



Rancho Santiago Community College District
District Council Meeting
May 6, 2019

Executive Conference Room #114
3:00 – 5:00 p.m.

Agenda

- | | |
|--|----------------|
| 1. Approval of Minutes of April 1, 2019 Meeting - ACTION | Rodríguez |
| 2. May 13, 2019 Board of Trustees Meeting – INFORMATION | Rodríguez |
| 3. OPEB Retiree Health Benefits Irrevocable Trust – INFORMATION | Hardash |
| 4. Suspension of Drop for Non-Payment Policy – INFORMATION | DeCarbo/Zarske |
| 5. Reorganizations – ACTION | Green |
| a. #1142 – DO/Resource Development | |
| b. #1143 – DO/District Safety & Security | |
| 6. Administrative Regulations | |
| a. AR 6750 Vehicle Operation and Parking - ACTION | Hardash |
| b. AR 7400 Travel - INFORMATION | |
| 7. 2019 – 2020 District Council Meeting Schedule - INFORMATION | Rodríguez |
| 8. Committee Reports - INFORMATION | |
| a. Planning & Organizational Effectiveness Committee | Perez |
| b. Human Resources Committee | Green |
| c. Fiscal Resources Committee | Hardash |
| d. Physical Resources Committee | Hardash |
| e. Technology Advisory Group | Gonzalez |
| 9. Constituent Representative Reports - INFORMATION | |
| a. Academic Senate - SAC | Zarske |
| b. Academic Senate – SCC | DeCarbo |
| c. Classified Staff | Martin |
| d. Student Government – SAC | Ceja |
| e. Student Government – SCC | Ostrow |
| 10. Other | |

Next Meeting: June 3, 2019



Rancho Santiago Community College District District Council Meeting

MINUTES

April 1, 2019

Members:	Raúl Rodríguez	Present
	Peter Hardash	Present
	Enrique Perez	Present
	Tracie Green	Present
	Linda Rose	Absent
	John Hernandez	Present
	Jesse Gonzalez	Present
	Monica Zarske	Present
	Michael DeCarbo	Present
	Roy Shahbazian	Present
	Michael Taylor	Present
	Leanna Nolan for Sheryl Martin	Present
	Diane Hill	Absent
	Amber Stapleton	Present
	Susan Hoang	Present
	Mariano Cuellar for Breanna Ceja	Present
	Evan Ostrow	Present
Guest:	Adam O'Connor	

Chancellor Raúl Rodríguez convened the meeting at 3:00 p.m.

1. Approval of Minutes of March 4, 2019 Meeting

It was moved by Mr. Hardash, seconded by Ms. Stapleton and carried unanimously to approve the minutes of the March 4, 2019 meeting with a minor correction.

2. Board Policies

- a. BP 3900 Speech: Time, Place and Manner - Vice Chancellor Green explained the proposed revision to the board policy.
- b. BP 5500 Standards of Student Conduct – Vice Chancellor Green explained the proposed revision to the board policy and noted that it had gone through legal counsel review.

It was noted that the revisions to both the board policies were a result of discussion with the FIRE organization who questioned the district's free speech protocol. The policies will go to the Board Policy Committee with no objection from District Council.

3. Administrative Regulations

- a. AR 6305 Reserves – Vice Chancellor Hardash presented the revisions to the administrative regulation. It was moved by Ms. Zarske, seconded by Mr. Perez and carried unanimously to approve the revisions to AR 6305.
- b. AR 7400 Travel – Mr. Hardash and Asst. Vice Chancellor O'Connor presented the revisions to the administrative regulation. Discussion ensued.

Mr. Shahbazian arrived at the meeting during the discussion of AR 7400.

It was moved by Mr. DeCarbo, seconded by Mr. Hardash and carried unanimously to approve the revision to AR 7400. The approved regulation will be posted to the district website.

4. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Mr. Perez reported on the March 27, 2019 meeting. Not all pre-retreat assignments have been completed for the May 10, 2019 retreat, so reminders will be going out this week. The next meeting is scheduled for April 24, 2019.
- b. Human Resources Committee (HRC)
Ms. Green reported on the March 13, 2019 meeting. During the meeting ethnicity identification for hiring committees was discussed and discussion will continue. The next meeting is scheduled for April 10, 2019.
- c. Fiscal Resources Committee (FRC)
Mr. Hardash reported on the March 20, 2019 meeting. There continues to be uncertainty about the 2019-2020 budget. It was reported that revision to P1 numbers is expected in April which will inform the 2019-2020 budget allocation to the district. The next meeting is scheduled for April 17, 2019.
- d. Physical Resources Committee (PRC)
Mr. Hardash reported on the March 6, 2019 meeting. The next meeting is scheduled for May 1, 2019.
- e. Technology Advisory Group (TAG)
TAG Chair Jesse Gonzalez reported on the March 7, 2019 meeting. Work is starting on the revision to the district's technology plan. The next meeting is scheduled for April 4, 2019.

5. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Shahbazian reported on the activities of the SAC Academic Senate.
- b. Academic Senate/SCC: Mr. DeCarbo reported on the activities of the SCC Academic Senate.
- c. CSEA: Ms. Nolan reported on the activities of CSEA. Their next meeting is scheduled for April 15, 2019.
- d. Student Government/SAC: Mr. Cuellar reported on the activities of the SAC ASG.
- e. Student Government/SCC: Mr. Ostrow reported on the activities of the SCC ASG.

6. Other

No discussion.

7. Next Meeting: The next meeting will be held on Monday, May 6, 2019 in the Executive Conference Room (#114).

Meeting Adjourned: 4:00 p.m.

Approved: xxxxxx



SANTA ANA COLLEGE MISSION STATEMENT

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

Executive Committee

President: Monica Zarske
Pres Elect: Roy Shahbazian
Sec. /Treas: Stephanie Clark
C&I Chair: Brian Sos
Facilities Co-Chair: James 'Marty' Rudd
Budget/Planning Co-Chair: Ed Fosmire

Division Senators

Adjunct Faculty

Business

Tommy Strong
Ali Kowsari

Continuing Education

Alejandro Moreno
Osiel Madrigal

Counseling

Leo Pastrana
Jane Mathis

Exercise Science

Brian Sos

Fine & Performing Arts

Cathryn Pierce

Health Sciences

Michelle Vazquez
Mila Paunovic

Humanities

Gary Bennett

Human Services

Chantal Lamourelle
Sarah Mathot

Library

Luis Pedroza

Math

Krystal Meier
Amit Mishal

Science

Stacey Littlejohn
Josh Mandir

Social Sciences

Tim Murphy

Student Services

Maria Aguilar Beltran
Louise Janus

Technology

Michael Buechler
James 'Marty' Rudd

**Resolution: S2019.01 Academic Senate support of
Recommendation for Suspension of drop for Non-payment Policy**

Date: April 23th, 2019
Moved: Luis Pedroza
Seconded: Flo Luppiani

Passed: With 19 members present, this resolution passed with votes of 19 for, 0 against and 0 abstentions.

Whereas, The Drop for Non-Payment Policy states that Enrollment fees must be paid in full within three days of registration (including weekends and holidays) or all classes may be dropped and released to other students;

Whereas, The Academic Senate of Santiago Canyon College passed a resolution in support of the Suspension of Drop for Non-payment Policy during the Fall 2018 semester;

Whereas, The SAC Academic Senate reviewed comparable data that showed during the Fall 2018 semester 3014 students were dropped for non-payment and of these 3014 students 1980 (66%) were declared as Hispanic/Latino, and 1287 (43%) were students between the ages of 20-24.

Whereas, The projected FTES loss is 440.90 and comparison of the funds lost in collected student fees is significantly less than fees not collected for the loss of seats;

Whereas, During periods of economic stress and low enrollment, the Drop for Non-Payment Policy has been suspended and that the consequence for student non-payment remains a hold on both transcripts and subsequent registration;

Resolved: That the Academic Senate of Santa Ana College, supports Santiago Canyon Colleges Fall resolution and also recommends that the District suspend the Drop for Non-payment Policy.

Santiago Canyon College Academic Senate

8045 East Chapman
Orange, CA 92869

(714) 628-4831
academic_senate@sccollege.edu

SENATORS

Business and Career Education

Deeley, Steve 2020
Salcido, Andrew 2019

Continuing Education (OEC)

Quimzon, Eden 2019
Oase, Daniel 2020

Counseling & Student Services

Chaidez, Maria 2020
Crabill, Phil 2020
Graham, Song Le 2019

Humanities and Social Sciences

Breeden, Emma 2019
Crammer, Cale 2019
Dela-Cusack, Lisa 2019
Govea, Melissa 2020
Howell, Scott 2020
Siddiqui, Shereen 2020
Valdos, Yanina 2020

Library

Sproat, Barbara 2020

Mathematics and Sciences

Cummins, Shawn 2019
Frost, Alicia 2020
Johnson, Kim 2020
Jones, Vanessa 2019
Scott, Randy 2020

Adjunct

Chavez, Ricardo 2019
Gates, Alana 2019

EXECUTIVE BOARD MEMBERS

President

DeCarbo, Michael 2020

Vice President

Taylor, Michael 2020

Secretary/Treasurer

Mettler, Mary 2020

Curriculum Chair

Diaz, Darlene 2021

Resolution F2018.05

Recommendation for Suspension of Drop for Non-payment Policy

Moved: Professor Diaz

Seconded: Professor Salcido

Whereas, The Drop for Non-payment Policy states that Enrollment fees must be paid in full within three days of registration (including weekends and holidays) or all classes may be dropped and released to other students;

Whereas, The Enrollment Management Committee reviewed data regarding the number of dropped seats and students and discovered that 431 students didn't re-enroll (26%) for a total of 2,602 net dropped seats;

Whereas, As a Hispanic serving institution, of the 431 students, 51.74% were Hispanic (more than half), and 48.72% were students from the ages of 17-20 years;

Whereas, During periods of economic stress and low enrollment, the Drop for Non-payment Policy was suspended; and

Whereas, Comparison of the funds lost in collected student fees is significantly less than fees not collected for the loss of seats;

Resolved, That the Academic Senate of Santiago Canyon College recommend that for the welfare of our students that District Council suspend the Drop for Non-payment Policy indefinitely.

Date Presented: 6 November 2018

Date Passed: 20 November 2018

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging. (Approved 12/05/17)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM**

Number # 114218
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: District Office/Resource Development/Educational Services

Manager/Supervisor: Sarah Santoyo, Assistant Vice Chancellor, Educational Services

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Director, Global Trade & Logistics Initiative <i>(Lyndee Stewart)</i>	None
Business Services Coordinator (Global Trade & Logistics) <i>(Alexandra Canda)</i>	None

Current annual salary/benefits cost \$ None (project ended 6/30/18) Proposed annual salary/benefits cost \$ 0.00/0.00
Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS RESTRICTED FUNDS

Source of funding (account numbers): 12-2232-684000-53210-2110 (2130)/11-2232-684000-53210-2110 (2130)
(Attach necessary budget change forms)

Reason for reorganization:
Grant which funded the Global Trade & Logistics Initiative has ended (06/30/2018)

RECEIVED
2019 APR 15 P 3:32
HUMAN RESOURCES/RSCCD

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?
No Yes If yes, please explain below.

Grant and it's activities/responsibilities have ended.

Does this change affect more than one department/division? No Yes If yes, please explain below.

Please note: You are required to attach both current and proposed organization charts *(highlighting all positions affected, both current and proposed)* with this form.

Submitted by (District Cabinet Member): *[Signature]* Date: 4.15.19

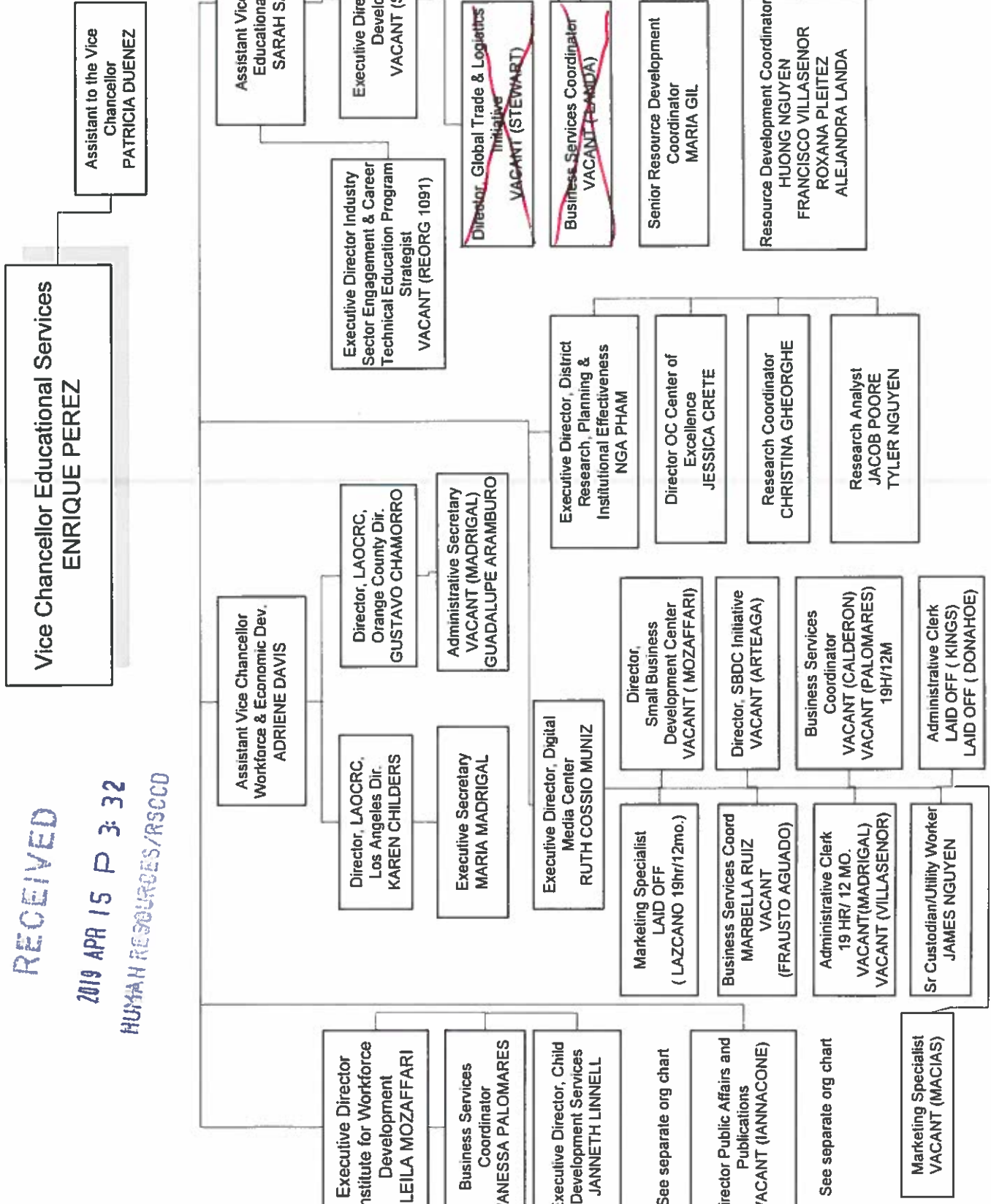
SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <i>[Signature]</i> 4/19/19	Business Operations & Fiscal Services (Signature/Date): <i>[Signature]</i> 4/19/19
	Resource Development (Signature/Date – Only for Restricted Funds) <i>[Signature]</i> 4/23/19
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <i>[Signature]</i> 4/29/19
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

Rancho Santiago Community College District
EDUCATIONAL SERVICES

RECEIVED

2019 APR 15 P 3: 32

HUMAN RESOURCES/RSCCD



Short Term Employees:
1 Business Expert Professional CITD
2 Business Expert Professional IWE
3 Business Expert Professional II SBDC
3 Business Expert Professional SBDC

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM**

Number # 11/13 -
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: District Safety and Security
 Manager/Supervisor: Michael Toledo/ Peter Hardash

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
	Part Time District Safety Officer <u>19Hr / 12M</u>
	Part Time District Safety Officer <u>19Hr / 12M</u>

Current annual salary/benefits cost \$ _____ Proposed annual salary/benefits cost \$ 44,775.74
 Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS RESTRICTED FUNDS

Source of funding (account numbers): 11-0000-695000-54163-2310
 (Attach necessary budget change forms)

Reason for reorganization:

Add two part time district safety officers on day shift at the District Office. These officers will work four hour shifts each for a total of an eight hour day shift. The added officers will have the ability to respond appropriately to neutralize a threat of targeted violence or other dangerous incidents. The added officers will have the ability to conduct foot patrols; inspect and check security of doors, windows and equipment; report presence of unauthorized persons on grounds or in building and provide parking and traffic enforcement on district property. Additionally, the high influx of visitors during the Board of Trustee meetings creates a need to add uniformed officers at the District Office.




Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No Yes If yes, please explain below.

Does this change affect more than one department/division? No Yes If yes, please explain below.

Please note: You are required to attach both current and proposed organization charts (highlighting all positions affected, both current and proposed) with this form.

Submitted by (District Cabinet Member):  Date: 4/24/19

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u> 4/25/19</u>	Business Operations & Fiscal Services (Signature/Date): <u> 4/25/19</u>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u> 4/29/19</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

RSCCD

COST OF NEW POSITION - CLASSIFIED 19 HOURS OR LESS and SHORT TERM

POSITION TITLE	P/T District Safety Officer (Permanent)		
GRAD & STEP		19H/12M	ANNUAL COST
9/1	\$ 20.85	988.00	\$ 20,599.80

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PARS or PERS (see below)	1.300%	267.80	
MEDICARE	1.450%	298.70	
UNEMPLOYMENT	0.050%	10.30	
WORKERS COMP	2.250%	463.50	
ACTIVE RET. INS. COST	3.630%	747.77	
TOTAL TAX & BENEFIT COST	8.680%	\$ 1,788.07	\$ 1,788.07
TOTAL SALARY & BENEFIT COST			\$ 22,387.87
TOTAL COST OF POSITION			\$ 22,387.87

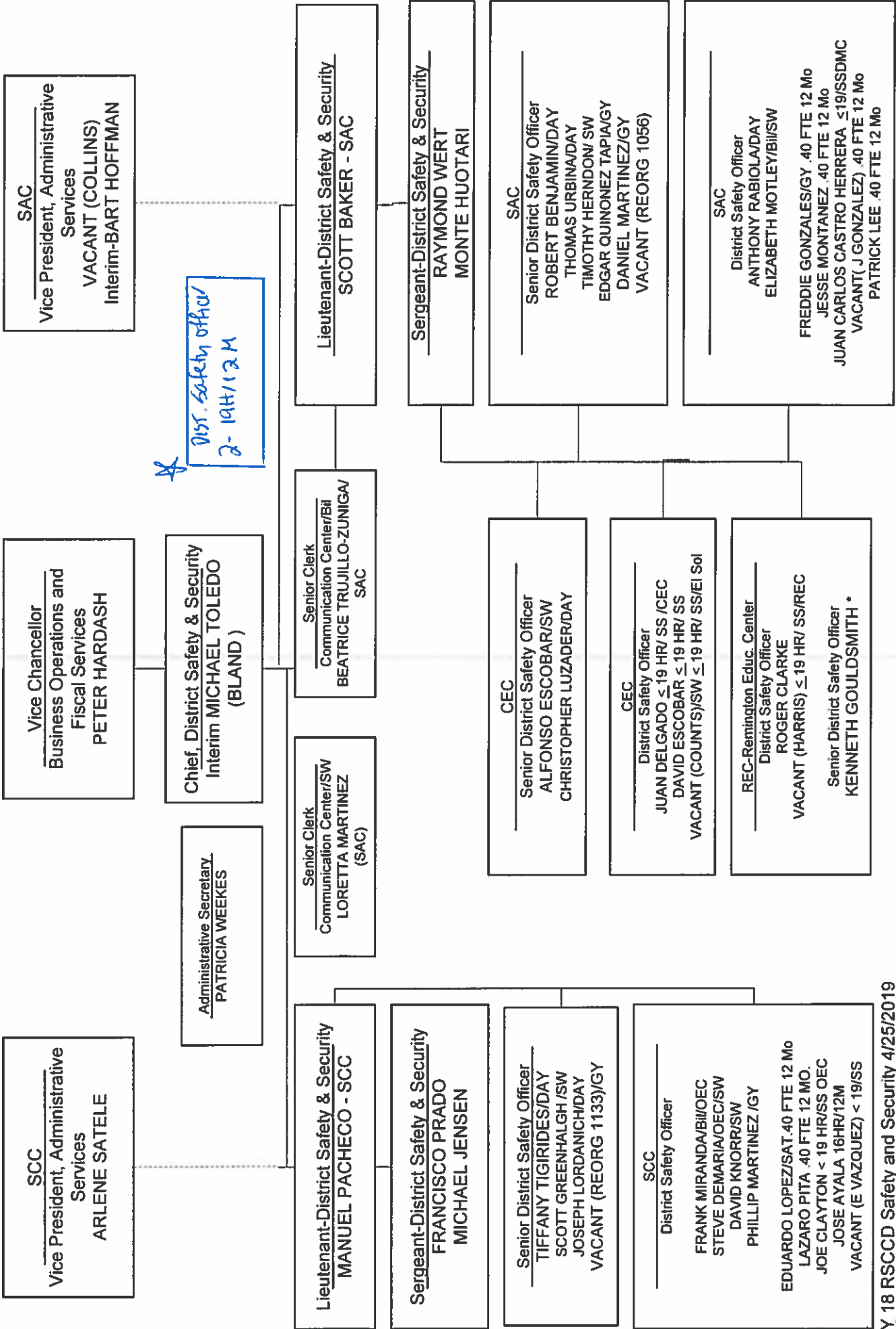
\$44,775.74 \$ 3,731.31 \$7,462.62

BENEFITS =	\$ 1,788.07
BENEFIT COST AS A PERCENT OF CONTRACT =	8.68%

PERS	18.062%	3,720.74
Soc. Sec.	6.200%	1,277.19
Some part-time classified are members of PERS and would then have PERS of 18.062% and Soc. Sec. of 6.2% instead of PARS of 1.3%		

Rancho Santiago Community College District BUSINESS OPERATIONS AND FISCAL SERVICES SAFETY AND SECURITY

* Y Rated



Perez, Carol

From: Toledo, Michael
Sent: Thursday, April 25, 2019 9:30 AM
To: Perez, Carol
Subject: RE: Reorg for 2 PT DSO

I confirm. Thank you for your assistance.

Mike

From: Perez, Carol <Perez_Carol@rscdd.edu>
Sent: Thursday, April 25, 2019 9:17 AM
To: Toledo, Michael <Toledo_Michael@rscdd.edu>
Subject: RE: Reorg for 2 PT DSO

After this morning's conversation, the revision to your reorg. Request will be that these two positions will be scheduled 19 hours/week and 12 months/year.

Please confirm and I will attach this to the request.

Thank you
cp

From: Toledo, Michael <Toledo_Michael@rscdd.edu>
Sent: Wednesday, April 24, 2019 4:31 PM
To: Perez, Carol <Perez_Carol@rscdd.edu>
Subject: RE: Reorg for 2 PT DSO

Hi Carol,
Sorry about that, It'll be Part Time Permanent and up to 19hours/week and 12 months/year.

Thank you, FYI cake was good.

Mike

From: Perez, Carol <Perez_Carol@rscdd.edu>
Sent: Wednesday, April 24, 2019 4:28 PM
To: Toledo, Michael <Toledo_Michael@rscdd.edu>
Subject: Reorg for 2 PT DSO

Hi Mike

Both positions will work 16 hours/week.... What about Months/Year? 12?

Have an awesome day!

cp

Rancho Santiago Community College District ADMINISTRATIVE REGULATION

Chapter 6 Business and Fiscal Affairs

AR 6750 Vehicle Operation and Parking

References:

Education Code 76360

California Vehicle Code 21113(a), 21458, 40215, 40230

These procedures are intended to promote the safe and orderly movement of traffic on all District and College property for vehicles and bicycles. All applicable provisions of the California Vehicle Code are expressly applicable to the traffic upon the highways, roadways, driveways, paths, parking facilities and grounds of the District and Colleges.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked or left standing in violation of the provisions of this regulation are subject to fines, towing, or impoundment. The District provides parking facilities for vehicles for the sole purpose of conducting college business. Persons park on District property at their own risk. The District assumes no liability for damages or loss to any vehicle or its contents.

All persons operating, driving, parking, or leaving a vehicle standing on District property are required to adhere to the provisions of AR 6750. All persons who enter on District and/or College property are charged with knowledge of the provisions of this regulation and are subject to the penalties for violations of such provisions.

DEFINITIONS

Every word or phrase relating to traffic and parking used in this procedure shall have the same meaning as defined in Division 1 of the California Vehicle Code, unless otherwise defined in this procedure.

1. District – Means the Rancho Santiago Community College District
2. Governing Board – Means the Rancho Santiago Community College District Governing Board of Trustees
3. SAC – Santa Ana College
4. SCC – Santiago Canyon College
5. Authorized Service Vehicle – Means any of the following:
 - a. A district owned, leased or operated vehicle when operated in an authorized manner
 - b. An authorized emergency vehicle as defined by the California Vehicle Code 39

6. 'Leave standing' – is:
 - a. The stopping of a vehicle,
 - b. whether occupied or not,
 - c. otherwise than temporarily for the purpose of and while actually engaged in receiving or discharging passengers.

VEHICLE OPERATION

These procedures are intended to promote safe and orderly movement of traffic within District property and for the safe and orderly parking of vehicles and bicycles.

1. All persons who enter on to District property are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.
2. No vehicles shall be operated on the grounds or facilities of the district outside the scope of BP 3501.
3. All persons operating a vehicle on district property in areas not designated for vehicle operation shall have effective proof of insurance on file with the district prior to bringing the vehicle on the property.
4. The speed limit of vehicles used in areas other than roads and parking lots is 15 MPH.
5. All persons have the right-of-way over vehicles. Drivers shall use extreme care in operation of vehicles on the property and not operate the vehicle in any manner that may cause personal or property damage.
6. Vendors parking vehicles on the premises to provide service shall first obtain specific permission to do so. The Administrative Services Office and Campus Safety and Security staff shall provide the vehicle operator direction on best path and acceptable parking locations.
7. All vehicles other than those owned and operated by the district shall have an appropriate parking permit displayed. All students, visitors and employees, except non-credit students at the non-credit Centers and part-time non credit faculty, must pay parking fees. Annual permits and semester permits are available through WebAdvisor. Daily parking permits are available for purchase at the parking permit dispenser located in the parking lots of each campus. In some instance, a parking permit can be paid for at the Cashier's office on each campus. Vehicles not displaying a permit may be cited and/or towed from the property at the owner's expense.
8. The driver and/or owner of a vehicle operated on district property shall be responsible for any personal and/or property damage caused by such operation. The District accepts no liability for any loss or damage caused to a vehicle when it is parked on District property.
9. The current citation bail amounts are as follows:
 - \$45 for most violations
 - \$100 for red curb violation
 - \$350 for Disabled Parking (R204) violation

10. The District Safety department will enforce parking regulations 24/7 on district property, pursuant to California Vehicle Code section 21113(a), and may issue parking citations to vehicles parked in violation of these regulations.
11. Bicycles must park in bicycle racks on campus.
12. Motorcycles may park for free in designated motorcycle parking zones. Motorcycles parked in regular spaces on campus must pay and display a valid permit.

PARKING REGULATIONS

The District parking regulations are as follows:

R101: No person shall fail to obey any sign or signal erected to carry out these regulations or the California Vehicle Code.

R102: No person shall operate a vehicle, motorcycle, bicycle or any other mechanical vehicle on District property at a speed greater than 15 MILES PER HOUR, except for emergency vehicles.

R103: The driver of a vehicle, motorcycle, bicycle or any other mechanical vehicle shall yield the right of way to a pedestrian crossing any roadway or parking areas or walkways.

R104: No person shall operate a vehicle, motorcycle, bicycle or any other mechanical vehicle on any walkway, field, or landscaped area. Authorized Service vehicles are exempt.

R201: All vehicles parked on Campus shall clearly display a current parking permit, with the number of the permit clearly visible, on the driver's side of the windshield. Daily parking permits shall be displayed on the driver's side dashboard so the information on the permit is clearly visible. A permit or receipt in any other area of the vehicle is a violation and subject to citation. See the Campus Safety & Security Department for further details.

R202: No parking is allowed in any area that does not have a clearly marked parking stall.

R203: Vehicles parked within a parking stall shall not overlap the lines that designate the parking stall. No vehicle shall be parked outside of the designated parking stall. Doing so negatively impacts other vehicles around you. Any vehicle that impinges negatively on the adjacent stall or is parked excessively outside the boundary lines of the parking stall will be cited.

R204: No person shall park in an area posted or marked for "Disabled Parking Only" unless that person has with them a valid Department of Motor Vehicles issued Disabled Persons placard or displays a valid Disabled Person's license plate which refers to the occupant of the vehicle. The vehicle must also display a valid college parking permit.

R205: No student or staff member or visitor shall park a vehicle in an area posted "Visitors" or "Vendors" for more than the 30 minute posted time.

R206: No student or visitor shall park a vehicle or motorcycle in parking lots, parking areas or parking spaces designated for “Staff Only” except as posted. Violators will be cited immediately.

R207: When signs or markings prohibiting or limiting parking are posted, no person shall park or leave standing a vehicle in violation of such sign or marking. This includes reserved parking spaces, or temporary parking restrictions for an event or construction.

R208: No person shall park or leave standing a vehicle on any walkway, landscaped area, driveway, road, or field without prior approval of the District Safety Department and display of a valid Temporary Parking Permit. Authorized service vehicles are exempt.

R209: Motorcycles and bicycles must be parked in designated motorcycle parking areas, and are exempt from the required parking permit, if parked in designated areas. Motorcycles that park in a normal stall must display a valid parking permit.

R210: Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed per California Vehicle Code 21458(a):

- A. RED ZONE - indicates no parking or stopping anytime, whether attended or not. All roads and driveways on the District property and campuses which are fire lanes must be kept unobstructed and available to emergency response vehicles at all times. Access to fire hydrants must also be maintained at all times. Any vehicle presenting a hazard by obstructing a fire lane or fire hydrant will be cited and / or may be towed immediately.
- B. YELLOW ZONE - indicates an area for loading and unloading of vehicles and the parking of service vehicles, there is a 10 minute time limit.
- C. GREEN ZONE – Indicates a parking time of 30 minutes.
- D. BLUE ZONE - indicates “Disabled Parking ONLY” with special permit. An occupant in the vehicle must be the holder of a valid Department of Motor Vehicles issued Disabled Persons placard. The vehicle must also display a valid college parking permit.

R211: All vehicles parked in the Auto-Diesel Complex must display a valid work order.

R212: All vehicles parked in the Auto-Diesel Complex over 24 hours must display a current parking permit.

R213: All vehicles shall be parked heading into a slanted / diagonal parking stall. Maneuvering into a slanted / diagonal parking stall so that the front-end of the vehicle is at the stall opening can disrupt the flow of traffic in parking aisles and can cause accidents or inconvenience to other road users. In parking lots or on sites (like District Office or Orange Education Center) where the parking stalls are at 90 degrees to each other, vehicles can park either head in or head out.

R214: No person shall park or leave unattended a motor vehicle or motorcycle blocking traffic lanes on Campus or any other District properties.

R215: No person shall sleep in, or remain overnight in any vehicle parked on Campus or any other District properties.

R216: No person shall leave any animals or minor children unattended in a vehicle on Campus or any other District properties.

R217: No person shall abandon, or leave standing, any vehicle or motorcycle on the District premises for 72 or more consecutive hours without advanced permission of the District Safety Department. Violations will result in vehicle removal and storage under authority of Section 21113(a) of the California Vehicle Code.

CITATIONS

Consistent with California Vehicle Code 40215, the procedures for contesting or paying an RSSCD parking citation are:

1. To pay a parking citation sent payment to the RSSCD parking administration (address below), OR pay for the citation online at www.paymycite.com/rscdd
2. To contest a citation, request an Initial Review by telephone (888) 300-9915 or online at www.paymycite.com/rscdd. There is no charge for this hearing and you do not pay the citation penalty prior to this hearing.
3. The Parking Administration forwards the Initial Review form to Chief, District Safety and Security or their designee.
4. The Chief, District Safety and Security or their designee reviews the form and either upholds or dismisses the citation based upon available information. The result is updated online and a results letter is forwarded to the person.
5. A dismissed citation requires no further action. An upheld citation requires the person to forward a deposit in the amount of the citation penalty to the Parking Administrator. RSSCD fee schedule is set at \$45 (\$100 for Red curb violations and \$350 for violation of Disabled Persons regulations).
6. If the person is dissatisfied with the results of the Initial Review, the person may request an Administrative Hearing no later than 21 calendar days following the results of the issuing agency's review. The person requesting the Administrative Hearing shall pay the amount of the parking penalty. A person can request an Administrative Hearing without payment of the parking penalty upon satisfactory proof of an inability to pay the amount due (you must complete the form online at www.paymycite.com/rscdd to qualify).
7. A college Hearing Examination Committee will meet for in-person hearings and reviews. This committee will be managed by an external parking processing company. Within 90 days an in-person hearing or written declaration is scheduled.
8. A Hearing Administrator will meet for in-person hearings and reviews. The parking processing company manages the hearing. Per California Vehicle Code 40230(a), within 30 calendar days after the mailing or personal deliver of the final decision, the person may seek review by filing an appeal to be heard by the Superior Court.

9. Address for parking administration is:
Request for Citation Review Hearing
Parking Citation Service Center
Post Office Box 11923
Santa Ana, CA 92711

ELECTRIC VEHICLE CHARGING ZONE

The Electric Vehicle Charging Zone identifies restricted use of electric vehicle parking/charging at each college. Parking in the Electric Vehicle Charging Zone is restricted to electric vehicles actively charging. Charging time is not to exceed four hours maximum per day. Charging stations are not to be used as parking locations. Valid parking permits are required for vehicles in the Electric Vehicle Charging Zone. Parking citations will be issued for any violations.

The colleges will establish fees for electric vehicle charging services to recover the costs of vendor services, electricity services, periodic maintenance and other costs. Individuals may contact the District Safety and Security Office for information and locations of these charging stations.

ENFORCEMENT

The Board of Trustees authorizes the Department of Safety and Security at Rancho Santiago Community College District to issue traffic and parking citations within the boundaries of District properties pursuant to:

1. Traffic and parking regulations established by the Board of Trustees of the District.
2. California Vehicle Code, California Education Code and California Penal Code.

The ultimate goal of enforcement is to gain voluntary compliance with this regulation, through fair, equitable, and consistent enforcement of the policy itself. Safety & Security staff charged with enforcing this regulation are encouraged to gain compliance through verbal and written warnings, citations, and whatever other tools available to encourage students, employees, and visitors to comply with these regulations.

Responsible Manager: Chief, District Safety and Security

Revised: June 16, 2014 (Previously AR3501)
Revised: August 21, 2017
Revised: xxxxxxx, 2019

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7400 Travel

References:

Education Code Section 87032
2 Code of Federal Regulations Part 200.474

The Chancellor has designated authority for approval of travel requests to the Vice Chancellors and Presidents for employees in each of their respective areas. The travel requests may be for attendance at meetings, workshops, conferences, trainings or conventions that are within the scope of the employee's job assignment. The Chancellor must approve **in advance** all travel outside of the United States.

Employee travel will be reimbursed for actual, necessary, and reasonable expenses up to approved amounts as described in this Administrative Regulation and may be subject to additional limitations established by staff development or other funding sources.

The district retains the right to direct employees to attend relevant conventions or conferences.

Mileage:

Employees required to use their personal automobiles for travel within or outside the district to carry out their job assignments may receive reimbursement for business mileage incurred in accordance with the following guidelines:

1. Reimbursement for such business mileage shall be at the prevailing IRS standard rate.
2. All employees driving on district business shall take the most direct route possible.
3. Actual claimed business mileage driven will be reimbursed. Attach Google Maps or other similar online map printouts to support all mileage claims.
4. Employees requesting reimbursement must certify that their vehicle is covered by automobile insurance as required by district rules and regulations for Public Liability and Property damage.
5. A Mileage Reimbursement Claim form shall be filed with the District's Accounts Payable Department within 15 days following the month the mileage was incurred and only used when no other expenses are associated with the travel except related parking and tolls.
6. If any other travel-related expenses are incurred, the mileage reimbursement should be included on the Conference Request Claim form instead of using the Mileage Reimbursement Form.

Travel:

Employees authorized by the Chancellor, Vice Chancellors or Presidents to attend meetings, workshops, conferences, trainings or conventions may receive reimbursement for expenses incurred in accordance with the following guidelines:

1. A Conference Request Claim form must be completed, signed by the requestor, and required prior authorization signature obtained **before attendance** at any event. For any overnight stays within California, employees should fill out the last page of the form titled Hotel/Motel Transient Occupancy Tax Waiver to present upon check-in. Not all hotels accept the form, but when they do, it provides substantial savings to the district.
2. Allowable expenses associated with travel include only reasonable and necessary expenses: transportation, lodging, registration, meals not covered by conference registration and during the period of travel, car rentals, ground transportation (including Uber, Lyft or other rideshare transportation) fares (including gratuity not to exceed 20% of the fare), parking, mileage ~~(to and from the airport that exceeds the daily commute of the employee)~~ and other miscellaneous incidental charges such as, minor supplies, postage, reproduction costs, telephone and electronic communication expenses with documentation of the business necessity.
 - a. **All** expenses should be the most economical and must be authenticated by the original itemized receipts, other than meals.
 - b. Transportation expenses must be the lowest economical and class roundtrip airfare using only commercial carriers for travel, or mileage not to exceed lowest economical roundtrip airfare, unless specifically approved **in advance** by the Chancellor, Vice Chancellor or President with documentation of the business necessity.
 - c. As each airline's options differ and are continuously changing, employees shall confirm that the fare booked is the particular airline's lowest economical fare. The district will not cover additional fees such as extra legroom, early check-in fees, exit row upgrades, additional baggage fees over a single checked bag plus a single carry-on bag if applicable, or any other upgraded or additional costs. Any upgraded or additional costs are personal expenses and will not be reimbursed.
 - d. If traveling with supplies, equipment or other heavy materials required for participation in the conference or event, employees should consider the cost of other courier or shipping methods to determine if it is less costly than checking additional bags (Purchasing Services department can assist with these options). In either case, documentation of the business necessity for this additional cost is required.
 - e. No reimbursements shall be made for tips/gratuities other than as noted in this Administrative Regulation, trip insurance, valet parking, personal expenses including telephone calls and entertainment expenses, or the purchase of alcoholic beverages.
 - f. Car rentals must be booked based on the most economical class of vehicle for the number of people traveling together. The District will not reimburse for premium or luxury vehicles or any other upgrades or additional costs.
 - g. Lodging for conferences within 50 miles of the District Office or College site is **not allowable** unless specifically approved **in advance** by the Chancellor, Vice Chancellor or President with documentation of the business necessity.
 - h. Lodging expenses are reimbursed for the actual dates of the approved conference. The night before or the night the conference ends may be

reimbursed if specifically approved **in advance** by the Chancellor, Vice Chancellor or President with documentation of the business necessity.

- i. The district shall not pay for lodging that exceeds the published standard single occupancy room rate for conferences. Most conferences offer a block of rooms at a reduced rate to those who book early, it is recommended that employees plan accordingly to book at the lower rates. Employees should also ask if a government rate is available and less expensive.
 - j. The district does not allow business lodging booked from vacation rental companies such as Airbnb, VRBO, etc.
3. Travel advances may be requested for the following:
- a. Transportation, registration, and lodging payable directly to the third party vendor can be paid in full.
 - b. Cash advances to the employee may be requested only for costs that will be incurred **prior** to travel, and are limited to 75% of the total approved estimated expenses, including any expenses paid directly to vendors. Other costs that will be incurred during travel will be reimbursed upon return.
 - c. Travel advances will not be authorized for any employee whose expenses will be reimbursed by outside funding or for any employee who has not reconciled prior travel advances with the district.
 - d. Air travel and lodging expenses are typically arranged on the Internet and charged to the employee's credit card. As an alternative employees may book through the District's authorized travel agency (For more information, see the FAQs on the Accounts Payable website). Booking through the travel agency will increase the total amount by at least \$35 per transaction, the travel agency service fee.
 - e. The district shall not contract with a travel agency owned or partially owned by an employee or a relative of an employee of the district. Further, the district shall not contract with an employee of a travel agency who is also an employee or a relative of an employee of the district.
 - f. Prepayments or advances for conferences paid with grant or categorical funds is not allowable when the payment and conference dates cross fiscal years without documentation of the specific authorization by the grant.
 - g. If using the District's authorized travel agency to book air travel, please submit a purchase requisition in Colleague for the air travel and submit a scanned **copy** of your approved Conference Request Claim form to the District's Purchasing Services Department via email to purchasing@rscdd.edu.
 - h. For all other travel/cash advances, a purchase requisition is not needed. Please submit one (1) **copy** of your approved Conference Request Claim Form to the District's Accounts Payable Department via interoffice mail. Include a copy of the conference agenda. Also include the invoice if requesting a travel advance payable directly to a third party vendor. If requesting a cash advance, include all travel confirmations/documentation that equals the total estimated expenses.
 - i. Travel advances must be submitted 15 business days in advance to allow time for processing.

4. All meals for which expenses are actually incurred shall be paid at the per diem rate per meal using the current single low-level IRS rate. For fractional parts of a day that do not require overnight travel, the appropriate meal expenses shall be reimbursed.
 - a. The intent of travel meal reimbursement is to cover the incremental expense of having to eat out and not having the ability to eat at home. It is not intended to cover the entire cost of the meal.
 - b. When the cost of meals is included in a registration fee, separate reimbursement for the covered meals is **not allowed**. If the employee decides to purchase a meal instead of the included meal, this is a personal expense and will not be reimbursed.
 - c. No receipts are required for meal reimbursement. The District instead will reimburse employees using the IRS per diem rates as noted above.

5. Within fifteen (15) business days of returning from travel, the original Conference Request/Claim form must be reviewed and approved by the Immediate Management Supervisor to account for all expenses, and submitted via interoffice mail to the District's Accounts Payable Department
 - a. A claim form should include a check payable to RSCCD if the amount of expenses claimed are less than the amount advanced to the employee and should be submitted to the District's Accounts Payable Department within fifteen (15) business days from returning.
 - b. The claims for reimbursement **must include** original itemized receipts for **all** expenses incurred by the employee (except meals) including registration, transportation, lodging, car rental, airport/hotel parking, etc., along with a copy of the conference agenda and memo of explanation for miscellaneous expenses or any exceptions explaining the business necessity with the Immediate Management Supervisor approval.
 - c. Only allowable expenditures up to the amount authorized will be reimbursed.

Responsible Manager: Assistant Vice Chancellor of Fiscal Services

Revised: February 16, 2016
Revised: October 3, 2016
References Updated: November 7, 2016
Revised: July 10, 2017
Revised: April 1, 2019



Rancho Santiago Community College District Proposed 2019 - 2020 District Council Meetings

District Council meetings are held in the **Executive Conference Room (#114)** from **3:00 – 5:00 p.m.** Meeting participants include Chancellor’s Cabinet members, Presidents of the district governance groups, and the Chairs and Co-Chairs of the district’s five participatory governance committees. The Executive Assistant to the Chancellor provides administrative support to the committee.

Fall 2019

July 8

August 26

September 16

October 7

November 4

Spring 2020

January 27

March 2

April 13

May 4

June 1