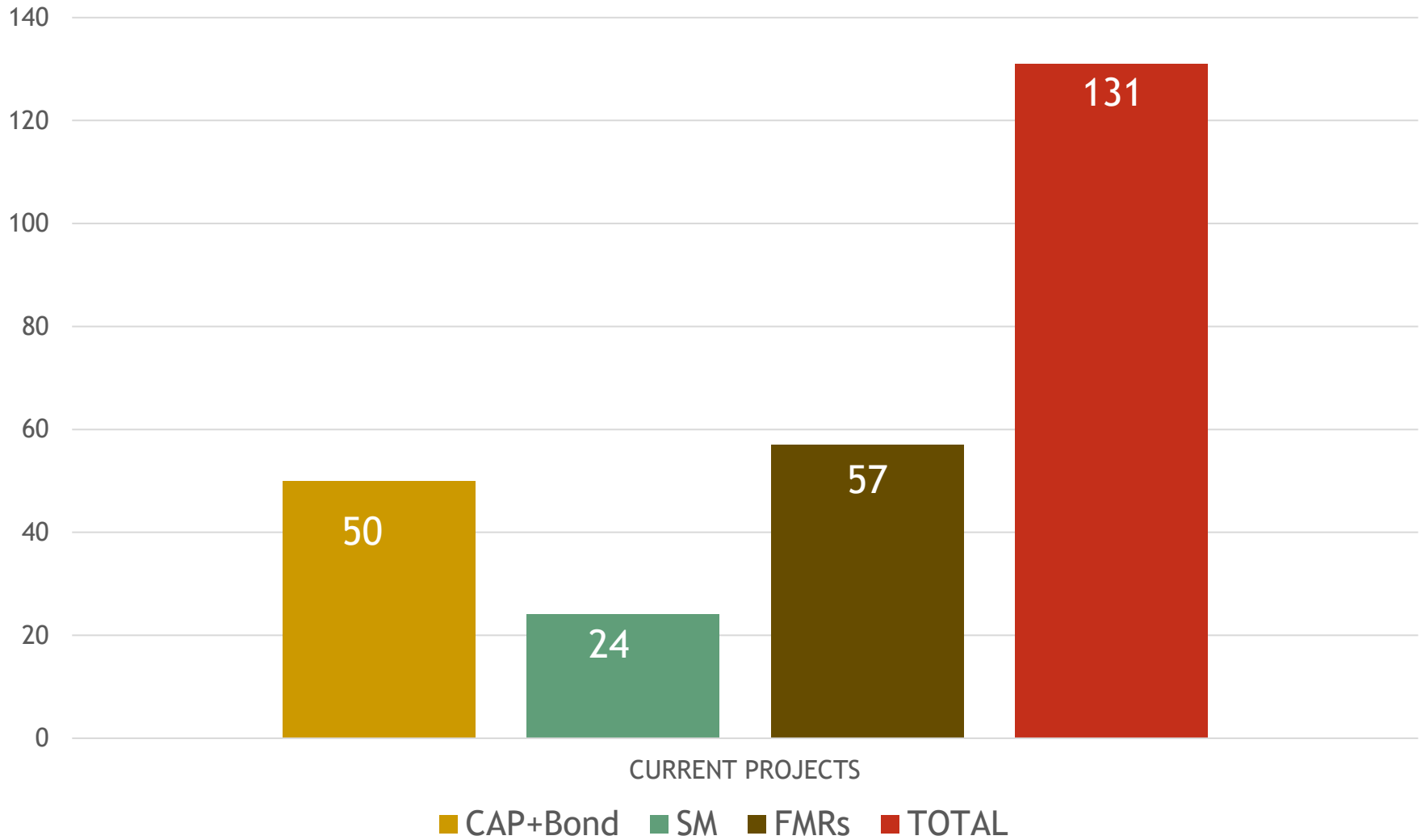
Dashboard as of August 31, 2024

Activity Category	FY 25 (7/1/24 - 8/31/24)	
	In Progress	Closed/ Completed
Capital Construction Projects	50	3
Scheduled Maintenance Projects	24	1
College Facility Modification Requests	57	13
Total	131	17
Public Records Act & Other Requests	89	2
Total	89	2
Bids	10	3
Professional Contracts	7	6
RFQs/RFPS	7	3
Total	24	12
Invoices	14	129

Facility Planning, Construction & District Support Services Dashboard

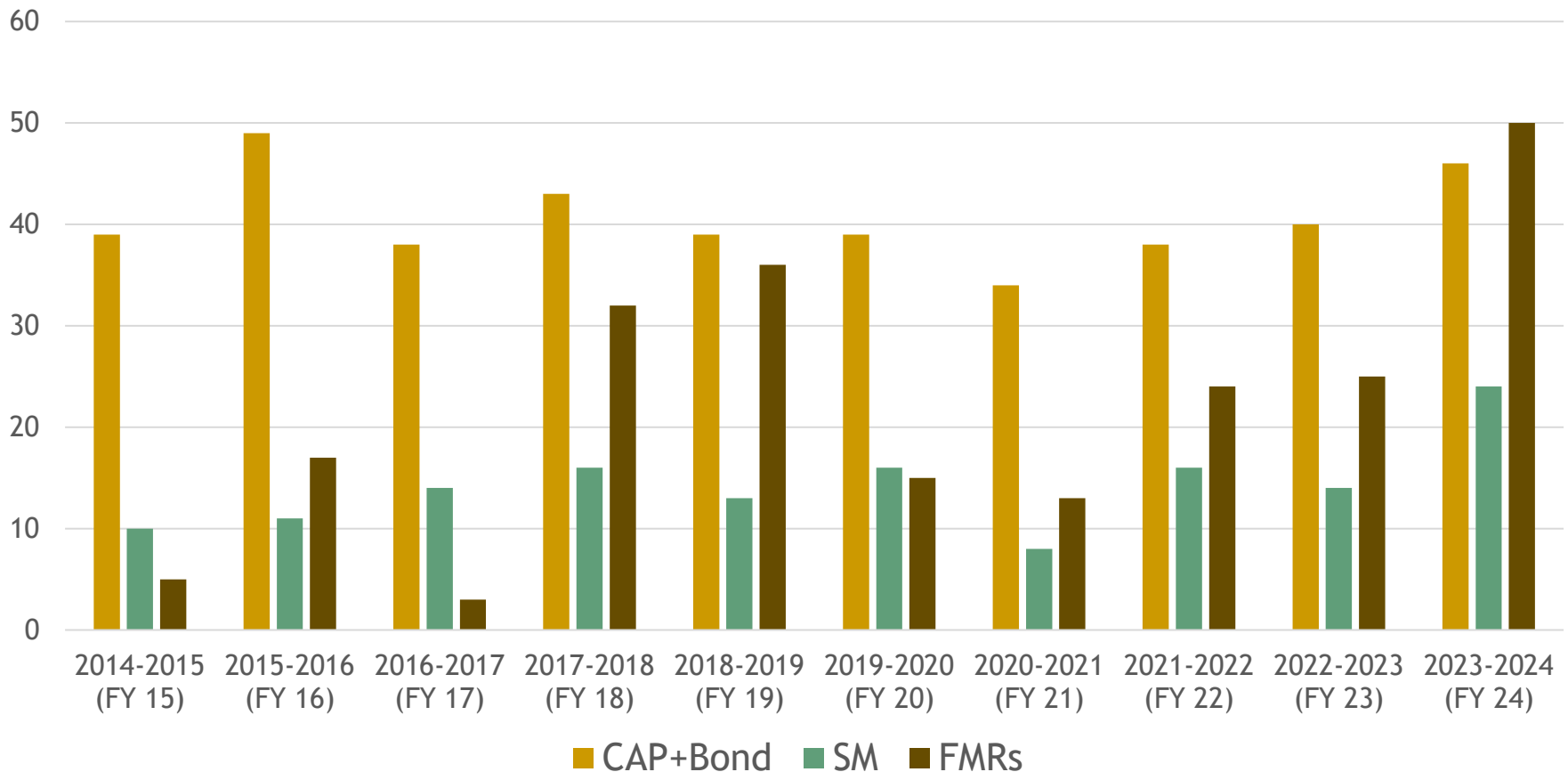
Activity Category	FY 25 (7/1/24 - 11/30/24)	
	In Progress	Closed/ Completed
Capital Construction Projects	62	4
Scheduled Maintenance Projects	25	3
College Facility Modification Requests	47	24
Total	134	31
Public Records Act & Other Requests	92	29
Total	92	29
Bids	12	33
Professional Contracts	7	22
RFQs/RFPS	3	14
Total	22	69
Invoices	26	282

Current Projects



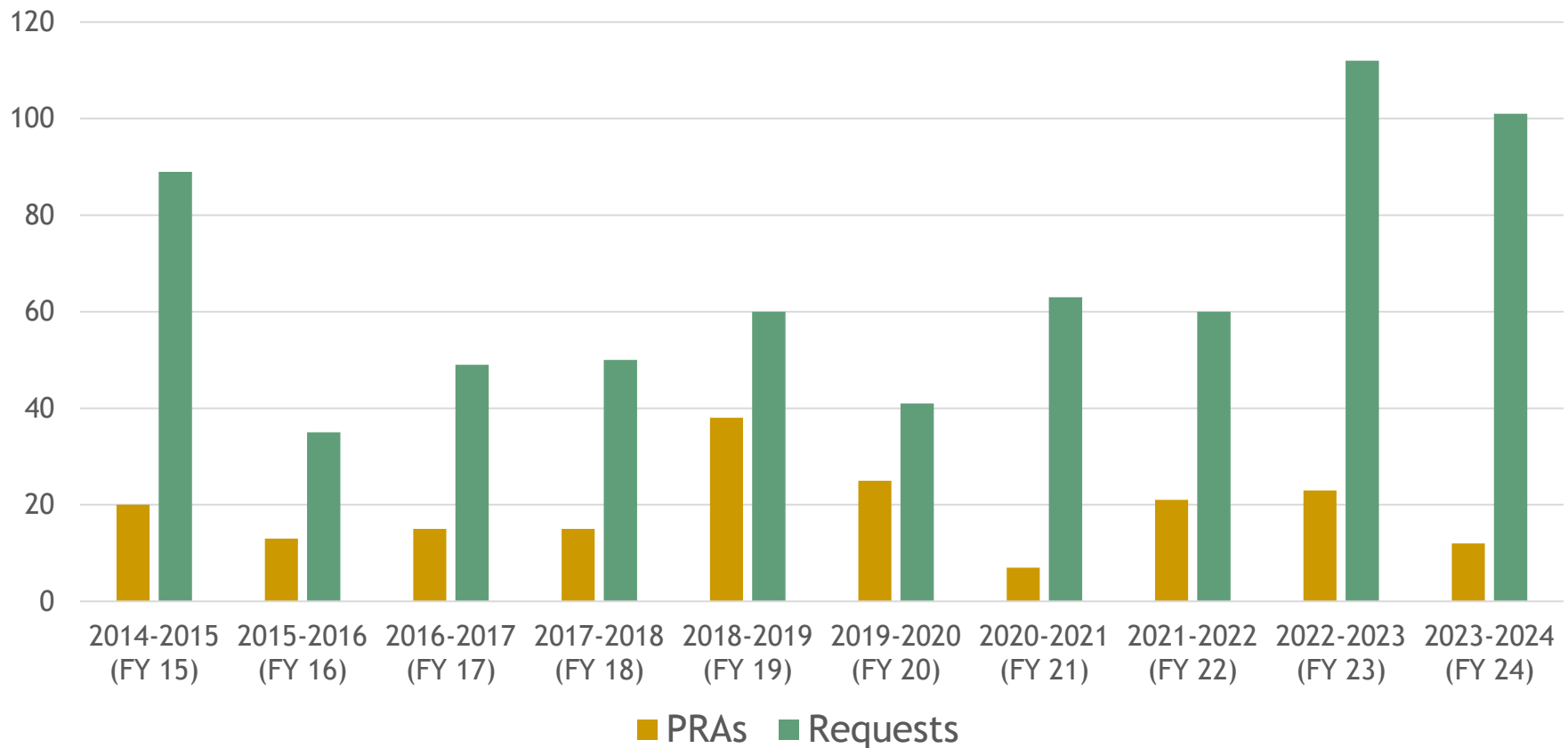
All Capital Improvement Projects

of Capital/Bond, State Scheduled Maintenance & College Facilities Modifications by Year



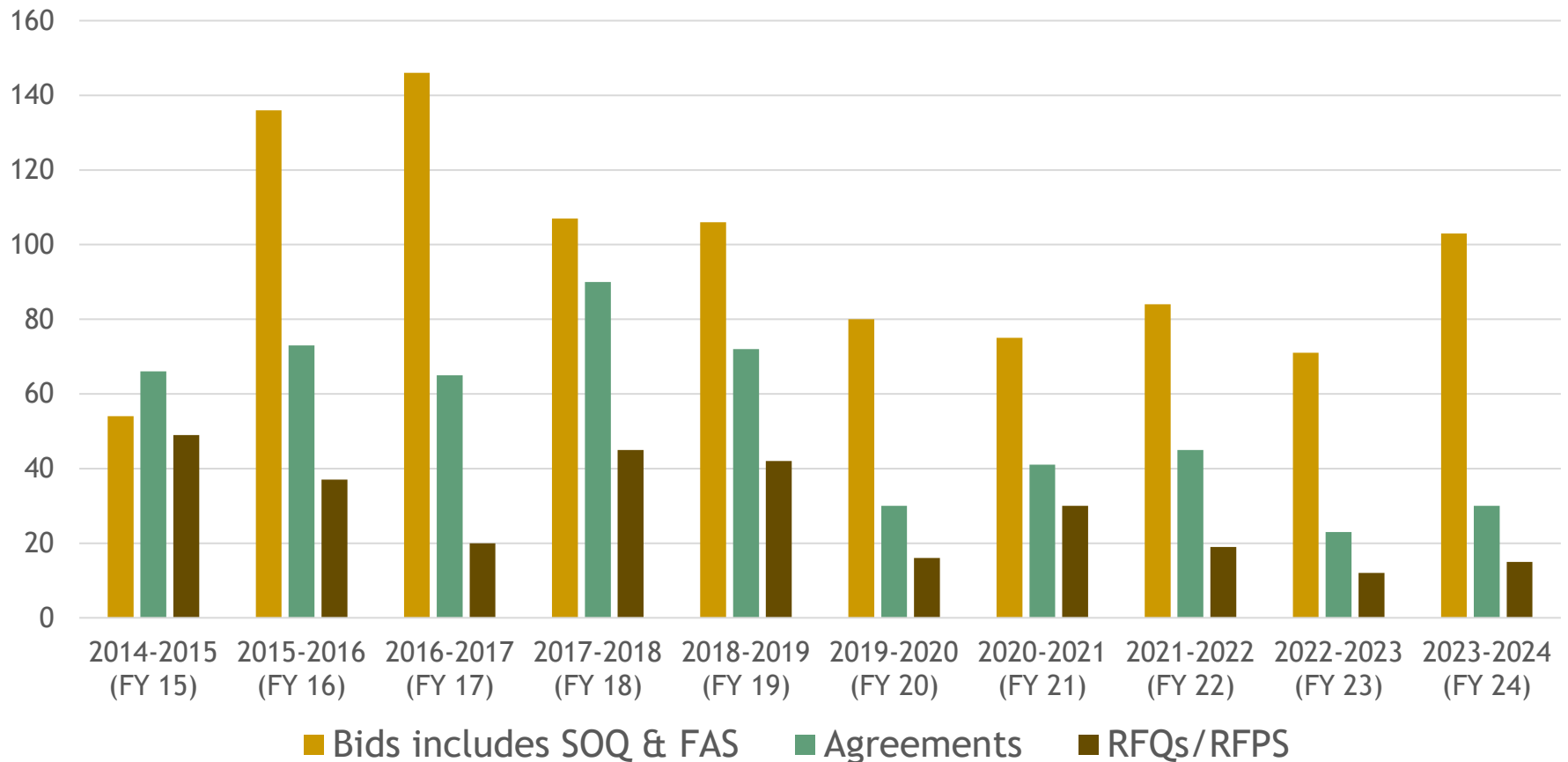
Public Record Act Requests & Other Requests (excludes FMRs)

of Public Records Act Requests & Other Requests by Year



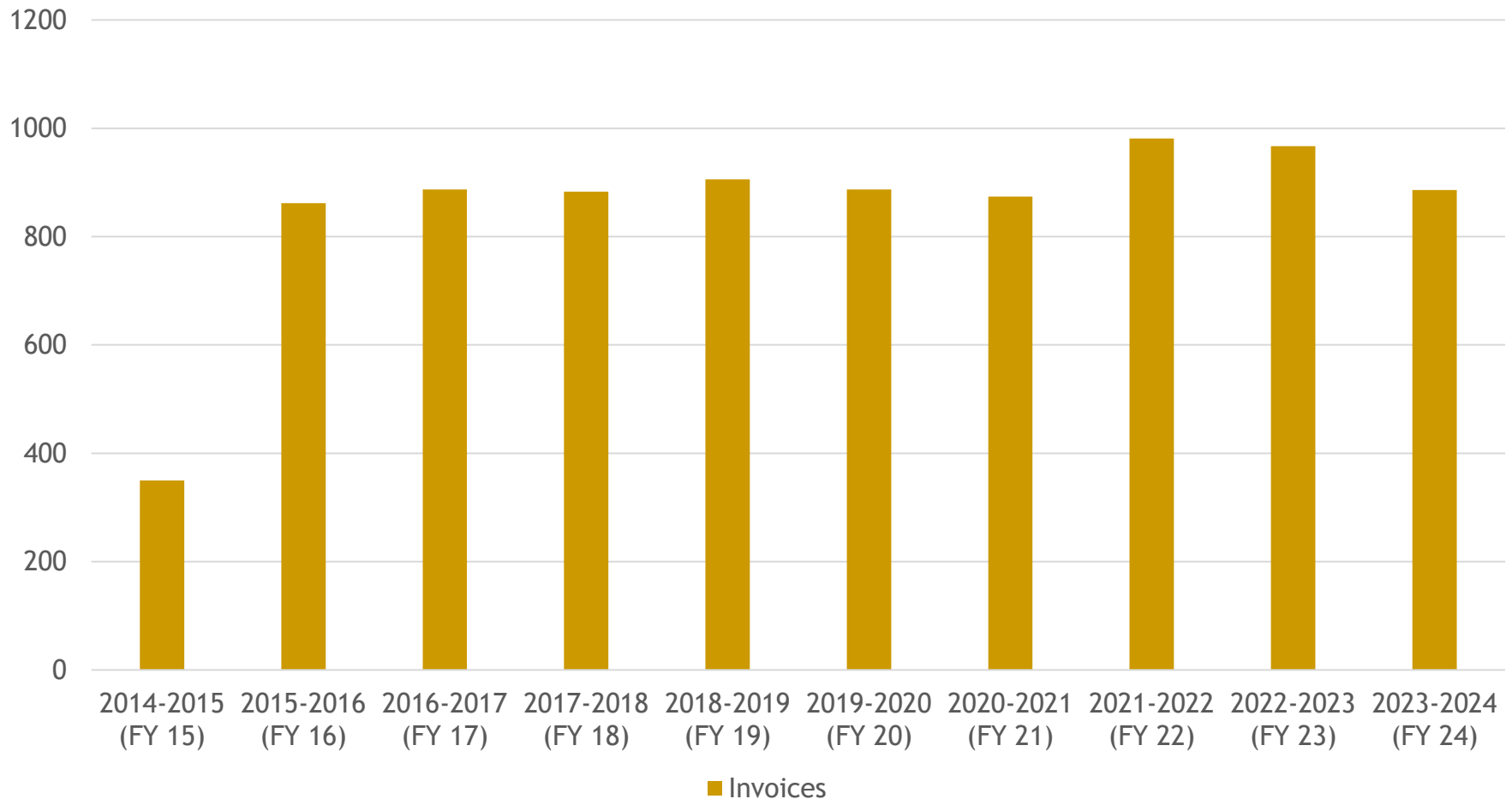
Bids, Agreements & RFQs/RFPs

of Completed Bids-SOQs-FAS, Agreements & RFQ/RFPs by Year



Invoices Processed (excludes Budget Changes, TOEs, Audit Support, etc.)

of Invoices Processed per Year



Planning and Assessments

- ▶ Annual Possessory Interest Report
- ▶ OCSRTA/CJA/FA Feasibility Study
- ▶ DMC Use Assessment
- ▶ Math Use and Relocation Assessment
- ▶ OEC Chapman & Main Lease Relocations

Fire Protection Systems Projects

- ▶ Currently working on on-going annual maintenance, testing, inspection and repairs of all fire protection systems and fire rated assembly corrective repairs due to change in 2019 code.
 - ▶ Districtwide repairs of deficiencies noted during December annual testing
 - ▶ CDC carbon monoxide detector project
 - ▶ Fire-rated assemblies repair projects
 - ▶ SCC fire hydrant valve replacement project
 - ▶ Damper assessment

Priorities

- ▶ Annual Five-Year Capital Construction Plan & Five-Year Scheduled Maintenance Plan
- ▶ Fire Life Safety in compliance with State and Federal laws including corrective repair work
- ▶ ADA Transition Plan projects
- ▶ Stormwater Management Plan to comply with new MS4 Permit
- ▶ Key and access control test pilot projects
- ▶ Update to Sustainability Master Plan to align with new State Chancellor's Office Goals
- ▶ Campus requested projects

Services

- ▶ Capital planning, design, and development (*BP/AR 6600 Capital Construction*)
- ▶ Construction Management (*BP/AR 6600 Capital Construction*)
- ▶ Agency Approvals DSA, CCCCCO, State Water Resources Board, CEC, AQMD, and regional water quality control board, OC Health Department, and local agencies (*BP/AR 6601 Facility Modification and New Construction*)
- ▶ Facility Construction Standards (*BP/AR 6602 Facility Construction Standards*)
- ▶ Code Compliance (*BP/AR 6601 Facility Modification and New Construction and BP/AR 6602 Facility Construction Standards*)
- ▶ Districtwide Building Systems Management (fire life safety) and Related Software Management
- ▶ Support for the colleges' facilities and safety committees

Operations

- ▶ Manage and maintain the District space inventory
- ▶ Manage and maintain the utility use databases for the entire district
- ▶ Support Board Facilities Committee
- ▶ Support for Physical Resources Committee
- ▶ Support the ad hoc RSCCD Sustainability Committee
- ▶ Maintain local hire and local business labor data for capital improvement projects
- ▶ Facilities support for general obligation bonds
- ▶ Assist and comply with annual audit requests
- ▶ Compliance with GASB requirements
- ▶ Registration of projects with the Department of Industrial Relations (DIR)
- ▶ Prepare Capital Asset Depreciation Report
- ▶ Notarize and file notices of completion with County Recorder Office
- ▶ Assist with fiscal year-end closing

Operations

- ▶ Manage, oversee, facilitate capital planning and construction (design management, agency approval, budgets, contracts, constructions, bids, close out, etc.)
- ▶ Respond to Public Records Act Requests
- ▶ Develop, manage, prepare all agency capital planning and construction reports (including FUSION database management)
- ▶ Manage project building and construction records, including title property records
- ▶ Perform and procure necessary software upgrades for districtwide building management systems (Tridium BMS HVAC, ONUMA Maintenance Work Order System, DACTrak (ADA Transition Plan database) Energy Portfolio (CA Energy Commission required database), Dabblefox (Astra Scheduling and Use database), FUSION (State Chancellor's Office required database for - Space Inventory, Five-year Scheduled Maintenance Plan, Five-year Capital Outlay Plan, Energy Calculator Report, Conditions, etc.)
- ▶ In collaboration with the colleges, create and maintain the Districtwide Facility Master Plan
- ▶ In collaboration with the colleges, create and maintain the State Five-Year Capital Construction Plan
- ▶ In collaboration with the colleges, create and maintain the State Five-Year Scheduled Maintenance Plan

Governing Board Policies and Administrative Regulations

- ▶ 6600 Capital Construction
- ▶ 6601 Facility Modification and New Construction
- ▶ 6602 Facility Construction Standards
- ▶ 6603 Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act
- ▶ 6605 Selection of Architects
- ▶ 6610 Opportunities for Local Hires and Local Businesses on District Capital Improvement and Construction Projects
- ▶ 6012 Sustainable Practices
- ▶ 6013 Energy and Water Conservation
- ▶ 6303 Fiscal Accountability
- ▶ 6332 Competitive Bidding and Quotation Policies
- ▶ 6340 Contracts
- ▶ 6400 Financial Audits
- ▶ 6740 Citizens Oversight Committee

Department of Safety and Security Request for Additional Staffing

Issue

District Safety & Security is currently understaffed and experiencing challenges in staffing and adequately supervising all 10 of our facilities 24/7.

Analysis

Current Staffing Model

Campus Safety is staffed by 21 full-time officers. Currently there is one vacancy due to a transfer, one additional position that was recently approved by the District, and one officer on long term medical leave.

The District has also used unarmed part-time officers to provide campus safety coverage on mostly weekends and some weekdays for many years now. Currently we have a total of 6 part-time officers who work at specific locations with fixed hours. Unfortunately, this part-time schedule model is very difficult to work with due to the following reasons:

- It limits where and how we can assign these officers
- Part-time officers can only work certain days of the week, certain hours
- As a result, we are unable to schedule them to help us provide optimum coverage when we really need it most
- Most of these officers were hired to work at a specific campus/site and therefore have very little knowledge of any other district location
- All these officers have full-time jobs which they work at from Monday thru Friday
- All these part-time officers are unarmed and work alone during their shifts

When a part-time officer is not available, we have had to either back-fill these positions with over-time or allow the campus to have very limited coverage during the weekend if we cannot find anyone to come to work.

Additionally, part-time officers rarely attend any monthly or regular training that we provide our full-time officers. Typically, this training is provided during the middle of their work week when they are working at their primary jobs and are unable to attend.

The safety department is minimally staffed and there is typically no relief for when an officer needs to be at training, calls out sick or takes a vacation. The current staffing model does not take into consideration that the main campuses require 56 hours per week of coverage on each shift, not 40.

Best practices dictate that on the main campuses we use two officers minimum per shift. Often SAC and SCC have had to drop below the recommended minimum of two officers per shift.

Department of Safety and Security Request for Additional Staffing

The DMC only has a part-time officer assigned who works Monday-Friday for 4 hours in the evening. If this officer is unavailable there is basically no coverage.

The District Office has a part-time unarmed officer who usually covers dayshift Monday-Friday, 9 AM – 5 PM but we have no coverage without overtime if an officer is needed after 5 PM. An officer assigned to SAC has to be present in the parking lot at the District Office while employees arrive to work, mostly from 7 AM to 8 AM. The travel time from SAC coupled with time at the District Office leaves SAC understaffed for around 90 minutes during the busy morning hours.

Note: While staffing the campuses is very important for student safety and success, the District Office houses a US Congressman, The District Chancellor and Vice Chancellors, People & Culture and periodically the Board of Trustees. This makes the DO a high value target for anyone wishing to cause interruption to the District or who is angry or upset at any of the aforementioned elected or appointed decision makers.

When there are additional shortages, the priority for Campus Safety is to staff the busier campuses like SAC, SCC, and CEC. Off sites like the Remington Education Center, Orange Education Center and the College and Workforce Preparation Center are the first to be without security coverage if additional officers or overtime are not available. While we do not have direct campus supervision during this time, officers are available for calls and will respond to off sites if needed.

Training Mandates

The lack of additional officers for relief also extends to training mandates. Officers work under the rules for the California Bureau of Security and Investigative Services, which requires at a minimum two firearms qualifications yearly and 8 hours of continuing professional education. It is important to recognize this is the bare minimum requirement and insufficient for campus safety.

With the transition from an unarmed to an armed safety and security department, RSCCD has been continuously striving to improve the professionalism of our officers. Although District Safety is not a California POST department, we strive to achieve compliance with POST training mandates that would be applicable to RSCCD. This includes the completion of a POST background and POST psychological exam prior to carrying a weapon.

Due to staffing shortages, it is challenging to release officers for 8-hour training classes. We try to bridge the training gap during our monthly 2-hour team meetings by addressing individual topics such as:

- Mental Health Update
- Biased Based Policing
- De-escalation Officer Intervention
- Arrest Control and Weapon Retention Techniques

Department of Safety and Security Request for Additional Staffing

Additional Mandates

In the wake of the George Floyd murder, there has been many police and campus safety reform efforts both nationally and in California. The California Community Colleges system has been a catalyst for change emphasizing bridging racial equity, campus policing, and student success. In June 2020, the Chancellor's Office issued a systemwide Call to Action to "actively strategize and take action against structural racism" in order to fulfill the commitment that individual colleges and the system as a whole have made to promoting student success.

The State Chancellor's Office sees a clear connection between the culture of campus policing and the community college's ability to create an equitable and inclusive campus climate. The Chancellor's Office emphasis on officers adopting a community policing and guardian mindset requires campus police and security officers attend and participate in campus activities not involving a "police response" or other formal public safety-related activities, such as participating in student events when invited, in town halls, convocations, and other similar events where informal or social interactions with other campus stakeholders is possible.

Also, the State Chancellor's Office is requiring campus police and security officers to participate in regular ongoing training related to the conduct and methods of community policing, anti-bias, cultural responsibility, conflict avoidance, and de-escalation. Campus safety is also expected to be part of the Board of Trustees Safety Committee and to assist in bringing their recommendations to fruition.

This promises to be a very challenging mandate when an officer's time is typically spent responding to calls, writing reports and general patrol duties. Additional staffing would allow for some flexibility in coverage so that we could have dedicated training days. Additional officers would not only help facilitate compliance with training mandates, but it would also allow for campus safety to take more of a leadership role in campus Crime Prevention efforts.

Extra staffing could allow for officers to provide training to students and staff on:

- Personal Safety
- Sexual Assault Prevention
- VAWA
- Theft and Burglary Prevention
- Alcohol and Drug Abuse
- Identity Theft
- Security of and access to campus facilities
- Law enforcement authority and jurisdiction of security personnel

Regular in-service training should include many more topics too such as:

- Policing in a democratic society
- Diversity, Equity, and Inclusion
- Social interaction skills and tactical skills
- Disease of addiction

Department of Safety and Security Request for Additional Staffing

- Crisis intervention teams (mental health)
- Policies on Title IX sexual misconduct and sexual harassment
- Clery Policies
- How to work with LGBT and gender nonconforming populations
- Officer Wellness

There needs to be more joint emergency preparedness exercises with campus safety and school administration including:

- Active Shooter Preparedness
- Fire and Earthquake Evacuation Drills
- Emergency Operations Center

Clery Act

Campus Safety takes the lead in publishing the Annual Security Report, however, there has been a pressing need to implement a Clery Compliance Committee. RSCCD has been constantly evolving and the Board of Trustees Safety Committee is looking for new and more efficient ways of addressing campus safety within our community. A district wide Clery Compliance Committee offers a broad and flexible perspective and connects Clery compliance to other institutional priorities like Title IX.

Supervision

We have four budgeted sergeant positions for District Safety & Security. Two sergeants are assigned to SAC and two are assigned to SCC. Sergeants are managers who function as first-line supervisors. Sergeants also assist the campus Lieutenants with daily administrative tasks including attending meetings, handling student conduct issues, and completing assigned projects. Currently we have one Sergeant vacancy which will be filled on December 17, 2024.

Increased Enrollment

The Department of Justice, Community Oriented Policing Services published a document on appropriate staffing levels for campus public safety departments in 2011, which found that the actual ratio of officers to students in most universities is between 1.8 and 3 full-time equivalent officers per 1,000 students.

RSCCD is fortunate that our campuses are considered some of the safest and desirable in the entire state of California. This is undoubtedly a contributing factor in the increased enrollment statistics when other districts are still struggling after Covid. RSCCD credit enrollments have increased 25.30% and noncredit enrollment has increased 21.45%. These Full Time Student Enrollment numbers represent 10,087 and 3,004 respectively and an increase in student presence on all our campuses.

The increase in noncredit student enrollment is worth noting. These classes are predominately taught off-site and as previously mentioned these sites have the least safety officer coverage.

Department of Safety and Security Request for Additional Staffing

Campus Geography

Our campuses have always been fairly safe when considering crimes against persons. Still, there are property crimes such as vandalism and thefts occurring regularly but still not at an alarming number. Even so, campus safety staffing should be viewed through the lens of what is happening in our community.

All our Santa Ana campuses including the District Office are in high crime areas with frequent occurrences of Part 1 crimes which include Rape, Robbery and Assaults. Theft is also prevalent to include burglaries and vehicle thefts. The yearly Santa Ana Police Department crime statistics supports observation.

Recommendation

Approving two additional District Safety Officer Senior positions

This would contribute to appropriate armed staffing at all sites. There would also be a built-in relief factor so that officers could be assigned training days and greater flexibility to interact on campus with students during non-enforcement situations.

There is an average of 685 hours that either must be filled with overtime or if we are unable to fill the position will be left vacant. In the summer months this number exceeds 1,000 hours.

Chart A illustrates the structural flaw in our staffing. The numbers are based on the previous 12 months.

CHART A		
Monthly	Positions	Reg. Hours
District Safety Officer Senior	20	3,480
Paid Time Off Usage - Average	20	685

Chart B illustrates the impact that can be anticipated from hiring the recently approved additional officer. If two more officers are approved the staffing gap is significantly reduced.

CHART B		
Monthly	Positions	Reg. Hours
District Safety Officer Senior	1	174
Approved Additional Position - Recruiting		
District Safety Officer Senior	2	348
Requesting Additional Positions		
Paid Time Off Usage – Average	20	685
Deficit		163

Department of Safety and Security Request for Additional Staffing

Conclusion

The District Safety & Security Department views our contribution to campus safety as an integral part of RSCCD's overall education mission and student success. We know that campus crime can have long-lasting negative effects on not only the victims but the entire student body, staff, and surrounding community. These effects can include post-traumatic stress disorder, a fear of harm or violence, an inability to focus, decreased academic performance and even negatively impact enrollment.

If we are unable to adequately staff District Safety & Security, we may continue to find ourselves struggling to fully staff campuses and off-sites on a 24/7 basis. This could realistically result in officers being mobile in the field and circulating between campuses and off-sites, instead of stationed and focused on a particular campus. Lack of staffing could make the RSCCD community more vulnerable to the threat of crime and slow our progress on community policing and reform efforts.

Despite the challenges the safety department will continue to work hard to be creative and to prioritize our work to maximize effectiveness.

The recent approval of the additional District Safety Officer Senior position was a step in the right direction. The request for two more full-time officers is reasonable and justified. This incremental increase in staffing would be beneficial and keep campus safety trending in a positive direction.

RSCCD

2024-2025 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	District Safety Officer, Senior Armed		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 13, Step 3	\$ 6,237.207	12	\$ 74,846.48

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	20,245.97	
SOCIAL SECURITY	6.200%	4,640.48	
MEDICARE	1.450%	1,085.27	
UNEMPLOYMENT	0.050%	37.42	
WORKERS COMP	1.500%	1,122.70	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	36.250%	\$ 27,131.84	\$ 27,131.84
TOTAL SALARY & BENEFIT COST			\$ 101,978.32

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.200%	\$ 1,638.00	\$ 1,638.00

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 74,846.48	67.36	
MEDICAL INSURANCE (see below)		23,467.26	
TOTAL INSURANCE COST		23,534.62	\$ 23,534.62

TOTAL COST OF POSITION	\$ 127,150.94
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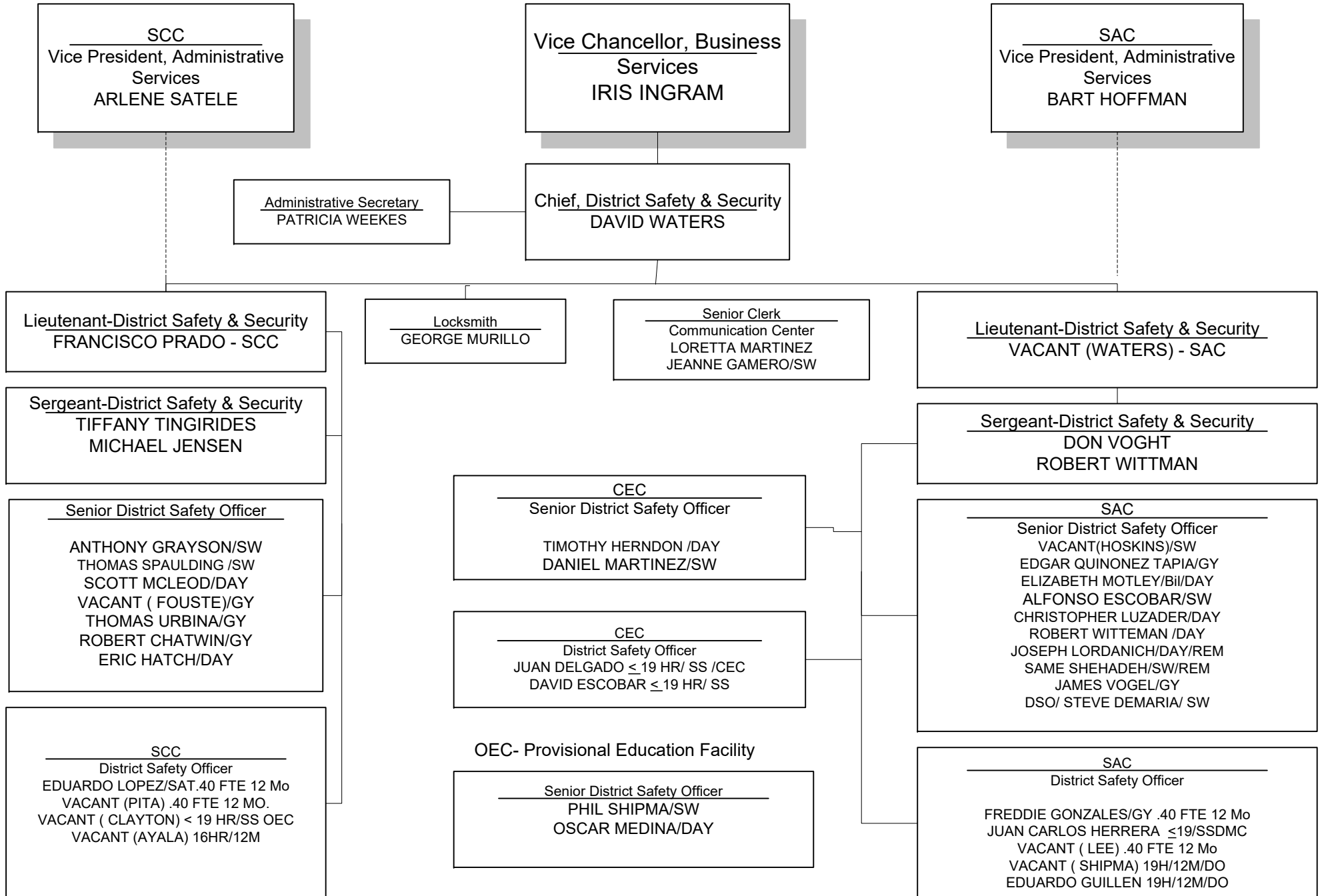
BENEFITS =	\$ 52,304.46
BENEFIT COST AS A PERCENT OF CONTRACT =	69.88%

CSEA	Max	39,153.71	23,467.26	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

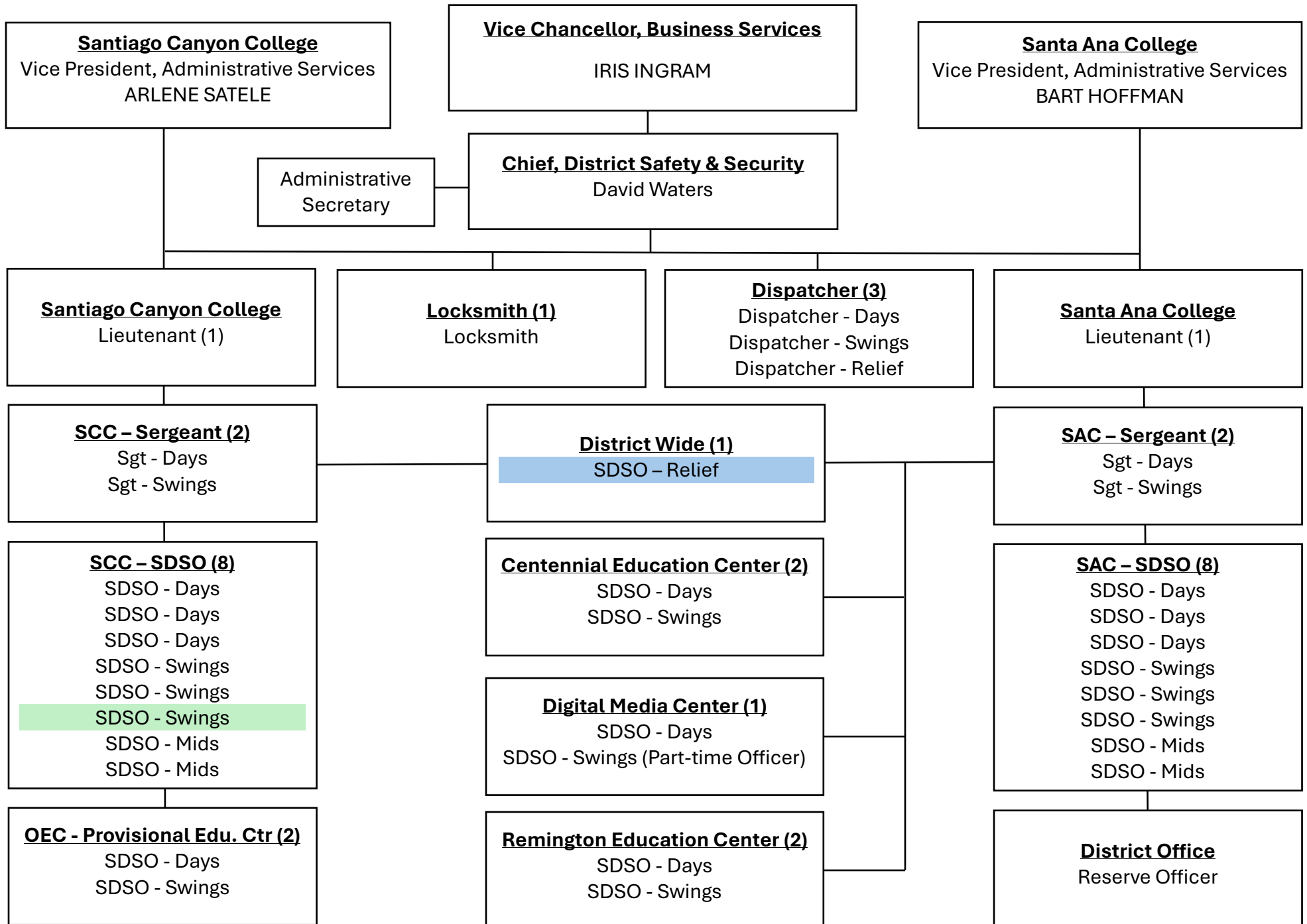
Rancho Santiago Community College District
BUSINESS SERVICES
SAFETY AND SECURITY

* Y Rated



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS SERVICES
DISTRICT SAFETY & SECURITY**

(Proposed)



(Proposed)

SAC Positions												
	Sun	Mon	Tue	Wed	Thu	Fri	Sat			No highlight is current staffing level with 21 full-time Senior District Safety Officers		
Midnight Shift	2	1	2	2	2	1	2					
Day Shift	1	2	3	3	3	2	1					
Swing Shift	1	2	3	3	3	2	1					
SCC Positions												
Midnight Shift	1	1	2	2	2	1	1			Proposed staffing level with addition of 22nd full-time SDSO		
Day Shift	2	2	3	3	3	2	2					
Swing Shift	1	1	2	2	2	1	1					
CEC Positions												
Day Shift	0	1	1	1	1	1	1			Proposed staffing level with addition of 23rd full-time SDSO (2024 average monthly PTO usage = 665 hours)		
Swing Shift	0	1	1	1	1	1	0					
REC Positions												
Day Shift	0	1	1	1	1	1	0			Staffing level includes one part-time officer		
Swing Shift	0	1	1	1	1	1	0					
OEC Positions												
Day Shift	0	1	1	1	1	1	0			District Office would continue to be staffed with Reserve Officers		
Swing Shift	0	1	1	1	1	1	0					
DMC Positions												
Day Shift	0	1	1	1	1	1	0					
Swing Shift (5:30 - 9:30PM)	0	1	1	1	1	0	0					
District Office												
Day Shift	0	1	1	1	1	1	0					
Relief												
Various Shifts/Days off	0	1	1	1	1	1	0					



District Safety & Security Department

WHO WE ARE



WHO WE ARE

All Campus Public Safety Officers are trained and certified by the California State Bureau of Consumer Affairs as licensed Security Officers. Many of the Officers have years of experience in law enforcement / security operations.

It is important to note that we are not police, and our primary mission is not law enforcement. Our primary goal is to ensure a safe environment for faculty, staff, students, and visitors.

Our Officers provide visible and continuous patrols on the campus, so we are available for students, staff, and guests.

WHO WE ARE

District Safety Officers receive their authority from:

- Board of Trustees
- Penal Code
- Education Code
- California Bureau of Security & Investigative Services
 - Guard Card - Every 2 years
 - Exposed Firearm Permit - Every 2 years
 - Baton & Pepper Spray Certification - Every 2 years
 - Written Exam - Yearly
 - Officers qualify with their firearm 2X yearly

WHO WE ARE

STAFFING		
Full Time Employees		
Management	7	1 Chief, 2 Lieutenants, 4 Sergeants
Administrative Secretary	1	
Dispatcher	3	
Armed SDSO	21	
Locksmith	1	
Part Time Employees		
Management	1	Project Manager
DSO Unarmed	5	
DSO Unarmed (Vacant)	6	Unfunded to fund Locksmith position
Reserve Officers	4	

WHO WE ARE

Areas of Coverage

- 24/7/365 Coverage
 - Santa Ana College
 - Santiago Canyon College
- Business Hours Coverage
 - District Office
 - Centennial Education Center
 - Remington Education Center
 - Orange Education Center

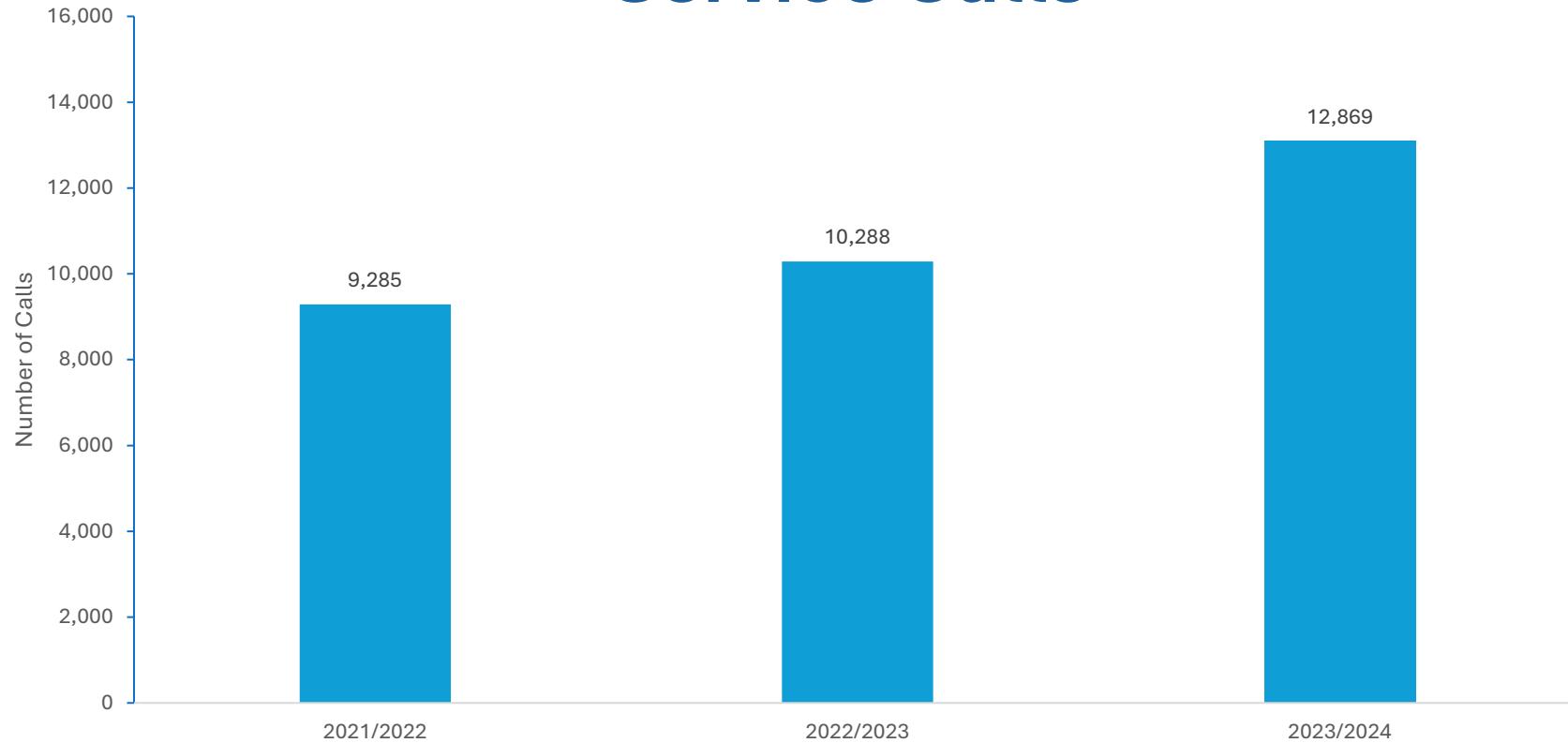


WHAT WE DO



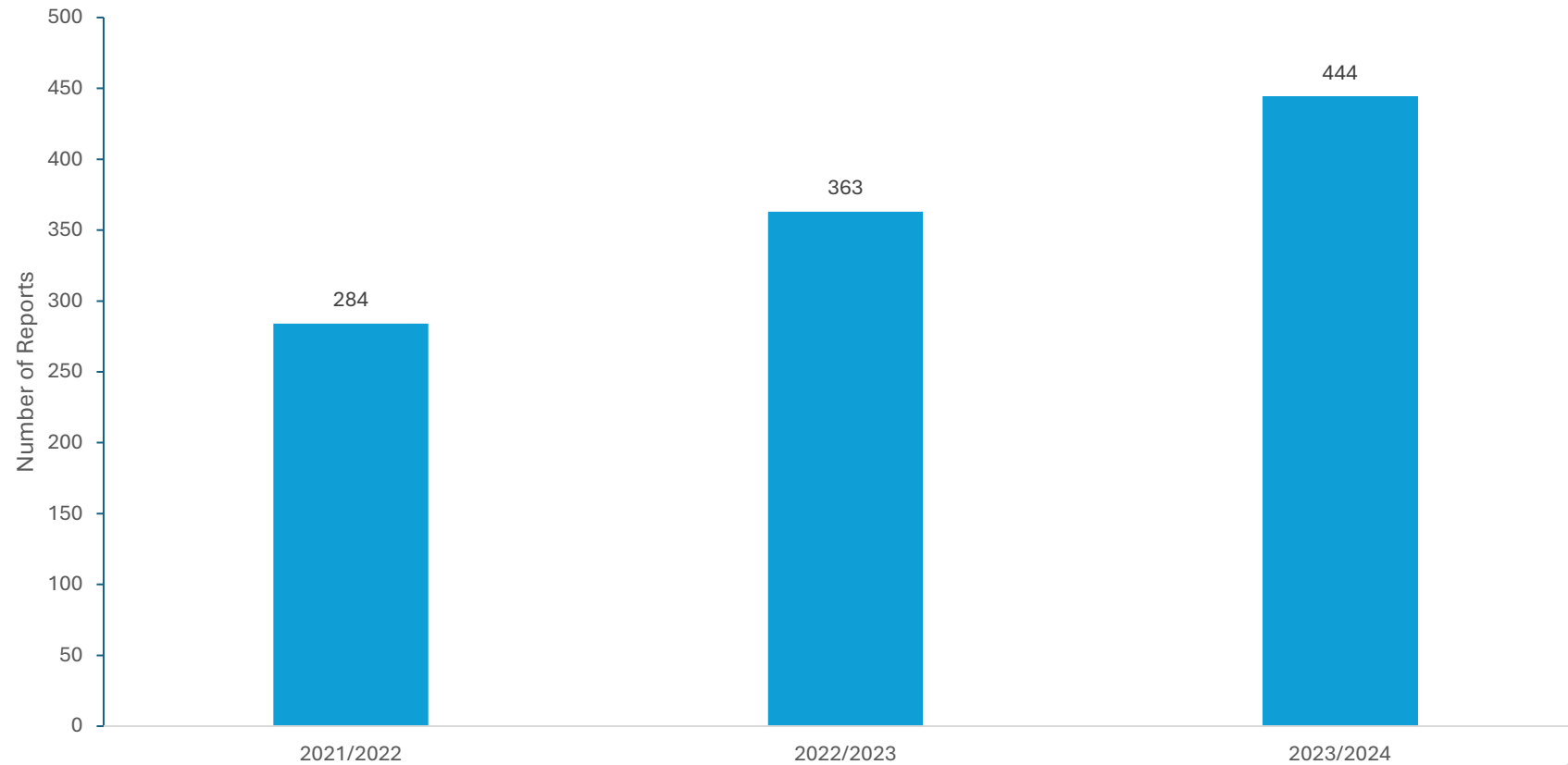
WHAT WE DO

Service Calls



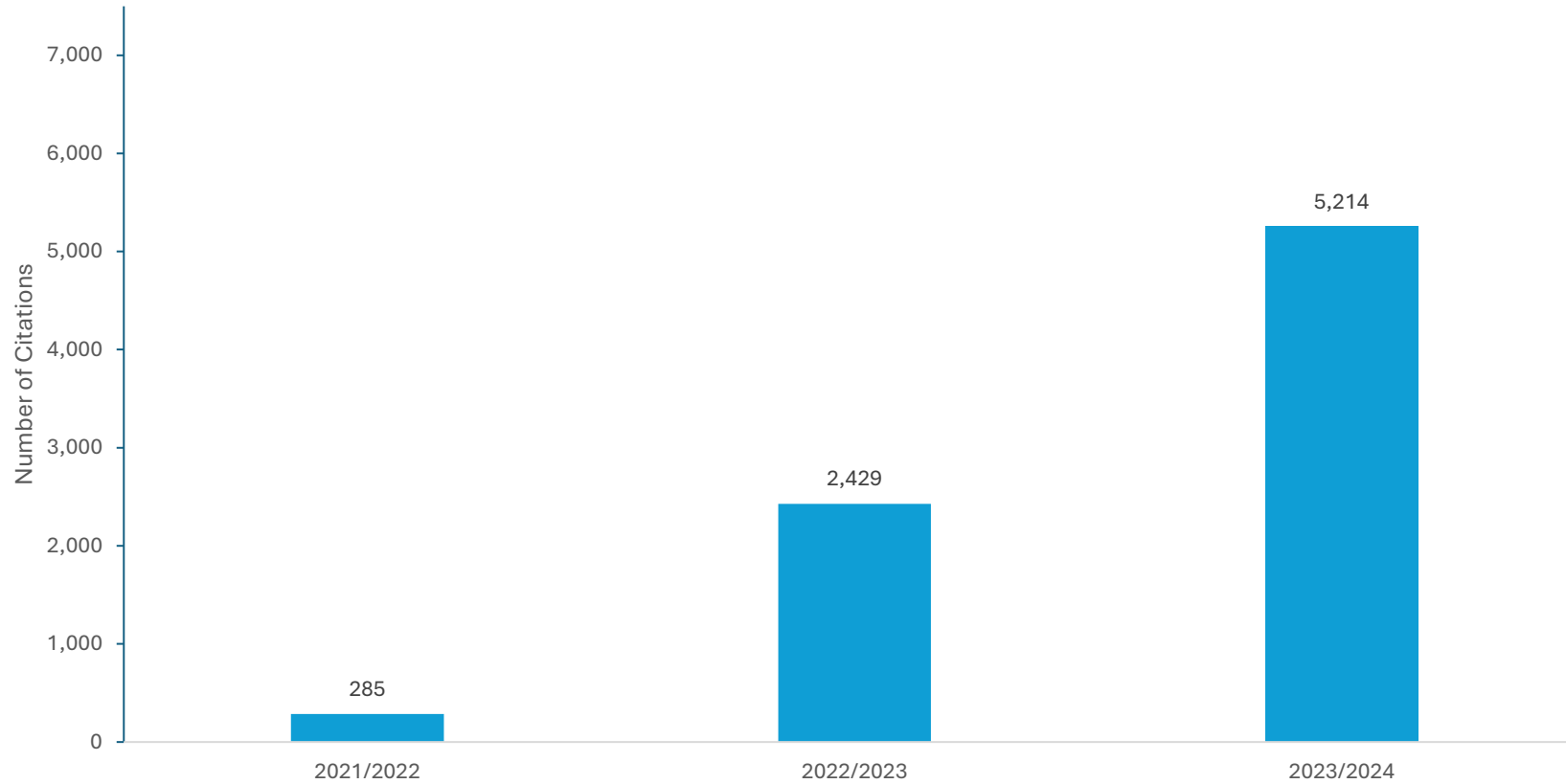
WHAT WE DO

Incident Reports



WHAT WE DO

Citations



WHAT WE DO

We provide safety awareness training to Staff and Students:

Active Shooter

Emergency Preparedness

Emergency Operations Center

New Student Orientation

Building Evacuation

Lockdown

WHAT WE DO

Access Control

- Issue keys and ID cards.
- Create door unlock schedules for SC, JSC, HS, and District Office.
- Able to lockdown certain buildings through the Genetec System. JSC, SC, HS, CEC building A, District Office.

WHAT WE DO

Crime prevention and security awareness program:

- Campus Patrol
- Escort Program
- Emergency Blue Light Tower Phones
- Rave Guardian
- New Student, Faculty and Staff Orientation
- Rave Mobile Safety
- Safety Notification Alerts

WHAT IS WORKING



WHAT IS WORKING

Embrace Procedural Justice

In accomplishing our mission, the Safety & Security Department will be guided by the four components of Procedural Justice.

1. Fairness - Treat others neutrally and without bias and apply rules consistently.
2. Respect - Treat people with dignity.
3. Voice - Allow people an opportunity to be heard, to “tell their side of the story”.
4. Trustworthiness - People react favorably when they believe officers are benevolent, caring, and sincerely trying to do what is best.

WHAT IS WORKING

Embrace the RSCCD Enforcement Philosophy

Generally speaking, when it comes to the enforcement of campus rules and regulations, Officers must be guided by the “spirit” of the law rather than the “letter” of the law.

WHAT IS WORKING

Change of Culture

- District Mindset
- Service Oriented
- Guardian vs Warrior
- New Managers and Officers

WHAT IS WORKING

In previous years our scheduling model consisted of various shifts at both SAC, SCC, and off-sites. These shifts did not coincide with one another, and they had various start times and end times according to each campus.

This resulted in the inability for Officers to fill in at other campuses. The off-sites also had their own restrictive schedules making it difficult for those Officers to work/assist at any other campus.

WHAT IS WORKING

To address these concerns, we adopted a uniformed 5-day, 8-hour work schedule across the entire District Safety department.

All Officers at all locations on same 5/8 schedule - allows interchangeable personnel based on immediate need.

Officers currently rotate shifts twice annually - Officers gain experience at each facility and each shift.

WHAT IS WORKING

The uniform schedule gives Officers the ability to be cross trained at all the locations.

The ability to back fill vacancies with little disruption to their main schedule.

This schedule also allowed us to be more efficient with our deployment of officers and we can better address specific needs.

WHAT IS WORKING

Relationships

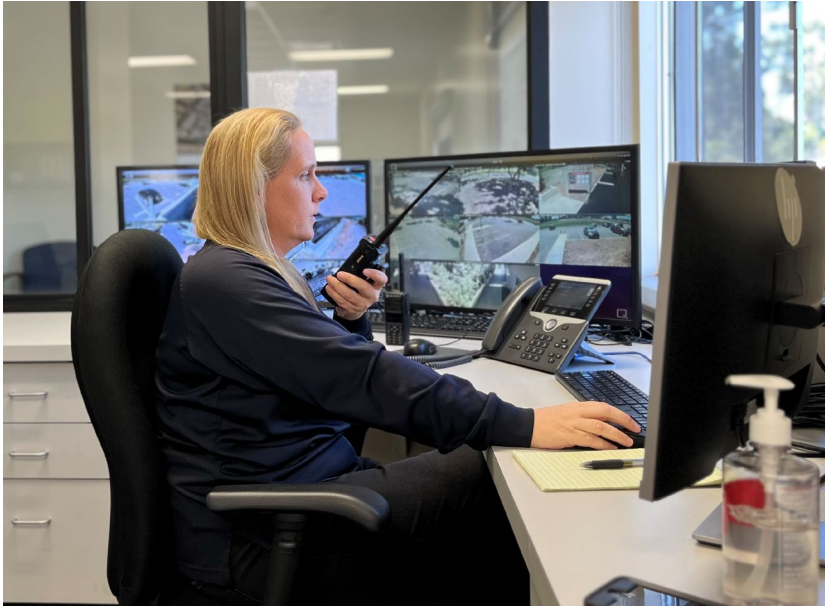
Better relationships and communications with CSEA

- Resulted in less complaints from CSEA members and more productivity.

Improved communication with college cabinets and overall college community

- Campus safety is seen as transparent & approachable.
- Customer Service increased.
- Campus Safety demonstrates more tolerance & restraint.

WHAT IS WORKING



Incident IR:

Officer:

If you have additional information, please contact Campus Safety Dispatch at **714-564-6330**

**The Department of Safety & Security
values customer service**

Have we answered all your concerns today?
Is there anything else we can assist you with?



Learn more at rsccd.edu/safety

WHAT IS WORKING

IPS Virtual Permit System

Customers can now purchase permits online which become valid instantly. This is especially helpful for our new “guest” passes that are available to the public. They may purchase a day, week, month, or 16-week term pass.

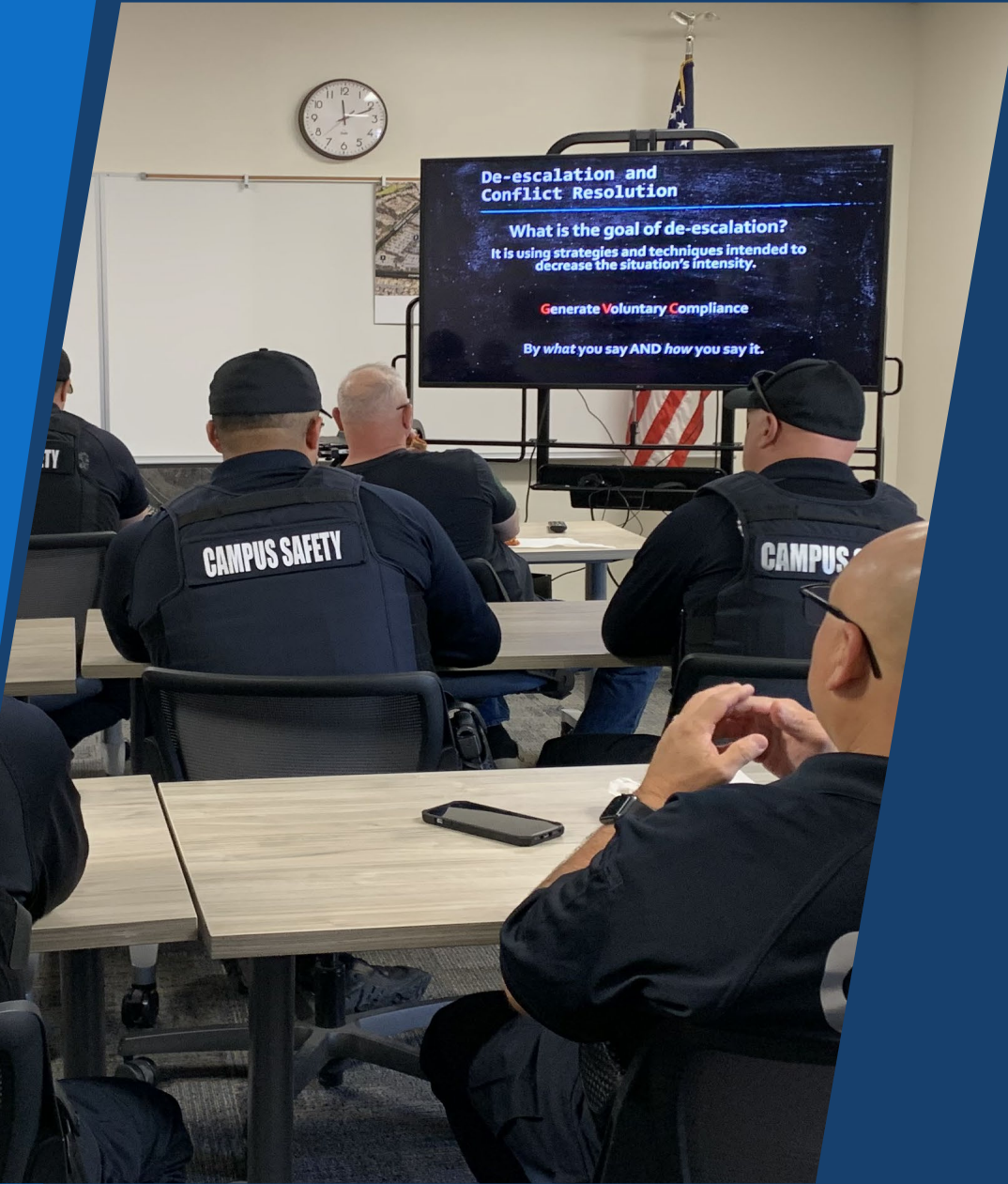
Customers may update their vehicle information online as well. This makes it convenient if they drive multiple vehicles or have a rental vehicle, etc.

WHAT IS WORKING

Training Drives Culture Change

- Policy Manual
- Daily Briefings
- Monthly Trainings

WHAT IS WORKING



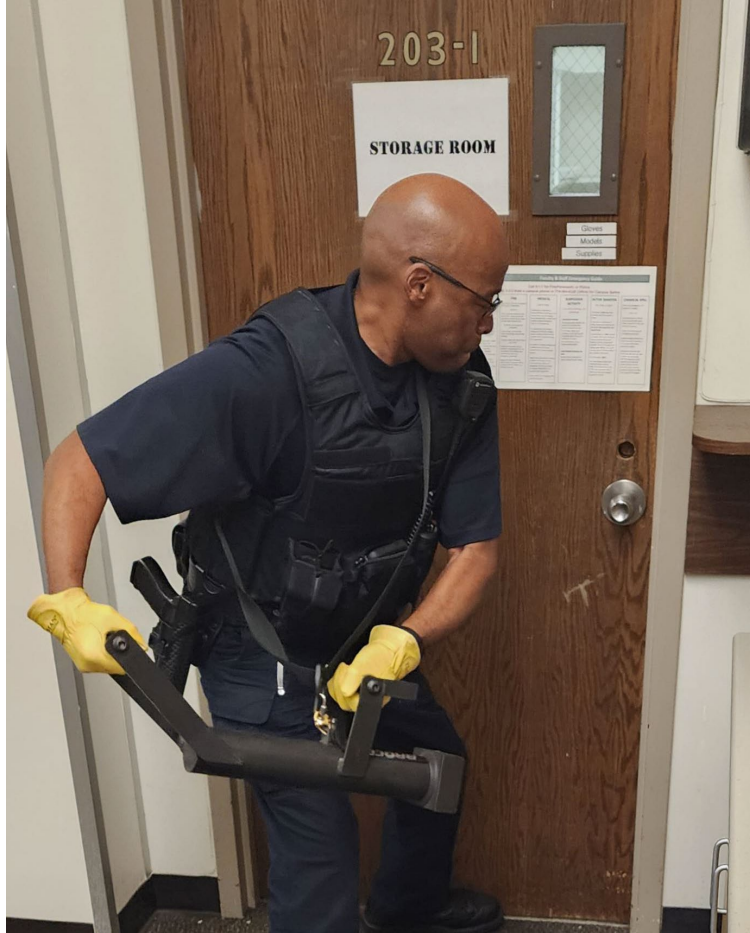
Recurrent Training

- First Aid/CPR
- Sexual Harassment
- Heat Illness Prevention
- RSCCD Mandated Reporter
- Active Assailant Preparedness
- Blood Borne Pathogens
- Report Writing
- Diversity, Equity and Inclusion
- De-escalation
- Emergency Evacuation Chair
- First Amendment AR3900
- Naloxone (Narcan)

WHAT IS WORKING

Other “New” Training:

- Artemis
- Glock Armorer School
- Breaching
- E-Bike
- Campus Safety training at OC Sheriff's Academy - 40 Hours



WHAT IS WORKING

Managers' Training:

- Tabletop EOC Exercise at UCI
- Clery
- California Force Instructors Association Symposium at SAC
- School Safety Seminar by the Joint Regional Intelligence Center
- Threat Assessment & Management for Schools Seminar by the Joint Regional Intelligence Center

FOCUS AREAS FOR IMPROVEMENT



FOCUS AREAS FOR IMPROVEMENT

- No relief factor in staffing - no backfill for leave time usage.
- Coverage for the DMC and District Office requires the use of reserves or overtime.
- No staffing for non-enforcement activities - community events (Title V recommendation)
- Need to recruit a more diverse applicant pool.

FOCUS AREAS FOR IMPROVEMENT

- Part-time officer staffing model - less experienced, not as well trained, limited availability, non-armed.
- Increase student worker pool.
- Relief coverage is needed to cover for training opportunities.

ITS DEPARTMENT - RESOURCE ALLOCATION REQUESTS, 2025-2026

Resource Type	Description	Resource Annual Cost Estimate	Reason for request	Impact of not funding
Classified	2. Applications Specialist IV	\$ 208,939.57	<p>SAC and SCC have chosen different CRM products, which ITS is tasked with supporting. SAC is currently using Starfish, which represents part of standard CRM functionality, while SCC is implementing Ellucian CRM products that cover additional standard CRM functionality. SAC is now looking to add additional CRM functionality, to achieve a fuller CRM capability, which will result in additional demand for technology support.</p> <p>Currently, ITS allocates 33.47% of a full-time employee (FTE) to support Starfish at SAC alone. ITS anticipates needing 53.55% of an FTE to support SCC's Ellucian products. Adding additional CRM functionality at SAC would require from 33.47% to 66.94% of an FTE, bringing our support requirements anywhere from 120.50% to 153.97% of an FTE for both colleges. This exceeds the capacity of a single employee.</p> <p>To ensure effective CRM support across both campuses and maintain service quality, ITS requests funding for at least one additional team member for our Enterprise Applications team. This additional resource will allow us to adequately meet both colleges' CRM needs as they seek to enhance their student engagement and support capabilities.</p>	ITS will face significant challenges in meeting the CRM support demands of both SAC and SCC. The addition of further differing CRM functionality at both colleges will add substantial support requirements, which our current team cannot absorb. Without additional resources, response times for support requests are likely to increase, leading to delays in resolving issues and potentially disrupting both colleges' efforts to improve student engagement and support. Further, insufficient support could result in gaps in CRM functionality, impacting the effectiveness of CRM tools for faculty, staff, and students. This may lead to decreased adoption of CRM systems and hinder the colleges' ability to enhance communication, student tracking, and engagement processes.

RSCCD

2024-2025 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

APPLICATIONS SPECIALIST IV			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
22/Step3	\$ 10,942.340	12	\$ 131,308.08

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	35,033.00	
SOCIAL SECURITY	6.200%	8,141.10	
MEDICARE	1.450%	1,903.97	
UNEMPLOYMENT	0.050%	65.65	
WORKERS COMP	1.500%	1,969.62	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.880%	\$ 47,113.34	\$ 47,113.34
TOTAL SALARY & BENEFIT COST			\$ 178,421.42

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.200%	\$ 1,638.00	\$ 1,638.00

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 131,308.08	118.18	
MEDICAL INSURANCE (see below)		22,190.66	
TOTAL INSURANCE COST		22,308.84	\$ 22,308.84

TOTAL COST OF POSITION	\$ 202,368.26
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BENEFITS =	\$ 71,060.18
BENEFIT COST AS A PERCENT OF CONTRACT =	54.12%

CSEA	Max	36,449.16	22,190.66	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2025-2026 Cost of Position **Assuming 5% Annual Increase

COST OF NEW POSITION - CLASSIFIED CONTRACT

APPLICATIONS SPECIALIST IV			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
22/Step3	\$ 11,489.457	12	\$ 137,873.48

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	35,033.00	
SOCIAL SECURITY	6.200%	8,141.10	
MEDICARE	1.450%	1,903.97	
UNEMPLOYMENT	0.050%	65.65	
WORKERS COMP	1.500%	1,969.62	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.880%	\$ 47,113.34	\$ 47,113.34
TOTAL SALARY & BENEFIT COST			\$ 184,986.82

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.200%	\$ 1,638.00	\$ 1,638.00

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 137,873.48	124.09	
MEDICAL INSURANCE (see below)		22,190.66	
TOTAL INSURANCE COST		22,314.75	\$ 22,314.75

TOTAL COST OF POSITION	\$ 208,939.57
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BENEFITS =	\$ 71,066.09
BENEFIT COST AS A PERCENT OF CONTRACT =	51.54%

CSEA	Max	36,449.16	22,190.66	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

Demand

	Tickets	Projects	Total in 5 years	Average hours per year to support Starfish
Total Hours Worked	237	3244	3481	696.2

Supply

Working weeks available per year	Working days available per year	Working hours available per year
52	260	2080

Supply versus Demand

Percentage of Full Time Employee Required to support Starfish	Hours available per year to support other tools in addition to Starfish
33.47%	1384

Demand Estimates for Additional Support

Percentage of Full Time Employee Required to support a full CRM similar to Starfish (Starfish is 1/3 to 2/3 of a CRM)	Hours required per year to support a full CRM similar to Starfish	Percentage of Full Time Employee Required to support CRM Advise (Assuming 20% less resource intensive than Starfish)	Hours Required per year to support CRM Advise (Assuming 20% less resource intensive than Starfish)	Percentage of Full Time Employee Required to support CRM Recruit (Assuming 20% less resource intensive than Starfish)	Hours Required per year to support CRM Recruit (Assuming 20% less resource intensive than Starfish)
100.41%	2088.60	26.78%	556.96	26.78%	556.96

Supply Requirements to Support Estimated Demand

Percentage of Full Time Employee Required to support Starfish	Percentage of Full Time Employee Required to support CRM Advise and CRM Recruit (Assuming 20% less resource intensive than Starfish)	Percentage of Full Time Employee Required to support Additional CRM component at SAC	Percentage of Full Time Employee Required for districtwide support
33.47%	53.55%	33.47%	120.50%



Resource Request Form for RSCCD Governance Committees and District Operations Units

1. Indicate the type(s) of resource request. *

- ☐ Contract Services
- ☐ Equipment
- ☐ Facility Need (office space)
- ☒ Staffing (salary and benefits)
- ☐ Technology
- ☐ Other

2. State the governance committee/department submitting the request:

Information Technology Services (ITS)

3. Enter the total amount needed for this resource request:

\$208,939.57

4. Select the status that applies to the cost. *

- ☐ One-time amount
- ☒ Ongoing amount
- ☐ Both: One-time and ongoing amount

5. Is this a legally mandated resource request? *

- ☐ Yes
- ☒ No

6. Is this a replacement need resource request? *

- ☐ Yes
- ☒ No

7. Is this request addressing a known or new safety need? *

☐ Yes

☒ No

8. How does this request support RSCCD's mission and goals?

See page 38 of the 2013-2023 RSCCD Comprehensive Master Plan, <https://rscdd.edu/Trustees/Documents/Master-Plan/rscdd-cmp-final-09192013.pdf>.

Strategic Direction 3 - Develop streamlined, data-informed, innovative systems and processes that utilize cutting-edge technology and collaboration to support both the employee experience and student access and success.

Accomplishing this goal requires appropriate staffing levels within ITS to support the technologies used districtwide for this purpose.

9. List all strategic objectives that this resource request supports.

See 2019-2022 RSCCD Strategic Plan, <https://rscdd.edu/Departments/Research/Documents/2019-2022%20RSCCD%20Strategic%20Plans%2007%2001%2019%20DRAFT.pdf>.

SAC CEP: Goal 3, Objective 3.1; Goal 4, Objective 4.1. SCC CEP: Goal 4, Objective 4.1; Goal 4, Objective 4.3

10. List other planning goals that this resource request supports (technology/facilities/human resources, etc.)

Technology Support

11. Provide evidence that this resource request is in your unit's planning portfolio.

Attached planning portfolio for ITS

12. Are there any other data supporting this resource request? *

☒ Yes

☐ No

13. Please provide evidence and explanations of how they support the request.

Attached spreadsheet



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Rancho Santiago Community College District District Services Administrative Unit Review

2023-2025

I. **Department Mission Statement:** *(Please provide a mission statement for your unit.)*

II. **Functions and services:** *(Please provide the basic functions and services for your unit.)*

III. **Customers and recipients of services:** *(Who are the customers/recipients of your unit?)*

IV. **Staffing:** *(Please summarize the status of your staffing since the last planning cycle and concerns you may have.)*

V. **Budgets**: *(Please summarize the status of your department budget and concerns you may have.)*

VI. Department Assessment: *Please provide internal assessment of your department (by all unit staff) and external assessment (from data provided by the District Services Satisfaction Survey, as well as other sources that your department would like to use). What recommendations would you like to bring to the District's attention?*

a) Internal Assessment:

tt

b) External Assessment:

c) **Recommendations:**

VII. Work Plan: As the result of assessing your department, what initiatives do your department want to address in 2021-2023? Please identify which RSCCD goal(s) and strategic plan objective(s) they address, resources you need to achieve the initiative(s), and how you will achieve these initiatives by the end of the cycle? Please see example below

RSCCD Goals your service initiative address.	RSCCD Strategic Plan Objectives your service initiative address.	Service Initiative Goals that your department would like to address.	Unit Outcome (The client) will (intended outcome) as a result of (function or action).	Criteria for Success How will you know you've achieved your goal?	Resource Needs What resource(s) (personnel, technology, fiscal) do you need to achieve your goal(s)?	Results After two years, how well did you achieve your goals?
<i>Goal 4</i>	<i>Objectives 3B and 4C</i>	<i>Analyze data of the new curriculum strategies for ESL students</i>	<i>Reports to share with ESL instructors showing outcomes by underrepresented groups based on the new curriculum strategies</i>	<i>ESL faculty utilize the reported data to plan their class instructions</i>	<i>None</i>	<i>A 2% increase in success rate for all underrepresented groups</i>

RSCCD Goals your service initiative address.	RSCCD Strategic Plan your service initiative address.	Service Initiative Goals that your department would like to address.	Unit Outcome (The client) will (intended outcome) as a result of (function or action).	Criteria for Success How will you know you've achieved your goal?	Resource Needs What resource(s) (personnel, technology, fiscal) do you need to achieve your goal(s)?	Results After two years, how well did you achieve your goals?

RSCCD Goals your service initiative address.	RSCCD Strategic Plan your service initiative address.	Service Initiative Goals that your department would like to address.	Unit Outcome (The client) will (intended outcome) as a result of (function or action).	Criteria for Success How will you know you've achieved your goal?	Resource Needs What resource(s) (personnel, technology, fiscal) do you need to achieve your goal(s)?	Results After two years, how well did you achieve your goals?

HUMAN SERVICES - RESOURCE ALLOCATION REQUESTS, 2025-2026

Resources Type	Description	Resources Annual Cost Estimate	Reason for Request	Impact if not funded
Management	Director, Human Resources	\$279,337.39* <i>*includes the total position cost, including salary and benefits</i>	Reports to the AVC	Critical infrastructure will remain improperly staffed and under-resourced in striving to meet the needs of the District and Colleges. This position is critical to ensuring that services are effectively provided; and without it, as an organization, we will continue to face significant challenges in meeting organizational and departmental objectives. Note that additional and specific information is provided on the attached memorandum.
Management	Principal Human Resources Analyst	\$208,131.02* <i>*includes the total position cost, including salary and benefits</i>	Reports to the Director	Critical infrastructure will remain improperly staffed and under-resourced in striving to meet the needs of the District and Colleges. This position is critical to ensuring that services are effectively provided; and without it, as an organization, we will continue to face significant challenges in meeting organizational and departmental objectives. Note that additional and specific information is provided on the attached memorandum.

MEMORANDUM

To: Shared Governance Partners

From: Kristin Olson, Esq.; Vice Chancellor, Human Resources

Re: Strategic Staffing, HR

Date: February 11, 2025

I am submitting this strategic staffing request to highlight a critical gap in our HR Department's structure. While we maintain reasonable staffing levels at the employee level, the absence of sufficient middle management support is creating significant challenges, including service delays, project bottlenecks, and a missed opportunity to build a strong, sustainable infrastructure for our organization. Over time, the demands on Human Resources have grown substantially due to increased workload, regulatory requirements, expanded services. Despite the dedication and efforts of our current staff, the absence of a dedicated middle management has resulted in inefficiencies, delays, inability to meet key goals, and significant compliance risks.

I understand that recently HR restructured for additional positions at the employee level. This was one step forward within the two-pronged approach that we need to implement. This was necessary to not only meet the service needs of the District, as we continue to grow and expand, but also this was necessary to meet the ever-increasing compliance and regulatory challenges, which are not only increasing in volume, but also in complexity. For example, this last year alone, the California legislature introduced forty new pieces of legislation impacting HR. That alone requires researching the legislation, mapping out pathways for compliance, and then working to implement, inform, and train the District on new processes. With the restructure, to add additional staff level positions, HR has addressed a necessary work-load need. As a next strategic step, HR now needs to thoughtfully implement additional middle management positions.

Currently, our HR team is working diligently to meet the growing demands of the organization. However, key to our success is necessary middle management positions to ensure the department addresses the service needs of the District, through project oversight, process analysis, and implementation. Without adequate middle management, we inevitably contend with:

- **Delays in Services:** Essential HR functions such as recruitment, employee relations, compliance, and workforce planning are slowed due to the lack of leadership bandwidth to oversee and guide these processes effectively.
- **Project Completion Challenges:** Key HR initiatives and strategic projects are experiencing setbacks, limiting our ability to implement improvements that would benefit the entire organization.
- **Missed Infrastructure Development Opportunities:** Middle management plays a crucial role in establishing long-term workforce planning strategies, developing internal talent pipelines, and ensuring operational efficiency—areas where we are currently falling short.

To properly support the Colleges, which are at the forefront of innovation and leadership throughout the state, HR likewise must keep pace, to properly support and serve these needs. HR can much more successfully endeavor to do this by funding critical middle management positions. As such, with these additional positions, HR will be able to:

- Improve efficiency and responsiveness in HR services.
- Enhance project execution, ensuring timely completion of key initiatives.
- Strengthen our organizational foundation by building a more structured and supportive HR framework.

Investing in these positions is not just about filling a gap—it is about equipping HR to provide the strategic support necessary to sustain and grow the organization effectively. Accordingly, the management positions being requested are essential for strategic planning, operational oversight, staff development, compliance, and service delivery improvements, via recognition and implementation of efficiencies, innovation and continuous improvements. Without these positions, we remain at risk of missed opportunities, service delays, staff turnover, and an inability to meet compliance standards. By funding these positions, we will be able to improve efficiency, enhance service delivery, support staff retention, ensure compliance, and drive strategic initiatives. In other words, be the supportive and strategic partner the Colleges require to help support the highest degrees of success. The investment in this role is not just a staffing decision but a necessary step toward sustaining, improving, and expanding the services we provide.

Over the last year, HR has implemented several improvements. HR has made significant strides in improving compliance, customer service, recruitment processes, and overall departmental efficiency. Below is a summary of some of our key accomplishments and ongoing initiatives:

Compliance & Reporting

- Successfully submitted and received the maximum award for our EEO Performance Report, demonstrating our commitment to compliance and best practices within the realm.
- Mapped out a plan with Human Resources Committee for the 2024-2025 academic year to ensure that critical activities are being addressed at each meeting, including updating all Human Resources Board Policies and Administrative Regulations, which is anticipated to be a three-year project.
- Scheduled time to review all of our EEO initiatives each year and to map out plans for the next year with shared governance partners.

Customer Service & Outreach

- Launched an outward-facing customer service campaign through weekly office hours, focusing on resetting and improving customer interactions.

Recruitment & Hiring Enhancements

- Completed the first iteration of our job announcement redesign to improve clarity and engagement.
- Implemented MQ (Minimum Qualifications) screening for every recruitment to ensure efficiency and accuracy.
- Restructured recruitment workflows and are finalizing an updated timeline and process to conclude recruitments more quickly.
- Developing committee chair, EEO committee representative, and general committee training, along with standardized template communications for each stage of the recruitment process, to enhance engagement with applicants and candidates.

Classification & Compensation Improvements

- Created a Job Description Template for all new classification specifications moving forward.
- Designed a Cover Sheet for Class Specification Updates/Revisions to enhance efficiency and reduce back-and-forth communication.

Data Integrity Improvements

- Developed a Vacancy Reconciliation Report to accurately account for all vacancies within the district.
- Have begun a personnel file audit to ensure that all personnel files are accurate, have the information in the file as it should be, and all necessary records. It is anticipated this initiative will take a year to complete.

Departmental Structure & Departmental Development

- Established bi-monthly department meetings focused on skills training and reinforcing HR's core philosophy of Service, Innovation, and Efficiency.
- Initiated an HR Teammate Monthly Spotlight to recognize individuals who go above and beyond in service.
- Launched quarterly Innovation, Efficiency, and Service Awards to reinforce and celebrate excellent work.
- Implemented biweekly operations meetings to standardize processes and enhance operational efficiency.

Each of these initiatives reflects our ongoing commitment to modernizing and professionalizing HR operations while enhancing service delivery. We look forward to continuing this momentum in the year ahead.

However, while noticeable improvement and progress has been made, there still remains significant gaps and lack of support and oversight within the following areas with some key and critical areas. Restructuring in the manner proposed will allow for a greater support in all of these areas. As we continue to enhance our HR operations and strengthen our service delivery, we need focused support in several areas to ensure compliance, streamline processes, and improve employee development. Additional oversight at the management level is need within all of these areas:

Employee Relations

Currently, there is no streamlined approach or centralized efforts toward employee relations, which is a critical component of any public sector operation. Rather, as items arise, the issue at hand is considered the hottest item and that item is addressed; this is not strategic. The addition of the requested positions would allow for a structure in HR that is much more proactive and intentional with respect to employee relations. As such, dedicated efforts could be directed toward employee engagement, conflict resolution, proactive employee support, positive intervention programs, grievance management and positive resolution, and collaborative contract in-service trainings.

Compliance Oversight

Dedicated time and attention is critical for keep compliance areas, as each of the areas below are legally mandated and involve programs that take significant time to maintain, some of which include:

- TB Compliance tracking and follow-up.

- Leaves Management, including improving processes and tracking.
- Interactive Process Management, which includes ensuring responsiveness, the correct communications go out, are filed, maintained, and tracked, and records are maintained.

Training & Development, including Compliance Based Training

Each of the following currently has no direct management support.

- Managed Training Compliance – establishing and maintaining oversight of required and lawfully mandated trainings.
- Vision Resource Center (VRC) – setting up, launching, and maintaining this professional development platform.
- Professional Development Initiatives – supporting mentoring programs, job coaching, promotional development, and mentorships.

Data Integrity & Audits

Each of the following requires ongoing support and managerial oversight.

- Personnel File Audits reviewing all files, comparing records with Colleague, and creating protocols to maintain accuracy.
- Colleague Record Audit – all records and screens in the system require audit and review and standard protocols have not been implemented in the past
- Staffing and Position Audit – all positions in the District require reconciliation against the data in our systems, so that the data in personnel files, Colleague, and in actual practice all match.

As reviewed, the restructure as proposed will allow HR the opportunity to address key compliance areas and legal mandates, which in turn impacts liabilities of the District. Accordingly staffing in the manner proposed is especially important for compliance and liability reasons, we need to ensure all of the stated critical areas are addressed. Moreover, an additional benefit of the proposed staffing restructure will assist in facilitating a high performance cultures, based on a highly responsive service model. Right now, many of these initiatives are delayed or significantly prolonged which impedes our ability toward compliance and progress.

I appreciate your time and consideration of this request, and I welcome the opportunity to discuss how this position aligns with our mission and long-term success.

RSCCD

2025-2026 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Director of Human Resources		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade D/Step 4	\$ 15,266.598	12	\$ 183,199.18

using 2024-2025 MGMT salary schedule board approved September 28, 2022

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.400%	50,196.58	
SOCIAL SECURITY	6.200%	11,358.35	
MEDICARE	1.450%	2,656.39	
UNEMPLOYMENT	0.050%	91.60	
WORKERS COMP	1.500%	2,747.99	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	36.600%	\$ 67,050.91	\$ 67,050.91
TOTAL SALARY & BENEFIT COST			\$ 250,250.09

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.200%	\$ 3,625.44	\$ 3,625.44

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 183,199.18	164.88	
MEDICAL INSURANCE (see below)		25,296.98	
TOTAL INSURANCE COST		25,461.86	\$ 25,461.86

TOTAL COST OF POSITION	\$ 279,337.39
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BENEFITS =	\$ 96,138.21
BENEFIT COST AS A PERCENT OF CONTRACT =	52.48%

Admn., Superv/Mang. & Conf.	Max	45,220.68	25,296.98	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2025-2026 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Principal HR Analyst		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade I/Step 4	\$ 10,925.488	12	\$ 131,105.86

using 2024-2025 MGMT salary schedue board approved September 28, 2022

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.400%	35,923.01	
SOCIAL SECURITY	6.200%	8,128.56	
MEDICARE	1.450%	1,901.03	
UNEMPLOYMENT	0.050%	65.55	
WORKERS COMP	1.500%	1,966.59	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	36.600%	\$ 47,984.74	\$ 47,984.74
TOTAL SALARY & BENEFIT COST			\$ 179,090.60

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.200%	\$ 3,625.44	\$ 3,625.44

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 131,105.86	118.00	
MEDICAL INSURANCE (see below)		25,296.98	
TOTAL INSURANCE COST		25,414.98	\$ 25,414.98

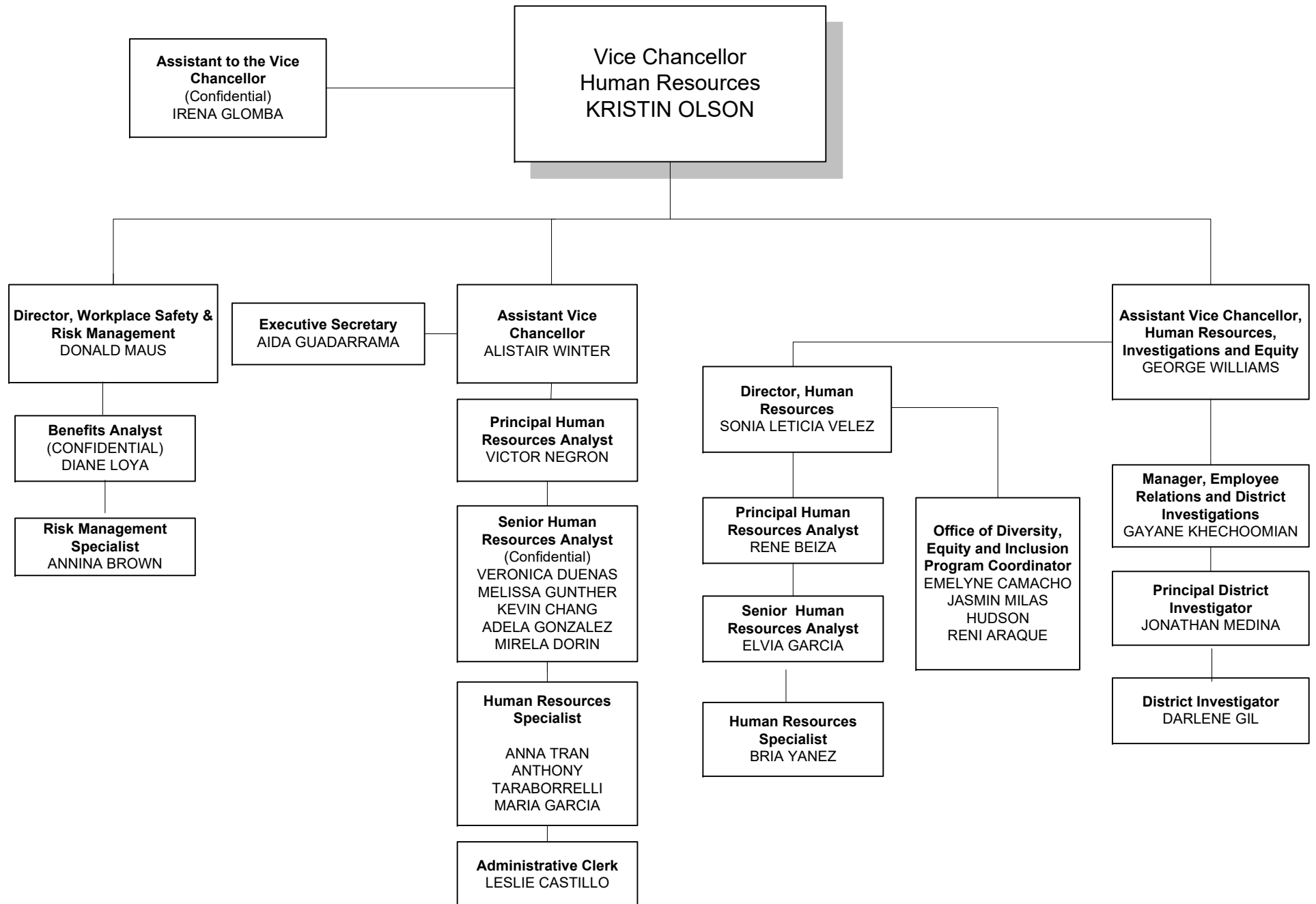
TOTAL COST OF POSITION	\$ 208,131.02
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BENEFITS =	\$ 77,025.16
BENEFIT COST AS A PERCENT OF CONTRACT =	58.75%

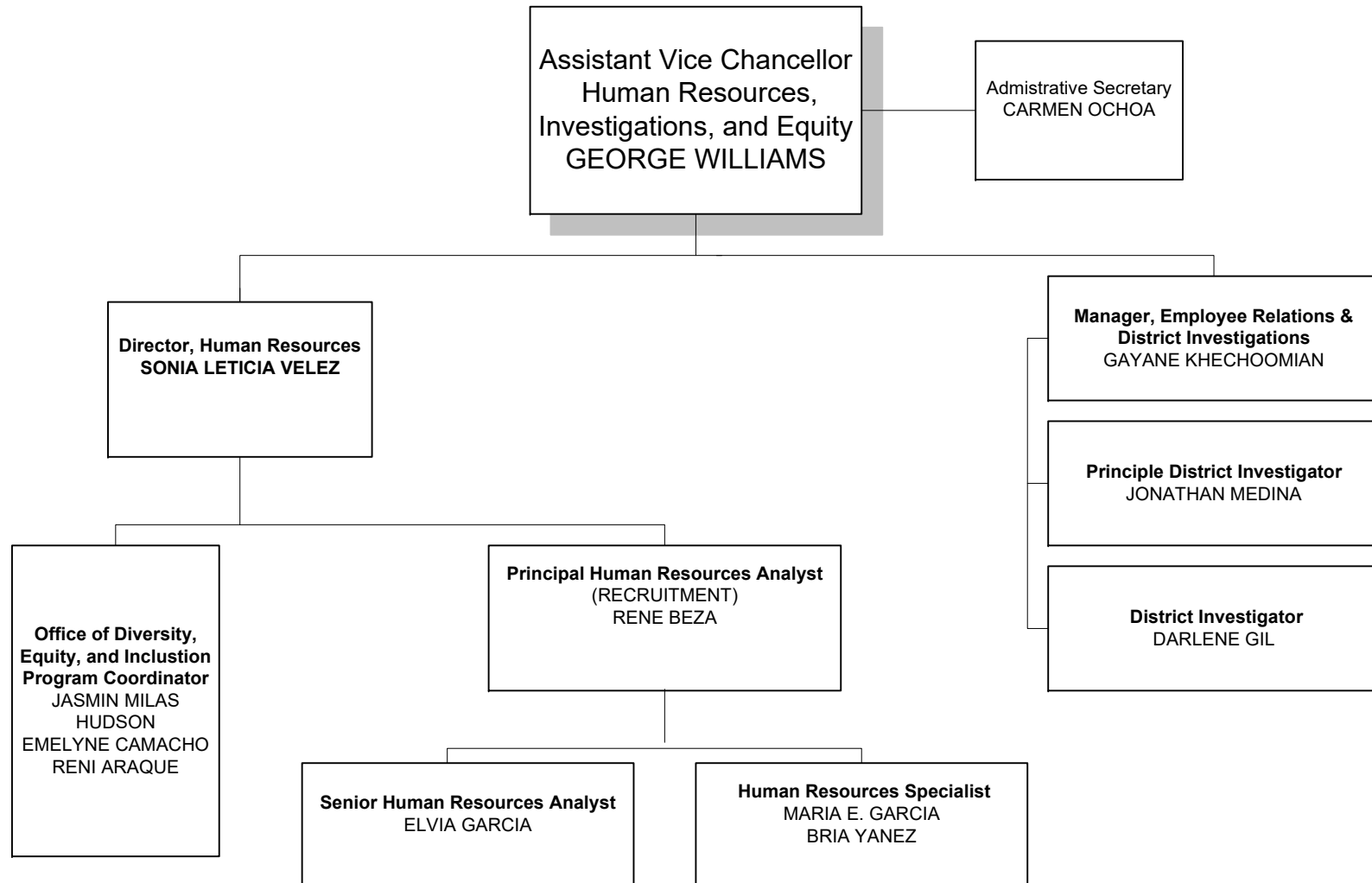
Admn., Superv/Mang. & Conf.	Max	45,220.68	25,296.98	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

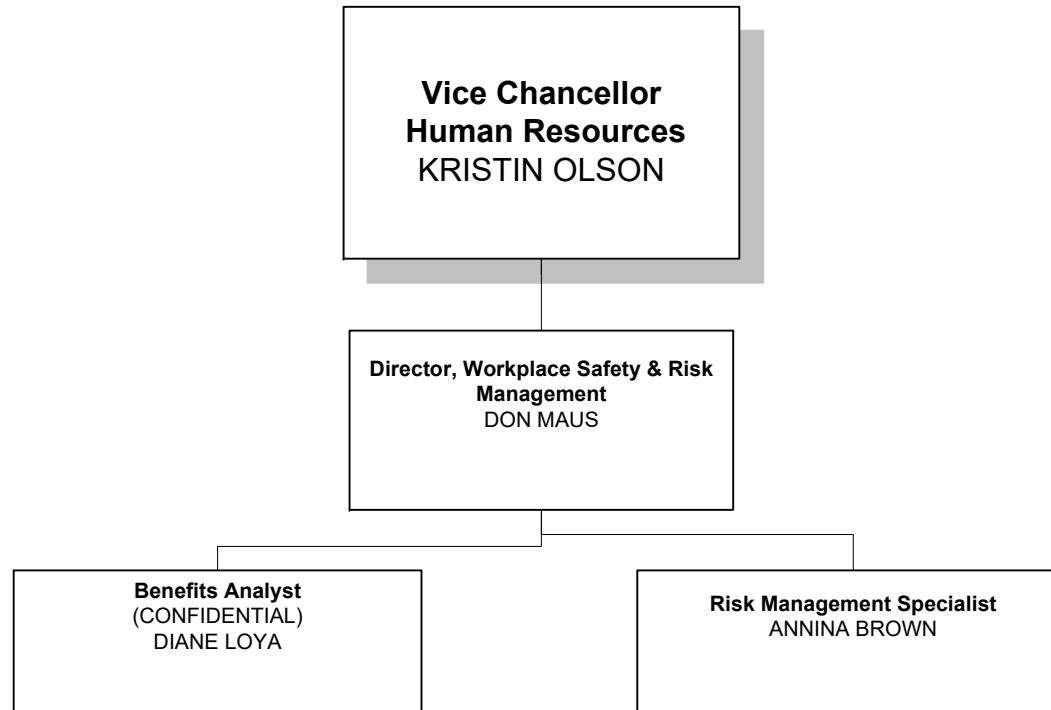
Rancho Santiago Community College District
HUMAN RESOURCES DEPARTMENT



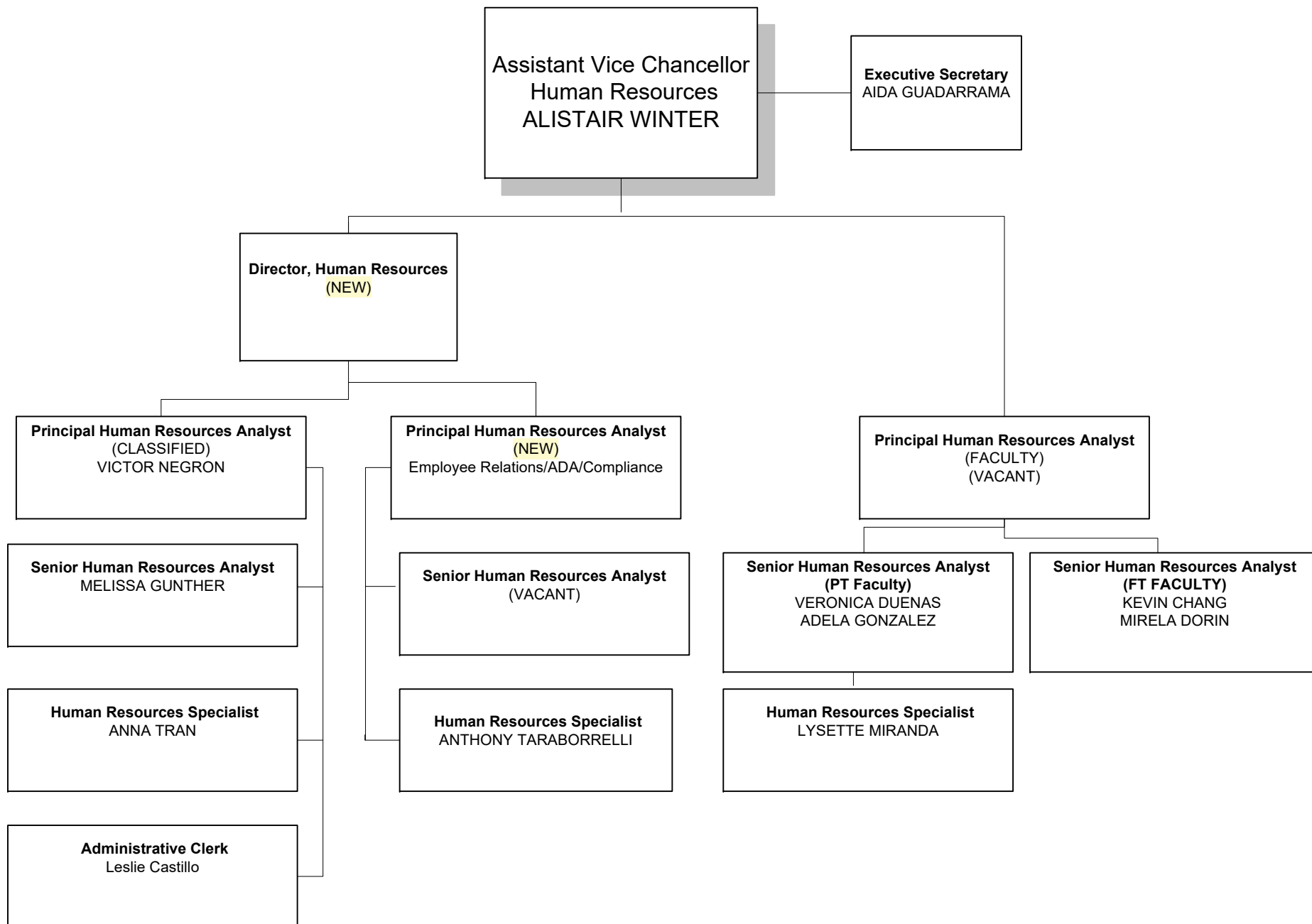
**Rancho Santiago Community College District
HUMAN RESOURCES, INVESTIGATIONS, AND
EQUITY**



**Rancho Santiago Community College District
RISK MANAGEMENT**



Rancho Santiago Community College District HUMAN RESOURCES



Human Resources Activities Report

July 1 – December 31, 2024



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Introduction – Purpose of Report

Classified and Academic Operations

- Status Change Forms
- New Hires Processed
- Leave Management
- Miscellaneous Processing
- Classification and Compensation Study
- Additional Programming and Training

Recruitment

- Applications Statistics
- Candidate Processing
- EEO Audit Information

Introduction

Purpose: This report aims to review and outline the workload, achievements, and enhancements undertaken by the Human Resources Department from July 1 to December 31, 2024.

This report examines classified and academic processes, along with recruitment-related activities. For that reason, this report is divided into the following sections:

- Classified and Academic Operations
- Recruitment

Some of the areas of focus within this report include the presentation of data on the workload and the time required to complete various critical and daily responsibilities, such as processing Status Change Forms (SCFs), new hires, and managing leave applications. This report also details our process improvements within Human Resources and professional development programming.

Finally, the report outlines the specific workload and activities associated with recruitment, including the prioritization and integration of Equal Employment Opportunity processes within the overall recruitment process, and the delineation of application and hiring processes.

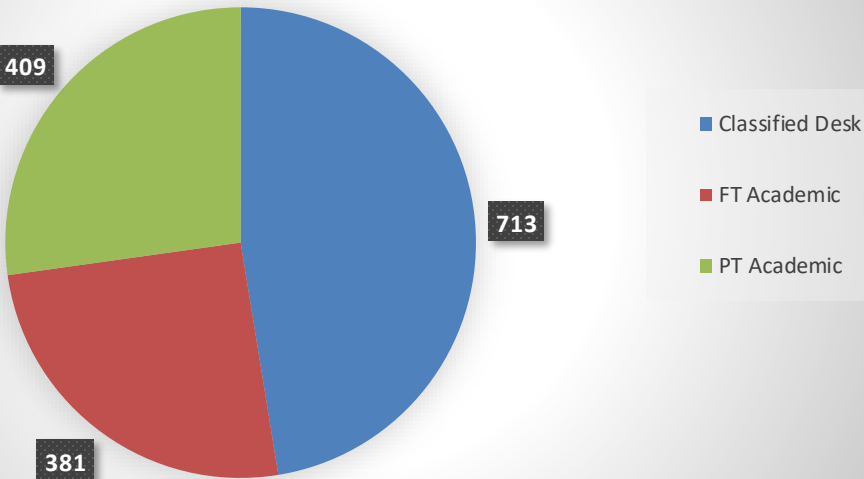
Classified and Academic OPERATIONS

July 1 – December 31, 2024

Status Change Forms (SCFs)

July 1 – December 31, 2024

Status Change Forms (SCFs)



Total number of SCFs received = 1503

Dedicated processing hours = 501 total hours (A SCF requires on average 20 minutes to process)

62 equivalent workdays required to process SCFs

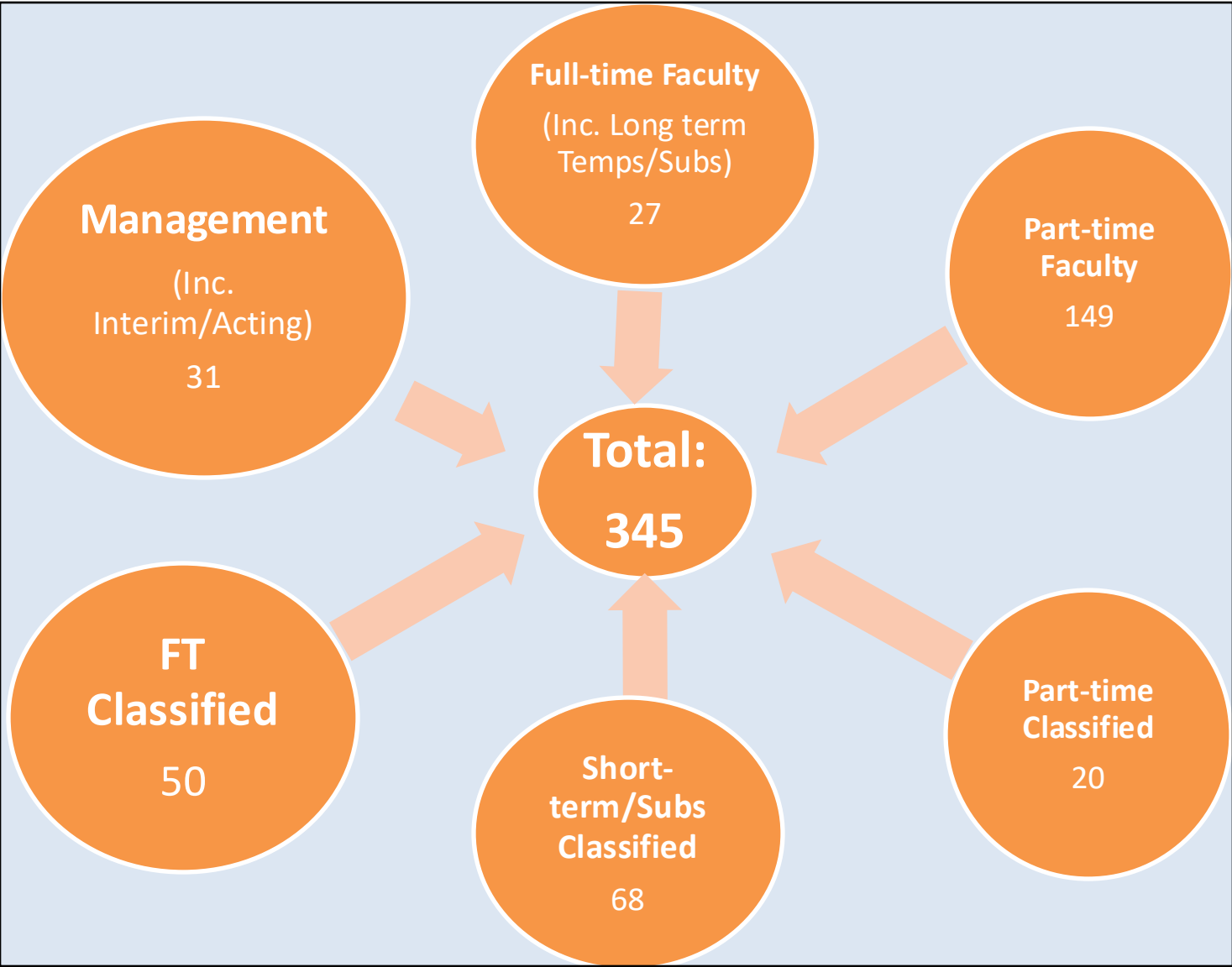
Status Change Forms (SCFs) are essential for processing all personnel-related actions that impact employee pay, assignments, and other HR functions. Ensuring the accurate and timely processing of SCFs is a critical responsibility of HR Operations.

Types of SCFs include:

- **Account Changes:** Three (3) Colleague screens; 20-30 minutes depending on the number of accounts to review and update.
- **Processing New Hires/Promotions:** Nine (9) screens on Colleague to have information added, on average this takes about 20-25 minutes per hire.
- **Out of Class Assignments:** Eight (8) screens; 20-30 minutes to process depending on the research needed.
- **Reclassifications/Reorganizations:** Four (4) screens; average 15-20 minutes. Create a new position ID for the reclassified position and deletion of the old position; add the employee to the reclassified position.
- **Retirements/Terminations:** Two (2) Colleague screens; 10-15 minutes on average; also add to the docket, send exit interview, and move personnel file.

New Hires Processed

July 1- December 31, 2024



This chart reflects all new hires processed by HR Operations. It includes positions filled through referrals for temporary, part-time faculty, or short-term roles, as well as internal changes due to interim or out-of-class positions. Consequently, these numbers are higher than those reported by Recruitment, as processing new hires encompasses a broader range of hiring activities. In essence, this means that in addition to all other activities, approximately three (3) new hires are processed each day.

Leave Processing Program Implementation

July 1- December 31, 2024

Leave Management

Employees are able to access a variety of complex leave programs, made permissible, or mandated, at the federal, State, or local levels. Additionally, collective bargaining unit agreements (CBAs), add further complexities in applying leave programs, as each of the CBAs defines leave programs in different ways, and even provides entirely different leaves programs from one another. The complexity of leave program management requires dedicated experts to collaboratively administer the programs. These figures represent the number of individual leave applications HR received for the variety of leave programs offered. The amount of time required for each application varies with each leave type, as does the amount of documentation and follow-up required, and the amount of clarification required for proper processing. This entails ongoing engagement with both the employee and/or the supervisor. On average, many of these requests can take several hours to days to initially research and process, not to mention ongoing processing efforts, once a file is opened. Once the leave is verified by securing the required information, HR must then process each employee's absence card. Finally, after a file is open, monitoring and processing can take weeks, months, or years.

Category	Number of Employees
Completed	46
Pending or In-Process (Case remains open/on-going activities)	49
Short-term leave (not attached to FMLA/CFRA or other leave category)	10
Total	105

Human Resources Processes July 1- December 31, 2024

Count	Specific Process
33	• Longevity Service Recognitions
30	• Professional Growth Increments
94	• Verifications of Employment Completed
122	• PT Health Benefit Reimbursement Claims
331	• Academic Step Increases (FT & PT)
41	• Academic Column Changes (FT & PT)
24	• Reorganizations processed
486	• Onboarding Packets issue

HR Processes

Human Resources dedicates a great deal of time and focus on processing salary changes, including column and step changes, professional growth, and health benefits reimbursements, which are agreed-upon processes between management and the employee units, via the various collective bargaining agreements and/or memorandum of understandings. Each of these different processes requires HR staff to process within certain timelines, at specific times during the year, and according to the CBA or MOU language. In addition to these types of processing requirements, onboarding new employees, including employment verification for all faculty, which involves coordination with past employers, can be a lengthy and time-consuming process. Overseeing the completion of onboarding, requires verification of federally mandated steps for new hires, in addition to completing State mandated steps, and can take weeks to complete.

Classification and Compensation Study

Purpose of the Study

The District has initiated a comprehensive Classification and Compensation Study for all positions within the CSEA 579 bargaining unit. This study aims to review and update job descriptions, ensure adherence to legal standards, expand career development opportunities, attract highly qualified candidates, and establish a fair and equitable compensation framework. This initiative is designed to enhance organizational effectiveness and support the District's commitment to equity and excellence in staffing.

How it started

Planning for this important study began in early 2024. Following a competitive procurement process, the District and CSEA union leaders selected Gallagher Consulting Group to lead the study. Gallagher Consulting Group brings extensive experience in the field, having conducted similar studies for other California Community Colleges.

Union Partnership

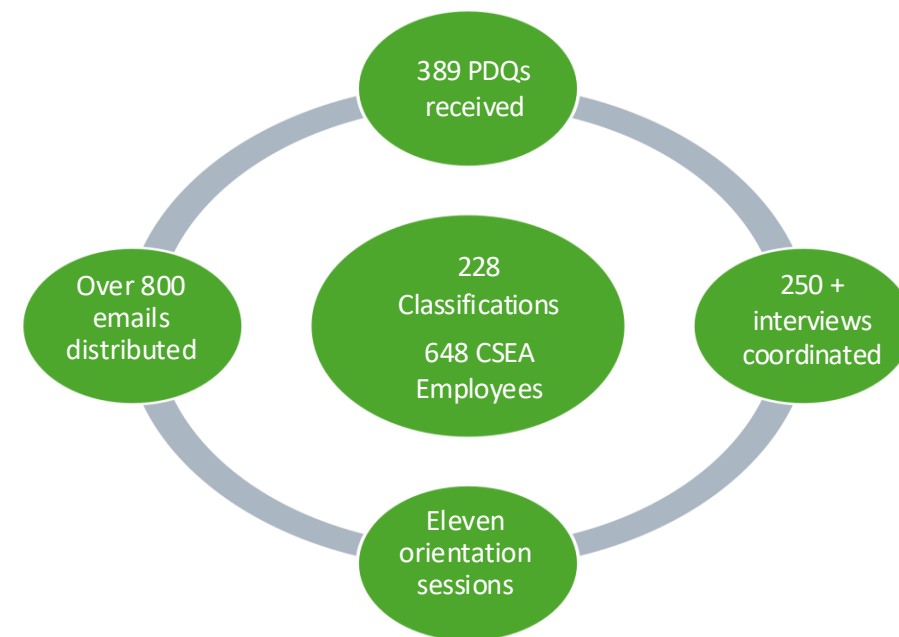
Human Resources worked closely with the CSEA Executive Board throughout the study's procurement process, development and implementation. At least one CSEA representative participated in each orientation session, attended drop-in office hours, and was included in all District communications. To further transparency, daily participation metrics were provided, detailing engagement levels during the position description questionnaire collection phase.

Anticipated Time Frame

The District's Classification & Compensation Study is progressing through key phases:

- Eleven kickoff orientation meetings were held in September 2024 for both employees and managers.
- The Position Description Questionnaire Collection phase from October to December 2024.
- The employee interview phase began the last week of January 2025 and is scheduled to conclude by the end of February 2025.
- Manager interviews will follow shortly after and are expected to continue through March 2025.
- The classification phase of the study is expected to conclude mid 2024.
- The compensation phase of the study will follow thereafter.

As of the start of February 2025, over 800 emails have been distributed in relation to the study, to continue to ensure this process continues smoothly and timely. These communications include individualized confirmations of PDQ submissions, interview details, and responses to questions and inquiries from managers, consultants, and union representatives.





Training/Professional Development Programs:

- **Management Academy:** Human Resources kicked off a 6-part series featuring presentations from legal experts on essential subjects for managers. Training includes the following subjects - Going Outside the Classified Service: Short-term Employees, Substitutes, and Professional Experts; Employment Relations: A Primer for CCD Administrators and Supervisors; The Art of Writing a Performance Evaluation; Exercising Your Management Rights; Workplace Bullying: A growing Concern; and Managing Performance Through Evaluation. To assist with publicizing the academy there have been regular email updates and a dedicated website with pertinent information. After each session, there are workbooks circulated to the attendees, recordings of the sessions are available, and FAQs are developed to maximize learning on critical topics.
- **Monthly EEO training:** A review of our current EEO Training has led to the development of enhanced and condensed training offered on a more frequent basis. This training is designed to equip our employees with the knowledge and tools necessary to make more informed, fair, and equitable hiring decisions. The training addresses legal requirements, strategies for identifying and mitigating unconscious bias, and best practices for inclusive hiring. Additionally, the training provides a comprehensive overview of the screening committee process, ensuring consistency and compliance in recruitment efforts.

Training/Professional Development Programs:



- **Division Administrative Assistants Training** – Status Change Forms (SCFs) are an essential component of HR work and ensuring they are accurate and timely is critical. HR developed training on best practices for completion of SCFs and offered the training to a sample group of employees, who reviewed the training and offered feedback. This enhanced the training and allowed for refinement. The training being offered in Spring 2025, includes sample SCFs and FAQs.
- **Dedicated Weekly Office Hours:** To provide improved access to the colleges and our employees, each employee desk; Classified, Academic, both Full-time and Part-time and Recruitment are offering one-hour Online Office Hours each Tuesday morning. These office hours are to help employees address challenges and find answers promptly.
- **Academic Senate Training:** After requests from the Academic Senate Presidents, training was provided during Flex Week on Column Changes for Full-time faculty. This in-person training provided guidance, FAQs and time for questions.
- **Classified Employee Training:** In collaboration with CSEA and Santa Ana College, staff from HR presented at a Professional Development Day on the processes of attaining Professional Growth increments. A review of the contract requirements and the calculation of hours and college credits was presented.

Process Improvements:

- **Centralized Email Addresses:** Human Resources has developed dedicated email addresses for each employee desk and recruitment:
 - Classified@rscdd.edu; Full-time_academic@rscdd.edu; Part-time_academic@rscdd.edu;
 - onboarding@rscdd.edu; recruit@rscdd.edu

Introducing centralized email addresses enhances efficiency, consistency, and accountability in communication. A single point of contact streamlines inquiries, ensuring they are directed to the appropriate team member without delays. It also improves response tracking and maintains a professional and cohesive brand identity. Additionally, centralized emails enhance collaboration and provide continuity.

- **New Forms:** To streamline processes and ensure accuracy, we are introducing new forms for bilingual stipend requests and updating job descriptions to better reflect current roles and responsibilities. The revised bilingual stipend form will provide clearer guidelines for eligibility and verification, ensuring consistency and fairness in awarding stipends. Additionally, if job descriptions are being updated to align with evolving job duties, organizational needs, and industry best practices, this form should be used. The forms are available when requested from classified@rscdd.edu. These improvements will enhance transparency, support equitable compensation, and ensure our workforce remains well-equipped to meet the demands of our diverse community.



Process Improvements:

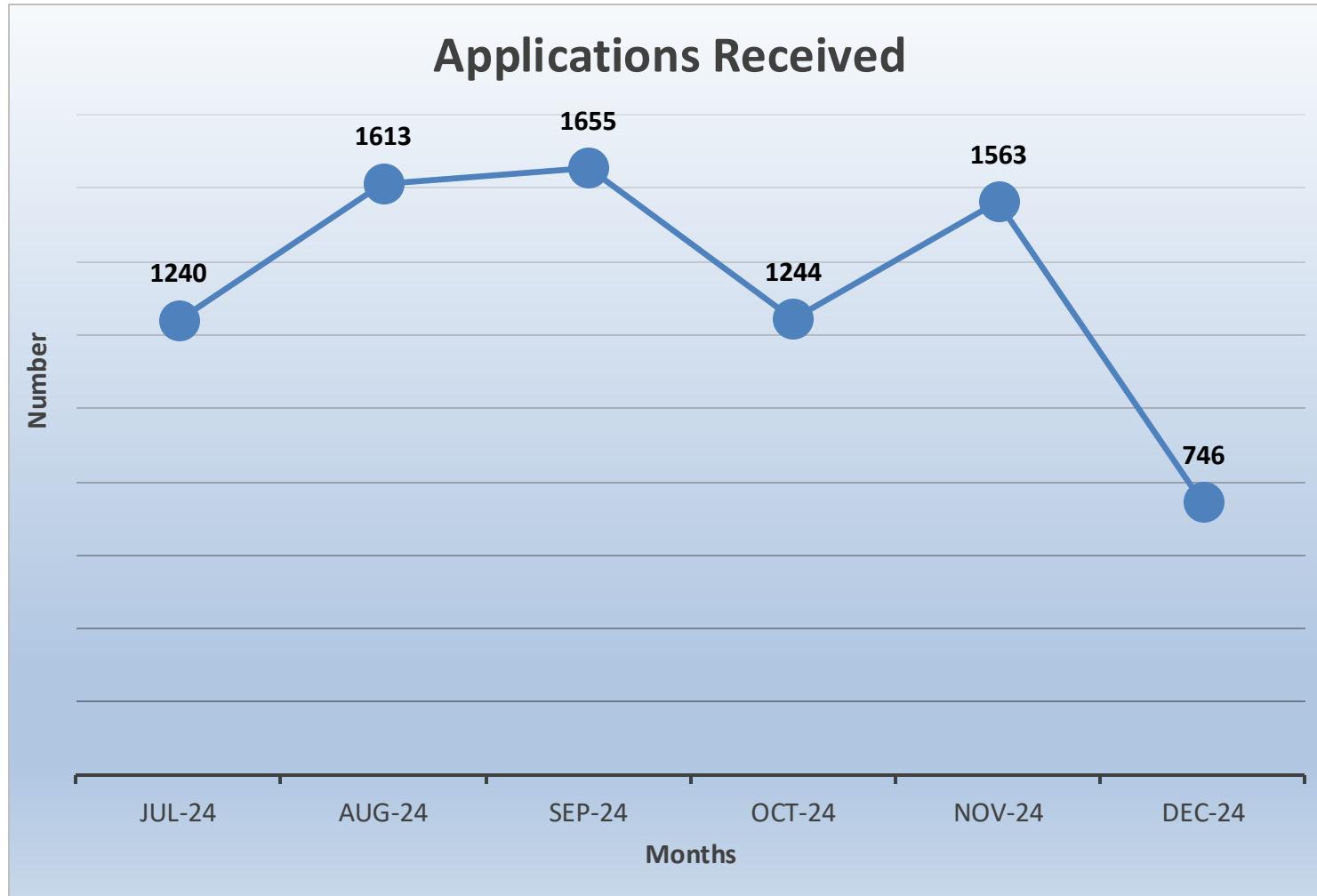
- **NeoED – PERFORM:** The Performance Evaluation Project from inception to implementation was a large-scale district initiative. This transformative project required importing thousands of lines of employee data, validating personnel records, developing an HR database, crafting strategic communications, and training both internal and external users. A key feature of this project was the seamless integration between Colleague and NeoED Perform, ensuring that employee data is automatically updated overnight. This automation also includes the automatic deactivation of accounts for all terminated employees, enhancing data accuracy, system security, and administrative efficiency by eliminating the need for manual updates. Additionally, a Single Sign-On (SSO) login was implemented, simplifying access for users. The system now supports approximately 3,500 user accounts, ensuring district-wide accessibility and streamlined performance tracking. To support adoption and effective use, training will begin at the end of February, focusing on managers with upcoming employee evaluations. A standalone intranet page has also been developed to supplement information sharing and provide managers with essential resources, guides, and FAQs to navigate the system efficiently.



Recruitment

July 1 – December 31, 2024

Applications Received (all classifications)



All applications are thoroughly reviewed by the Recruitment Team to ensure completeness, accuracy, and, in certain cases, compliance with minimum qualifications. This process is completed prior to enabling the Screening Committee meetings to proceed with the hiring process efficiently. These numbers equate to an average of around 68 applications per day being reviewed and processed by recruitment staff.

Recruitment Processes

July 1- December 31, 2024

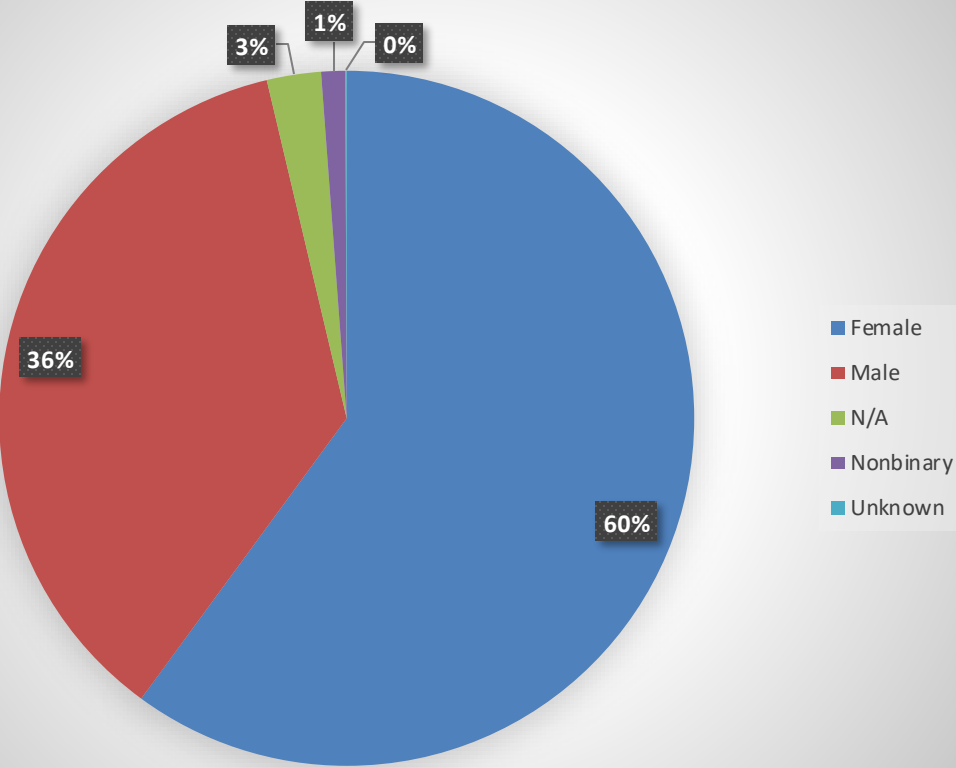
Count	Hiring Committee Process
121	• Requisitions received
115	• Job posted
91	• Screening Committee Membership Forms Processed
86	• Screening Review Packet approved
83	• Screening Committee deliberation reports processed
88	• Positions had interviews scheduled/processed
45	• Salary Placements

Hiring Committee Processes

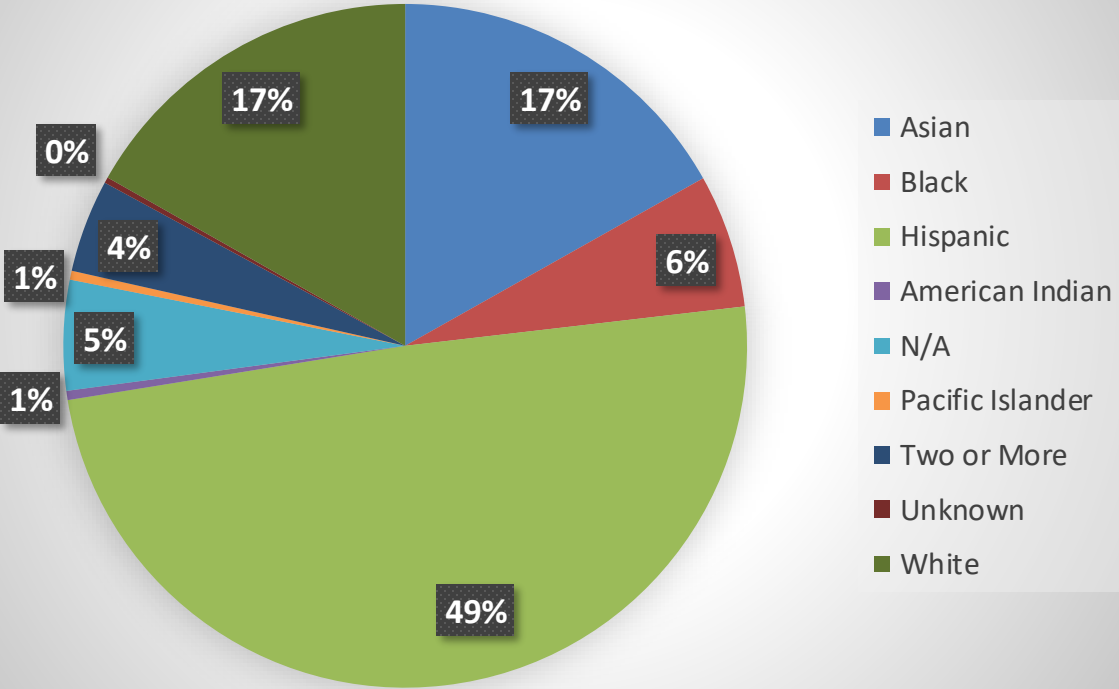
The recruitment process involves several essential steps, including the review of online records and the utilization of our dedicated recruitment software, NeoED. Each hiring process requires the completion of all listed steps and necessitates navigating multiple system interfaces. For instance, posting a position involves updating eight different screens to ensure accuracy and completeness. Additionally, job postings must be distributed across appropriate recruitment platforms, such as SchoolJobs.com, EdJoin.org, and CCJobs.com, to maximize outreach and visibility.

EEO Summary – All Applications (July-Dec 2024)

EEO Summary - Gender:



EEO Summary- Ethnicity



EEO Summary – All Applications (July-Dec 2024)

As we analyze this data, specifically looking at gender, it shows that most of the data falls under the "Female" category, making up about 60% of the total. The "Male" category follows with around 36%. The other categories ("N/A", "Nonbinary", and "Unknown") make up a small percentage of the total.

As we analyze ethnicity, the largest group of applicants is Hispanic, making up nearly half (49.30%) of the total. Both Asian (16.85%) and White (16.81%) groups have similar representation, each accounting for about 17% of the total. The Black group makes up 6.31% of the total, which is a notable portion but smaller compared to the Hispanic, Asian, and White groups. The presence of categories like "American Indian" (0.43%), "Pacific Islander" (0.42%), and "Two or More" (4.39%) highlights the diversity within the dataset, though these groups are smaller in comparison.

To attract the most qualified candidates with the greatest representation, we take several strategic steps throughout the recruitment process, including:

Tailoring Job Postings – We carefully tailor each job announcement to precisely articulate the role's responsibilities, essential qualifications, and core competencies. This approach ensures transparency, aligns expectations, and fosters an inclusive hiring process that attracts candidates from unrepresented groups and enhances our qualified candidate pool.

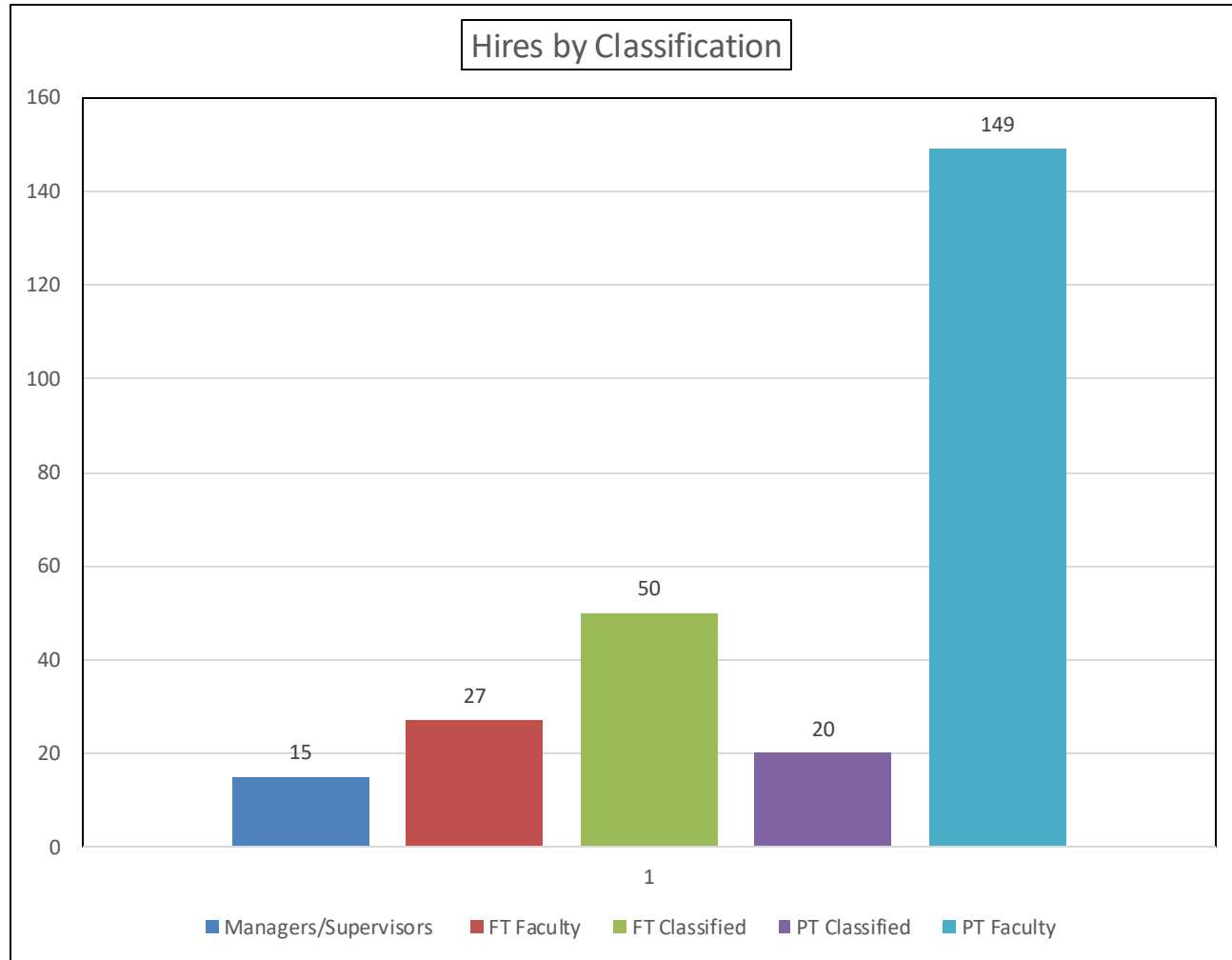
Expansive Job Posting Distribution – To ensure broad outreach and attract candidates from qualified talent pools, we employ an expansive job posting strategy. Our positions are advertised across multiple recruitment platforms, including SchoolJobs.com, EdJoin.org, CCJobs.com, and Job Elephant. This multi-platform approach enhances visibility, increases applicant engagement, and strengthens our ability to connect with unrepresented groups leading to top candidates.

Engagement in Recruitment Events – We are committed to proactive recruitment efforts by actively engaging in career fairs and industry events, such as the CCC Job Fair. These events provide valuable opportunities to connect directly with prospective candidates, showcase our organization, and attract top talent. By fostering in-person interactions, we enhance our ability to identify skilled professionals who align with our mission and values.

Collaboration with Hiring Departments – We take a strategic and inclusive approach to recruitment by working closely with hiring departments to ensure job postings are clear, equitable, and free of artificial barriers that may inadvertently limit access to qualified applicants. Through this collaboration, we refine job announcements to accurately reflect role expectations while promoting representation and accessibility in the hiring process.

Time and Effort Investment – Each recruitment cycle requires a significant investment of time and effort, encompassing comprehensive reviews, system updates in NeoED, compliance verification, and targeted outreach initiatives. By implementing these rigorous measures, we maximize our ability to attract a diverse, highly skilled applicant pool that aligns with institutional goals and workforce needs.

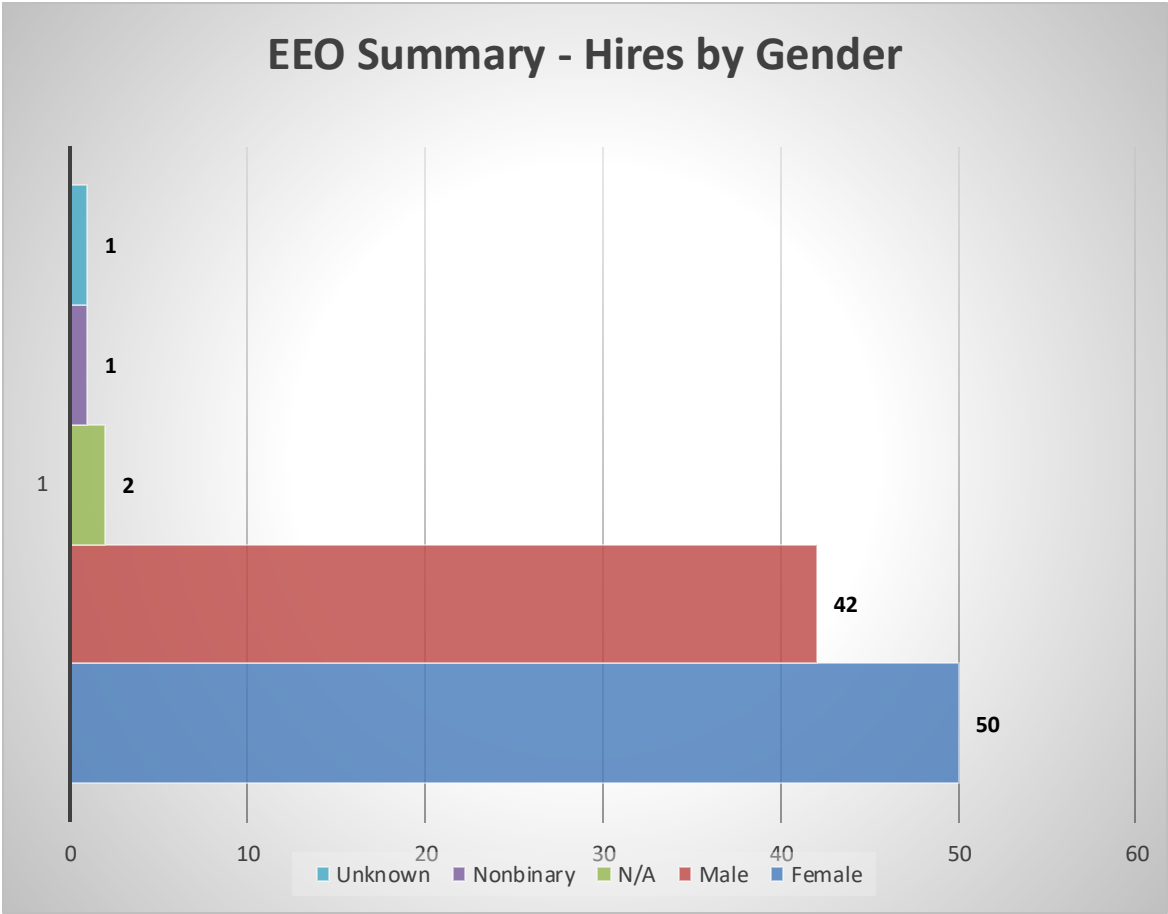
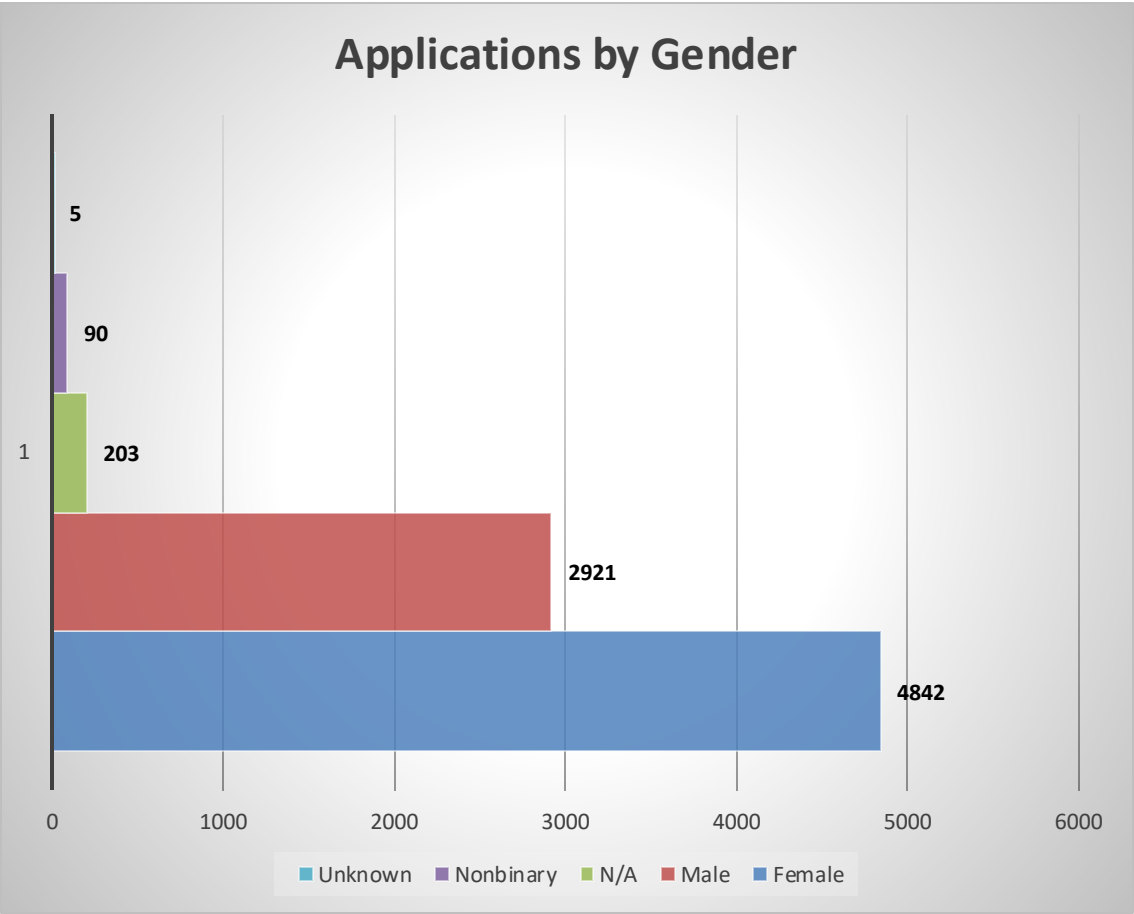
Hires by Classification (July-Dec 2024)



Note: Managers encompass all administrators, supervisors, and individuals in confidential roles. Full-time (FT) faculty includes those hired as Long-Term Temporary (LTT) and Long-Term Substitutes (LTS). Part-time faculty hires comprise both credit and non-credit faculty members. It is important to note that the total for Management/Supervisors does not account for positions filled through referrals for temporary or short-term roles, nor does it include internal changes resulting from interim or out-of-class assignments. As such, these figures are higher than those reported by the Classified/Academic departments.

Onboarding: All new employees, across these categories, must undergo the onboarding process. This is an online procedure managed by Human Resources (HR), which involves sending each new hire a packet of forms to complete. Additionally, HR tracks the completion of these forms to ensure the employee is properly processed. The onboarding process also includes a meeting with each new employee to verify their identification and other personal information.

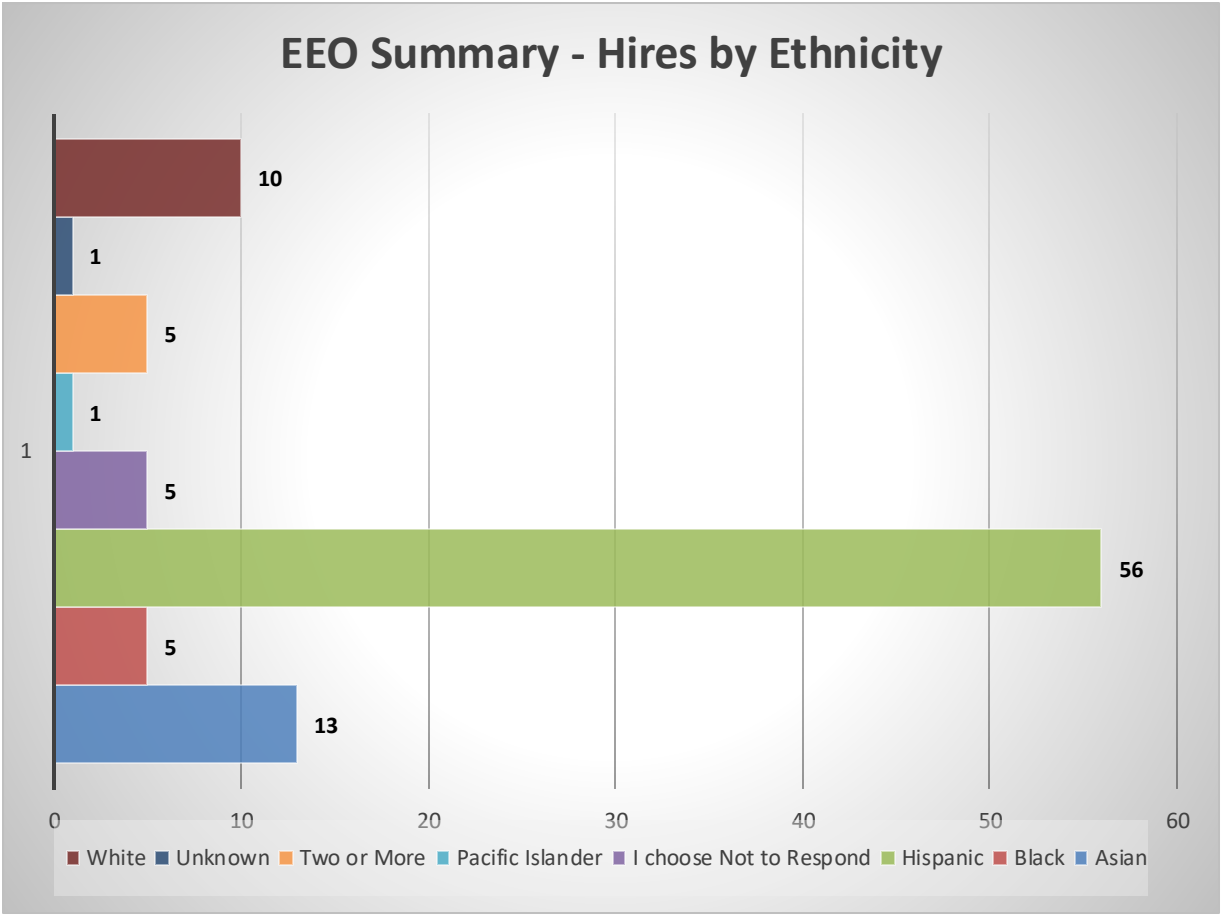
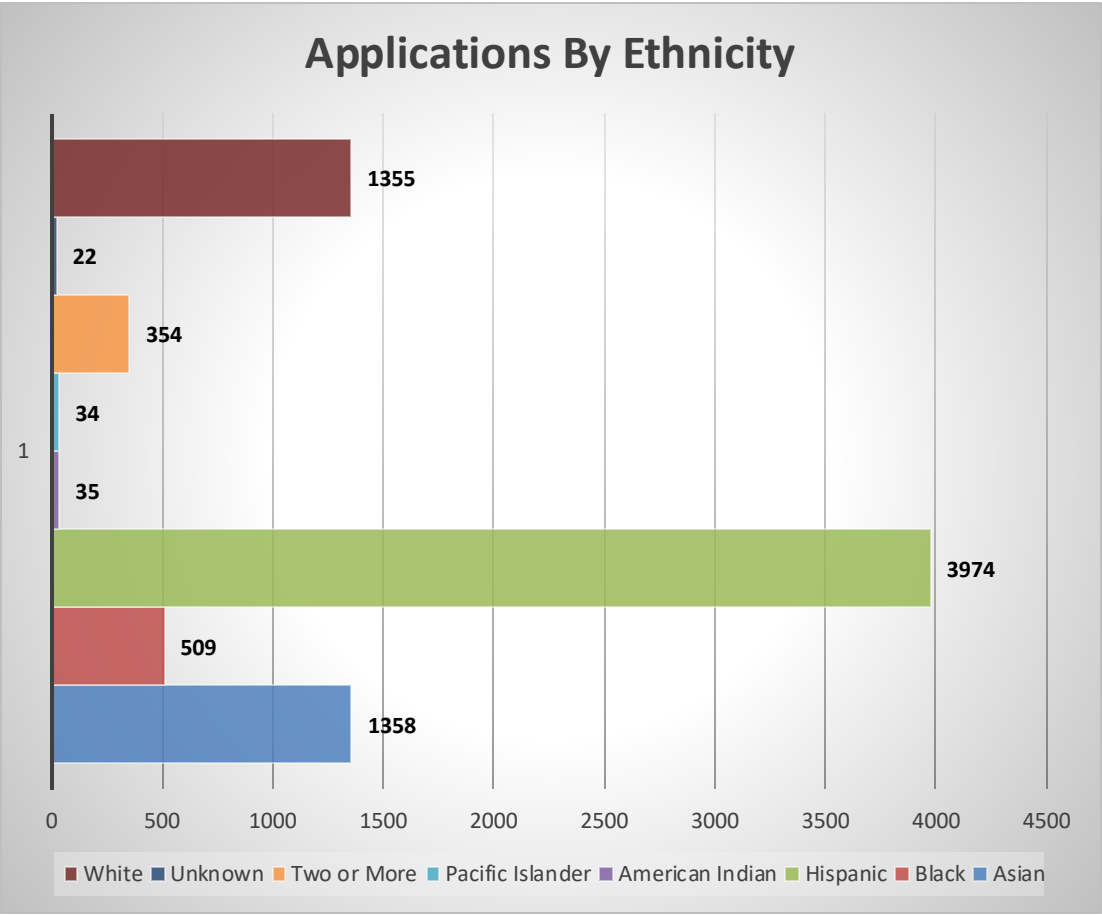
Comparison of Applications & Hire by Gender (July-Dec 2024)



Correlation between Hires and Applications: 0.97

This indicates a very strong positive correlation, meaning that as the number of applications increases, the number of hires within that group also tends to rise. In other words, higher application volumes are linked to more successful hiring outcomes within that specific category. This suggests that our processes and materials are effective, as we are attracting highly qualified candidates across each category. To enhance representation for under-represented groups, our focus should concentrate on increasing the number of applications from these groups.

Comparison of Applications & Hire by Ethnicity (July-Dec 2024)



Correlation between Hires and Applications: 0.97

This indicates a very strong positive correlation, meaning that as the number of applications increases, the number of hires within that group also tends to rise. This suggests that our processes and materials are effective, as we are attracting highly qualified candidates across each group. To enhance representation for under-represented groups, our focus should concentrate on increasing the number of applications from these groups. This can be achieved by more targeted advertisements in specialized publications, listservs, and websites.



Board Policy and Administrative Regulation Process

The Rancho Santiago Community College District has aligned its board policies and administrative regulations with the Community College League of California (CCLC) Policy and Procedure Service. As a subscriber to this service, RSCCD has access to templates for board policies and administrative regulations that can be personalized by the district. In addition, RSCCD receives updates in the spring and fall of each year with proposed revisions to reflect recent legal revisions.

Responsibility

The district's board policies and administrative regulations are organized into seven sections:

1. The District
2. Board of Trustees
3. General Institution
4. Academic Affairs
5. Student Services
6. Business and Fiscal Affairs
7. Human Resources

Each section has a primary “business owner” who is responsible for maintaining the existing policies and regulations, reviewing proposed amendments from CCLC and assisting the board policy committee with the development of new policies within the area of responsibility.

The assigned “business owners” are:

- | | |
|--------------------------------|--|
| 1. The District | Chancellor |
| 2. Board of Trustees | Chancellor |
| 3. General Institution | Vice Chancellor, Educational Services |
| 4. Academic Affairs | President – Santa Ana College |
| 5. Student Services | President – Santiago Canyon College |
| 6. Business and Fiscal Affairs | Vice Chancellor, Business Operations/Fiscal Services |
| 7. Human Resources | Vice Chancellor, Human Resources |

Process

Once it is determined there are updates to or a new BP/AR needed, request the electronic file from the Executive Assistant to the Chancellor for update or a template for a new BP/AR. All revisions should be made to this file.

The process for board policies and administrative regulations differs as detailed below:

Board Policies

Revisions to existing board policies and/or development of new board policies originate from the business owner. The business owner ~~ensures that~~ places the board policy on the agenda of the appropriate governance committee (POE, FRC, HRC, TAG, PRC) for discussion and review. This allows for input from all constituent groups (faculty, classified, student). It is the responsibility of the governance committee representatives to take the revised board policy to their respective College Council for review. Feedback from the College Council of both colleges is then discussed at the governance committee meeting prior to approval. Once the governance committee has approved the revisions to the board policy, it is then placed on the Chancellor's Cabinet meeting agenda for discussion. ~~if applicable, or both colleges have input into any revision or new board policy and submits the agreed upon policy to the Chancellor's Cabinet for review and comment.~~

A board policy that doesn't fall under the purview of a governance committee will be placed on the Chancellor's Cabinet meeting agenda for discussion. Chancellor's Cabinet will determine appropriate college input.

~~The~~ Chancellor's Cabinet will review, approve and forward the board policy to ~~the~~ District Council for review, approval and recommendation to the Chancellor.

Upon recommendation from District Council, the Chancellor works with the Chair of the Board Policy Committee to convene a meeting to review the revised and/or new board policy and make a recommendation to the full board for approval.

The board policy will be placed on ~~their~~ the board of trustees meeting agenda as a first reading ~~of any revised and/or new board policy~~. At the subsequent meeting, the board policy will be placed on the agenda for approval.

Once approved/adopted by the board, the board policy becomes effective and is posted to the district website:

<https://www.rsccd.edu/Trustees/Pages/policies-and-regulations.aspx>

Administrative Regulations

Revisions to existing administrative regulations and/or development of new administrative regulations originate from the business owner. The business owner ~~ensures that~~ places the administrative regulation on the agenda of the appropriate governance committee (POE, FRC, HRC, TAG, PRC) for discussion and review. This allows for input from all constituent groups (faculty, classified, student). It is the responsibility of the governance committee representatives to take the revised board policy to their respective College Council for review. Feedback from the College Council of both colleges is then discussed at the governance committee meeting prior to approval. Once the governance committee has approved the revisions to the board policy, it is then placed on the Chancellor's Cabinet meeting agenda for discussion. ~~if applicable, or both colleges have input into any revision or new administrative regulation and submits the agreed upon administrative regulation to the Chancellor's Cabinet for review and comment.~~

An administrative regulation that doesn't fall under the purview of a governance committee will be placed on the Chancellor's Cabinet meeting agenda for discussion. Chancellor's Cabinet will determine appropriate college input.

~~The~~ Chancellor's Cabinet will review, approve and forward the administrative regulation to ~~the~~ District Council for review and approval.

Upon approval from District Council, the administrative regulation becomes effective and is posted to the district website:

<https://www.rscdd.edu/Trustees/Pages/policies-and-regulations.aspx>

Updated References Only

In accordance with the BP/AR 2410 Board Policies and Administrative Regulations, the Chancellor is authorized to amend policies and administrative regulations without Board approval for the following reasons:

- Correction of typographical errors
- Revisions/additions to statutory and regulator references

The Chancellor will ~~take these BPs/ARs to District Council for review and then~~ notify the Board and District Council of these updates.

Notification

Once a board policy and/or administrative regulation is posted to the district website, an email is sent out to Management Council to advise them of the update to the website.

Editing Protocol

When revisions are made to a board policy or administrative regulation, deletions are noted with a ~~striketrough~~ and additions are noted with an underscore. All changes are made in **red**.

Support

The Executive Assistant to the Chancellor is responsible for supporting the board policy and administrative regulation process. This includes, but is not limited to:

- Receiving the biannual updates and revisions from CCLC and routing the relevant policies/regulations to the appropriate business owner.
- Tracking recommended changes through the review and revision process to District Council and, if appropriate, the Board Policy Committee and Board of Trustees.
- Preparing docket items regarding proposed policy revisions.
- Maintaining and updating the policies and regulations on the RSCDD website.
- Sending notification to the Management Council about new/revised policies and regulations that are posted to the RSCDD website.
- Notifying the Board of Trustees and District Council of updated references made to a board policy/administrative regulation.

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	Strategic Directions	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	District/College authorized submission
Submitted									
U.S. Department of Education TRIO Student Support Services \$1,361,820 (\$272,364 per year for 5 years)	SAC: Veronica Hurtado (SSS- Reg)	SD 1	July 15, 2024	Submitted	Pending	No	Continue to provide services to support 140 low-income, first-generation and disabled students to improve their retention and success in college.	No	Yes
	SAC: Brenda Estrada (SSS- Vets)	SD 1 & 2	July 15, 2024	Submitted	Pending	No	Continue to provide services to support 120 low-income, first-generation and disabled veteran students to improve their retention and success in college.	No	Yes
	SCC: LaKyshia Perez (SSS – Reg)	SD 1	July 15, 2024	Submitted	Pending	No	Continue to provide services to support 140 low-income, first-generation and disabled students to improve their success in college.	No	Continuing program
	SCC: LaKyshia Perez (SSS – Vets)	SD 1 & 2	July 15, 2024	Submitted	Pending	No	Continue to provide services to support 120 low-income, first-generation and disabled students to improve their success in college.	No	Continuing program
	SCC: LaKyshia Perez (SSS – Teacher Prep)	SD 1 & 2	July 15, 2024	Submitted	Pending	No	Continue to provide services to support 140 low-income, first-generation and disabled students to improve their retention and success in college.	No	Continuing program
Congressionally Directed Spending Proposals – Cong. Correa \$2.5 million	SAC – Dr. Nery	SD 2 & 4	March 21, 2025	Re-submit FY 25 project – adjust for FY 26 priorities	Fall 2025	No	Project to support Criminal Justice apprenticeship programs.	No	Yes
Congressionally Directed Spending Proposals – Correa \$4.865 million	SAC – Dr. Nery	SD 2 & 4	March,21 2025	Re-submit FY 25 project – adjust for FY 26 priorities	Fall 2025	No	Project to improve the instructional spaces for the Automotive, Diesel and Manufacturing programs.	No	Yes
Congressionally Directed Spending Proposals –	SCC – Dr. Jeannie Kim	SD 2 & 4	March 26, 2025	Re-submit FY 25 – adjust for	Fall 2025	No	Project to support Water/Wastewater	No	Yes

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	Strategic Directions	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	District/College authorized submission
Sen. Padilla & Schiff /Rep. Kim \$2.57 million				FY 2026 priorities.			Technology and Biotechnology programs.		
Congressionally Directed Spending – Cong. Correa \$2 million	RSCCDF – Enrique Perez	SD 2	May 16, 2025	Submitted	Fall 2025	No	Implement the Advancing Clean Tech Innovation project in partnership with RevHUB.	No	Yes
GoBIZ CA Jobs First – Regional Investment Initiative \$14 million	DO – Michael Sacoto	SD 1, 2, 4	May 28, 2025	UPDATE: Not selected.	October. 2025	No	Implement a multi-regional and multi-partner project to provide career training, including apprenticeships, and job placement in-demand occupations in the hydrogen energy industry.	No	Yes
Samueli Foundation – Breakaway Fund \$100,000	SCC – Michelle Samura	SD 1 & 2	June 13, 2025	Submitted	September 2025		SCC will prepare nurses who are adept in critical thinking, communication, and cultural competency—essential skills for delivering effective, compassionate care in diverse communities.	Yes	Yes
OCBC - Catalyst Funding Concept - \$50,000 Accelerator - \$250,000 Last Mile - \$750,000	CEC – Lorena Chavez \$750,000	SD 4	June 20, 2025	Writing	September 2025		Develop a Commercial Kitchen at CEC	Yes	Yes
	CEC – Lorena Chavez \$750,000	SD 2 & 4	June 20, 2025	Writing	September 2025		Develop an LVN program at CEC and create a pathway from the CNA to the LVN program.	Yes	Yes
	CEC – Michelle Sandoval \$750,000	SD 4	June 20, 2025	Writing	September 2025		Refurbish the Computer Lab to provide basic computer, digital and technology literacy for all CEC students, including specific skills for CTE programs.	Yes	Yes
	DO – Roger Lloyd \$250,000	SD 1 & 2	June 20, 2025	Writing	September 2025		Provide AI training for prospective and existing small business owners and entrepreneurs.	No	Yes

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	Strategic Directions	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	District/College authorized submission
	DO – Michael Sacoto \$15,000 sub- award of RevHUB	SD	June 20, 2025	Writing	September 2025	No	Serve as the convener of community stakeholders to participate in expansion of NorthSTAR project for business development.	No	Yes
Samueli Foundation – Build OC Fund Up to \$1 million	SAC – Lorena Chavez	SD 4	June 27, 2025	Writing	October 2025	No	Contribute to developing a Commercial Kitchen at CEC.	Yes	Yes
	SCC – Michelle Samura	SD 1 & 2	June 27, 2025	Writing	October 2025	No	Contribute to college's effort to build a pathway from OEC's noncredit LVN Program to SCC's Pre- Nursing Program to university partners' BSN program; and, integrate Humanities & Social Sciences into the pathway to address occupational competencies prioritized by employers.	No	Yes
CCCCO - Industry Driven Regional Collaborative \$500,000	CEC – Lorena Chavez	SD 1 & 2	July 11, 2025	Planning	September 2025	Yes 1- to-1	Develop noncredit Bus Operator Program to address workforce gaps.	Yes	Yes
CCCCO - CAI Planning \$200K Implementation up to \$1.5 million	SAC – Dr. Lamb	SD 1 & 2	Nov 2025	Planning	Feb. 2026	No	Planning & Implementation applications to be submitted for multiple proposals - # to TBD	Yes – intent is to sustain effective programs	Pending
	SCC – Dr. Parks	SD 1 & 2	Nov 2025	Planning	Feb. 2026	No	Planning & Implementation applications to be submitted for multiple proposals - # to TBD	Yes – intent is to sustain effective programs	Pending
Foundation grants: Carnegie Mellon, Nordstrom Foundation	SCC – Michelle Samura	SD 1 & 2	Open submission cycle	Considering	Varies	No	TBD. In general, strengthen Humanities & Social Sciences programs through interdisciplinary projects that engage the community, employers and university partners.	No	Pending

RSCCD Resource Development Grant Development Schedule

RANT OPPORTUNITIES IDENTIFIED THROUGH DC TRIPS					
Agency	Opportunity	Purpose	Align with college or district priorities	Award Range	Due Date
<i>Opportunities identified for 2025</i>					
<i>Congress</i>	Community Projects	Congressionally-directed spending to support projects proposed by the community	SAC: CJA, Auto/Diesel/Welding SCC: Biotech & Water/Wastewater Tech RSCCD: Economic Dev	Up to \$2 million	April/May 2025
<i>Forestry Service</i>	Training	Projects related to professional development and workforce training around fire fighting	Supports Fire Technology Program	TBD	TBD
<i>DOJ</i>	Training	Professional development for police to use drone technology	Supports CJA Program	TBD	TBD
<i>DOJ</i>	Multiple	-AI for Criminal Justice Purposes (research & eval focus) -Social Science Research & Eval of Forensic Science Systems -Cyclical professional development/workforce development related to CJA (keep on the radar)	Projects that support criminal just academies and other CJA and security projects.	Varies	Varies
<i>Opportunities applied for that were identified in 2024</i>					
<i>DOE</i>	Clean Energy Workforce Training	Planning and Capacity Development project to create the partnerships with employers and CBOs to provide work-based learning and employment opportunities in Clean Energy occupations and to provide energy & efficiency assessment services to small- and medium-sized businesses as an Industrial Assessment Center.	Provide low-income students access to high-quality career education that leads to high-wage jobs	Applied for \$200,000 planning grant	May 16, 2024
<i>Congression-ally-Directed Spending</i>	Cong. Correa, Rep. Kim, Sen. Padilla	Upgrade career education classrooms to provide training that is state-of-the-art and aligned with industry standards and priorities.	Provide low-income students access to high-quality career education that leads to high-wage jobs	Applied for \$2-\$4 million per project x 3 projects	Spring 2024
<i>Opportunities applied for that were identified in 2023</i>					
<i>Congression-ally-Directed Spending</i>	Cong. Correa	Upgrade career education classrooms to provide training that is state-of-the-art and aligned with industry standards and priorities.	Provide low-income students access to high-quality career education that leads to high-wage jobs	Applied for \$2 million	Spring 2023
<i>EPA</i>	Innovative Water Infrastructure Workforce Development	(1) assist in the development and use of innovative activities relating to water workforce development and career opportunities in the drinking water and wastewater utility sector, and (2) expand public awareness about drinking water and wastewater utilities.	Develop SCC's Water/Wastewater Technology Program	Applied for \$6 million	Nov. 17, 2023

Grant Schedule
Summary Sheet of Positions Related to Grant/Contract Proposals

#	Funder	Site	Grant Title/Project	Proposed Positions
1.	U.S. Department of Education	SAC	TRIO Student Support Services - Regular	• Est. 50% Director, 100% Coordinator, tutors
2.	U.S. Department of Education	SAC	TRIO Student Support Service - Vets	• Est. 50% Director, 50% Coordinator, tutors
3.	U.S. Department of Education	SCC	TRIO Student Support Services - Classic	• Est. Director 25%, Coordinator 25%, tutors
4.	U.S. Department of Education	SCC	TRIO Student Support Services - Vets	• Est. Director 25%, Coordinator 25%, tutors
5.	U.S. Department of Education	SCC	TRIO Student Support Services – STEM	• Est. Director 25%, Coordinator 25%, tutors
6.	U.S. Department of Education	SCC	TRIO Student Support Services – Teacher Prep	• Est. Director 25%, Coordinator 25%, tutors
7.	Samueli Foundation	SCC	Breakaway Fund	• TBD