



Rancho Santiago Community College District
District Council Meeting
August 10, 2015
Executive Conference Room
3:00 – 5:00 p.m.

Agenda

1. Approval of Minutes of June 1, 2015 Meeting
2. Adopted Budget Assumptions Hardash
3. Budget Model Allocation Model Change Hardash
4. Administrative Regulations Didion
5. Committee Reports
 - a. Planning & Organizational Effectiveness Committee Didion
 - b. Human Resources Committee Didion
 - c. Fiscal Resources Committee Hardash
 - d. Physical Resources Committee Hardash
 - e. Technology Advisory Group Krichmar
 - i. Student reps on TAG
6. Constituent Representative Reports
 - a. Academic Senate - SAC Jones
 - b. Academic Senate – SCC Evet
 - c. Classified Staff Andrews
 - d. Student Government – SAC Cortes
 - e. Student Government – SCC Pham
7. Other

Next Meeting: August 31, 2015

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.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

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



Rancho Santiago Community College District District Council Meeting

MINUTES

June 1, 2015

Members:	Raúl Rodríguez	Present
	John Didion	Present
	Peter Hardash	Present
	Erlinda Martinez	Present
	John Weispfenning	Present
	John Zarske	Present
	Corinna Evett	Present
	Tom Andrews	Present
	Raquel Manriquez	Absent
	Hector Soberano	Absent
	Lee Krichmar	Present
	Raymond Hicks	Absent
	Bonnie Jaros	Absent
	TAG Co-Chair	Vacant
	Jim Granitto	Absent
	Victoria Williams	Absent

1. Approval of Minutes of May 18, 2015

It was moved by Mr. Hardash, seconded by Dr. Weispfenning and carried unanimously to approve the minutes of the May 18, 2015 meeting.

2. Proposed 2015-2016 Tentative Budget

Vice Chancellor Hardash reviewed the changes to the tentative budget assumptions and analysis based on the May Revise. He also noted that the May Revise Budget Presentation which was presented to the Board at their meeting of May 26, 2015 is posted on the Budget Updates webpage.

Mr. Hardash reported that, even with a favorable budget, the district will still have a structural deficit. It will not be as large as anticipated, however. He cautioned that new and one-time funds should be expended with caution. Discussion ensued.

The Fiscal Resource Committee recommends approved of the tentative budget as presented.

It was moved by Ms. Evett, seconded by Mr. Didion and carried unanimously to approve the 2015-2016 Tentative Budget as presented.

3. Committee Reports

A. Planning and Organizational Effectiveness Committee (POE)

Mr. Didion reported that POE distributed an evaluation survey and will summarize the results when all input is received. The 2015-2016 meeting schedule was approved at its May 27, 2015 meeting.

B. Human Resources Committee (HRC)

Mr. Didion reported that HRC is working on updates to the classified staff and administrative management hiring regulations. At its meeting on June 3, 2015, the 2015-2016 meeting schedule is being recommended to remain the same.

C. Fiscal Resources Committee (FRC)

Mr. Hardash reported that work on the final budget will be done in the summer and taken to the Board at their meeting of September 14, 2015. The 2015-2016 meeting schedule was approved at its May 27, 2015 meeting.

D. Physical Resources Committee (PRC)

Mr. Hardash reported that the next PRC meeting will be held in September. He also reported that the committee decided to reduce the meeting schedule to every other month. District Council was also reminded that project updates presented at each meeting are posted to the PRC webpage.

E. Technology Advisory Group (TAG)

Asst. Vice Chancellor Krichmar reported that the next TAG meeting is scheduled for June 18, 2015. Ms. Krichmar reported that TAG made the decision to change the desktop standard from Dell to HP. It was noted that TAG reviews all changes in technology prior to their rollout to the users.

4. Constituent Representative Reports

- a. Academic Senate/SAC: Academic Senate President Zarske provided an update on SAC Academic Senate meeting and senate activities.
- b. Academic Senate/SCC: Academic Senate President Evett provided an update on senate activities and reported the next meeting is scheduled for June 2, 2015.
- c. CSEA: CSEA President Tom Andrews expressed appreciation for all the site celebrations for Classified Employees Appreciation Week and the district's support of classified staff. Mr. Andrews asked about the timing for org charts to be posted to the website and Mr. Didion stated that this is in process.
- d. Student Government/SAC: No report.
- e. Student Government/SCC: No report.

5. Next Meeting – June 8

It was decided to cancel the June 8, 2015 and July 13, 2015 District Council meetings.

6. Other

Ms. Evett asked for an update on the Saudi Arabia project. Chancellor Rodríguez reported that legal counsel had completed review of the contract and the RSCCD Foundation Board will be meeting to approve the contract.

7. Next Meeting: The next District Council meeting will be held on Monday, August 10, 2015 in the Executive Conference Room (#114).

Meeting Adjournment: 3:40 p.m.

Approved:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
FTES Analysis and Targets
As of August 5, 2015

	2012/13		2013/14				2014/15				2015/16			
	P3 Actual	%	Target	Recal Actual	%	Difference Target to Actual	Target	P3 Actual	%	Difference Target to Actual	Target *	%		
SAC/CEC														
Credit	15,375.51	54.55%	15,820.00	15,493.22	54.00%	(326.78)	-2.07%	15,574.00	15,530.31	53.72%	(43.69)	-0.28%	15,665.00	53.53%
CDCP	4,274.98	15.17%	4,370.71	4,289.35	14.95%	(81.36)	-1.86%	4,461.03	4,253.92	14.72%	(207.11)	-4.64%	4,312.00	14.74%
Non-credit	282.95	1.00%	289.29	304.77	1.06%	15.48	5.35%	316.97	566.49	1.96%	249.52	78.72%	588.00	2.01%
	19,933.44	70.72%	20,480.00	20,087.34	70.02%	(392.66)	-1.92%	20,352.00	20,350.72	70.40%	(1.28)	-0.01%	20,565.00	70.28%
SCC/OEC														
Credit	6,359.13	22.56%	6,579.00	6,794.58	23.68%	215.58	3.28%	6,977.00	6,835.47	23.65%	(141.53)	-2.03%	6,908.00	23.61%
CDCP	1,711.68	6.07%	1,688.64	1,720.49	6.00%	31.85	1.89%	1,774.75	1,539.31	5.32%	(235.44)	-13.27%	1,619.00	5.53%
Non-credit	180.79	0.64%	178.36	86.52	0.30%	(91.84)	-51.49%	89.25	182.58	0.63%	93.33	104.57%	171.00	0.58%
	8,251.60	29.28%	8,446.00	8,601.59	29.98%	155.59	1.84%	8,841.00	8,557.36	29.60%	(283.64)	-3.21%	8,698.00	29.72%
District Total														
Credit	21,734.64	77.11%	22,399.00	22,287.80	77.69%	(111.20)	-0.50%	22,551.00	22,365.78	77.37%	(185.22)	-0.82%	22,573.00	77.14%
CDCP	5,986.66	21.24%	6,059.36	6,009.84	20.95%	(49.52)	-0.82%	6,235.78	5,793.23	20.04%	(442.55)	-7.10%	5,931.00	20.27%
Non-credit	463.74	1.65%	467.64	391.29	1.36%	(76.35)	-16.33%	406.22	749.07	2.59%	342.85	84.40%	759.00	2.59%
	28,185.04	100.00%	28,926.00	28,688.93	100.00%	(237.07)	-0.82%	29,193.00	28,908.08	100.00%	(284.92)	-0.98%	29,263.00	100.00%
Growth			2.63%	1.79%				1.76%	0.76%				1.23%	

* Campus determined target for 2015/16 growth, however no growth revenue is budgeted at this time.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2015-16 DRAFT Adopted Budget Assumptions
August 5, 2015**

I. State Revenue

A. Budgeting will continue to utilize the District's Budget Allocation Model (BAM) based on SB 361.

B. FTES Workload Measure Assumptions:

Year	Base	Actual	Funded	Actual Growth
2011/12	28,182.19	27,711.41	27,711.41	-9.95%
2012/13	27,711.41	28,185.04	28,185.04	1.71%
2013/14	28,185.04	28,688.93 a	28,688.93 a	1.79%
2014/15	P3 28,688.93	28,908.08 b	28,908.08 b	0.76%

a - based on 2013/14 Recalculation received 2/19/2015

b - based on 2014/15 P3 submitted 7/15/2015

The state budget includes 3% Restoration/Access/Growth funding, 1.02% COLA, new full time faculty allocation, an unrestricted increase to the Base Allocation and equalizing the CDCP FTES funding rate at the credit FTES rate.

Base Allocation Increase	\$6,763,458
CDCP Funding Enhancement	\$7,908,849
Projected COLA of 1.02%	\$1,468,618
Projected Restoration/Access/Growth -0- Allocation for Full-time Faculty	\$0 \$1,537,621
Reduced Projected Deficit (Estimated at 1%)	\$847,663
Apportionment Base Increase for 2015/16	\$18,526,209

2015/16 Potential Growth at 1.47% based on 3% system 29,333

C. Education Protection Account (EPA) funding estimated at \$23,946,110 based on 2015/16 Advanced Apportionment. These are not additional funds. The EPA is only a portion of general purpose funds that offsets what would otherwise be state aid in the apportionments. We intend to charge a portion of faculty salaries to this funding source in compliance with EPA requirements.

D. Unrestricted lottery is projected at \$140 per FTES (\$4,125,006). Restricted lottery at \$41 per FTES (\$1,208,038). (2014/15 P3 of resident & nonresident factored FTES, 29,464.33 x 140 = \$4,125,006 unrestricted lottery; 29,464.33 x 41 = \$1,208,038. The rates have increased and with a slight increase in FTES there is an increase in revenue.

E. Estimated reimbursement for part-time faculty compensation is estimated at \$601,066 (2015/16 Adv). Slight reduction.

F. Categorical programs will continue to be budgeted separately; self-supporting, matching revenues and expenditures. COLA is included for categorical programs. This hasn't happened in a number of years. Without COLA, other categorical reductions would be required to remain in balance if settlements were reached with bargaining groups. The colleges will need to budget for any program match requirements using unrestricted funds. Match requirements for SSSP funds are moved to 1.3 to 1 beginning in 2015/16.

G. BOG fee waivers 2% administration funding estimated at 2014/15 advance apportionment of \$284,586. Slight increase.

H. Mandates Block Grant estimated at a total budget of \$740,000. Unchanged. In addition, with a one-time \$603.7 million allocation statewide for past Mandated Cost reimbursement, we expect approximately \$15.4 million, an increase from \$900,000. These funds can be used for any one-time purposes and will require additional discussion before allocation.

II. Other Revenue

I. Non-Resident Tuition budgeted at \$2,000,000. Increase of \$500,000.

J. Interest earnings estimated at \$180,000. Increase of \$60,000

K. Other miscellaneous income (includes fines, fees, rents, etc.) is estimated at approximately \$350,000. Unchanged

L. Apprenticeship revenue estimated at \$1,911,000 (2015/16 Advanced Apportionment). This represents an increase of \$521,029 from the previous year.

M. Scheduled Maintenance/Instructional Equipment allocation estimated at \$3.765 million (no match required).

N. Energy Efficiency/Prop 39 revenue estimated at \$831,201. Slight increase from 2014/15.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2015-16 DRAFT Adopted Budget Assumptions
August 5, 2015

III. Appropriations and Expenditures

- A. As the District's budget model is a revenue allocation model, revenues flow through the model to the colleges as earned. The colleges have the responsibility, within their earned revenue, to budget for ALL necessary expenditures including but not limited to all full time and part time employees, utilities, instructional services agreements, multi-year maintenance and other contracts, supplies, equipment and other operating costs.
- B. The Cost of Living Allowance (COLA) estimated at 1.02%, \$1.468 million.
- C. Step and column movement is budgeted at an additional cost of approximately \$1.4 million including benefits. (FARSCCD approximate cost \$475,000, CSEA approximate cost \$480,000, Management/Other approximate cost \$445,000)
- D. Health and Welfare benefit premium cost increase is estimated at 2.2% for an additional cost of approximately \$332,000 for active employees and an additional cost of \$143,000 for retirees, for a combined increase of \$475,000. State Unemployment Insurance local experience charges are estimated at \$250,000 (2014/15 budgeted amount). Unchanged. CalPERS employer contribution rate will increase in 2015/16 from 11.771% to 11.847% for an increase of \$23,484
(Note: The cost of each 1% increase in the PERS rate is approximately \$300,000.)
CalSTRS employer contribution rate will increase in 2015/16 from 8.88% to 10.73% for an increase of \$1,048,025.
(Note: The cost of each 1% increase in the STRS rate is approximately \$550,000.)
- E. The full-time faculty obligation (FON) for Fall 2015 is estimated at 346.80. The District is currently recruiting 34 faculty positions (two of which do not count toward the FON) for an estimated total of 32 positions counting toward the obligation. The District expects to meet its obligation. Penalties for not meeting the obligation amount to approximately \$73,000 per FTE not filled.

The additional cost of new full-time faculty being hired for Fall 2015 is estimated at \$1.5 million. SAC is filling 16 vacancies and adding six new positions. SCC is filling four vacancies and adding eight new positions. (The cost of the 14 new positions, along with shifts from categorical funding, is budgeted at Class VI, Step 10 at approximately \$125,000 each, including benefits.)

Ongoing cuts have been made by the two colleges to pay for the 2014/15 and 2015/16 full-time faculty hires (SAC reductions total \$2,802,540 and SCC reductions total \$587,621)

In addition, with the state special allocation for full-time faculty, we are budgeting to fully spend this \$1.537 million in revenue to hire approximately 16 additional faculty.

- F. The current rate per Lecture Hour Equivalent (LHE) effective 1/1/15 for hourly faculty is \$1,243. Incr. of 5.88% from 2013/14
- G. Retiree Health Benefit Fund (OPEB/GASB 45 Obligation) - The District will continue to contribute 1% of total salaries plus a minimum of \$500,000 (approx. \$1.5 million) to fund the total actuarially determined Annual Required Contribution (ARC). The actual ARC for 2015/16 is \$8,350,167.
- H. Capital Outlay Fund - As indicated in I.H above, in addition to the state allocation for Scheduled Maintenance/Instructional Equipment, the district will address capital outlay needs using a portion of the one-time mandated cost reimbursement.
- I. Utilities cost increases of 5%, estimated at \$200,000.
- J. Information Technology licensing contract escalation cost of 7%, estimated at \$125,000, plus cost of OneCampus license \$22,000 for at total increase of \$147,000.
- K. Property and Liability Insurance transfer estimated at \$1,940,000, increased for the cost of software license and EAP service.
- L. Partial implementation of the Public Safety Task Force recommendations including increased cost of Chief and Lieutenant positions and three new Sergeant positions, estimated at \$432,137. **These new costs have been offset with cuts from other District Services.**
- M. Other additional DS/Institutional Cost expenses:
 - Trustee Election Expense \$125,000 each year beginning 15/16 (as opposed to \$400,000 every other year)
 - Legal Expenses of \$250,000 (in addition to \$250,000 PY)
- N. Child Development Fund - Program staff has developed a plan to reduce the budget deficit. The District will budget \$250,000 as an interfund transfer from the unrestricted general fund as a contingency plan.

Rancho Santiago Community College District Unrestricted General Fund Summary 2015-16 DRAFT Adopted Budget Assumptions Analysis August 5, 2015
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* <u>New Revenues</u>	Ongoing Only	One-Time
B Base Allocation Increase	1 \$6,763,458	
B CDCP FTES Funding Equalization	1 \$7,908,849	
B COLA 1.02%	\$1,468,618	
B Growth -0-	\$0	
B Allocation for Full-time Faculty	\$1,537,621	
B Deficit Factor 1%	\$847,663	
D Unrestricted Lottery	\$404,671	
H Mandates Block Grant (one-time)	2 (\$900,000)	\$15,400,000
I Non-Resident Tuition	\$500,000	
J Interest Earnings	\$60,000	
J Apprenticeship	1 \$521,029	
EGK Misc Income	(\$56,669)	
Total	\$19,055,240	\$15,400,000

<u>New Expenditures</u>		
B COLA 1.02%	\$1,468,618	
C Step/Column	\$1,400,000	
D Health and Welfare/Benefits at 2.2%	\$475,000	
D CalPERS Increase	\$23,484	
D CalSTRS Increase	\$1,048,025	
E Full Time Faculty Obligation Hires	\$1,462,500	
E College Budget Cuts for Faculty Hires	(\$3,390,161)	
E Allocation for Full-time Faculty	\$1,537,621	
E/F Hourly Faculty Budgets (Convert to Full Time)	\$0	
I.F SSSP Match	\$0	
H Capital Outlay/Scheduled Maintenance Match	\$1,500,000	\$750,000
I Utilities Increase	\$200,000	
J ITS Licensing/Contract Escalation Cost	\$147,000	
K Property and Liability Insurance	\$140,000	
L Public Safety Task Force Recommendations	\$0	
M Election Expense	\$125,000	(\$400,000)
M Other Additional DS/Institutional Costs	\$250,000	
Remaining Revenue Allocated to Colleges	3 \$10,273,347	
I.H Holding for Allocation of One-Time Expense		\$14,300,000
Total	\$16,660,434	\$14,650,000
2015-16 Budget Year Surplus (Deficit)	\$2,394,806	
2014-15 Ongoing Base Structural Deficit	(\$2,394,806)	
Total 2015-16 Net Revenue (Deficit)	\$0	

Note: Budget Stabilization Fund Balance at 6/30/2015 is estimated at \$14.3 million.

1 At this time, these revenues are budgeted 100% unrestricted with NO specifically-related additional expenditures budgeted.

2 These one-time funds will not be allocated from the state prior to December.

3 To be used to properly budget the cost of adjunct faculty, instructional aids, ISAs, and utilities.

** Reference to budget assumption number*



Rancho Santiago Community College District **Budget Allocation Model** **Based on SB 361**

- The “*Rancho Santiago Community College District Budget Allocation Model Based on SB361, February 8, 2012*” was approved at the February 22, 2012 Budget Allocation and Planning Review Committee Meeting

Introduction

In 2008, both colleges were visited by ACCJC Accreditation Teams in the normal accreditation cycle. The Teams noticed that the district’s budget allocation model that was in place for approximately ten years had not been annually reviewed as to its effectiveness as stated in the model documents. The existing revenue allocation model was developed when the district transformed into a multi college district. The visiting Team recommended a review of the existing budget allocation model and recommended changes as necessary.

The Budget Allocation and Planning Review Committee (BAPR) charged the BAPR Workgroup, a technical subgroup of BAPR, with the task of reviewing the ten year old model. In the process, the Workgroup requested to evaluate other California Community College multi-campus budget allocation models. Approximately twenty models were reviewed. Ultimately, the Workgroup focused on a revenue allocation model as opposed to an expenditure allocation model. A revenue allocation model allocates revenues (state and local) generated in a budget year to the college campuses in the district based on the state funding model that allocates state apportionment revenues to districts. An expenditure allocation model allocates, by agreed upon formulas, expenditure appropriations for full-time faculty staffing, adjunct faculty staffing, classified and administrative staffing, associated health and welfare benefit costs, supply and equipment budgets, utility costs, legal and other services. The BAPR Workgroup ultimately decided on a revenue allocation formula in order to provide the greatest amount of flexibility for the campuses.

Senate Bill 361, passed in 2006, changed the formula of earned state apportionment revenues to essentially two elements, 1) Basic Allocations for college/center base funding rates based on FTES size of the college and center and 2) Full Time Equivalent Students (FTES) based on earned and funded FTES. The BAPR Workgroup determined that since this is how our primary funding comes from the state this model should be used for distribution on earned revenues to the colleges. The colleges and centers are the only entities in the district that generates this type of funding. Revenue earned and funded by the state will be earned and funded at the colleges. The Budget Allocation Model (BAM) described in this document provides the guidelines, formulas, and basic steps for the development of an annual district budget including the allocation of budget expenditure responsibilities for Santa Ana College, Santiago Canyon College and District Services referred to as the three district Budget Centers. The budget is the financial plan for the district, and application of this model should be

utilized to implement the district's vision, mission statement, district strategic plan and the technology strategic plan as well as the colleges' mission statements, educational master plans, facilities master plans and other planning resources. The annual implementation of the budget allocation model is to be aligned with all of these plans. To ensure that budget allocation is tied to planning, it is the responsibility of District Council to review budget and planning during the fiscal year and, if necessary, recommend adjustments to the budget allocation model to keep the two aligned for the coming year. The Chancellor and the Board of Trustees are ultimately responsible for the annual budget and the expenditures associated with the budget. In February of 2013, the Board of Trustees adopted a new planning design manual. This document eliminated BAPR and created the Fiscal Resources Committee (FRC). FRC is responsible for recommending the annual budget to the District Council for its recommendation to the Chancellor and Board of Trustees. FRC is also responsible for annual review of the model for accreditation and can recommend any modifications to the guidelines.

The goal of the BAM is to create a documented revenue allocation process that provides financial stability and encourages fiscal accountability at all levels in times of either increasing or decreasing revenue streams. It is also intended to be simple, transparent, easy to understand, fair, predictable and consistent, using quantitative, verifiable factors with performance incentives. District Council should conduct a review(s) during each fiscal year to assess if the operation of the budget allocation model is meeting the goal.

Under state law, the District is the legal entity and is ultimately responsible for actions, decisions and legal obligations of the entire organization. The Board of Trustees of the Rancho Santiago Community College District has clear statutory authority and responsibility and, ultimately, makes all final decisions. Likewise, the Chancellor, under the direction of the Board of Trustees, is responsible for the successful operation, reputation, and fiscal integrity of the entire District. The funding model does not supplant the Chancellor's role, nor does it reduce the responsibility of the District Services staff to fulfill their fiduciary role of providing appropriate oversight of the operations of the entire District. It is important that guidelines, procedures and responsibility be clear with regard to District compliance with any and all laws and regulations such as the 50% Law, full-time/part-time faculty requirements, Faculty Obligation Number (FON), attendance accounting, audit requirements, fiscal and related accounting standards, procurement and contract law, employment relations and collective bargaining, payroll processing and related reporting requirements, etc. The oversight of these requirements are to be maintained by District Services, which has a responsibility to provide direction and data to the colleges to assure they have appropriate information for decision making with regard to resource allocation at the local level, thus, assuring District compliance with legal and regulatory requirements.

All revenue is considered District revenue because the district is the legal entity authorized by the State of California to receive and expend income and to incur expenses. However, the majority of revenue is provided by the taxpayers of California for the sole purpose of providing educational services to the communities and students served by the District. Services such as classes, programs, and student services are, with few exceptions, the responsibility of the colleges. It is the intent of the Revenue Allocation Model to allocate the majority of funds to the colleges in order to provide those educational services. The model intends to provide an opportunity to maximize resource allocation decisions at the local college level. Each college president is responsible for the successful operation and performance of his/her college as it relates to resource allocation and utilization. The purpose and function of the District Services in this structure is to maintain the fiscal and operational integrity of the District and its individual colleges and centers and to facilitate college operations so that their needs are met and fiscal stability is assured. District Services has responsibility for providing certain centralized functions, both to provide efficient operations as well as to assist in coordination between District Services and the colleges. Examples of these services include human resources, business operations, fiscal and budgetary oversight, procurement, construction and capital outlay, and information technology. On the broadest level, the goal of this partnership is to encourage and support collaboration between the colleges and District Services.

Implementation

A detailed transition plan for the implementation of the new BAM should include:

- Standards and milestones for the initial year
- An evaluation process to determine if the standards and milestones have been achieved or if there is adequate progress
- A process to ensure planning is driving the budget

The 2012-2013 fiscal year is the transitional year from the old budget allocation model to the new SB 361 model. Essentially, the first year (2012-2013) of the new model is a rollover of expenditure appropriations from the prior year 2011-2012. Therefore the 2011/12 ending balance funds are used on a one time basis to cover the structural deficit spending in the 2012/13 fiscal year.

An SB 361 Budget Allocation Model Implementation Technical Committee (BAMIT) was established by the Budget Allocation and Planning Review Committee (BAPR) and began meeting in April 2012. The team included:

District Office:	
Peter Hardash	Vice Chancellor, Business Operations/Fiscal Services
John Didion	Executive Vice Chancellor
Adam O'Connor	Assistant Vice Chancellor, Fiscal Services
Gina Huegli	Budget Analyst
Thao Nguyen	Budget Analyst
Santa Ana College:	
Linda Rose	Vice President, Academic Affairs
Jim Kennedy	Interim Vice President, Administrative Services
Michael Collins	Vice President, Administrative Services
Santiago Canyon College:	
Aracely Mora	Vice President, Academic Affairs
Steve Kawa	Vice President, Administrative Services

BAMIT was tasked with evaluating any foreseeable implementation issues transitioning from the old model and to make recommendations on possible solutions.

The team spent the next five months meeting to discuss and agree on recommendations for implementing the transition to new model using a series of discussion topics. These agreements are either documented directly in this model narrative or included in an appendix if the topic was related solely to the transition year.

It was also agreed by BAMIT that any unforeseen issue that would arise should be brought back to FRC for review and recommendation.

Revenue Allocation

The SB 361 funding model essentially allocates revenues to the colleges in the same manner as received by the District from the State of California. This method allocates all earned revenues to the colleges.

College and District Services Budgets and Expenditure Responsibilities

Since the BAM is a revenue allocation model, all expenditures and allocation of revenues under the model are

the responsibilities of the colleges and centers. Expenditure responsibilities for the colleges, District Services and Institutional Costs are summarized in Table 1.

Revenue and budget responsibilities are summarized on Table 2. The total annual revenue to each college will be the sum of base funding for each college and center as defined by SB 361 and applying the current FTES rates for credit base, noncredit base, career development and college preparation noncredit base revenues as well as any local unrestricted or restricted revenues earned by the college.

The revenue allocations will be regularly reviewed by FRC. In reviewing the allocation of general funds, FRC should take into consideration all revenues, including restricted revenues, available to each of the Budget Centers less any apportionment deficits, property tax shortfalls or uncollected student fees or shortfalls. If necessary, FRC will recommend adjustments to District Council for submission to the Chancellor.

The expenditures allocated for District Services and for Institutional Costs will be developed based on the projected levels of expenditure for the prior fiscal year, taking into account unusual or one-time anomalies, reviewed by FRC and the District Council and approved by the Chancellor and the Board of Trustees.

DISTRICT SERVICES – Examples are those expenses associated with the operations of the Chancellor’s Office, Board of Trustees, Public Affairs, Human Resources, Risk Management, Educational Services, Institutional Research, Business Operations, Internal Auditing, Fiscal Services, Payroll, Purchasing, Facilities Planning, ITS and Safety Services. Economic Development expenditures are to be included in the District Services budget but clearly delineated from other District expenditures.

INSTITUTIONAL COSTS – Examples are those expenses associated with State and Federal regulatory issues, property, liability and other insurances, board election, interfund transfers and Retiree Health Benefit Costs. **As the board election expense is incurred every other year, it will be budgeted each year at one-half of the estimated cost. In the off years, the funds will remain unspent and specifically carried over to the next year to be used solely for the purpose of the election expense. If there is insufficient budget, the colleges will be assessed the difference based on the current FTES split. If any funds remain unspent in an election year, it will be allocated to the colleges based on the current FTES split for one-time uses.**

An annual review of District Services and Institutional Costs will be conducted by District Council each fall in order to give time to complete the evaluation in time to prepare for the following fiscal year budget cycle and implement any suggestions. The review will include an evaluation of the effectiveness of the services provided to assure the District is appropriately funded. If District Council believes a change to the allocation is necessary, it will submit its recommendation to FRC for funding consideration and recommendation to the Chancellor.

District Reserves and Deficits

The Board of Trustees will establish a reserve through board policy, state guidelines and budget assumptions.

The Chancellor reserves the right to adjust allocations as necessary.

The Board of Trustees is solely responsible for labor negotiations with employee groups. Nothing in this budget model shall be interpreted to infringe upon the Board’s ability to collectively bargain and negotiate in good faith with employee organizations and meet and confer with unrepresented employees.

College Budget and Expenditure Responsibilities

Colleges will be responsible for funding the current programs and services that they operate as part of their budget plans. There are some basic guidelines the colleges must follow:

- Allocating resources to achieve the state funded level of FTES is a primary objective for all colleges.
- Requirements of the collective bargaining agreements apply to college level decisions.
- The FON (Faculty Obligation Number) must be maintained by each college. Full-time faculty hiring recommendations by the colleges are monitored on an institutional basis. Any financial penalties imposed by the state due to FON non-compliance will be borne proportionately by the campus not in compliance.
- In making expenditure decisions, the impact upon the 50% law calculation must be considered and budgeted appropriately. Any financial penalties imposed by the state due to 50% law non-compliance will be borne proportionally (by FTES split) by both campuses.
- With unpredictable state funding, the cost of physical plant maintenance is especially important. Lack of maintenance of the operations and district facilities and grounds will have a significant impact on the campuses and therefore needs to be addressed with a detailed plan and dedicated budget whether or not funds are allocated from the state.

Budget Center Reserves and Deficits

It is strongly recommended that ~~the each colleges and District Services budget centers~~ set aside at least a 1% contingency reserve to handle unplanned and unforeseen expenses. If ~~the contingency reserve is~~ unspent by year end, this reserve falls into the ~~college's~~ year-end balance and is included in the ~~Budget Centers'~~ college's beginning balance for the following fiscal year. ~~The District Services and Institutional Cost allocations are budgeted as defined in the model for the appropriate operation of the District and therefore are not subject to carryover. The Chancellor and Board of Trustees reserve the right to augment the budget as deemed necessary.~~

If a Budget Center incurs an overall deficit for any given year, the following sequential steps will be implemented:

The Budget Center reserve shall first be used to cover any deficit. If reserves are not sufficient to cover budget expenses and/or reserves are not able to be replenished the following year, then the Budget Center is to prepare an expenditure reduction plan and/or submit a request for the use of District Reserves to help offset the deficit. The expenditure reduction plan and/or a request to use District Reserves is to be submitted to FRC. If FRC agrees with the expenditure reduction plan and/or the request to use District Reserves, it will forward the recommendation to District Council for review and recommendation to the Chancellor who will make the final determination.

Revenue Modifications

Apportionment Revenue Adjustments

It is very likely each fiscal year that the District's revenues from state apportionment could be adjusted after the close of the fiscal year in the fall, but most likely at the P1 recalculation, which occurs eight months after the close of the fiscal year. This budget model therefore will be fluid, with changes made throughout the fiscal year (P-1, P-2, P-annual) as necessary. Any increase or decrease to prior year revenues is treated as a onetime addition or reduction to the colleges' current budget year and distributed in the model based on the most up to date FTES split reported by the District and funded by the state.

An example of revenue allocation and FTES change:

\$100,000,000 is originally split 70% Santa Ana College (\$70,000,000) and 30% Santiago Canyon College (\$30,000,000) based on FTES split at the time. At the final FTES recalculation for that year, the District earns an additional \$500,000 based on the total funded FTES. In addition, the split of FTES changes to 71%/29%.

The total revenue of \$100,500,000 is then redistributed \$71,355,000 to Santa Ana College and \$29,145,000 to Santiago Canyon College which would result in a shift of \$855,000 between the colleges. A reduction in funding will follow the same calculation

It is necessary in this model to set a base level of FTES for each college. Per agreement by the Chancellor and college Presidents, the base FTES split of 70.80% SAC and 29.20% SCC will be utilized for the 2013/14 tentative budget. Similar to how the state sets a base for district FTES, this will be the beginning base level for each college. Each year through the planning process there will be a determination made if the district has growth potential for the coming fiscal year. Each college will determine what level of growth they believe they can achieve and targets will be discussed and established through Chancellor's Cabinet. For example, if the district believes it has the opportunity for 2% growth, the colleges will determine the level of growth they wish to pursue. If both colleges decide to pursue and earn 2% growth and the district is funded for 2% growth, then each college's base would increase 2% the following year. In this case the split would still remain 70.80%/29.20% as both colleges moved up proportionately (Scenario #1). If instead, one college decides not to pursue growth and the other college pursues and earns the entire district 2% growth, all of these FTES will be added to that college's base and therefore its base will grow more than 2% and the split will then be adjusted (Scenario #2).

Using this same example in which the district believes it has the opportunity for 2% growth, and both colleges decide to pursue 2% growth, however one college generates 3% growth and the other generates 2%, the college generating more FTES would have unfunded over cap FTES. The outcome would be that each college is credited for 2% growth, each base increases 2% and the split remains (Scenario #3). If instead, one college generates 3% and the other college less than 2%, the college generating the additional FTES can earn its 2% target plus up to the difference between the other college's lost FTES opportunity and the total amount funded by the district (Scenario #4).

This model should also include a stability mechanism. In a year in which a college earns less FTES than its base, the base FTES will remain intact following the state method for stabilization. That college is in funding stability for one year, but has up to three years in which to earn back to its base FTES. The funding for this stability will be from available district Budget Stabilization Funds. If this fund has been exhausted, the Chancellor will determine the source of funding. If the college does not earn back to its base during this period, then the new lower FTES base will be established. As an example (Scenario #5), year one there is 2% growth opportunity. One of the colleges earns 2% growth but the other college declines by 1%, going into stability. This year the college that declined is held at their base level of FTES while the other college is credited for their growth. In the second year of the example, there is no growth opportunity, but the college that declined recaptures FTES to the previous year base to emerge from stability. Note that since the other college grew in year one, the percentage split has now changed.

All of these examples exclude the effect of statewide apportionment deficits. In the case of any statewide deficits, the college revenues will be reduced accordingly. In addition, the Chancellor reserves the right to make changes to the base FTES as deemed necessary in the best interest of the district as a whole.

	Base FTES	% split	Scenario #1	New FTES	% split
SAC	19,824	70.80%	2.00%	20,220.48	70.80%
SCC	8,176	29.20%	2.00%	8,339.52	29.20%
	<u>28,000</u>		2.00%	<u>28,560.00</u>	
	Base FTES	% split	Scenario #2	New FTES	% split
SAC	19,824	70.80%	2.82%	20,384.00	71.37%
SCC	8,176	29.20%	0.00%	8,176.00	28.63%
	<u>28,000</u>		2.00%	<u>28,560.00</u>	
	Base FTES	% split	Scenario #3	New FTES	% split
SAC	19,824		3.00%	20,418.72	
unfunded				(198.24)	
SAC	19,824	70.80%	2.00%	20,220.48	70.80%
SCC	8,176	29.20%	2.00%	8,339.52	29.20%
	<u>28,000</u>		2.00%	<u>28,560.00</u>	
	Base FTES	% split	Scenario #4	New FTES	% split
SAC	19,824		3.00%	20,418.72	
unfunded				(136.92)	
SAC	19,824	70.80%	2.31%	20,281.80	71.01%
SCC	8,176	29.20%	1.25%	8,278.20	28.99%
	<u>28,000</u>		2.00%	<u>28,560.00</u>	
YEAR 1	Base FTES	% split	Scenario #5	New FTES	% split
Actual Generated:					
SAC	19,824	70.80%	-1.00%	19,625.76	70.18%
SCC	8,176	29.20%	2.00%	8,339.52	29.82%
	<u>28,000</u>		-0.124%	<u>27,965.28</u>	
Calculated for Stability:					
SAC	19,824		-1.00%	19,625.76	
stabilization				282.24	
SAC	19,824	70.80%	0.42%	19,908.00	70.48%
SCC	8,176	29.20%	2.00%	8,339.52	29.52%
	<u>28,000</u>		0.884%	<u>28,247.52</u>	
YEAR 2					
Actual Generated:					
SAC	19,625.76	70.18%	1.44%	19,908.00	70.48%
SCC	8,339.52	29.82%	0.00%	8,339.52	29.52%
	<u>27,965.28</u>		1.009%	<u>28,247.52</u>	

Allocation of New State Revenues

Growth Funding: Plans from the Planning and Organizational Effectiveness Committee (POE) to seek growth funding requires FRC recommendation and approval by the Chancellor, and the plans should include how growth funds will be distributed if one of the colleges does not reach its growth target. A college seeking the opportunity for growth funding will utilize its own carryover funds to offer a schedule to achieve the desired growth. Once the growth has been confirmed as earned and funded by the state and distributed to the district, the appropriate allocation will be made to the college(s) generating the funded growth back through the model. Growth/Restoration Funds will be allocated to the colleges when they are actually earned.

Revenues which are not college specific (for example, student fees that cannot be identified by college), will be allocated based on total funded FTES percentage split between the campuses.

After consultation with district's independent audit firm, the implementation team agreed that any unpaid uncollected student fees will be written off as uncollectible at each year end. This way, only actual collected revenues are distributed in this model. At P-1, P-2 and P-annual, uncollected fee revenues will be adjusted.

Due to the instability of revenues, such as interest income, discounts earned, auction proceeds, vendor rebates (not including utility rebates which are budgeted in Fund 41 for the particular budget center) and mandated cost reimbursements, revenues from these sources will **not** be part of the revenue allocation formula. Income derived from these sources will be deposited to the institutional reserves. If an allocation is made to the colleges from mandated cost reimbursements and the claims are later challenged and require repayment, the colleges receiving the funds will be responsible for repayment at the time of repayment or withholding of funds from the state.

Cost of Living Adjustments: COLAs included in the tentative and adopted budgets shall be sequestered and not allocated for expenditure until after collective bargaining for all groups have been finalized.

Lottery Revenue: Income for current year lottery income is received based on the prior fiscal year's FTES split. At Tentative Budget, the allocation will be made based on projected FTES without carryover. At Adopted Budget, final FTES will be used and carryovers will be included.

Other Modifications

Salary and Benefits Cost

All authorized full time and ongoing part time positions shall be budgeted with corresponding and appropriate fixed cost and health and welfare benefits. Vacant positions will be budgeted at the beginning of the fiscal year or when newly created at the ninth place ranking level (Class VI, Step 10) for full-time faculty and at the mid-level for other positions (ex. Step 3 for CSEA, Step 4 for Management, and AA step 6 for teachers and BA step 6 for master teachers in child development), with the district's contractual cap for the health and welfare benefits. The full cost of all positions, regardless of the budgeted amount, including step and column movement costs, longevity increment costs and any additional collective bargaining agreement costs, will be charged to the particular Budget Center. The colleges are responsible for this entire cost, including any increases or adjustments to salary or benefits throughout the year. If a position becomes vacant during a fiscal year, the Budget Center has the discretion to move unused and available budget from the previous employee's position for other one-time costs until filled or defunded. Any payoffs of accrued vacation, or any additional costs incurred at separation from employment with the district, will be borne by the particular Budget Center. When there is a vacancy that won't be filled immediately, Human Resources should be consulted as to how long it can remain vacant. The colleges should also consult Human Resources regarding the FON when recommending to defund faculty positions.

Grants/Special Projects

Due to the timeliness issues related to grants, approvals rest with the respective Chancellor's Cabinet member, through established processes, in all cases except for Economic Development grants in which a new grant opportunity presents itself which requires an increase to the District Office budget due to match or other unrestricted general fund cost. In these cases, the grant will be reviewed by Chancellor's Cabinet with final approval made by the Chancellor.

Some grants allow for charges of indirect costs. These charges will accumulate by Budget Center during each fiscal year. At fiscal year end, once earned, each college will be allocated 100% of the total indirect earned by that college and transferred into Fund 13 the following year to be used for one-time expenses. The indirect earned by district projects will roll into the institutional ending fund balance.

It is the district's goal to fully expend grants and other special project allocations by the end of the term, however sometimes projects end with a small overage or can be under spent. For any overage or allowable amount remaining, these amounts will close into the respective Budget Center's Fund 13 using 7200 transfers.

Banked LHE Load Liability

Beginning in 2012/13, the liability for banked LHE will be accounted for in separate college accounts. The cost of faculty banking load will be charged to the college during the semester the course is taught and added to the liability. When an instructor takes banked leave, they will be paid their regular salary and district office will make a transfer from the liability to the college 1300 account to pay the backfill cost of teaching the load. A college cannot permanently fill a faculty position at the time someone takes their final year or semester off before retirement. Filling a vacancy cannot occur until the position is actually vacant. In consultation with Human Resources and Fiscal Services, a college can request to swap another faculty vacancy they may have in another discipline or pay the cost differential if they determine programmatically it needs to be filled sooner.

This method will appropriately account for the costs of each semester offerings and ensure an appropriate liability. Although the liability amounts will be accounted for by college, only District Fiscal Services will be able to make transfers from these accounts. Each year end a report will be run to reconcile the total cost of the liability and if any additional transfers are required, the colleges will be charged for the differences.

Other Possible Strategic Modifications

Summer FTES

There may be times when it is in the best financial interest of the District to shift summer FTES between fiscal years. When this occurs, the first goal will be to shift FTES from both colleges in the same proportion as the total funded FTES for each of the colleges. If this is not possible, then care needs to be exercised to ensure that any such shift does not create a disadvantage to either college. If a disadvantage is apparent, then steps to mitigate this occurrence will be addressed by FRC.

Borrowing of summer FTES is not a college-level decision, but rather it is a District-level determination. It is not a mechanism available to individual colleges to sustain their internal FTES levels.

Long-Term Plans

Colleges: Each college has a long-term plan for facilities and programs. The Chancellor, in consultation with the Presidents, will evaluate additional funding that may accrue to the colleges beyond what the model provides. The source of this funding will also have to be identified.

Santa Ana College utilizes the Educational Master Plan in concert with the SAC Strategic Plan to determine the long-term plans for the college. Long-term facilities plans are outlined in the latest Facilities Master Plan, and are rooted in the Educational Master Plan. SAC links planning to budget through the use of the SAC Comprehensive Budget Calendar, which includes planning milestones linked to the college's program review process, Resource Allocation Request (RAR) process, and to the District's planning and budget calendar. As a

result of the Program Review Process, resource allocation needs are requested via the RAR process, which identifies specific resources required to achieve specific intended outcomes. The budget augmentation requests are then prioritized at the department, division, and area level in accordance with established budget criteria. The college's Planning and Budget Committee reviews the prioritized RARs, and they are posted to the campus Planning and Budget web page for the campus community to review. As available resources are realized, the previously prioritized RAR are funded.

At Santiago Canyon College, long-term plans are developed similarly to short-term plans, and exist in a variety of interconnected processes and documents. Department Planning Portfolios (DPP) and Program Reviews are the root documents that form the college's Educational Master Plan and serve to align planning with resource allocation. The allocation of resources is determined through a formal participatory governance process. The Planning and Institutional Effectiveness (PIE) committee is the participatory governance committee that is charged with the task of ensuring resource allocation is tied to planning. Through its planning cycle, the PIE committee receives resource requests from all college units and ensures that each request aligns with the college mission, college goals, program reviews, and DPPs. All requests are then ranked by the PIE committee, placed on a college-wide prioritized list of resource requests, and forwarded to the college budget committee for review. If the budget committee identifies available funds, those funds are noted on the prioritized list, and sent back to the PIE committee. The PIE committee then forwards the prioritized list, along with the budget committee's identification of available funds, to College Council for approval of the annual budget.

District Services: District Services and Institutional Costs may also require additional funding to implement new initiatives in support of the colleges and the district as a whole. POE will evaluate budget augmentation requests and forward a recommendation to District Council. District Council may then refer such requests to FRC for funding consideration.

Full-Time Faculty Obligation Number (FON)

To ensure that the District complies with the State required full-time Faculty Obligation Number (FON), the Chancellor will establish a FON for each college. Each college shall be required to fund at least that number of full-time faculty positions. If the District falls below the FON and is penalized, the amount of the penalty will be deducted from the revenues of the college(s) causing the penalty. FRC, along with the District Enrollment Management Committee, should regularly review the FON targets and actuals and determine if any budget adjustment is necessary. If an adjustment is needed, FRC should develop a proposal and forward it to POE Committee for review and recommendation to the Chancellor.

Budget Input

Using a system for Position Control, Fiscal Services will budget 100% of all regular personnel cost of salary and benefits, and notify the Budget Centers of the difference between the computational total budget from the Budget Allocation Model and the cost of regular personnel. The remaining line item budgets will roll over from one year to the next so the Budget Centers are not required to input every line item. The Budget Centers can make any allowable budget changes at their discretion and will also be required to make changes to reconcile to the total allowable budget per the model.

Appendix Attached

A. Definition of Terms

TABLE 1 Expenditure and Budget Responsibilities		Santa Ana College & CEC <input checked="" type="checkbox"/>	Santiago Canyon College & OEC <input checked="" type="checkbox"/>	District Services <input checked="" type="checkbox"/>	Institutional or Districtwide monitoring <input checked="" type="checkbox"/>
Academic Salaries- (1XXX)					
1	State required full-time Faculty Obligation Number (FON)	✓	✓	✓	✓
2	Bank Leave	✓	✓		✓
3	Impact upon the 50% law calculation	✓	✓	✓	✓
4	Faculty Release Time	✓	✓		✓
5	Faculty Vacancy, Temporary or Permanent	✓	✓		
6	Faculty Load Banking Liability	✓	✓		✓
7	Adjunct Faculty Cost/Production	✓	✓		
8	Department Chair Reassigned Time	✓	✓		✓
9	Management of Sabbaticals (Budgeted at colleges)	✓	✓		✓
10	Sick Leave Accrual Cost	✓	✓		✓
11	AB1725	✓	✓		
12	Administrator Vacation	✓	✓	✓	
Classified Salaries- (2XXX)					
1	Classified Vacancy, Temporary or Permanent	✓	✓	✓	
2	Working Out of Class	✓	✓	✓	
3	Vacation Accrual Cost	✓	✓	✓	
4	Overtime	✓	✓	✓	
5	Sick Leave Accrual Cost	✓	✓	✓	
6	Compensation Time taken	✓	✓	✓	
Employee Benefits-(3XXX)					
1	STRS Employer Contribution Rates, Increase/(Decrease)	✓	✓	✓	
2	PERS Employer Contribution Rates, Increase/(Decrease)	✓	✓	✓	
3	OASDI Employer Rates, Increase/(Decrease)	✓	✓	✓	
4	Medicare Employer Rates, Increase/(Decrease)	✓	✓	✓	
5	Health and Welfare Benefits, Increases/(Decrease)	✓	✓	✓	
6	SUI Rates, Increase/(Decrease)	✓	✓	✓	
7	Workers' Comp. Rates, Increase/(Decrease)	✓	✓	✓	
8	Retiree Health Benefit Cost				
	-OPEB Liability vs. "Pay-as-you-go"				✓
9	Cash Benefit Fluctuation, Increase/(Decrease)	✓	✓	✓	
Other Operating Exp & Services-(5XXX)					
1	Property and Liability Insurance Cost				✓
2	Waiver of Cash Benefits	✓	✓	✓	
3	Utilities				
	-Gas	✓	✓	✓	

	-Water	✓	✓	✓	
	-Electricity	✓	✓	✓	
	-Waste Management	✓	✓	✓	
	-Water District, Sewer Fees	✓	✓	✓	
4	Audit			✓	✓
5	Board of Trustee Elections				✓
6	Scheduled Maintenance	✓	✓		✓
7	Copyrights/Royalties Expenses	✓	✓		
Capital Outlay-(6XXX)					
1	Equipment Budget				
	-Instructional	✓	✓	✓	✓
	-Non-Instructional	✓	✓	✓	✓
2	Improvement to Buildings	✓	✓	✓	✓
3	Improvement to Sites	✓	✓	✓	✓

TABLE 2 Revenue and Budget Responsibilities		Santa Ana College & CEC ✓	Santiago Canyon College & OEC ✓	District Services ✓	Institutional or Districtwide monitoring ✓
Federal Revenue- (81XX)					
1	Grants Agreements	✓	✓	✓	
2	General Fund Matching Requirement	✓	✓	✓	
3	In-Kind Contribution (no additional cost to general fund)	✓	✓	✓	
4	Indirect Cost (overhead)	✓	✓		✓
State Revenue- (86XX)					
1	Base Funding	✓	✓		✓
2	Apportionment	✓	✓		✓
3	COLA or Negative COLA	✓	✓	✓	✓ subject to collective bargaining
4	Growth, Work Load Measure Reduction, Negative Growth	✓	✓	✓	✓
5	Categorical Augmentation/Reduction	✓	✓	✓	
6	General Fund Matching Requirement	✓	✓	✓	
7	Apprenticeship	✓	✓		
8	In-Kind Contribution	✓	✓	✓	
9	Indirect Cost	✓	✓		✓
10	Lottery				
	- Unrestricted (abate cost of utilities)	✓	✓	✓	
	- Restricted-Proposition 20	✓	✓		

11	Instructional Equipment Matches (3:1)	✓	✓		✓ and will have chargeback to site proportionally
12	Scheduled Maintenance Matches (1:1)	✓	✓	✓	✓ and will have chargeback to site proportionally
13	Part time Faculty Compensation Funding	✓	✓		✓ subject to collective bargaining
14	State Mandated Cost	✓	✓		✓
Local Revenue- (88XX)					
1	Contributions	✓	✓	✓	
2	Fundraising	✓	✓	✓	
3	Proceed of Sales	✓	✓	✓	
4	Health Services Fees	✓	✓		
5	Rents and Leases	✓	✓	✓	
6	Enrollment Fees	✓	✓		
7	Non-Resident Tuition	✓	✓		
8	Student ID and ASB Fees	✓	✓		
9	Parking Fees			✓	✓

Rancho Santiago Community College District

Budget Allocation Model Based on SB 361

Appendix A – Definition of Terms

AB 1725 – Comprehensive California community college reform legislation passed in 1988, that covers community college mission, governance, finance, employment, accountability, staff diversity and staff development.

Accreditation – The review of the quality of higher education institutions and programs by an association comprised of institutional representatives. The Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC) accredits California's community colleges.

Apportionments – Allocations of state or federal aid, local taxes, or other monies among school districts or other governmental units. The district's base revenue provides most of the district's revenue. The state general apportionment is equal to the base revenue less budgeted property taxes and student fees. There are other smaller apportionments for programs such as apprenticeship and EOPS.

Augmentation – An increased appropriation of budget for an intended purpose.

Bank Leave – Faculty have the option to “bank” their beyond contract teaching load instead of getting paid during that semester. They can later request a leave of absence using the banked LHE.

BAM – Budget Allocation Model.

BAPR – Budget and Planning Review Committee.

Base FTES – The amount of funded actual FTES from the prior year becomes the base FTES for the following year. For the tentative budget preparation, the prior year P1 will be used. For the proposed adopted budget, the prior year P2 will be used. At the annual certification at the end of February, an adjustment to actual will be made.

Budget Center – The three Budget Centers of the district are Santa Ana College, Santiago Canyon College and the District Services.

Budget Stabilization Fund – The portion of the district's ending fund balance, in excess of the 5% reserve, budget center carryovers and any restricted balances, used for one-time needs in the subsequent year.

Cap – An enrollment limit beyond which districts do not receive funds for additional students.

Capital Outlay – Capital outlay expenditures are those that result in the acquisition of, or addition to, fixed assets. They are expenditures for land or existing buildings, improvement of sites, construction of buildings, additions to buildings, remodeling of buildings, or initial or additional equipment. Construction-related salaries and expenses are included.

Categorical Funds – Money from the state or federal government granted to qualifying districts for special programs, such as Matriculation or Vocational Education. Expenditure of categorical funds is restricted to the fund's particular purpose. The funds are granted to districts in addition to their general apportionment.

Center – An off-campus site administered by a parent college that offers programs leading to certificates or degrees that are conferred by the parent institution. The district centers are Centennial Education Center and Orange Education Center.

COLA – Cost of Living Adjustment allocated from the state calculated by a change in the Consumer Price Index (CPI).

Defund – Permanently eliminating a position and related cost from the budget.

Fifty Percent Law (50% Law) – Section 84362 of the Education Code, commonly known as the Fifty Percent Law, requires each community college district to spend at least half of its “current expense of education” each fiscal year on the “salaries of classroom instructors.” Salaries include benefits and the salaries of instructional aides.

Fiscal Year – Twelve calendar months; in California, it is the period beginning July 1 and ending June 30. Some special projects use a fiscal year beginning October 1 and ending September 30, which is consistent with the federal government’s fiscal year.

FON – Faculty Obligation Number, the number of full time faculty the district is required to employ as set forth in title 5, section 53308.

FRC – Fiscal Resources Committee.

FTES – Full Time Equivalent Students. The number of students in attendance as determined by actual count for each class hour of attendance or by prescribed census periods. Every 525 hours of actual attendance counts as one FTES. The number 525 is derived from the fact that 175 days of instruction are required each year, and students attending classes three hours per day for 175 days will be in attendance for 525 hours. That is, three times 175 equals 525.

Fund 11 – The unrestricted general fund used to account for ongoing revenue and expenditures.

Fund 12 – The restricted general fund used to account for categorical and special projects.

Fund 13 – The unrestricted general fund used to account for unrestricted carryovers and one-time revenues and expenses.

Growth – Funds provided in the state budget to support the enrollment of additional FTE students.

In-Kind Contributions – Project-specific contributions of a service or a product provided by the organization or a third-party where the cost cannot be tracked back to a cash transaction which, if allowable by a particular grant, can be used to meet matching requirements if properly documented. In-kind expenses generally involve donated labor or other expense.

Indirect Cost – Indirect costs are institutional, general management costs (i.e., activities for the direction and control of the district as a whole) which would be very difficult to be charged directly to a particular project. General management costs consist of administrative activities necessary for the general operation of the agency, such as accounting, budgeting, payroll preparation, personnel services, purchasing, and centralized data processing. An indirect cost rate is the percentage of a district’s indirect costs to its direct costs and is a standardized method of charging individual programs for their share of indirect costs.

LHE – Lecture Hour Equivalent. The standard instructional work week for faculty is fifteen (15) LHE of classroom assignments, fifteen (15) hours of preparation, five (5) office hours, and five (5) hours of institutional service. The normal teaching load for faculty is thirty (30) LHE per school year.

Mandated Costs – District expenses which occur because of federal or state laws, decisions of federal or state courts, federal or state administrative regulations, or initiative measures.

Modification – The act of changing something.

POE – Planning and Organizational Effectiveness Committee.

Proposition 98 – Proposition 98 refers to an initiative constitutional amendment adopted by California’s voters at the November 1988 general election which created a minimum funding guarantee for K-14 education and also required that schools receive a portion of state revenues that exceed the state’s appropriations limit.

Reserves – Funds set aside to provide for estimated future expenditures or deficits, for working capital, economic uncertainty, or for other purposes. Districts that have less than a 5% reserve are subject to a fiscal ‘watch’ to monitor their financial condition.

SB 361 – The New Community College Funding Model (Senate Bill 361), effective October 1, 2006, includes funding base allocations depending on the number of FTES served, credit FTES funded at an equalized rate, noncredit FTES funded at an equalized rate, and enhanced noncredit FTES funded at an equalized rate. The intent of the formula is to provide a more equitable allocation of system wide resources, and to eliminate the complexities of the previous Program Based Funding model while still retaining focus on the primary component of that model, instruction. In addition, the formula provides base operational allocations for colleges and centers scaled for size.

Seventy-five/twenty-five (75/25) – Refers to policy enacted as part of AB 1725 that sets 75 percent of the hours of credit instruction as a goal for classes to be taught by full-time faculty.

Target FTES – The estimated amount of agreed upon FTES the district or college anticipates the opportunity to earn growth/restoration funding during a fiscal year.

Title 5 – The portion of the California Code of Regulations containing regulations adopted by the Board of Governors which are applicable to community college districts.

1300 accounts – Object Codes 13XX designated to account for part time teaching and beyond contract salary cost.

7200 Transfers – Intrafund transfers made between the restricted and unrestricted general fund to close a categorical or other special project at the end of the fiscal year or term of the project.

AR 2510 Participation in Local Decision-Making

References:

Education Code Section 70902(b)(7);
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;
ACCJC Accreditation Standards IV.A and IV.D.7 (formerly IV.A.2, IV.A.5)

The Rancho Santiago Community College District utilizes a participatory decision-making structure at both the district and individual college levels. The roles and responsibilities of faculty, staff, and students in these decision-making processes are described in the following documents as well as the board policies and administrative regulations of the district.

- RSCCD District-wide Participatory Governance Structure:
<https://www.rsccd.edu/Departments/Research/Documents/DistrictPlanning/RSCCDPlanningBudgetingProcessesAdopted092412.pdf>
- RSCCD Planning Design Manual:
<https://www.rsccd.edu/Departments/Research/Documents/DistrictPlanning/RSCCD-Master-Planning-Guide-2013.pdf>
- SAC Shared Governance Committees:
<http://www.sac.edu/committees/Pages/default.aspx>
- SCC Documents:
<http://www.sccollege.edu/CollegialGovernance/Pages/default.aspx>

Adopted: August 20, 2015

~~District and
College
Governance
Participation
Guidelines~~

Rancho Santiago
Community College District

District-wide
Participatory Governance Structure

Revised (June 2010)

Introduction

Education Code Section 70902(b)(7) requires that community college districts:

“Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.”

Section 53200 of Title 5 of the California Code of Regulations identifies eleven areas of academic and professional matters on which a community college governing board must either 1) rely primarily on the advice of the academic senate(s) or 2) reach mutual agreement with the senate(s) during the course of policy development. Those eleven areas are:

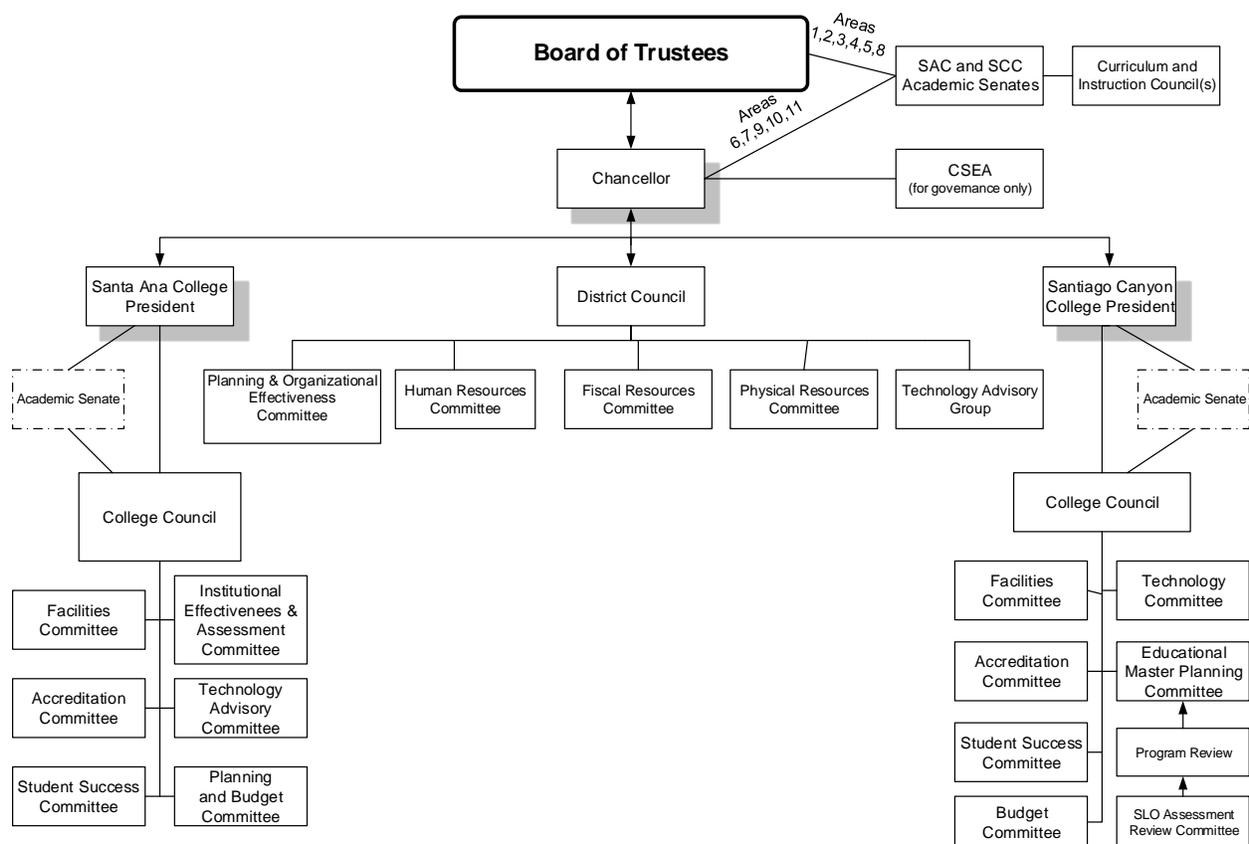
1. *Curriculum, including establishing prerequisites and placing courses within disciplines.*
2. *Degree and certificate requirements.*
3. *Grading policies.*
4. *Educational program development.*
5. *Standards or policies regarding student preparation and success.*
6. *District and college governance structures, as related to faculty roles.*
7. *Faculty roles and involvement in accreditation processes including self-study and annual reports.*
8. *Policies for faculty professional development activities.*
9. *Processes for program review.*
10. *Processes for institutional planning and budget development.*
11. *Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.*

The RSCCD Board of Trustees and the academic senates have agreed that the board will rely primarily on the advice of the academic senates with regard to numbers 1, 2, 3, 4, 5 and 8. Areas 6, 7, 9, 10 and 11 will be handled through mutual agreement between the board and the academic senates.

District-wide Participatory Governance

The participation of faculty, staff, and students at the district level is accomplished through a number of standing committees and workgroups. The primary participatory governance body for RSCCD is the District Council, which is comprised of the leadership of the various constituent organizations as well as the chairs and co-chairs of the five subsidiary governance committees. This document describes the roles and responsibilities of these participatory governance groups, which support district-wide planning and operations. In addition to this district-wide structure, each college in the district has its own participatory governance structure, which is focused on the internal operations of that college.

DISTRICT AND COLLEGE PARTICIPATORY GOVERNANCE



At the district level, the primary participatory governance body is the District Council, which is supported by five specific committees:

- Fiscal Resources Committee
- Human Resources Committee
- Physical Resources Committee
- Planning and Organizational Effectiveness Committee
- Technology Advisory Group

The specific membership and responsibilities of each group is described below.

District Council

(Meets Mondays prior to Board of Trustees meetings)

The District Council serves as the primary participatory governance body that is responsible for district-wide planning activities including developing planning and budgetary recommendations that are submitted to the Chancellor and Board of Trustees.

Membership:

Chancellor (chair)
Executive Vice Chancellors, Human Resources & Educational Services
Vice Chancellor, Business Operations/Fiscal Services
Santa Ana College President
Santiago Canyon College President
~~Executive Director, Public Affairs and Governmental Relations~~
Santa Ana College Academic Senate President leadership
Santiago Canyon College Academic Senate President
CSEA Chapter 579 President
Fiscal Resources Committee Co-Chair
Human Resources Committee Co-Chair
Planning & Organizational Effectiveness Committee Co-Chair
Physical Resources Committee Co-Chair
Technology Advisory Group Chair
Technology Advisory Group Co-Chair
Santa Ana College ASG President
Santiago Canyon College ASG President
~~Student leadership~~

- Provides advice to the chancellor on district issues

- Is a communication tool for all constituent groups
 - Reviews board of trustees' agenda
 - ~~Reviews and considers recommendations from other district-wide governance committees as needed~~
 - ~~Reviews and considers requests from council members for special consideration~~
 - ~~Reviews board (of trustees) policies and approves administrative regulations as needed~~
-
- Review and act on recommendations from the five district-level participatory governance committees including recommended funding priorities and the annual *Progress Report on the RSCCD Comprehensive Master Plan*
 - Ensure district-wide involvement in the development of all district-level planning
 - Review and monitor budget assumptions and budget information
 - Review and recommend approval of the tentative and final budgets contingent on the alignment of tentative and final budgets with budget assumptions and RSCCD Goals
 - Collaborate with the Chancellor to review the District Mission Statement, solicit district-wide input, and recommend revisions as warranted
 - Oversee the work of the Planning and Organizational Effectiveness Committee to develop and monitor implementation of the *RSCCD Comprehensive Master Plan* and the *RSCCD Strategic Plan*
 - Appoint and oversee the work of the RSCCD Strategic Plan Workgroup and the Planning and Decision-Making Processes Workgroup
 - Appoint and oversee the work of the RSCCD Strategic Plan Workgroup and the Planning and Decision-Making Processes Workgroup
 - Review recommended modifications to policies and procedures prior to consideration by Board of Trustees
 - Evaluate recommended changes to delineation of College/District functions

Budget Allocation and Planning Review Fiscal Resources Committee

Membership: Six appointed by each college; six appointed by district

Vice Chancellor, Business Operations and Fiscal Services (chair)

Assistant Vice Chancellor, Fiscal Services

Administrator appointed by Santa Ana College President

Administrator appointed by Santiago Canyon College President

Two faculty members appointed by each Academic Senate, Santa Ana College & Santiago Canyon College

A faculty member appointed by FARSCCD

Three Classified representatives appointed by CSEA (District Office, Santa Ana College & Santiago Canyon College)

One of the faculty representatives shall serve as committee co-chair

- Reviews and Evaluates Resource Allocation Model
 - Monitors State Budget Development and Recommends Mid-Year Adjustments
 - Develops Assumptions for Tentative & Adopted Budgets
 - Develops District budget process calendar
 - Reviews enrollment management and develops annual FTES targets
 - Assesses effective use of financial resources
 - Reviews and Evaluates Financial Management Processes
-
- ~~Develops recommendations regarding annual/other master planning activities (dates, etc.)~~
 - ~~Serves as a clearing house for college and district planning activities in order to provide linkages between planning activities and budget development~~
 - ~~Develops data of outcomes to assist board of trustees and chancellor in development of annual vision and goals~~
 - ~~Develops recommended district budget assumptions for board of trustee consideration (FTES, projected funding, etc.)~~
 - ~~Reviews district allocation model and makes annual adjustment recommendation(s)~~
 - ~~Reviews FTES goals, allocation and generation and makes recommendation(s)~~
 - ~~Develops recommended annual district budget process calendar (colleges develop internal calendars which respond to the district calendar)~~
 - ~~Makes recommendations for funding~~

Human Resources Committee

Membership: ~~Four appointed by each college; four appointed by district~~

Executive Vice Chancellor, Human Resources & Educational Services (chair)

Assistant Vice Chancellor, Human Resources

District Services Office Manager appointed by Chancellor

Administrator appointed by Santa Ana College President

Administrator appointed by Santiago Canyon College President

Two faculty members appointed by each Academic Senate, Santa Ana College & Santiago Canyon College

A faculty member appointed by FARSCCD

Three Classified representatives appointed by CSEA (District Office, Santa Ana College & Santiago Canyon College)

One of the classified representatives shall serve as committee co-chair

- ~~Develops, reviews, and recommends changes in personnel policies and procedures~~
- ~~Develops, reviews, and recommends changes in employee hiring procedures~~
- ~~Develops, reviews, and recommends changes in safety regulations/procedures (earthquake, AQMD, risk management, etc.)~~
- ~~Develops, reviews, and recommends changes in professional development guidelines and procedures~~
- ~~Reviews staffing reports and plans~~
- ~~Recommends annual budget assumptions for the district/college staffing needs for budget and planning allocation~~

- Evaluate the effective use of human resources
- Review human resources policies and procedures and recommends changes
- Evaluate workplace safety and emergency preparedness plans and procedures
- Evaluate policies and procedures related to employment equity
- Monitor diversity of RSCCD employees
- Monitor compliance using human resources metrics such as:
 - Full-time/Part-time Faculty ratio
 - Full-time Faculty Obligation
 - Classified staffing ratios
 - Turnover ratios and recruitment activities
- Develop recommendations to ensure ongoing compliance with human resources requirements
- Plan and evaluate professional development activities

District Facility Coordinating Physical Resources Committee

Membership: ~~Three appointed by each college; three appointed by district~~

Vice Chancellor, Business Operations & Fiscal Services (chair)

Assistant Vice Chancellor, Facility Planning

Administrator appointed by Santa Ana College President

Administrator appointed by Santiago Canyon College President

Two faculty members appointed by each Academic Senate, Santa Ana College & Santiago Canyon College

Three Classified representatives appointed by CSEA (District Office, Santa Ana College & Santiago Canyon College)

One of the classified representatives shall serve as committee co-chair

- ~~Advisory group to the district Facility Planning office~~
- ~~Recommends annual budget assumptions for the district/college facility needs for budget and planning allocation~~
- ~~Provides input regarding:~~
 - ~~Five-year facilities plan~~
 - ~~State capital outlay projects~~
 - ~~Scheduled maintenance~~
 - ~~Hazardous mitigation program~~
 - ~~Facilities Master Plans~~
 - ~~Ancillary costs related to new construction~~

Review plans related to district physical resources including facilities, equipment, land and other assets

Assess the effective use of physical resources

Reviews:

- Five-year facilities plan
- State capital outlay projects
- Local bond projects
- Scheduled maintenance plans and activities
- Hazardous mitigation programs
- Facility master plans
- Ancillary costs related to new construction

Planning & Organizational Effectiveness Committee

Membership: ~~Three appointed by each college; three appointed by district~~

Executive Vice Chancellor, Human Resources & Educational Services (chair)
Assistant Vice Chancellor, Educational Services
RSCCD Director of Research
Vice President, Academic Affairs, Santa Ana College
Vice President, Academic Affairs, Santiago Canyon College
Institutional Effectiveness Coordinator, Santa Ana College
Assistant Dean of Institutional Effectiveness & Assessment, Santiago Canyon College
Two faculty members appointed by each Academic Senate, Santa Ana College &
Santiago Canyon College
A faculty member appointed by FARSCCD
Three Classified representatives appointed by CSEA (District Office, Santa Ana College
& Santiago Canyon College)
One of the faculty representatives

- Develop and monitor implementation of the RSCCD Comprehensive Master Plan and the RSCCD Strategic Plan
- Ensure that District planning processes follow the processes and timelines outlined in the RSCCD Planning Design Manual
- Provide leadership for coordination of district and college planning activities
- Prepare the annual Progress Report on the RSCCD Comprehensive Master Plan
- Coordinate data to be presented at annual Board of Trustees planning activity
- Coordinate accreditation activities between colleges and District Services including the delineation of District/College Functions
- Review institutional research activities and results
 - Review resource development initiatives

Technology Advisory Group

(Meets first Thursday of every month)

Membership: ~~Five appointed by each college; four appointed by district~~

Assistant Vice Chancellor of Information Technology Services (chair)

Administrator appointed by Santa Ana College President

Administrator appointed by Santiago Canyon College President

Two faculty members appointed by each Academic Senate, Santa Ana College & Santiago Canyon College

Three Classified representatives appointed by CSEA (District Office, Santa Ana College & Santiago Canyon College)

One of the faculty representatives shall serve as committee co-chair

~~The Technology Advisory Group, through input from the college Technology Advisory Committees, serves as the technology advisor in a way that synthesizes district technology needs so that academic and administrative technology goals converge.~~

- ~~• Develops the technological strategy for the district, its colleges, staff, faculty and students~~
 - ~~• Advises and supports ITS on its enterprise resource planning system~~
 - ~~• Promotes and supports proper use of technology in curriculum and the classroom~~
 - ~~• Proposes support and training methodologies for the district~~
 - ~~• Develops and reviews hardware and software standards~~
 - ~~• Recommends annual budget assumptions for the district/college technology needs for budget and planning allocation~~
 - ~~• Reviews current and proposed annual hardware replacement cycle to make best use of limited funds~~
- Develop and evaluate RSCCD and college technology plans
 - Assess the effective use of technology resources
 - Develop and evaluate hardware and software standards
 - Review and evaluate hardware replacement cycle
 - Develop recommendations regarding equipment, staffing, and training needs related to the use of technology

AR 3515 - Reporting of Crimes

Legal References:

Education Code Section 212, 67380, 67383, and 87014;

Penal Code Sections 245 and 422.55;

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
20 U.S.C. § 1232g;

34 C.F.R. 668.46; 34 C.F.R. 99.31(a)(13), (14) and 668.46;

Campus Security Act of 1990;

Individuals who are witnesses or victims of a crime, should immediately report the crime to the District Safety & Security Department.

In the event an employee is assaulted, attacked or menaced by a student, the employee shall notify his or her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted or menaced shall assist the employee to promptly report the attack or assault to the District Safety & Security Department and /or local police department depending on site location. The supervisor himself or herself shall make the report if the employee is unable or unwilling to do so.

The District, in accordance with Clery Act requirements, shall publish timely warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the ~~Director~~ Chief, District Safety & Security, in a manner that aids the prevention of similar crimes.

Depending on the circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the ~~Director~~ Chief Safety & Security may also post a notices on the RSCCD websites, send out mass communication via text message, email or on social media, providing the community with a more immediate notification. This should be immediately accessible by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the Safety & Security Department, by phone (714 564 6330) or in person at the Safety & Security Department's office.

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health and safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities are considered campus security officials under the federal Clery Act and shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security; alcohol and drug use; crime awareness and prevention; crime alerts and timely warnings; the reporting of crimes; sexual assault and victims' assistance program; and emergency response and evacuation procedures. The District shall make the report available to all current students and employees. The District will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the District Safety & Security Department.

The District may disclose the final results of disciplinary proceedings to a victim of an alleged a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

TO REPORT A CRIME

Contact Safety & Security department at (714) 564 6330 or 333 or in the event of an emergency dial 911. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the Safety and Security Dept. In addition you may report crime to any administrator on campus.

The Safety and Security Department encourage anyone who is the victim or witness to any crime to promptly report the incident to them or police. If you are the victim of a crime and do not want to pursue action within the District's system or the criminal justice system, you may still want to consider making a confidential report. With your permission the ~~Director~~ Chief, Safety and Security or his appointee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to particular locations, method, or assailant, and alert campus community to potential danger. Reports files in this manner are counted and disclosed in the annual campus statistics for the institution. Because police records are public records under state law, the police cannot hold reports of crime in confidence.

REQUIRED REPORTS TO LOCAL LAW ENFORCEMENT AGENCY

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency.

Responsible Manager: ~~Director~~ Chief, of District Safety & Security

Revised ~~June 16, 2014~~ _____ (Previously AR 3521)

AR 3540 Sexual and Other Assaults on Campus

Legal References:

Education Code Section 67385, 67385.7 and 67386;
20 U.S. Code Section 1092(f);
34 C.F.R. § 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also, BP 5500, Standards of Student Conduct.)

"Sexual assault" includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

"Domestic violence" includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with or has cohabitated with the victim as a spouse;
- by a person similarly situated to a spouse of the victim under California law; or
- by any other person against an adult or youth victim who is protected from that person's acts under California law.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, see also AR 3500, 3510, and 3515.

All students, faculty members or staff members who allege they are the victims of a domestic violence, dating violence, sexual assault or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the District Safety and Security Department which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the ~~Director of~~ Chief, District Safety and Security is authorized to release such information.

The ~~Director of~~ Chief, District Safety and Security shall provide all alleged victims of domestic violence, dating violence, sexual assault or stalking with the following:

- A copy of the District's policy and procedure regarding domestic violence, dating violence, sexual assault or stalking;
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents:
 - Assistant Vice Chancellor of Human Resources
 - Vice President of Student Services/Vice President of Continuing Education or designee
 - Student Health Center psychologist
 - Local police department regarding investigation and victim services
- Information about the importance of preserving evidence and the identification and location of witnesses;
- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for provided or arranging them include:
 - transportation to a hospital, if necessary;
 - counseling by Student Health Center psychologist, or referral to a counseling center;
 - ~~notice to the police, if desired;~~
 - assistance with disciplinary process by Vice President of Student Services/Vice President of Continuing Education or designee;
 - a list of other available campus resources or appropriate off-campus resources by ~~Director of~~ Chief, District Safety and Security
 - the victim's option to:
 - o notify proper law enforcement authorities, including on-campus and local police;
 - o be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
 - o decline to notify such authorities;
 - o The rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court;
 - o Information about how the district will protect the confidentiality of victims; and
 - o Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- A description of each of the following procedures:
 - criminal prosecution;
 - civil prosecution (i.e., lawsuit);
 - District disciplinary procedures, both student and employee;
 - modification of class schedules;
 - tutoring, if necessary.

The ~~Director of~~ Chief, District Safety and Security should be available to provide assistance to District safety unit employees regarding how to respond appropriately to reports of sexual violence.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AR 3435, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the District Safety and Security Department of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

- The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
- The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

- The complainant was asleep or unconscious.
- The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- The complainant was unable to communicate due to a mental or physical condition.

The District shall maintain the identity of any alleged victim, ~~or~~ witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim, ~~or~~ witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged sexual assaults on District property shall be referred to the Director of Public Affairs and Publications which will work with District Safety and Security Department and Vice President of Student Services/Vice President of Continuing Education or designee's office to assure that all confidentiality rights are maintained.

Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent ~~sex offenses~~ sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any in any district proceeding arising from such a report ~~a sex offense occurs~~. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non forcible sex offenses;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus Safety Officers and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests and the right to decline to notify these authorities;

- Information about how the district will protect the confidentiality of victims, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law;
- Information for students about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance or other student services for victims ~~of sex offenses~~;
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement ~~Notice to students that the campus will change a victim's academic situation after an alleged domestic violence, dating violence, sex offense, or stalking and of the options for those changes, if those changes are requested by the victim and are reasonably available;~~
- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault offense, or stalking, including a clear statement that:
 - Such proceedings shall provide a prompt, fair, and impartial resolution;
 - Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
 - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
 - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged ~~sex offense~~ domestic violence, dating violence, sexual assault or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any chances to the results that occurs prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, ~~domestic violence, dating violence, or stalking.~~

Education and Prevention Information

The Vice President of Student Services or designee shall:

- Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations, and shall include the District's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.
- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

Responsible Manager: ~~Director of~~ Chief, District Safety and Security

Revised March 16, 2015 _____

AR 3560 Alcoholic Beverages

References: Business and Professions Code Sections 24045.4, 24045.6, 25608 and 25658;
34 Code of Federal Regulations Section 668.46(b)

The possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of the Director of Safety and Security. The campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Director of Safety and Security. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.
- The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission of the governing board of the community college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.
- The alcoholic beverage is acquired, possessed, or used during an event sponsored by the District or an organization operated for the benefit of the District at a community college-owned facility in which any grade from kindergarten to grade 12, inclusive, is taught, if the event is held at a time when students in any grades from kindergarten to grade 12, inclusive, are not present at the facility.
- The alcoholic beverage is for use during a fundraiser held to benefit a nonprofit corporation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.
- The alcoholic beverage is acquired, possessed, or consumed pursuant to a license or permit obtained for special events held at facilities of a community college district at a time when pupils are not on the grounds. "Facilities" includes, but are not limited to, office complexes, conference centers, or retreat facilities.

Adopted: August 11, 2014; Revised _____

References Updated: May 18, 2015

AR3516-6530 District Vehicles

Legal References: California Vehicle Code 2807 Title 13, California Code of Regulations, Division 1, Chapter 1

1. ~~Vehicles are to be maintained in a clean and safe manner in accordance with applicable codes, laws, ordinances and regulations.~~
2. ~~All vehicles owned by the district shall be legally registered to Rancho Santiago Community College District. Only administrators authorized by the Chancellor or college presidents may accept possession of a vehicle. No employee shall accept possession of a vehicle on the district's behalf without documentation required to legally transfer ownership to the district. Vehicles should not be accepted by the district that do not have the documentation required to legally transfer ownership to the district.~~

All District vehicle and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

All drivers of District-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven.

All district vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

Drivers with a class C license are not to transport more than ten (10) occupants, including the driver, no matter what the seating capacity of the vehicle is; otherwise, the vehicle is defined as a school bus or student pupil activity bus as per Vehicle Code Section 545.

The District shall not operate or lease a 15-passenger van unless the driver holds both a valid Class B license and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

Vehicles made available to district personnel are for use in the conduct and operation of district business exclusively.

Vehicles owned by the district and operated for the transportation of students/personnel may be replaced after 100,000 miles or as wear and tear, reliability and safety dictate.

~~Any person operating a district vehicle shall have possession of a valid license appropriate for the operation of the vehicle to be used must be approved by the District Risk Management Department.~~ The drivers of district vehicles shall operate the vehicles as intended; in a safe manner; and in compliance with all applicable codes, laws, ordinances and regulations.

A designated administrator ~~of~~ at each site is responsible for controlling access to and use of all district vehicles assigned to that location. Requests for vehicles are to be made to the appropriate college/site administrative office through the use of the process approved at that site. No vehicles will be issued without appropriate approval.

Driver Requirements

1. Drivers must be current employees of the District or a Board Approved Volunteer.
2. Drivers must be at least 18 years of age - 21 if they will be transporting students in District vehicles.
3. Drivers must have a valid California driver's license in good standing and of a class consistent with that required for the vehicle that will be driven.

- a. The applicant's driver's license must not have been in a status of suspension or revocation for the immediately preceding 12 months.
 - b. The driving record cannot exceed the allowable "points" as listed in the standards outlined below.
4. Driver must agree to follow the Driving Rules set forth by the District.

Driver Authorization

Risk Management is responsible for screening and approving all drivers of District vehicles. To obtain authorization do the following:

1. Complete an application form provided by Risk Management and agree to a DMV records check.
2. Obtain authorizing signature from you supervisor.
3. Attach a copy of current driver's license and submit form to Risk Management.
4. Risk Management verifies that the applicant's "points" and driving history are within the standards outlined below then approves or denies the request accordingly.
5. Should the applicant be denied, his or her supervisor will be notified.
6. Approved drivers are responsible to provide Risk Management with updated copies of their driver's license after their current license expires; otherwise they will be removed from the approved driver list.

Driving Record Points Standards

Employees will not be approved to drive District vehicles if the driving record exceeds 3 "points" in the past 3 years. In addition, points charged for any of the violations listed below during the previous five years **will prevent the employee from being approved to drive District vehicles:**

- reckless driving
- hit and run driving
- driving under the influence of alcohol and/or any drug
- vehicular manslaughter
- evading a peace officer or resisting citation/arrest (vehicular related)

Any deviations from these guidelines must be approved by the Risk Manager.

~~While on district business, an authorized employee or student may drive a district owned or personal vehicle by agreeing to the following terms and regulations:~~

- ~~○ Driver agrees to provide proof and maintain automobile liability insurance coverage.~~
- ~~○ When using a personal automobile while on district business, and driver is involved in an accident, user's own automobile insurance policy shall be primary coverage. The district does not provide collision or comprehensive coverage on personal vehicle.~~
- ~~○ Driver must complete and pass the Employer Pull Notice Program.~~
- ~~○ Driver shall be responsible for safe and lawful operation of the vehicle.~~

~~Any accident, property damage, needed repair or unusual operating condition shall be reported immediately to the designated site administrator by the driver or responsible staff member.~~

Vehicle Operating Rules

- No alcoholic beverages, illegal drugs, or controlled substances are to be used or consumed by the driver or any passenger at any time while operating or riding in a District insured vehicle.
- Tobacco products are not allowed in any District vehicle.
- Cell phone use is limited to hands-free operation.
- Dogs may not be transported in District vehicles, with the exception of a seeing-eye or service dog accompanying a passenger.

- Do not permit non-employees to drive District vehicles.
- Do not engage in unsafe practices, including failure to use and to ensure that all passengers use all available safety equipment in the vehicle being operated. Safety equipment includes seat belts and/or shoulder harnesses.
- Any needed repair, accident/property damage or unusual operating condition shall be reported immediately to the district or college mechanic by the driver or responsible staff member.

Drivers should be conscientious and courteous drivers and understand the importance of driving safely. Drivers should conduct themselves in a professional manner as representatives of Rancho Santiago Community College District and honestly report any accident or damage that may occur involving a vehicle under their care and control. Drivers will be evaluated on an ongoing basis to assure they maintain a safe driving record. Any changes to the status of the driver's license must be reported immediately through the supervisor to the Risk Management office.

Employees who misuse District vehicles may be personally liable for damages to persons or property caused by their actions. Employees who misuse are also subject to disciplinary action by the District.

Employees who receive traffic violations while driving District vehicles or driving on District business are responsible for paying any fines.

Supervisor's Responsibility

It is essential for those staff members who are charged with supervising employee drivers to take an active role in assuring the safe operation of motor vehicles. Supervisors are in the best position to observe and correct inappropriate or unsafe behavior. Any report of unsafe operation of a vehicle received by Risk Management will be communicated directly to the supervisor, department head or vice president of the area involved. Supervisors should be aware of all trips taken and driving assignments made. Supervisors are also responsible for reporting accidents.

Accident Procedures

Each on-campus accident involving a District insured vehicle, however minor, must be reported to Campus Safety immediately.

For off-campus accidents, there is an Auto Accident Kit in the glove box of each district vehicle. Do the following:

1. Stop immediately and take all necessary precautions to prevent further accidents at the scene
2. Send for Help. Don't leave the accident scene. Ask a passing motorist or some other person to contact the Police and seek necessary medical assistance.
3. Notify police in all injury accidents or if damage to either vehicle is greater than \$500.
4. Render all reasonable assistance to injured persons. Movement of an injured person should not be undertaken if likely to cause further injury.
5. Get names of witnesses. Document on enclosed accident form.
6. Exchange information with other drivers
7. Take pictures if possible. Document the scene and any damage (camera/cell phone).
8. Do NOT make statement of any kind to anyone other than the authorities, your employer, or our claims representative.
9. Report the incident to:
 - Your Supervisor
 - The Safety Department at your site:
 - SAC 714-564-6330
 - SCC 714-628-4730
 - Risk Management 714-480-7570

10. If your car is not drivable, have it towed to a local repair shop and ask for an explanation of towing and storage costs.
- Accidents must be reported to the Risk Management office, within 24 hours. The Risk Management office will be responsible for notifying the District's insurance agency. Do not hesitate to call the police. They will usually respond even if the accident involves only property damage. While the police may not make a determination of responsibility, they will at least document the obvious facts, which will be of help
 - The police will ask for evidence of liability insurance. Since the vehicle is owned or leased by Rancho Santiago Community College District, a public entity, and operated by employees or agents of the State. California Vehicle Code Sections 16000, 16020 et. seq. state that ownership or lease of a vehicle by a public entity establishes evidence of financial responsibility. This information can be found on the auto liability insurance identification card which should be located in the glove box of every district insured vehicle.
 - However responsible you may feel for the accident, do not admit to liability. The District's insurance carrier and/or the other party's insurance company will likely assign a claims adjustor, coordinated through the Risk Management office.
 - The driver may be held personally responsible for all costs of the accident if the driver is found to be operating the vehicle in a reckless manner due to the use of alcohol, illegal drugs, and/or controlled substances.
 - The vehicle operator must report the accident to the DMV if more than \$750 in damage was done to the property of any person or District, or anyone was injured (no matter how slightly) or killed. The report must be filed, whether the vehicle operator caused the accident or not and even if the accident occurred on private property. The report must be made on the California Traffic Accident Report, form SR 1, and must be made within ten days of the accident. If the report is not filed with the DMV, the vehicle operator's driving privilege may be suspended. The police or California Highway Patrol will not file this report.

Use of Personal Vehicles

Personal vehicles may be used at the employee's option and at their own risk and must be insured by the owner. The owner's automobile liability insurance is the primary coverage, with the District's policy responding as an excess layer. There is no physical damage (collision and comprehensive) coverage through the District on a personal vehicle, even those operated for District business.

District employees are not permitted to use their private vehicles to transport students, except in the event of an emergency where student safety would be in jeopardy. Employees who transport students in their private vehicles shall be deemed to be acting outside the scope of their employment, and in this regard, shall accrue any and all liability for damages or injury resulting from their providing the transportation.

District employees who drive their own vehicles and who receive mileage reimbursement must agree that the vehicle used will always be:

1. Covered by liability insurance in at least the following amounts:
 - a. \$15,000 for personal injury to, or death of, one person,
 - b. \$30,000 for personal injury to two or more persons in one accident, and
 - c. \$5,000 for property damage;
2. Adequate for the work to be performed;
3. Equipped with safety belts in operating condition; and
4. In safe mechanical condition as required by law.

Operator Inspection

The operator of a vehicle also has an obligation to inspect the vehicle before driving it. The vehicle should be checked visually to assure that such items as the tires are in good condition and adequately inflated, that the side-view mirror is usable, that there is a gas cap, spare tire, and a jack. The brakes, lights, and other controls should be tested for satisfactory performance. Any needed repair shall be reported immediately to the district or college mechanic.

Vehicle Operation – AR 3516.1

January 13, 2003

- ~~2. All district vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).~~
- ~~3. The name, home address, employee number, and California driver's license number of any employee to be authorized to drive district vehicles must be submitted to the responsible administrator prior to final granting of authorization.~~
- ~~4. While on district business, an authorized employee or student may drive a district owned or personal vehicle by agreeing to the following terms and regulations:
 - ~~o Driver agrees to provide proof and maintain automobile liability insurance (or bond) coverage as long as user is driving a personal vehicle on behalf of the district.~~
 - ~~o When using a personal automobile while on district business, and driver is involved in an accident, user's own automobile insurance policy is primary coverage. The district does not cover collision or comprehensive coverage on personal vehicle.~~
 - ~~o Driver must complete and pass the Employer Pull Notice Program.~~
 - ~~o Driver shall be responsible for safe and lawful operation of the vehicle.~~~~
- ~~5. Requests for vehicles are to be made to the appropriate college/site administrative office through the use of the process approved at that site. No vehicles will be issued without appropriate approval.~~
- ~~6. Any needed repair, accident/property damage or unusual operating condition shall be reported immediately to the district or college mechanic by the driver or responsible staff member.~~
- ~~7. Any person operating a district vehicle shall have possession of a valid license appropriate for the operation of the vehicle to be used. Risk Management shall ensure that persons operating district vehicles are properly licensed and cleared to operate the vehicle used.~~

~~The drivers of district vehicles shall operate the vehicles as intended; in a safe manner; and in compliance with all applicable codes, laws, ordinances and regulations. The district may seek damages if it is found that an operator of a district vehicle was negligent or operating the vehicle outside the scope of Board policy or these regulations.~~

Revised June 2008 _____ (Previously AR 3516 & 3516.1)

AR 7120.2 Classified Employee (CSEA Bargaining Unit) Recruitment and Selection

Position Authorization

Salaried positions are those with a 20 to 40 hours per week assignment. Percent of Contract and Hourly positions are those with less than a 20 hours per week assignment and are not substitute or short term in nature.

1. Replacement positions and new positions require the line administrator/supervisor to submit a Personnel Requisition online.

Requests for new or restructured replacement positions at one of the colleges must be reviewed by the appropriate President's Council or by the District Council for District Office positions.

2. Class Specifications on file in the Human Resources Department will be used for the individual job announcements. Any special needs (e.g., bilingualism, evening hours, or other requirements) not included on the district class specification should be listed on the Personnel Requisition ~~form~~ under special requirements.

Job Announcement Preparation

A. The Executive Vice Chancellor of Human Resources and Educational Services or designee reviews all Personnel Requisitions prior to the preparation of the Job Announcement and if necessary, will meet with the requester to review and clarify the criteria to ensure district compliance with the District Equal Employment Opportunity Plan.

B. The Human Resources Department prepares the Job Announcement and distributes it to appropriate agencies, organizations and individuals.

Special Testing or Assessment

A. Special tests or assignments that will be required of all applicants (e.g., computer proficiency), will be identified on the Job Announcement.

B. Any special testing or assessment recommended by the Screening Committee must be approved by the Executive Vice Chancellor of Human Resources and Educational Services or designee.

Announcement Procedures

A. The open application period is a minimum of 15 working days in order to provide adequate time for effective recruitment. Following the closing date, the Executive Vice Chancellor of Human Resources and Educational Services or designee shall determine if an adequate applicant pool has been recruited. The closing date may be extended if an adequate qualified pool is not achieved and additional recruitment efforts are required.

B. The Job Opportunities listing is emailed to all RSCCD email users.

C. Positions advertised "in -District only" are available only to current employees and employees on the 39 month rehire list. (Excluding short-term and substitute employees).

D. Current employees of the District wishing to be considered for open positions need to submit a district application and meet all requirements of the applications process (excludes transfer opportunities). Former employees, who are on the 39 month rehire list, shall be treated in this process as though they were current employees.

E. Job announcements will include screening criteria to be used during paper screening and interviews. This will include:

1. Educational experience (breadth and depth).
2. Working experience (breadth and depth).
3. Demonstrated ability to work cooperatively with others.
4. Bilingual ability (if needed).
5. Demonstrated experience in working with diverse socioeconomic communities.
6. Professional growth activities.
7. Specialized skills training.
8. Leadership skills.
9. Written and/or oral communication skills.
10. Presentation.
11. Problem solving.

Screening Committee Composition

A. It is the responsibility of the hiring administrator to coordinate the development of the screening committee. The committee shall consist of three (3) to seven (7) members, which includes as a minimum: the chair, an Equal Employment Opportunity Monitor appointed by the chair in consultation with the District Equal Employment Opportunity Officer or designee, and one non-management classified employee. The chair shall notify the CSEA President of the CSEA unit members appointed to the committee. It will be the responsibility of the CSEA President or designee to contact the chair within two (2) working days if CSEA wants to appoint a representative to the committee. If trained, the chair may serve as the Equal Employment Opportunity Monitor on the committee. The hiring administrator shall ensure that representation on the committee is complete and the first committee meeting is scheduled. The screening committee may elect a co-chair to work with the chair.

B. The complete list of committee members is forwarded to the Human Resources Department. The Equal Employment Opportunity Officer or designee will review the committee composition for appropriate diversity and to ensure that screening committee members are not applicants or related to any applicant by blood, marriage or domestic partnership. If modification to committee membership is required, the Equal Employment Opportunity Officer or designee will consult with the screening committee chair.

Scheduling

The chair will convene the initial meeting of the committee. Screening committees are responsible for scheduling their own meetings for the purposes of planning, screening, interviewing and deliberations.

Orientation

The Equal Employment Opportunity Officer or designee shall orient the screening committee before screening begins. The purpose of this orientation is to familiarize the members with:

- The role of the Human Resources Department in the recruitment, selection and placement process.
- resources available to the committee
- the role of the Equal Employment Opportunity Monitor
- the charge of the committee, as well as the legal obligations and liabilities
- any other items of interest to the membership.

Responsibilities

Screening committees recommend finalists to the appropriate hiring administrator. As such, in the screening process, each is acting as an agent of the Board of Trustees. Therefore, it is important for members to know how screening processes work, to maintain the confidentiality of the deliberations and to follow EEO guidelines. Should individual committee members be named as defendants in a complaint or lawsuit, the Board will indemnify those members, provided each has followed prescribed policy and processes in executing his/her committee responsibilities. Screening committee members are expressly prohibited from meeting or conferring with one another outside of scheduled meetings to discuss any candidates or issues related to the screening process. All discussions of candidates or screening-related issues must occur with the entire committee at a scheduled meeting.

Committee members must submit all notes, screening forms or other screening materials to the chair at the conclusion of the screening process. These will be submitted to Human Resources for retention and storage. Should future complaints or lawsuits be filed, the notes, forms and/or other material will be made available to the committee members.

Persons serving on screening committees shall participate in both phases of the screening tasks (application materials screening, i.e., paper screening, and the interview phase). Any exceptions should be based on factors that do not adversely affect EEO, e.g., a subject matter expert is engaged to evaluate technical interview responses. Exceptions must be approved by the District EEO Officer or designee.

The role of the Equal Employment Opportunity Monitor on the screening committee will be the following:

1. Serve as a voting member of the committee.
2. Monitor the screening process for adherence to established personnel procedures and practices.
3. Serve as a resource in the area of equal employment opportunity.
4. Serve as a liaison between the committee and the Human Resources Department to address issues and concerns regarding equal opportunity. **If the EEO Monitor resigns from the committee, the chair will contact the Equal Employment Opportunity Officer or designee to find a replacement.**

If a committee member has concerns about the screening process, those concerns should be brought to the EEO Monitor. If the EEO Monitor is unable to address the concerns, the committee member should bring the concerns to the chair and the District EEO Officer or designee.

Committee Procedures

The committee will establish the screening process, calendar, screening criteria, interview questions, and any other employment tests before paper screening begins.

In consultation with the committee, the chair will determine if the prepared set of questions is to be (a) given to the interviewees prior to the interview, (b) given to the interviewees during the interview session, or (c) asked of the interviewees during the interview. The preference of the committee shall be communicated to the Human Resources Department.

All interview questions shall be job-related. The questions should be based on the criteria for selection as published on the job announcement. The approved questions shall be asked consistently of all applicants. Follow-up questions may be asked to clarify a response given by an applicant if the response is unclear or if the candidate obviously misunderstood the question.

The Screening Committee is responsible for developing and administering any special testing or assessments, with the exception of the clerical skills evaluation, which is administered by Human Resources.

As a standard procedure, the Executive Vice Chancellor of Human Resources and Educational Services or designee reviews all questions, special tests or assessments to ensure compliance with District and federal regulations. When appropriate, the Executive Vice Chancellor of Human Resources and Educational Services or designee will consult with the chair on items in question.

The committee will attempt to reach consensus regarding the selection of candidates. Consensus is defined as unanimity. Prior to paper screening, the committee must agree by 2/3 majority on a procedure to follow if consensus cannot be reached. Some suggestions for the committee to consider are:

- *Super majority (e.g. 2/3 majority)
- *Simple majority

The committee must provide job-related reasons for the non-selection of applicants.

Paper Screening

A. Paper screening will be scheduled following the close of the application period. The screening packet will be transmitted electronically to the chair.

B. It is the responsibility of the chair to review the Job Announcement with the committee highlighting specific requirements and qualifications, screening criteria, the paper screening process, interview questions, other screening options, and the method of choosing candidates. Screening at this point in the process must be based solely on the application materials submitted.

C. Utilizing the Paper Screening Review Form, the committee shall review all applications and evaluate them on the basis of job-related qualifications and competencies. Evaluation criteria must be applied consistently to all candidates. Applicants not selected for an interview shall have at least one job-related deficiency.

D. The committee will complete a Paper Screening Review Form indicating those to be interviewed.

Paper Screening Process – Review and Follow-up

A. The Executive Vice Chancellor of Human Resources and Educational Services or designee will review materials submitted by the committee to ensure consistency of screening criteria and the reasons for recommending or not recommending applicants for interviews.

B. The Human Resources Department will coordinate the scheduling of interviews.

C. Interviews will be scheduled no sooner than 5 working days following receipt of the paper screening materials in the Human Resources Department.

Interviews

- A. Before interviews begin, the committee shall decide how finalists will be selected should consensus not be possible. Sufficient time should be provided to allow a proper assessment of the candidate's qualifications.
- B. The interview packet will be transmitted electronically to the chair.
- C. Following the interview process, the committee will consider the qualifications of those interviewed and will submit an unranked list of finalists to the Human Resources Department. The chair shall indicate on the Interview Report Form specific reasons for not recommending applicants as finalists. No less than two finalists should be recommended to the hiring administrator, unless written justification is provided by the committee to the hiring administrator. Upon submission of the Interview Report Form and the Finalist Recommendation Form to the Executive Vice Chancellor of Human Resources and Educational Services or designee for review, the hiring administrator may initiate the reference check process.
- D. There may be a final interview, which shall be scheduled and conducted by the hiring administrator.

Reference Check Process

- A. It is the responsibility of the Human Resources Department to ensure that reference checks are made on all recommended finalists using the standard Reference Check form. Additional questions may be added to the form, as long as the question(s) is (are) asked about all finalists. In such cases, all additional questions shall be reviewed and approved by the Executive Vice Chancellor of Human Resources and Educational Services or designee. The hiring administrator shall be responsible for the reference check process. The co-chair may conduct the reference checking in conjunction with the hiring administrator.

Selection and Recommendation

- A. The hiring administrator will review the recommendations of the committee and submit to the Human Resources Department a list of acceptable candidates in ranked order, along with reference checks and application packets.
- B. The Human Resources Department shall contact the top candidate and offer the position. If the first candidate does not accept the offer, the Human Resources Department will consult with the hiring Administrator to determine if another candidate will be selected or if the position will be reopened.

Notification of Employment

The Human Resources Department will notify the program administrator of the candidate's acceptance.

Board Approval

- A. Candidates recommended for hire are submitted to the Board of Trustees at the first regularly scheduled meeting following acceptance of the position.
- B. Placement on the salary schedule is based on the approved Salary Schedule provisions and reviewed by the Executive Vice Chancellor of Human Resources Department and Educational Services or designee.
- C. The Human Resources Department notifies the successful candidate in writing of favorable Board action and salary placement.

Revised: August 20, 2015

AR 7150 Employee Evaluation

Reference: Accreditation Standard III.A.5 (formerly III.A.1.b)

The personnel of the Rancho Santiago Community College District shall be evaluated in accordance with the procedures defined in the following documents as appropriate to their employee classification:

1. RSCCD/FARSCCD Contract
2. RSCCD/CEFA Contract
3. RSCCD/CSEA Chapter 579 Contract
4. RSCCD/Child Development Centers Teachers – CSEA Chapter 888 Contract
5. Confidential Employee Evaluation Procedure – AR 7150.1
6. Management Employee Evaluation Procedure – AR 7150.2

The District assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The District establishes written criteria for evaluating all personnel. The evaluation process assesses the effectiveness of personnel and encourages improvement. Actions taken following evaluations are formal, timely, and documented.

Responsible Manager: Executive Vice Chancellor of Human Resources & Educational Services

Revised ~~March 17, 2014~~ August 20, 2015 (Previously AR 7008/4128)

Renumbered: May 18, 2015

Reorganization of old AR 6000 (Instruction) section to new AR 4000 (Academic Affairs) section

Instruction (~~AR 6000~~) (Rename and Renumber: Academic Affairs AR 4000)

AR6117 Curriculum (Renumber to AR 4020)

AR6125 Educational Research (Renumber to AR 4410)

AR6131 ~~Evaluation of Instructional Programs~~ (Delete)

AR6132 Course Prerequisites, Corequisites, and Advisories - AR6132 (also AR6133) } Renumber to

AR6133 Course Prerequisites, Corequisites, and Advisories - AR6133 (also AR6132) } AR 4260

AR6134 Program Discontinuance (Renumber to AR 4021)

AR6150 ~~Media Systems~~ (Delete)