



**Rancho Santiago Community College District
District Council Meeting**

November 4, 2019

Executive Conference Room #114

3:00 – 5:00 p.m.

Agenda

1. Approval of Minutes of October 7, 2019 Meeting - **ACTION** Hardash
2. Reorganizations - **ACTION** Green
 - a. #1155 – DO/Educational Services
 - b. #1166 – DO/Fiscal Services
3. 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
4. Constituent Representative Reports - **INFORMATION**
 - a. Academic Senate - SAC Shahbazian
 - b. Academic Senate – SCC DeCarbo
 - c. Classified Staff Martin
 - d. Student Government – SAC Cuellar
 - e. Student Government – SCC Gallardy
5. Other

Next Meeting: January 27, 2020



Rancho Santiago Community College District District Council Meeting

MINUTES

October 7, 2019

Members:	Marvin Martinez	Present
	Peter Hardash	Present
	Enrique Perez	Present
	Tracie Green	Present
	Linda Rose	Present
	John Hernandez	Absent
	Jesse Gonzalez	Present
	Roy Shahbazian	Present
	Michael DeCarbo	Present
	Monica Zarske	Present
	Michael Taylor	Present
	Zina Edwards for Sheryl Martin	Present
	Teresa Hagelbarger	Absent
	Scott James	Present
	Mariano Cuellar	Present
	Jio Gallardy	Present
Guests:	Nga Pham	

Chancellor Marvin Martinez convened the meeting at 3:02 p.m.

1. Approval of Minutes of September 16, 2019 Meeting
It was moved by Mr. Perez, seconded by Ms. Zarske and the motion carried unanimously with abstentions from Mr. James and Ms. Edwards to approve the minutes of the September 16, 2019 meeting.
2. Chancellor's Update
Chancellor Martinez provided an update on the agenda for the October 14, 2019 board meeting to be held at Santiago Canyon College.

3. Approval of RSCCD Functions/Mapping of Responsibilities
 - a. Vice Chancellor Perez introduced Nga Pham, Executive Director of Research, Planning & Institutional Effectiveness, who presented the background of the RSCCD Functions/Mapping of Responsibilities. She noted that the Planning and Organizational Effectiveness Committee had endorsed this document for approval. It was moved by Mr. DeCarbo, seconded by Mr. Taylor and the motion carried unanimously to approve the RSCCD Functions/Mapping of Responsibilities as presented.

4. Approval of 2019-2022 RSCCD Strategic Plan
 - a. Vice Chancellor Perez introduced Nga Pham, Executive Director of Research, Planning & Institutional Effectiveness, who presented the background of the RSCCD Strategic Plan. She noted that the Planning and Organizational Effectiveness Committee had endorsed this document for approval. It was moved by Mr. DeCarbo, seconded by Ms. Zarske and the motion carried unanimously to approve the 2019-2022 RSCCD Strategic Plan as presented.

5. Committee Reports
 - a. Planning and Organizational Effectiveness Committee (POEC)

Vice Chancellor Perez reported on the September 25, 2019 meeting. He also noted that the RSCCD Mission Statement, while reaffirmed by District Council, was not sent to the Board of Trustees for approval as outlined in the Planning Design Manual. A discussion of this process will be placed on the November 4, 2019 District Council meeting agenda.
 - b. Human Resources Committee (HRC)

Vice Chancellor Green reported the next meeting would be held on October 9, 2019.
 - c. Fiscal Resources Committee (FRC)

Mr. Hardash reported the next meeting would be held on October 16, 2019. Mr. DeCarbo requested that an agenda item to discuss the IEPI PRP on the budget allocation model be added to the agenda for the next meeting. Mr. DeCarbo will send Mr. Hardash the specifics for the discussion item.
 - d. Physical Resources Committee (PRC)

Mr. Hardash reported the next meeting would be held on November 6, 2019.
 - e. Technology Advisory Group (TAG)

Assistant Vice Chancellor Jesse Gonzalez reported on the October 3, 2019 meeting. The next meeting would be held on November 7, 2019.

6. 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. Edwards announced the next chapter meeting would be held on October 15, 2019 at SCC.
 - d. Student Government/SAC: Mr. Cuellar reported on the activities of the SAC ASG.
 - e. Student Government/SCC: Mr. Gallardy reported on the activities of the SCC ASG.

7. Other

Chancellor Martinez reported on the following federal, state and local activities:

- a. Federal: the Supreme Court is taking on a discussion of DACA. This is of some concern because of the composition of the Court.
 - b. State: the Governor has signed the following bills relating to meeting student basic needs. It is anticipated that many more bills will be introduced this year.
 - a. AB 48 – Placement of a Facilities Bond on the March 2020 ballot
 - b. AB 82 – Second Year Tuition Free
 - c. AB 1278 – Acceptance of CalFresh cards on community college campuses
 - d. SB 150 – Financial Aid for Foster Youth
 - c. Local: the City of Santa Ana will be considering the approval of a 99-year lease to RSCCD for the Centennial Education Center, which will be contingent upon approval by the National Parks Service at its meeting on October 15, 2019.
10. Next Meeting: The next meeting will be held on Monday, November 4, 2019 in the Executive Conference Room (#114).

Meeting Adjourned: 3:45 p.m.

Approved:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM

RECEIVED

Number # 1155
 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.

2019 JUN 28 P 12:38

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

Manager/Supervisor: Enrique Perez

HUMAN RESOURCES/RSCCD

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Marketing Specialist, FT (12) (vacant) (delete)	
Business Services Coordinator, FT (13) (vacant) (delete)	
Administrative Clerk, FT (10) (vacant) (delete)	
Business Services Coordinator, 19 hr./12 mo. (13) (vacant) (delete)	
Administrative Clerk, 19 hour on-going (10) (vacant) (delete)	

Current annual salary/benefits cost \$ 0.00 Proposed annual salary/benefits cost \$ 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 fund (grant-funded) projects ended

(Attach necessary budget change forms)

Reason for reorganization:

To delete CSEA vacancies positions that are defunded; categorically funded grants ended. List of positions below:

- Marketing Specialist, FT (vacant Macias) position as funded by Business Entrepreneur Center special project ended 6/30/2015
- Business Services Coordinator, FT (vacant Fruasto Aguado) position as funded by DSN Retail/Hospitality/ Tourism special project ended 10/31/18
- Administrative Clerk, FT (vacant - Villasenor) position as funded by Workplace Learning Resource Center special project ended 6/30/10
- Business Services Coordinator, 19 hr./12 mo. (vacant - Palomares) position as funded by DSN - Small Business special project ended 10/31/18
- Administrative Clerk, 19 hr./12 mo. (vacant - Madrigal) position as funded by LA/OC Regional Consortium special project, vacancy since 3/2017AI

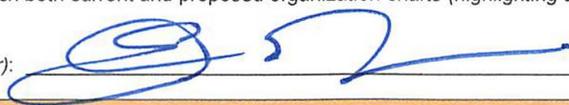
Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No Yes If yes, please explain below.

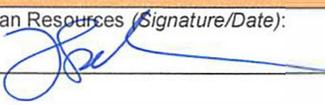
Does this change affect more than one department/division? No Yes If yes, please explain below.

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):

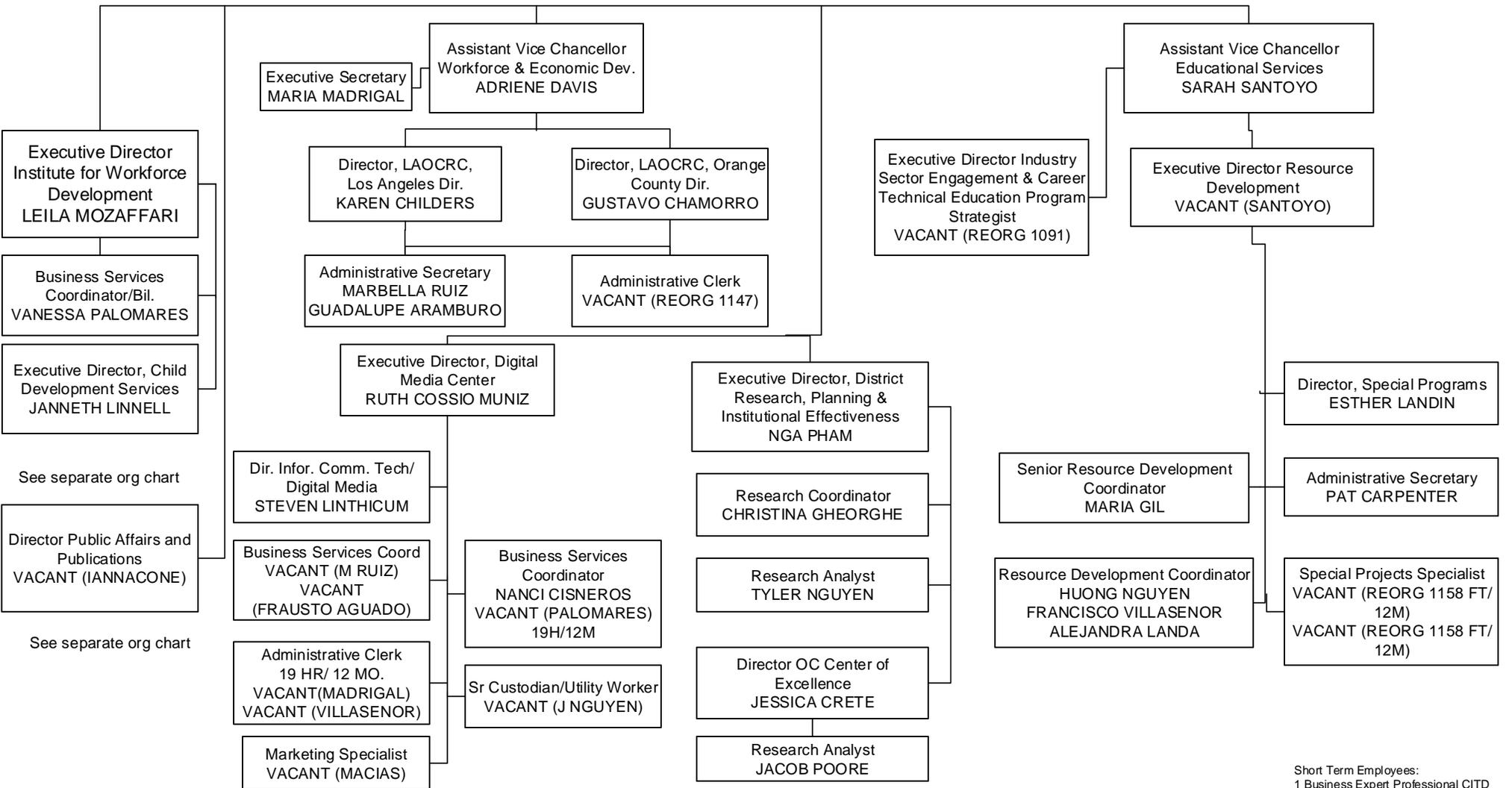
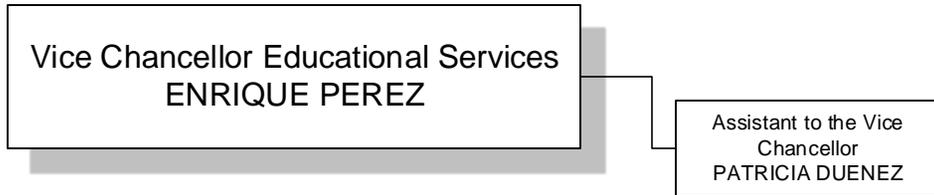


Date: 6/28/19

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date):  7/3/19	Business Operations & Fiscal Services (Signature/Date):  7/5/19
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date):  7/8/19
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

CURRENT AS OF 9/16/19



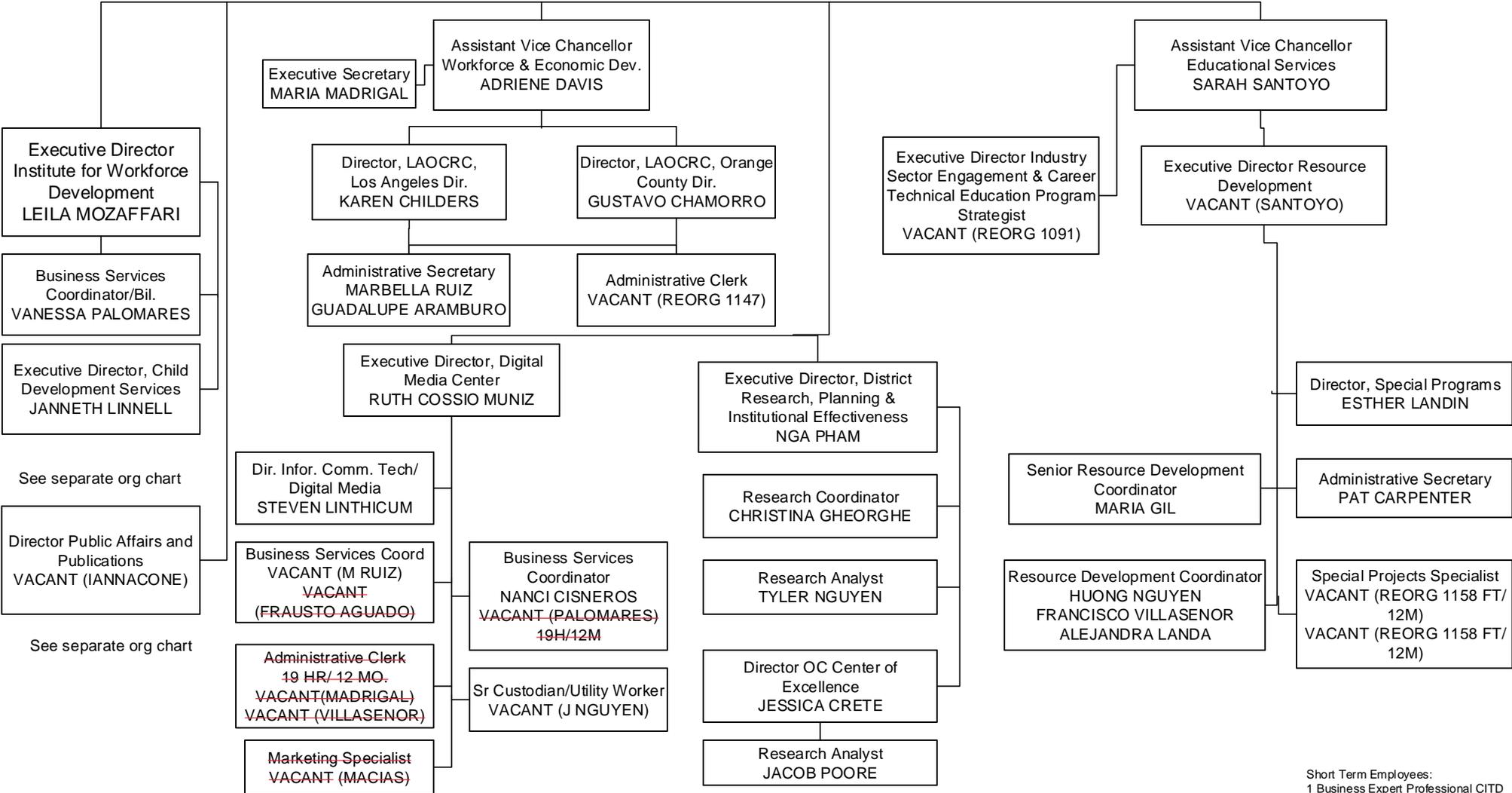
Short Term Employees:
 1 Business Expert Professional CITD
 2 Business Expert Professional IWE
 3 Business Expert Professional II SBDC
 3 Business Expert Professional SBDC

PROPOSED

**Rancho Santiago Community College District
EDUCATIONAL SERVICES**

Vice Chancellor Educational Services
ENRIQUE PEREZ

Assistant to the Vice
Chancellor
PATRICIA DUENEZ



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 # 1166
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: Fiscal Services/District
 Manager/Supervisor: Adam O'Connor

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Senior Clerk (VACANT)	Executive Secretary

Current annual salary/benefits cost \$ 74,380 Proposed annual salary/benefits cost \$ 101,160
 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): 11-0000-672000-54212-3415 to fund the difference of \$26,780
 (Attach necessary budget change forms)

Reason for reorganization:

With Sr Clerk resigning eff. 10/1/19, this brings Fiscal Services support level consistent w/ the other Asst VCs and provide better support throughout the Business Operations/Fiscal Services division.

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.

HUMAN RESOURCES/RSCCD
 2019 OCT -2 P 3:47
 RECEIVED

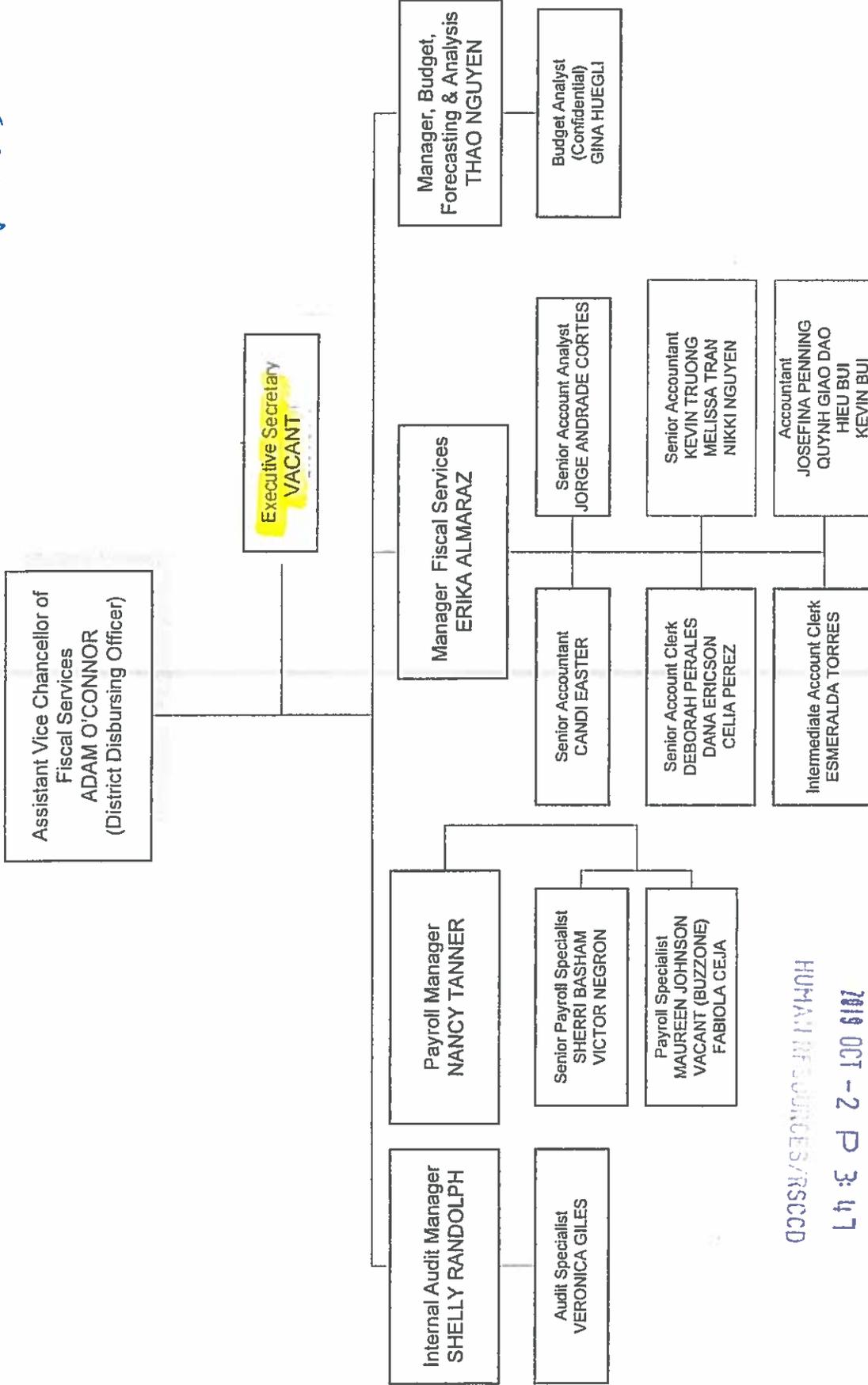
Please note: You are required to attach both current and proposed organization charts (highlighting all positions affected, both current and proposed) with this form.

Submitted by (District Cabinet Member): [Signature] Date: 9/25/19

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>Alexis Winter 10/2/19.</u>	Business Operations & Fiscal Services (Signature/Date): <u>[Signature] 9/11/19</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>[Signature]</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

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

PROPOSED



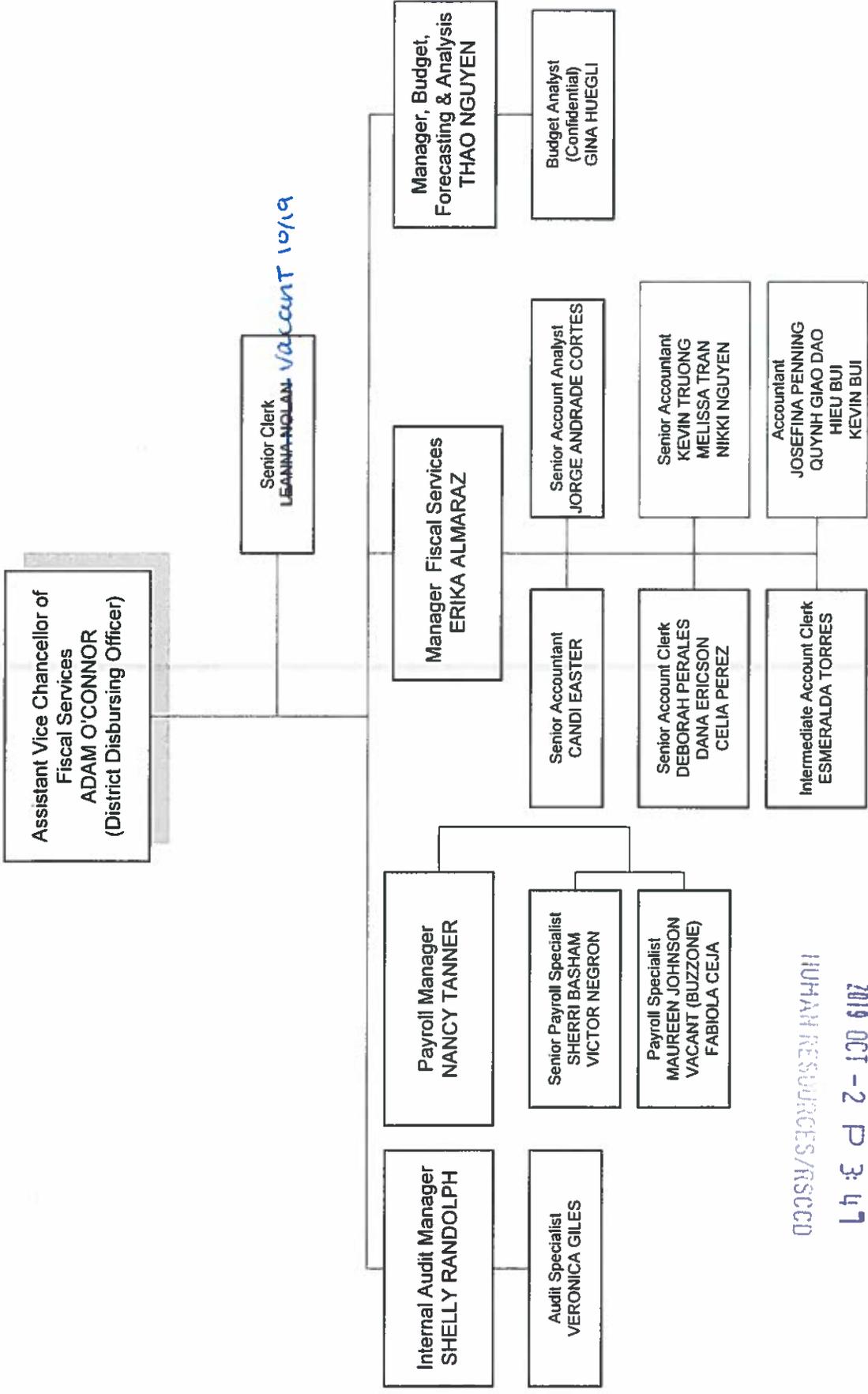
DOCS/SOURCES/RYHH

2019 OCT - 2 P 3: 47

RECEIVED

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

CURRENT



HUMAN RESOURCES/RSCCD
 2019 OCT - 2 P 3: 47

RECEIVED

RSCCD

2019-2020 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Leanna Nolan		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Step 8-3	\$ 3,839.744	12	\$ 46,076.93

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	19.721%	9,086.83	
SOCIAL SECURITY	6.200%	2,856.77	
MEDICARE	1.450%	668.12	
UNEMPLOYMENT	0.050%	23.04	
WORKERS COMP	1.500%	691.15	
ACTIVE RET. INS. COST	2.750%	1,267.12	
TOTAL TAX & BENEFIT COST	31.671%	\$ 14,593.03	\$ 14,593.03
TOTAL SALARY & BENEFIT COST			\$ 60,669.96

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	2.750%	41.25	
TOTAL FRINGE BENEFIT COST	11.950%	\$ 1,679.25	\$ 1,679.25

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 50,000.00	114.00	
MEDICAL INSURANCE (see below)		11,916.72	
TOTAL INSURANCE COST		12,030.72	\$ 12,030.72

TOTAL COST OF POSITION	\$ 74,379.93
-------------------------------	---------------------

BENEFITS =	\$ 28,303.00
BENEFIT COST AS A PERCENT OF CONTRACT =	61.43%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	33,375.36	20,831.00	AVERAGE
CSEA	Max	28,257.96	18,766.00	AVERAGE

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RECEIVED
 2019 OCT -2 P 3: 47
 HUMAN RESOURCES/REPORT

RSCCD

2019-2020 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE <i>EXEC SEC</i>			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Step 14-3	\$ 5,099.500	12	\$ 61,194.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	19.721%	12,068.07	
SOCIAL SECURITY	6.200%	3,794.03	
MEDICARE	1.450%	887.31	
UNEMPLOYMENT	0.050%	30.60	
WORKERS COMP	1.500%	917.91	
ACTIVE RET. INS. COST	2.750%	1,682.84	
TOTAL TAX & BENEFIT COST	31.671%	\$ 19,380.76	\$ 19,380.76
TOTAL SALARY & BENEFIT COST			\$ 80,574.76

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	2.750%	41.25	
TOTAL FRINGE BENEFIT COST	11.950%	\$ 1,679.25	\$ 1,679.25

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 61,194.00	139.52	
MEDICAL INSURANCE (see below)		18,766.00	
TOTAL INSURANCE COST		18,905.52	\$ 18,905.52

TOTAL COST OF POSITION	\$ 101,159.53
-------------------------------	----------------------

LN 74,380 = \$26,780

BENEFITS =	\$ 39,965.53
BENEFIT COST AS A PERCENT OF CONTRACT =	65.31%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	33,375.36	20,831.00	AVERAGE
CSEA	Max	28,257.96	18,766.00	AVERAGE

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RECEIVED
 2019 OCT - 2 P 3: 47
 HUMAN RESOURCES/RSCCD