



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

**August 24, 2020**

**3:00 p.m.**

**Via Zoom**

<https://cccconfer.zoom.us/j/95092495162>

669-900-6833 / 950 9249 5162

Password is required and provided to District Council members in separate email.  
Contact Debra Gerard at [gerard\\_debra@rscsd.edu](mailto:gerard_debra@rscsd.edu) to obtain password.

**Agenda**

- |  |            |
|--|------------|
| 1. Chancellor's Update                                       | Martinez   |
| 2. Approval of Minutes - <b>ACTION</b>                       | Martinez   |
| a. August 12, 2020 Special Meeting                           |            |
| 3. Budget Update – <b>INFORMATION</b>                        | Hardash    |
| 4. Board Policies/Administrative Regulations – <b>ACTION</b> |            |
| a. BP 2355 – Decorum   | Martinez   |
| b. AR 6150 – Designation of Authorized Signatures            | Hardash    |
| 5. Reorgs – <b>ACTION</b>                                    | Hardash    |
| a. Reorg #1202 – DO/Safety and Security                      |            |
| 6. Committee Reports - <b>INFORMATION</b>                    |            |
| 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   |
| 7. Constituent Representative Reports - <b>INFORMATION</b>   |            |
| a. Academic Senate - SAC                                     | Shahbazian |
| b. Academic Senate – SCC                                     | Rutan      |
| c. Classified Staff  | Martin     |
| d. Student Government – SAC                                  | Renteria   |
| e. Student Government – SCC                                  | Gardner    |
| 8. Other   |            |

**Next Meeting: September 28, 2020**



## Rancho Santiago Community College District Special District Council Meeting

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### MINUTES

August 12, 2020

|          |                 |         |
|----------|-----------------|---------|
| Members: | Marvin Martinez | Present |
|          | Peter Hardash   | Present |
|          | Enrique Perez   | Present |
|          | Tracie Green    | Present |
|          | Marilyn Flores  | Present |
|          | Jose Vargas     | Present |
|          | Jesse Gonzalez  | Present |
|          | Roy Shahbazian  | Present |
|          | Craig Rutan     | Present |
|          | Monica Zarske   | Present |
|          | Michael Taylor  | Absent  |
|          | Mary Mettler    | Absent  |
|          | Sheryl Martin   | Present |
|          | Zina Edwards    | Present |
|          | Monica Renteria | Present |
|          | Henry Gardner   | Present |
| Guest:   | Jean Estevez    |         |

Chancellor Marvin Martinez convened the meeting via Zoom Conference at 3:03 p.m.

1. Chancellor's Update

- a. Chancellor Martinez thanked District Council members for making themselves available for this special District Council meeting. He explained that the need for the meeting was to review RSCCD revised policies and regulations that are required to ensure compliance with new Federal Title IX regulations by August 14, 2020.

2. Approval of Minutes

- a. It was moved by Mr. Perez, seconded by Mr. Hardash and carried, with abstentions by Mr. Jose Vargas, Mr. Jesse Gonzalez, Ms. Monica Zarske and Ms. Zina Edwards, to approve the minutes of the July 6, 2020 meeting.

3. Board Policies/Administrative Regulations

Vice Chancellor Tracie Green stated that the federal government released final Title IX regulations on May 26, 2020 and the district is required to ensure compliance with the new regulations by August 14, 2020. These changes required an analysis of staffing in support of Title IX activities using current personnel. Ms. Green noted that further changes may be required. Ms. Green then introduced District Administrator Jean Estevez to explain the changes in the Title IX process.

District Administrator Jean Estevez explained that the process outlined in the new Title IX regulations is a more robust model and our current district process was not compliant with the new regulations. The primary change in process is from a single investigator model to a hearing model for each Title IX case. Ms. Estevez stated that the documents being reviewed at this meeting are interim documents so that RSCCD is in compliance effective August 14, 2020. These and other board policies and administrative regulations will be revised in the coming months using the recently issued CCLC templates and after further internal review and coordination.

- a. BP 5500 – Standards of Student Conduct: Ms. Estevez explained that some behaviors were no longer covered under Title IX and those behaviors needed to be added to this BP so they could be addressed under Title 5. Discussion ensued. Ms. Estevez provided clarification to questions from District Council members. It was agreed that the following changes would be made to the BP:
  - i. “Stalking” would be added to I-U of the board policy.
  - ii. The addition of (9) following IX would be made throughout the policy.

It was moved by Dr. Flores, seconded by Mr. Shahbazian and carried unanimously via roll call vote to approve the revisions to BP 5500 as presented and forward to the Board Policy Committee.

- b. AR 3425 – Title IX Sexual Harassment: Ms. Estevez explained that this administrative regulation was developed using a template from ATIXA, an organization that specializes in Title IX and had been approved by legal process. This AR defines the process that will be used for Title IX cases beginning August 14, 2020. Discussion ensued. Ms. Estevez provided clarification to questions from District Council members. It was agreed that the following change would be made to the AR:
  - i. The addition of (9) following IX would be made throughout the administrative regulation.

It was moved by Dr. Rutan, seconded by Ms. Edwards and carried unanimously via roll call vote to approve AR 3425 as presented.

4. Other

5. Next Meeting: The next meeting will be held on Monday, August 14, 2020

Meeting Adjourned: 3:40 p.m.

Approved:

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 2  
Board of Trustees

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**BP 2355 Decorum**

**Reference:**

Education Code Section 72121.5  
Government Code Section 54954.3 (b)

The following will be ruled out of order by the presiding officer:

- ~~Remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in closed session.~~
- ~~Profanity, obscenity and other offensive language.~~
- Disrupting, disturbing or otherwise impeding the orderly conduct of the meeting.
- Physical violence ~~and~~ or threats of physical violence directed toward~~s~~ any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person~~(s)~~ may be removed from the meeting room.

Signs, placards or other items that create noise or cause an obstruction of view that constitutes or would constitute a persistent disruption of the proceedings will not be permitted.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

**Revised: October 8, 2012 (Previously BP9014.2)**  
**Revised: xxxxxxxxxx, 2020**

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 6  
Business and Fiscal Services

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## AR 6150 Designation of Authorized Signatures

**Reference(s):**

Education Code Sections 85232 and 85233

The Vice Chancellor of Business Operations/Fiscal Services and the Assistant Vice Chancellor, Fiscal Services, as District Disbursing Officer, are authorized to sign warrants on behalf of the District. See BP/AR 6305 Fiscal Accountability for the related policy and regulations.

1.0 The Chancellor has appointed the positions below as authorized signers for orders and other transactions.

1.1 For Contract Agreements of ~~\$15,000~~ 14,999 or less (excluding grant agreements) and

Short-term Facility Use Agreements:

- 1.1.1 Chancellor
- 1.1.2 Vice Chancellor, Business Operations/Fiscal Services
- 1.1.3 Vice Chancellor, Educational Services
- 1.1.4 Vice Chancellor, Human Resources
- 1.1.5 College Presidents
- 1.1.6 Vice President, Administrative Services
- 1.1.7 Assistant Vice Chancellor, Facility Planning
- 1.1.8 Assistant Vice Chancellor, ITS
- 1.1.9 Assistant Vice Chancellor, Fiscal Services
- 1.1.10 Director, Purchasing Services

1.2 The Board shall require advance approval of all contracts and purchase orders exceeding certain thresholds as enumerated in AR 6330. For purposes of purchase requisition approval in Colleague (Purchasing module), the following limits apply:

- 1.2.1 \$1 – \$14,999 – District-wide Managers
- 1.2.2 \$1 – \$199,999 – Assistant Vice Chancellors, Vice Presidents and Director, Purchasing Services
- 1.2.3 \$1 – \$999,999 – Chancellor’s Cabinet
- 1.2.4 \$200,000 - \$1,999,999 – Director, Purchasing Services (with specific written authorization from the Vice Chancellor Business Operation/Fiscal Services)
- 1.2.5 Unlimited – Vice Chancellor Business Operations/Fiscal Services and Assistant Vice Chancellor Fiscal Services

For detailed information regarding projects, departments, thresholds and authorized approvers for purchase requisitions in Colleague (Purchasing module) go to: <https://intranet.rscsd.edu/Purchasing/Documents/QueueApprovalList.pdf>

- 1.32 For Tax Forms:
  - 1.32.1 Chancellor
  - 1.32.2 Vice Chancellor, Business Operations/Fiscal Services
  - 1.32.3 Assistant Vice Chancellor, Fiscal Services
  - 1.32.4 Manager, Fiscal Services
  - 1.32.5 Payroll Manager
  
- 1.43 For Purchase of Supplies, Materials, Apparatus, Equipment, and Services not to exceed the amounts specified by the Public Contract Code Section 20651, Construction Services not to exceed the amount specified by Contract Code 22030 CUPCAA (California Uniform Public Construction Cost Accounting Act).
  - 1.43.1 Chancellor
  - 1.43.2 Vice Chancellor, Business Operations/Fiscal Services
  - 1.43.3 Assistant Vice Chancellor, Fiscal Services
  - 1.43.4 Director, Purchasing Services
  
- 1.54 Advertising for Bids
  - 1.54.1 Chancellor
  - 1.54.2 Vice Chancellor, Business Operations/Fiscal Services
  - 1.54.3 Director, Purchasing Services
  
- 1.65 Claim Settlements
  - 1.65.1 Chancellor
  - 1.65.2 Vice Chancellor, Business Operations/Fiscal Services
  - 1.65.3 Vice Chancellor, Human Resources
  
- 1.76 Collective Bargaining Agreements
  - 1.76.1 Chancellor
  - 1.76.2 Vice Chancellor, Human Resources
  
- 1.87 Application of Funds and Grants (Requires one signer from 1.87.1 and one Signer from section 1.87.2)
  - 1.87.1 Chancellor, Vice Chancellor, Educational Services, Assistant Vice Chancellor, Educational Services
  - 1.87.2 Vice Chancellor, Business Operations/Fiscal Services, Assistant Vice Chancellor, Fiscal Services
  
- 2.0 For banking and investment accounts, authorized signers will be submitted to the Board for approval annually or as needed.

Responsible Manager: Assistant Vice Chancellor, Fiscal Services

Adopted: November 2, 2015  
Revised: January 28, 2019  
Revised: xxxxxxxx, 2020

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

Number # 1202  
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                                    |
|---------------------------------|--|
| District Safety Officer (Knorr) | Senior District Safety Officer (armed) <b>ft/12m</b> |
|                                 |  |
|                                 |  |

Current annual salary/benefits cost \$ 109,027.00 Proposed annual salary/benefits cost \$ 108,651.00  
 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): 11-0000-695000-54167-2130  
(Attach necessary budget change forms)

**Reason for reorganization:**

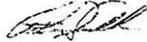
Eliminate one vacant district safety officer (unarmed) and add one senior district safety officer (armed). The added armed officer will have the ability to respond at a higher level and appropriately neutralize a threat of targeted violence or other dangerous incident. This position allows District Safety to add supervisory support on campus, which is essential for the safety of students, staff, and visitors. Additionally, the influx of non-students on campus at all hours create and immediate need. There will be a funding impact of a \$376.00 surplus to primary account.

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: Apr 20, 2020

| SIGNATURES AND/OR REVIEW DATES  |  |
|---|--|
| Human Resources (Signature/Date):<br><u>Alistair Winter 05/08/2020</u><br><small>Alistair Winter 05/08/2020 (May 8, 2020)</small> | Business Operations & Fiscal Services (Signature/Date):<br><u></u><br><small>Adam O'Leary (May 8, 2020)</small> |
|   | Resource Development (Signature/Date – Only for Restricted Funds)<br><u>Huong Nguyen</u><br><small>Huong Nguyen (May 8, 2020)</small>  |
| COLLEGE POSITIONS   | DISTRICT POSITIONS   |
| President's Council Approval (Signature/Date):  | Chancellor's Cabinet Approval (Signature/Date):<br><u>Marvin Martinez</u><br><small>Marvin Martinez (May 8, 2020)</small>  |
| Chancellor's Cabinet Approval (Signature/Date):   | Chancellor's Council Approval (Signature/Date):<br><u>Marvin Martinez</u><br><small>Marvin Martinez (May 8, 2020)</small>  |
| CSEA (Signature/Date):  | CSEA (Signature/Date):<br><u>Sheryl Martin</u>   |

