



Rancho Santiago Community College District
District Council Meeting

July 18, 2022

1:30 p.m.

Via Zoom

<https://cccconfer.zoom.us/j/97761965920>

669-900-6833 / 977 6196 5920

Passcode is required and provided to District Council members in separate email.

Contact Debra Gerard at gerard_debra@rscdd.edu to obtain passcode.

Agenda

1. Call to Order/Update Martinez
2. Approval of Minutes - **ACTION** Martinez
 - a. June 6, 2022 Meeting
 - b. June 21, 2022 Special Meeting
3. Approval of 2022-2023 Adopted Budget Assumptions – **ACTION** Ingram
4. Human Resources Items – **ACTION** Hou
 - a. Reorg #1295 – DO/People & Culture
5. Board Policies/Administrative Regulations – **ACTION** Hou
 - a. AR 7135 – Reclassification and Special Pay (NEW)
 - b. AR 7250 – Educational Administrators – Workweek (NEW)
 - c. AR 7260 – Classified Supervisors and Managers – Workweek (NEW)
6. Multifactor Authentication – **PRESENTATION/INFORMATION** Gonzalez
7. Committee Reports – **INFORMATION**
 - a. Planning & Organizational Effectiveness Committee Perez
 - b. Human Resources Committee Hou
 - c. Fiscal Resources Committee Ingram
 - d. Physical Resources Committee Ingram
 - e. Technology Advisory Group Gonzalez
8. Constituent Representative Reports - **INFORMATION**
 - a. Academic Senate - SAC Isbell
 - b. Academic Senate - SCC Rutan
 - c. Classified Staff Martin
 - d. Student Government - SAC Fernandez
 - e. Student Government – SCC Green

Next Meeting: August 29, 2022



Rancho Santiago Community College District District Council Meeting

MINUTES

June 6, 2022

Members:	Marvin Martinez	Absent
	Enrique Perez	Present
	Iris Ingram	Present
	Cheng Yu Hou	Present
	Annebelle Nery	Present
	Pamela Ralston	Present
	Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	Monica Zarske	Present
	Michael Taylor	Present
	Tara Kubicka-Miller	Present
	Sheryl Martin	Present
	Ambar Nakagami	Present
	Zina Edwards	Absent
	Avinash Ramaswamy	Present
	Vanessa Castro	Present
	Michael Green	Present
Guests:	Adam O'Connor, Nga Pham	

1. Call to Order/Update
 - a. Vice Chancellor Enrique Perez convened the meeting via Zoom Conference at 1:34 p.m. and conducted a roll call vote of members.
2. Approval of Minutes
 - a. It was moved by Mr. Isbell, seconded by Ms. Martin and, by roll call vote, carried with an abstention by Mr. Taylor to approve the minutes of the May 2, 2022 meeting.
3. Approval of Revised District Mission Statement
 - a. Executive Director of Research Nga Pham shared the results of the workgroup formed to revise the district mission statement. It was moved by Mr. Rutan, seconded by Dr. Ralston and, by roll call vote, carried unanimously to approve the revised district mission statement. Ms. Pham will prepare a docket item for the RSCCD board of trustees meeting seeking approval of the revised mission statement.

4. Approval of Updated 2022-2023 Tentative Budget Assumptions and Draft Budget
 - a. Asst. Vice Chancellor Adam O'Connor presented the revisions to the 2022-2023 tentative budget assumptions and draft 2022-2023 budget. It was moved by Ms. Zarske, seconded by Mr. Rutan and, by roll call vote, carried with an abstention by Mr. Ramaswamy to approve revisions to the 2022-2023 tentative budget assumptions and draft 2022-2023 budget.

5. Approval of Human Resource Items
 - a. Vice Chancellor Hou presented Reorg #1291 – DO/Ed Services/Public Affairs. It was moved by Ms. Ingram, seconded by Dr. Nery and, by roll call vote, carried unanimously to approve Reorg #1291.

6. Board Policies/Administrative Regulations
 - a. BP 6015 Food and Meeting Refreshments – Vice Chancellor Ingram presented revisions to BP 6015. It was moved by Ms. Kubicka, seconded by Mr. Gonzalez and carried unanimously to endorse revisions to BP 6015. This policy will be considered by the Board Policy Committee at its next meeting with a vote of endorsement from District Council.
 - b. AR 3720 Information Resources Acceptable Use – Asst. Vice Chancellor Jesse Gonzalez presented the changes to AR 3720. It was moved by Mr. Isbell, seconded by Ms. Kubicka and passed unanimously to approve revisions to AR 3720.

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

Mr. Perez reported on the May 25, 2022 meeting. The next meeting is scheduled to be held June 22, 2022.
 - b. Human Resources Committee (HRC)

Mr. Hou reported on the May 11, 2022 meeting. The next meeting will be held on June 8, 2022.
 - c. Fiscal Resources Committee (FRC)

Ms. Ingram reported on the May 19, 2022 meeting. The next meeting will be held on July 6, 2022.
 - d. Physical Resources Committee (PRC)

Ms. Ingram reported that there has been no meeting and the committee does not meet during the summer.
 - e. Technology Advisory Group (TAG)

Mr. Gonzalez reported on the May 5, 2022 meeting. The next meeting will be held in September 2022.

8. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Isbell reported on the activities of the SAC Academic Senate.
- b. Academic Senate/SCC: Mr. Rutan reported on the activities of the SCC Academic Senate.
- c. CSEA: Ms. Martin stated there was no report.
- d. Student Government/SAC: Mr. Ramaswamy reported on the SAC ASG activities and introduced Vanessa Castro, incoming SAC ASG President.
- e. Student Government/SCC: Michael Green reported on his goals as the new SCC ASG President.

Next Meeting: The next meeting will be held on Monday, July 18, 2022.

Meeting Adjourned: 2:41 p.m.

Approved: July 18 2022



Rancho Santiago Community College District Special District Council Meeting

MINUTES

June 21, 2022

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Iris Ingram	Present
	Cheng Yu Hou	Present
	Annebelle Nery	Present
	Arleen Satele	Present
	Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	Monica Zarske	Absent
	Michael Taylor	Present
	Tara Kubicka-Miller	Present
	Sheryl Martin	Present
	Ambar Nakagami	Present
	Zina Edwards	Absent
	Vanessa Castro	Present
	Michael Green	Present
Guests:	Dr. Adrienne Davis	

1. Call to Order/Update

- a. Chancellor Marvin Martinez convened the meeting via Zoom Conference at 1:33 p.m. and conducted a roll call vote of members.

2. Approval of Human Resource Items

- a. Reorg #1267 – DO/Ed Services/Economic & Workforce Development: Vice Chancellor Enrique Perez presented Reorg #1267. District Council members received feedback to questions raised about the reorg. It was moved by Mr. Isbell, seconded by Ms. Martin and, by roll call vote, carried with abstentions by Ms. Castro and Mr. Green to approve Reorg #1267(a)(b)(c).
- b. Reorg #1296 – DO/People & Culture: Vice Chancellor Hou presented Reorg #1296. District Council members received feedback to questions raised about the reorg. It was moved by Mr. Taylor, seconded by Mr. Perez and, by roll call vote, carried with abstentions by Mr. Hou and Ms. Castro to approve Reorg #1296.

Next Meeting: The next meeting will be held on Monday, July 18, 2022.

Meeting Adjourned: 1:51 p.m.

Approved: July 18, 2022

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2022/23 Adopted Budget Assumptions
July 7, 2022**

I. State Revenue

A. Budgeting will begin using the new Student Centered Funding Formula (SCFF) at the hold harmless provision for the 2017/18 Total Computational Revenue plus outyear cost of living adjustments (COLA) as we are a hold harmless district less estimated deficit factor.

B. FTES Workload Measure Assumptions:

Year	Base	Actual	Funded		Actual Growth
2016/17	28,901.64	27,517.31	28,901.64	a	-4.79%
2017/18	28,901.64	29,378.53	29,375.93	b	1.65%
2018/19	Recal	25,925.52	28,068.86	c	-11.75%
2019/20	Recal	27,028.98	26,889.30		4.26%
2020/21	Recal	25,333.74	26,993.32		-6.27%
2021/22	P2	24,804.51	26,848.76		-2.09%

a - based on submitted P3, District went into Stabilization in FY 2016/17

b - based on submitted P3, the district shifted 1,392.91 FTES from summer 2018

c - To maintain the 2015/16 funding level and produce growth FTES in 2017/18, the district borrowed from summer 2018 which reduced FTES in 2018/19.

The governor's state budget proposal includes .5% systemwide growth funding, 6.56% COLA and SCFF base increase. This computes an additional approximately \$12 million. However, the district remains in hold harmless therefore we will not receive additional funding.

The components now remain at 70/20/10 split with funded COLA added to all metrics each year. Any changes to our funding related to the SCFF will be incorporated when known.

Projected COLA of 6.56%	\$12,050,879
Projected SCFF Base Increase	\$0
Projected Growth/Access	\$0
Deficit Factor (2%)	(\$3,915,066)

2022/23 Potential Growth at 0.5% 25,460

C. Education Protection Account (EPA) funding estimated at \$36,656,734 based on 2021/22 @ Advance. 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 \$163 per FTES (\$4,202,316). Restricted lottery at \$65 per FTES (\$1,675,770). (2021/22 @ P1 of resident & nonresident factored FTES, 25,781.08 x \$163 = \$4,202,316 unrestricted lottery; 25,781.08 x \$65 = \$1,675,770 restricted lottery)

E. Estimated reimbursement for part-time faculty compensation is estimated at \$607,563 (2021/22 @ Advance).

F. Categorical programs will continue to be budgeted separately; self-supporting, matching revenues and expenditures. COLA is being proposed on certain categorical programs. Without COLA, other categorical reductions would be required to remain in balance if settlements are reached with bargaining groups. The colleges will need to budget for any program match requirements using unrestricted funds.

G. College Promise Grants (BOG fee waivers 2% administration) funding estimated at 2021/22 @ Advance of \$275,040.

H. Mandates Block Grant estimated at a total budget of \$779,692 (\$30.67 x 25,421.99). No additional one-time allocation proposed.

II. Other Revenue

I. Non-Resident Tuition budgeted at \$2,500,000. (SAC \$1,800,000, SCC \$700,000). Decrease of \$200,000.

J. Interest earnings estimated at \$800,000. Decrease of \$200,000.

K. Other miscellaneous income (includes fines, fees, rents, etc.) is estimated at approximately \$404,737.

L. Apprenticeship revenue estimated at \$5,340,378. Increase of \$1,388,592. (Corresponding expenses are also budgeted for apprenticeship course offerings.)

M Scheduled Maintenance/Instructional Equipment allocation. \$20 million estimated in the state budget.

N Full-time Faculty Hiring Allocation (\$3,325,444 - \$1,304,941 = \$2,020,503)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2022/23 Adopted Budget Assumptions
July 7, 2022**

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 state is providing 6.56% Cost of Living Allowance (COLA). Estimated 5% set aside for unrestricted general fund = \$8,079,036 (FARSCCD approximate cost \$4,178,759 CSEA approximate cost \$2,172,845, Management/Other approximate cost \$1,727,432) The colleges will need to budget for bargained increased costs in Salaries and Benefits for part-time employees. The estimated cost of a 1% salary increase is \$1.89 million for all funds. The estimated cost of a 1% salary increase is \$1.51 million for the unrestricted general fund.
- C. Step and column movement is budgeted at an additional cost of approximately \$1.82 million including benefits for FD 11 & 13 (FARSCCD approximate cost \$940,809 CSEA approximate cost \$489,196, Management/Other approximate cost \$388,914) For all funds, it is estimated to = \$2.27 million (FARSCCD = \$1,059,302, CSEA = \$725,959, Management/Others = \$582,165) In addition, the colleges would need to budget for step/column increases for P/T faculty.
- D. Health and Welfare benefit premium cost increase as of 1/1/2023 is estimated at 3.5% for an additional cost of approximately \$572,100 for active employees and \$0 for retirees, for a combined increase of \$572,100 for unrestricted general fund. The additional cost increase for all funds is estimated to = \$747,106
State Unemployment Insurance (.05% to .50%)
CalSTRS employer contribution rate will increase in 2022/23 from 16.92% to 19.10% for an increase of \$1,657,561.
(Note: The cost of each 1% increase in the STRS rate is approximately \$760,000.)
CalPERS employer contribution rate will increase in 2022/23 from 22.91% to 25.37% for an increase of \$1,010,356
(Note: The cost of each 1% increase in the PERS rate is approximately \$411,000.)
- E. The full-time faculty obligation (FON) for Fall 2022 has not been calculated at this time. The Fall 2021 report indicated the District was 17.5 faculty over its FON. This number will be reduced based on faculty taking the SRP. The current cost for a new position is budgeted at Class VI, Step 12 at approximately \$161,765. Penalties for not meeting the obligation amount to approximately \$86,771 per FTE not filled. Each faculty hired over the FON adds cost of (\$161,765 - \$55,635) = \$106,130.
SAC hiring 7 = \$1,139,341 unrestricted general fund and hiring 1 = \$161,765 in restricted general fund (categorical program)
SCC hiring 3 = \$485,295 unrestricted general fund and hiring 1 = \$161,765 in restricted general fund (categorical program)
- F. The current rate per Lecture Hour Equivalent (LHE) effective 7/1/22 for hourly faculty is \$84.07 x 18 hrs/LHE = \$1,513 (FY 2021/22)
(Total cost of salary and benefits of part-time faculty to teach 30 LHE = \$55,635)
- G. Retiree Health Benefit Fund (OPEB/GASB 75 Obligation) - The calculated Employer Contribution Target is \$6,465,026 which is less than our current pay as you go. The District will therefore decrease the employer payroll contribution from 2% to 0% of total salaries. This provides savings of \$2,375,792 to the unrestricted general fund and \$3,046,465 for all funds.
- H. Capital Outlay Fund - The District will continue to budget \$1.5 million for capital outlay needs.
- I. Utilities cost increases of 2.5%, estimated at \$100,000.
- J. Information Technology licensing contract escalation cost of 7%, estimated at \$125,000.
- K. Property and Liability Insurance transfer estimated at \$1,970,000. Unchanged.
- L. Other additional DS/Institutional Cost expenses:
- | | Ongoing Cost | One-time Cost |
|--------------------------------------------------------------------------------------------------|--------------|---------------|
| Trustee Travel | \$ 25,000 | |
| Chancellor's Travel | \$ 25,000 | |
| Legal Fees | \$ 127,938 | |
| Human Resources - 2 new positions (Reorg 1269)
(Principal, People & Culture Business Partner) | \$ 334,165 | |
| Human Resources - 3 new positions (Reorg 1295)
(Chief Mediation, Manager P&C, Principal P&C) | \$ 676,157 | |
- M. Sixth contribution of Santiago Canyon College ADA Settlement expenses of \$2 million from available one-time funds.

Rancho Santiago Community College District
Unrestricted General Fund Summary
2022/23 Adopted Budget Assumptions
July 7, 2022

*	<u>New Revenues</u>	Ongoing Only	One-Time
A	Student Centered Funding Formula		
B	Projected COLA of 6.56%	\$12,050,879	
B	Projected SCFF Base Increase	\$0	
B	Growth	\$0	
B	Deficit Factor (2%) - additional	(\$241,018)	
D	Unrestricted Lottery	\$58,532	
H	Mandates Block Grant	\$0	
I	Non-Resident Tuition	(\$200,000)	
J	Interest Earnings	(\$200,000)	
L	Apprenticeship - SCC	\$1,388,592	
EGK	Misc Income	\$0	
N	Full-time Faculty Allocation	\$1,061,300	\$959,203 ²
	Total	\$13,918,284	\$959,203

New Expenditures

B	Salary Schedule Increases/Collective Bargaining **	\$8,079,036	
C	Step/Column	\$1,818,921	
D	Health and Welfare/Benefits Increase (3.5%) - Active	\$572,100	
D	Health and Welfare/Benefits - Retirees	\$0	
D	CalSTRS Increase	\$1,657,561	
D	CalPERS Increase	\$1,010,356	
D	State Unemployment (.05% to .50%)	\$521,844	
E	Full Time Faculty Obligation Hires	\$1,617,650	
E/F	Hourly Faculty Budgets (Match Budget to Actual Expense)	(\$556,350)	
G	Decreased Cost of Retiree Health Benefit (OPEB Cost)	(\$2,375,792)	
H	Capital Outlay/Scheduled Maintenance Contribution	\$0	
I	Utilities Increase	\$100,000	
J	ITS Licensing/Contract Escalation Cost	\$125,000	
K	Property, Liability and All Risks Insurance	\$0	
II.L	Apprenticeship - SCC	\$1,110,874	
L	Other Additional DS/Institutional Costs	\$1,188,260	
M	SCC ADA Settlement Costs	\$0	\$2,000,000
	Total	\$15,147,178	\$2,000,000

2022/23 Budget Year Unallocated (Deficit)	(\$951,175)
2021/22 Structural Unallocated (Deficit)	(\$2,361,566)
Total Est. Unallocated (Deficit)	(\$3,312,741) ¹

SRP Savings/Rightsizing Recap	
Beginning Balance 7/1/21 SRP Savings	\$3,433,866
Estimate SRP Savings FY 2021/22	\$4,128,645
One-time Faculty Hiring	\$2,020,503
Estimate Ending Balance 6/30/22	\$9,583,014
Total Est. Unallocated (Deficit) FY 2022/23	(\$3,312,741) ¹
SRP Estimated Savings FY 2022/23	\$5,509,375
FON Penalty (18 x \$86,771)	(\$1,561,878)
FY 2022/23 One-time Full-time Faculty Allocation	\$959,203 ²
Estimate Ending Balance 6/30/23	\$11,176,973

* Reference to budget assumption number

** 5.00% for FARSCCD/CSEA/CEFA/Management set aside

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM

Number # 1295

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: _____

Manager/Supervisor: _____

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION

Current annual salary/benefits cost \$ _____ Proposed annual salary/benefits cost \$ _____

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): _____

(Attach necessary budget change forms)

Reason for reorganization:

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: _____

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

People and Culture Reorganization June 2022

People and Culture (P&C) are requesting the addition of three (3) positions –

- Chief Mediation & Culture Officer (Grade B)
- Manager, People and Culture, District Investigation (Grade G).
- Principal P&C Business Partner (Grade K).

Chief Mediation & Culture Officer (Grade B)

Since the inception of this office, it has been staffed by one interim position. With the inclusion of ODEI into P&C, there is a need for additional staff, such as the Chief Mediation & Culture Officer (new job description attached), a role to include mediation services for staff-related disputes and leading on the new Profession Development programs, Rancho Academy, Classified Development Studio, Management Coaching Lab, and Justice Equity Diversity & Inclusion (JEDI) for our staff.

Fiscal Year	External Investigations: Completed (22)	External Investigations: In Progress (19)*	Total (External)	Internal Investigations (19)**	Total (External & Internal)	Investigator Annual Salary	Proposed New Position (1) Manager	Proposed New Position (1) Principal	Total for (2) Investigators & (1) Principal	Net Savings
21/22	\$225,846.34	\$ 195,073.00	\$420,919.34	\$195,073.00	\$615,992.34	\$ 197,519.01	\$ 197,519.01	\$ 163,375.67	\$ 558,413.69	\$ 57,578.65
* based on \$10,267 average cost per investigation (8 new cases since last projection)										
** based on \$10,267 average cost per investigation (in 5 months)										
In fiscal year 22/23, external investigation costs will increase by \$100 per hour. Using the average of 68 hours per investigation, if we maintain our current caseload and send 33 investigations outside, we will spend approximately \$561,000 on external investigations alone										
2020-2021			2021-2022 (as of 6.6.22)							
19 investigations (all external)			52 investigations (22 external completed, 19 external in progress, 19 internal)							
\$6,150 average cost per investigation			\$ 10,267 average cost per completed investigation							

Manager, People and Culture, District Investigations (Grade G)

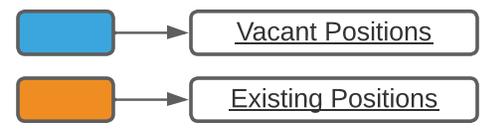
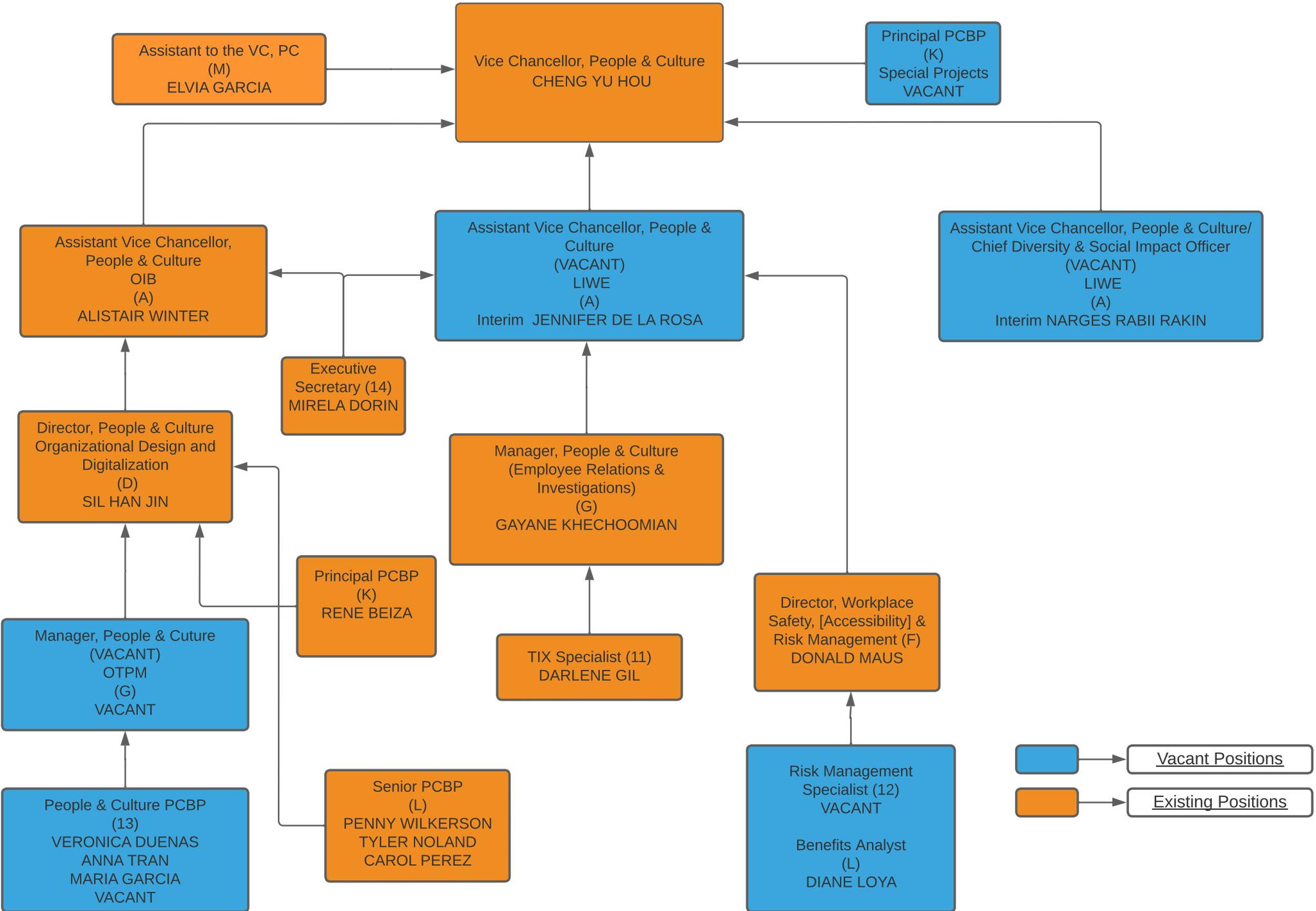
District Investigation Manager is needed to offset the use of external investigators and the associated costs. To date, in 2021/22 the District Compliance office has commenced 52 investigations (33 external and 19 internal). The cost of the 33 external investigations based on average cost is \$338,783, and the 19 internal investigations that have been carried out by our current P&C, Employee Relations, and District Investigation Manager have saved \$195,073. This is the approximate annual cost of the position, but the current manager has only been in place since mid-way in 2022. We are proposing adding an additional Investigation Manager, at a cost of \$197,518 to expand our ability to do investigations internally, therefore saving the associated costs of external investigations.

Principal Business Partner, People and Culture (Grade K)

This position will triage incoming concerns brought to People & Culture to ensure they are directed to the appropriate process to maintain compliance with Title 5, Title IX, and employee relation matters, as well as mediation requests, and performance management needs. This position will also assist the Civil Rights office with facilitating Informal Resolution Agreements and serve as part of the Title IX Hearing panel. Additionally, it will research and prepare complex statistical and narrative reports on a variety of data.

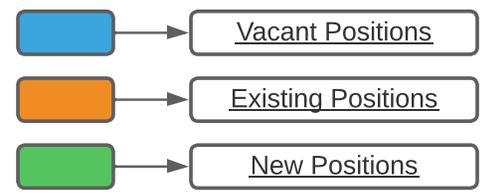
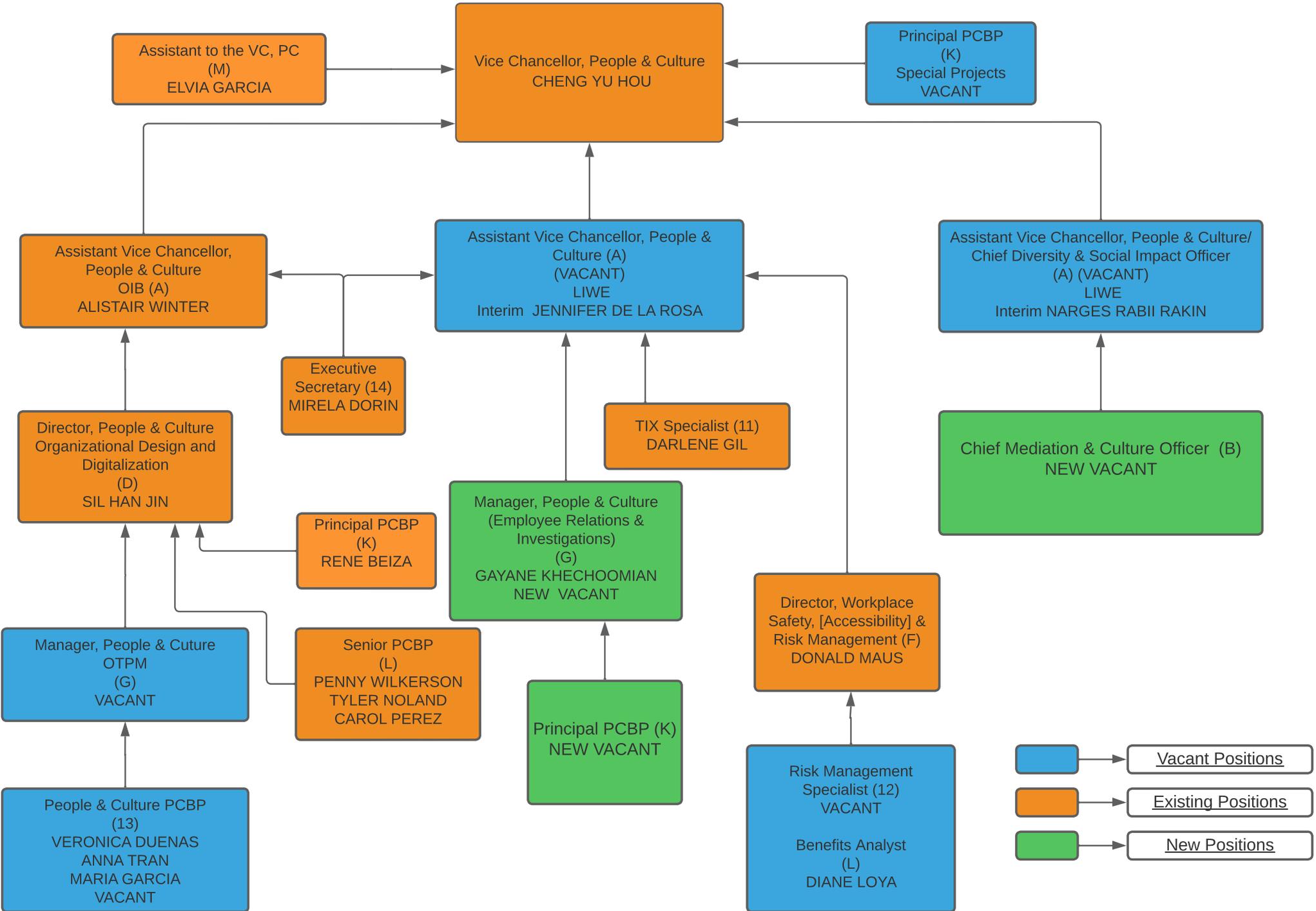
PEOPLE & CULTURE ORGANIZATION CHART

Current



PEOPLE & CULTURE ORGANIZATION CHART

Proposed



People and Culture Reorganization - Cost Projections

	Grade	Step 4	Minimum	Maximum
P&C Emp. Relations and Dist. Investigation Manager	G	\$ 197,518.97	\$ 168,555.25	\$ 216,901.43
Chief Mediation & Culture Officer	B	\$ 274,097.55	\$ 229,890.73	\$ 299,654.50
Principal P&C Business Partner	K	\$ 163,375.67	\$ 140,439.35	\$ 179,258.47

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	P&C Emp. Relations and Dist. Investigation Manager		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
G4	\$ 10,691.810	12	\$ 128,301.72

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	29,393.92	
SOCIAL SECURITY	6.200%	7,954.71	
MEDICARE	1.450%	1,860.37	
UNEMPLOYMENT	0.500%	641.51	
WORKERS COMP	1.500%	1,924.53	
ACTIVE RET. INS. COST	2.000%	2,566.03	
TOTAL TAX & BENEFIT COST	34.560%	\$ 44,341.07	\$ 44,341.07
TOTAL SALARY & BENEFIT COST			\$ 172,642.79

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		-	
SOCIAL SECURITY	6.200%	-	
MEDICARE	1.450%	-	
UNEMPLOYMENT	0.500%	-	
WORKERS COMP	1.500%	-	
ACTIVE RET. INS. COST	2.000%	-	
TOTAL FRINGE BENEFIT COST	11.650%	\$ -	\$ -

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 128,301.72	115.47	
MEDICAL INSURANCE (see below)		24,760.71	
TOTAL INSURANCE COST		24,876.18	\$ 24,876.18

TOTAL COST OF POSITION	\$ 197,518.97
-------------------------------	----------------------

BENEFITS =	\$ 69,217.25
BENEFIT COST AS A PERCENT OF CONTRACT =	53.95%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71	AVERAGE
CSEA	Max	35,228.16	21,486.35	AVERAGE

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

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Chief Mediation & Culture Officer		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
B4	\$ 15,431.170	12	\$ 185,174.04

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	42,423.37	
SOCIAL SECURITY	6.200%	11,480.79	
MEDICARE	1.450%	2,685.02	
UNEMPLOYMENT	0.500%	925.87	
WORKERS COMP	1.500%	2,777.61	
ACTIVE RET. INS. COST	2.000%	3,703.48	
TOTAL TAX & BENEFIT COST	34.560%	\$ 63,996.14	\$ 63,996.14
TOTAL SALARY & BENEFIT COST			\$ 249,170.18

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		-	
SOCIAL SECURITY	6.200%	-	
MEDICARE	1.450%	-	
UNEMPLOYMENT	0.500%	-	
WORKERS COMP	1.500%	-	
ACTIVE RET. INS. COST	2.000%	-	
TOTAL FRINGE BENEFIT COST	11.650%	\$ -	\$ -

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 185,174.04	166.66	
MEDICAL INSURANCE (see below)		24,760.71	
TOTAL INSURANCE COST		24,927.37	\$ 24,927.37

TOTAL COST OF POSITION	\$ 274,097.55
-------------------------------	----------------------

BENEFITS =	\$ 88,923.51
BENEFIT COST AS A PERCENT OF CONTRACT =	48.02%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71	AVERAGE
CSEA	Max	35,228.16	21,486.35	AVERAGE

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

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Principal P&C		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade K 4	\$ 8,578.72	12	\$ 102,944.64

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	23,584.62	
SOCIAL SECURITY	6.200%	6,382.57	
MEDICARE	1.450%	1,492.70	
UNEMPLOYMENT	0.500%	514.72	
WORKERS COMP	1.500%	1,544.17	
ACTIVE RET. INS. COST	2.000%	2,058.89	
TOTAL TAX & BENEFIT COST	34.560%	\$ 35,577.67	\$ 35,577.67
TOTAL SALARY & BENEFIT COST			\$ 138,522.31

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		-	
SOCIAL SECURITY	6.200%	-	
MEDICARE	1.450%	-	
UNEMPLOYMENT	0.500%	-	
WORKERS COMP	1.500%	-	
ACTIVE RET. INS. COST	2.000%	-	
TOTAL FRINGE BENEFIT COST	11.650%	\$ -	\$ -

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 102,944.64	92.65	
MEDICAL INSURANCE (see below)		24,760.71	
TOTAL INSURANCE COST		24,853.36	\$ 24,853.36

TOTAL COST OF POSITION	\$ 163,375.67
-------------------------------	----------------------

BENEFITS =	\$ 60,431.03
BENEFIT COST AS A PERCENT OF CONTRACT =	58.70%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71	AVERAGE
CSEA	Max	35,228.16	21,486.35	AVERAGE

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

CHIEF MEDIATION & CULTURE OFFICER

JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR

GENERAL RESPONSIBILITIES

The Chief Mediation & Culture Officer innovates, delivers, and collaborates on District wide people and culture functions related to mediation, learning and development, policy/process innovations, diversity, equity, inclusion, and belonging for all district programs. The Chief Mediation & Culture Officer will serve as a trusted guide in leading and fostering collaborative dialogue and the conflict resolution techniques among RSCCD faculty, students, and staff by integrating individual beliefs and actions to align with the district mission and values; guide District wide stakeholders in lean and applicable learning and development opportunities with visible accountability and outcomes; and serve as a district wide expert in inclusion, diversity, equity and belonging to advance the mission and values of People & Culture department.

REPRESENTATIVE DUTIES

- 1) Partners closely with peers and stakeholders across the District to assess existing programs, processes, and practices, and develops the delivery of innovations, improvements, and enhancements in equal employment opportunity, mediation, learning & development, and diversity, equity, inclusion & belonging.
- 2) Provides strategic leadership, direction, and administrative oversight for the development of workshops, presentations, learning modules in the areas of people & culture, collaborative resolution, and diversity, equity, inclusion & belonging.
- 3) Apply solid instructional design skills and effectively use learning principles and creativity to assist with the design and development of projects, as needed, that transfer knowledge and engage participants in the learning process.
- 4) Establishes and implements the Office of Collaborative Resolution in accordance with the District mission and values statements.
- 5) Consults with department leaders, managers, and administrators to establish coordinated efforts to minimize the costs of a workplace conflict; investigates workplace conflict; develops resources and tools to aid the Districtwide stakeholders in fostering a culture of respect, collaboration, and problem resolution.
- 6) Innovates on learning and development opportunities such as the Rancho Academy, Classified Development Studio, Management Coaching Lab, and Justice Equity Diversity & Inclusion (JEDI).
- 7) Leads, and cross-trains on restorative justice practices for healing individual and team experiences of bias, harassment, and discrimination with the primary goal of building a multiculturally competent workforce and creating a fair and inclusive workplace culture.
- 8) Proactively engages with District constituents to offer support, assess situations, and guide individuals toward effective problem resolutions and options.
- 9) Creates data visualizations for digestible reporting with tools like Tableau, Power BI, or Shiny.
- 10) Researches and write reports responding to grievances, identifying problems and pattern areas, and providing some recommendations in order to manage certain areas that require improvement.
- 11) Partners closely with peers and stakeholders across the District to assess existing programs, processes, and practices, and develops the delivery of innovations, improvements, and enhancements in equal employment opportunity, mediation, learning & development, and diversity, equity, inclusion & belonging.
- 12) Provides strategic leadership, direction, and administrative oversight for the development of workshops, presentations, and learning modules.
- 13) Consults with senior leaders, managers, and employees in providing expertise and assessing the

CHIEF MEDIATION & CULTURE OFFICER

JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR (CONTINUED)

- stakeholder needs, and benefits of furthering diversity and inclusion goals and challenges.
- 14) Advises on enhancements and gaps of existing Board Policies, Administrative Regulations, and policies/procedures.
 - 15) Advocates, plans, and allocates resources in furthering institutional diversity and inclusion programs, evaluates the results of the allocations, and develops strategies for continued development.
 - 16) Partners with employment relations and investigations functions to deliver excellent service as relating to conflict resolution and reporting.
 - 17) Builds and sustains a performance-based culture focused on setting measurable objectives in the implementation of district-wide learning and development that includes short-term and long-term goals.
 - 18) Leads and mentors all stakeholders to inspire learning and development goals and inspire creative strategies to achieve said goals.
 - 19) Serves as a resource for the District Risk Manager, the Equal Employment Opportunity Officer, and the Title IX Officer.
 - 20) Utilizes data analytics to account, project, narrate and guide Districtwide Equal Employment Opportunity.
 - 21) Establishes and maintains a robust network with community stakeholders and organizational partnerships.
 - 22) Acts with a high degree of integrity and discretion in handling confidential employee information.

KNOWLEDGE AND ABILITIES

- 1) Successful leadership abilities in providing people and culture support in a multi-stakeholder organization across multiple locations.
- 2) Knowledge in areas of EEO, TIX, and Civil Rights compliance monitoring, as well as applicable laws and regulations of California Education Code, Title 5, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias-Brown Act.
- 3) Knowledge of principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive mediation/equal employment opportunity/Title IX/civil rights/restorative justice program and its integration with a full-scale human resources program including employee relations, training and development, employee discipline and corrective action.
- 4) Demonstrated knowledge and ability regarding program development in intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
- 5) Skill in research techniques, data mining practices, and people analytics strategies.
- 6) Experience with software such as Advocate/Maxient, Ellucian Banner/Colleague, Power BI/analytics tools, case management, and related HRIS/people and culture software.
- 7) Effective and concise verbal and written communication skills with the ability to collaborate and influence cross-functional team members.
- 8) Demonstrated expertise in the complexities of higher education that impact community college finances and operations, including collective bargaining, federal and state programs, and legislation.
- 9) Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and employees.

CHIEF MEDIATION & CULTURE OFFICER

JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR (CONTINUED)

Education and Experience:

Bachelor's Degree from an accredited college or university and four (4) years of related work experience OR Master's Degree/Juris Doctorate/Doctorate Degree from an accredited college or university and two (2) years of related work experience OR Equivalent combination of training and experience.

Board Approved:

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7135 Classification Study and Special Pay Procedures for Non-Represented Employees (Administrators / Managers / Supervisors / Confidential) (NEW)

References

Education Code Sections 88104(b) 88104(c), 88160
California Code of Regulations Section 53021(b)(1)), 53021(b)(2)
Government Code Section 20480

Classification Study:

The basis for reclassification of a non-bargaining unit classified position will be a gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities.

Determinations as to gradual accretion will be based on a study and analysis for the totality of work performed.

A sudden change resulting from reorganization or assignment of completely new duties as a result of a duty change of the classification is not a basis for reclassification.

A classification study is to see if the position (not the employee occupying the position, if any) will need to be reclassified to a higher, lower or lateral salary range position. If there is a reclassification, the newly reclassified position must be an approved existing classification.

A classification study may be conducted for reasons such as:

- Gradual significant and permanent changes in the
 - assigned responsibilities
 - complexity of duties
 - organizational impact of the position
 - level of supervision received and/or exercised
 - the knowledge, skills and abilities required to successfully perform in the position.

A classification study is not conducted for reasons such as:

- Added workload
- Additional licensure
- Desire to increase current position salary range
- Desire to promote
- Personality traits
- Personal finances

- Performance
- Effectiveness
- Longevity
- Speed
- Dedication
- Retention
- Future and Strategic planning
- and/or for additional position(s) under manager's purview.

An employee who has been reclassified with their position is ineligible for subsequent reclassification with their position for at least two years from the initial action.

Effective date of Classification:

Reclassification of a position shall become effective on the date of board approval and shall not have a retroactive effect. In the instance of vacant reclassified positions, effective dates may be set in the future to allow time for recruitment to be completed.

Impact of a Reclassification:

If there is a reclassification of a position, one of the two options below can occur based on a conversation between the Vice Chancellor, Human Resources and the President/Vice President, Administrative Services, or the Chancellor/Vice Chancellor:

1. The incumbent of the prior classification may be appointed to fill the new classification if the incumbent has been in the prior classification for at least a year and if the incumbent meets the minimum requirements of the new classification.

OR

2. The reclassified position may be opened to competition for which the incumbent may apply. If the incumbent is a permanent employee in the prior classification and does not get appointed to the new classification, the incumbent will be transferred to another classification carrying the duties consistent with the incumbent's original classification.

Process for Initiating Classification Study:

For the purpose of this administrative regulation, "manager" is defined as the immediate supervisor and "administrator" is defined as the Chancellor, the responsible President or the responsible Vice Chancellor.

Employee Initiated:

1. To initiate a classification study, the employee must fill out the Position Review Questionnaire. The questionnaire will be sent to both the Human Resources and the manager/administrator.
2. Upon receipt, the manager and the administrator will review.
 - A. If there is an agreement in the need for classification study, the manager and the administrator shall draft a requesting memorandum (attached to the Position

Review Questionnaire) hereafter referred to as “questionnaire” detailing what has changed in the position’s duties and responsibilities. The memorandum must include an organizational chart of the position’s unit.

- B. If there is no agreement in the need for classification study or if there is no response from the manager and the administrator within 30 working days of submission to the manager and the administrator, Human Resources shall proceed with the review without the memorandum as described in section 2A.
3. Upon receipt of the questionnaire and memorandum (if applicable) from the manager/administrator, Human Resources will review and conduct additional studies as needed such as needing additional information from the manager/employee, interviews, internal/external classification audits, compensation studies and/or conducting desk audits.
4. Within 90 working days of the questionnaire receipt, Human Resources will provide the requesting party/manager/administrator with a recommendation letter (pending board approval).
5. If Human Resources recommends no reclassification changes, the process will conclude. If Human Resources recommends reclassification changes, Human Resources will provide a justification memorandum with the personnel report to be adopted by the Governing Board.
6. If the employee wishes to appeal the decision, they must submit a written appeal articulating new and/or additional information that was not considered earlier to the Vice Chancellor, Human Resources within 15 working days. The decision of the Vice Chancellor, Human Resources shall be communicated to the employee within 30 working days. This decision shall be final.

Management Initiated:

1. Manager/Administrator may initiate a classification study via the Position Review Questionnaire.
2. The manager and the administrator shall draft a requesting memorandum (attached to the position review questionnaire) detailing what has changed in the position’s duties and responsibilities. The memorandum must include an organizational chart of the position’s unit.
3. Upon receipt of the questionnaire and memorandum (if applicable), Human Resources will review and conduct additional studies as needed such as needing additional information from the manager/employee, interviews, internal/external classification audits, compensation studies, and/or conducting desk audits.
4. Within 90 working days of the questionnaire receipt, Human Resources will provide the manager/administrator with a recommendation letter (pending board approval).
5. If Human Resources recommends no reclassification changes, the process will conclude. If Human Resources recommends reclassification changes, Human Resources will provide a justification memorandum with the personnel report to be adopted by the Governing Board.

6. If the manager/administrator wishes to appeal the decision, they must submit a written appeal articulating new and/or additional information that was not considered earlier to the Vice Chancellor, Human Resources within 15 working days. The decision of the Vice Chancellor, Human Resources shall be communicated to the manager/administrator within 30 working days. This decision shall be final.

Special Pay Practices:

All non-represented employees shall perform the duties assigned in their classification specifications and duties reasonably related to the duties assigned in their classifications.

Special pay instances will apply when classified employees are to:

- perform additional responsibilities of a higher salary range classification for an extended period of time. (See Additional Responsibility Pay)
- to perform special project(s) on a temporary basis. (See Additional Responsibility Pay)
- to perform in the interim and acting roles. (See Interim-Acting Pay)

Additional Responsibilities Pay:

When a permanent, full-time non- represented unit employee is assigned to perform significant additional responsibility of a higher salary range classification exceeding 30 working days or to perform special project(s) on a temporary basis or in the absence of another employee of an existing classification exceeding 30 working days, then the employee may be eligible for additional compensation.

The pay is temporary and typically should not last beyond one year. Requesting parties should complete their classification studies, if any, independent of pay requests. An employee cannot receive an interim-acting pay and additional responsibilities pay at the same time.

Managers/Administrators are responsible for closely monitoring additional responsibilities pay to prevent any under/overpayments. It is the responsibility of the employee and their manager/administrator to notify Human Resources when there are changes that would no longer qualify the employee to receive the pay.

The pay should be removed if a leave exceeds 30 calendar days. If a leave is deemed "compensable," such as for workers' compensation, the employee will continue to receive the pay.

Additional Responsibilities pay is not meant to be permanent or pensionable. Throughout the additional responsibilities period, if not for temporary special projects, position adjustments will need to be reviewed to adequately reflect the needs of the requesting department.

Process for Initiating the request for Additional Responsibilities Pay:

1. The employee, the manager, and/or the administrator can initiate the request for additional responsibility pay. The individual initiating the request must submit the Status Change Form (SCF) with attached written documentation indicating when the additional responsibilities were assigned to the employee and the period the employee is performing the additional responsibilities.

In circumstances where retroactive pay is requested, the employee must provide written documentation (such as memos and/or emails from a manager confirming the assignment) attached to the SCF from that retro time period for support. The manager and the administrator will need to document that the assignment of additional duties is not typically performed by the employee's classification and indicate what the department's plan is to end the pay within a year.

2. Upon review, Human Resources may ask for additional information. Requesting party will be notified of the result of the request. If Human Resources approves the request, the additional responsibilities pay will be good for up to one year from the date of approval in addition to any retro period that has been requested/approved.

3. If approved by Human Resources, the employee shall be notified within a reasonable time period and be compensated at 5% of the employee's base salary.

4. If the employee wishes to appeal the decision, the employee must submit a written appeal articulating new and/or additional information that was not considered earlier to the Vice Chancellor, Human Resources. The decision of the Vice Chancellor, Human Resources should be final.

Interim-Acting (IA) Opportunity Pay:

The IA Opportunity pay will be provided when there is a vacant higher classification position and all of the higher classification responsibilities are assigned to a permanent, full-time employee on a temporary basis or in the absence of another employee filling the vacancy and more than 30 consecutive working days (for interim/acting). Interim appointments generally cannot last beyond 6 months in a fiscal year. An employee cannot receive the IA opportunity and additional responsibilities pay at the same time.

Step placement on the higher salary range will be at the lower step which results in an increase of at least 5%. If no step results in a 5% increase, the employee will be placed at the highest step of the new range.

Terminologies:

Interim: is an appointment to a management position that has been vacated and is deemed necessary to fill on an interim basis until a regular appointment is made. Interim appointments are generally for 6 months with extension authorization of the Chancellor to up to two years. Interim positions for more than a month will be advertised externally and internally for ten working days whenever possible.

Acting: is an appointment to act as a substitute where the incumbent remains employed in the position but is not available to fulfill the responsibilities due to an emergency, illness, approved leave of absence, administrative leave, or back-filling for an administrator serving in an acting or interim assignment.

Substitute: Synonymous with "Acting" for employees not in the management salary schedule.

Out-of-Class: Synonymous with "Interim" for employees not in the management salary schedule.

Process for Initiating the request for the Interim/Acting Pay:

1. The Manager and/or Administrator can initiate the request for the IA pay. The individual initiating the request must submit the Status Change Form (SCF) noting the type of request (interim or acting) and the length of the requested assignment with the start/end date.

Once the SCF is completed, it should follow the College/District approval process and submitted to Human Resources for review.

2. If approved by Human Resources, Human Resources will forward such approval on the personnel report for the Governing Board's approval.

3. Upon the Governing Board's approval, Human Resources will process the request and initiate the new salary order accordingly. If the Governing Board does not approve the request, Human Resources will notify the manager and/or the administrator within 5 working days.

Extensions: Extensions will follow the same process of submitting a SCF noting the type of request and the length of the extension with the start/end date. The notation must also include whether the request has the Chancellor's approval (if applicable per the timeline in the terminologies section above). Upon approval by Human Resources, the request will be processed accordingly.

Responsible Manager: Vice Chancellor, Human Resources

Adopted: xxxxxx, 2022

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7250 Educational Administrators – Workweek (NEW)

Workweek

The regular workweek for educational administrators consists of five full days of professional services, typically rendered five days a week, with a minimum expected work week of 40 hours.

Educational administrators are Fair Labor Standards Act (FLSA) exempt and excluded from overtime compensation provisions. They do not receive additional pay for hours worked beyond 40 per week.

It is expected that if an educational administrator is going to be absent from the workplace for more than four (4) hours for any reason, such as a medical or a personal appointment, that the employee should submit an absence form for the eight (8) hours and use an appropriate leave. Any absence from the workplace of up to four (4) hours must be authorized by their supervisor prior to the event. In the event of an emergency, the educational administrator must notify their supervisor as soon as practicable.

Teaching by Educational Administrators:

Educational Administrators are not permitted to teach academic classes within the district.

Adopted: xxxxxxxx, 2022

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7260 Classified Supervisors and Managers – Workweek (NEW)

Workweek

The regular workweek for management employees consists of five full days of professional services, typically rendered five days a week, with a minimum expected work week of 40 hours.

Management employees are Fair Labor Standards Act (FLSA) exempt and excluded from overtime compensation provisions. They do not receive additional pay for hours worked beyond 40 hours per week.

It is expected that if a management employee is going to be absent from the workplace for more than four (4) hours for any reason, such as a medical or a personal appointment, that the employee should submit an absence form for the eight (8) hours and use an appropriate leave. Any absence from the workplace of up to four (4) hours must be authorized by their supervisor prior to the event. In the event of an emergency, the management employee must notify their supervisor as soon as practicable.

Teaching by Management Employees:

Management employees are not permitted to teach academic classes within the district.

Adopted: xxxxxxx,2022