



Rancho Santiago Community College District
District Council Meeting
October 3, 2022

1:30 p.m.

Via Zoom

<https://cccconfer.zoom.us/j/98636868277>

669-900-6833 / 986 3686 8277

Passcode is required and provided to District Council members in separate email.
Contact Debra Gerard at gerard_debra@rscgd.edu to obtain passcode.

Agenda

- | | |
|---|---|
| 1. Call to Order/Update | Martinez |
| 2. Approval of Minutes - ACTION
a. August 29, 2022 Meeting | Martinez |
| 3. SRP Update | Ingram |
| 4. People & Culture
a. Job Description – Management Fellow
b. Reorg #1300 – DO/Ed Services/Safety & Security | Hou |
| 5. Diversity Report | Hou |
| 6. Committee Reports – INFORMATION
a. Planning & Organizational Effectiveness Committee
b. Human Resources Committee
c. Fiscal Resources Committee
d. Physical Resources Committee
e. Technology Advisory Group | Davis
Hou
Ingram
Ingram
Gonzalez |
| 7. Constituent Representative Reports - INFORMATION
a. Academic Senate - SAC
b. Academic Senate - SCC
c. Classified Staff
d. Student Government - SAC
e. Student Government – SCC | Isbell
Rutan
Martin
Fernandez
Green |

Next Meeting: November 7, 2022



Rancho Santiago Community College District District Council Meeting

MINUTES

August 29, 2022

Members:	Marvin Martinez	Absent
	Alex Davis	Present
	Iris Ingram	Present
	Cheng Yu Hou	Present
	Annebelle Nery	Present
	Enrique Perez	Present
	Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	William Nguyen	Present
	Michael Taylor	Present
	Tara Kubicka-Miller	Present
	Sheryl Martin	Present
	Jonae Varela	Present
	Zina Edwards	Present
	Melanie Fernandez	Present
	Michael Green	Present

1. Call to Order/Update
 - a. Vice Chancellor Hou convened the meeting via Zoom Conference at 1:32 p.m.
2. Approval of Minutes
 - a. July 18, 2022 Meeting - It was moved by Mr. Rutan, seconded by Dr. Nery and, by roll call vote, carried with an abstention by Dr. Davis to approve the minutes of the July 18, 2022 meeting.
3. Approval of 2022-2023 Adopted Budget
 - a. Vice Chancellor Ingram presented the budget assumptions and highlights of the 2022-2023 Adopted Budget. Discussion ensued. It was noted that the SRP Reconciliation will be sent to District Council members prior to the October 3, 2022 meeting. It was moved by Mr. Perez, seconded by Ms. Edwards and, by roll call vote, carried unanimously to approve the 2022-2023 Adopted Budget.

4. Approval of Job Description – Manager, People & Culture/Strategy, Analytics & Equity
 - a. Vice Chancellor Hou presented the proposed job description. Discussion ensued. It was moved by Ms. Kubicka-Miller, seconded by Dr. Nery and carried with abstentions by Mr. Hou, Ms. Martin, and Mr. Green and a nay vote by Ms. Edwards to approve the Manager, P&C, Strategy, Analytics & Equity job description.

5. Multi-Factor Authentication
 - a. Asst. Vice Chancellor Gonzalez provided background to the implementation of multi-factor authentication. He shared current information and stated that additional information will be provided as it is developed. District Council members received clarification on the information presented.

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

Dr. Davis reported on the August 24, 2022 meeting. The next meeting will be held on September 21, 2022.
 - b. Human Resources Committee (HRC)

Mr. Hou reported on the activities of the HRC. The next meeting will be held on September 14, 2022.
 - c. Fiscal Resources Committee (FRC)

Ms. Ingram reported on the July 17, 2022 meeting. The next meeting will be held on September 21, 2022.
 - d. Physical Resources Committee (PRC)

Ms. Ingram reported that the committee will next meet on September 7, 2022.
 - e. Technology Advisory Group (TAG)

Mr. Gonzalez reported the next meeting will be held September 1, 2022 and shared agenda items for the meeting.

7. Constituent Representative Reports
 - a. Academic Senate/SAC: Mr. Isbell reported on the SAC Academic Senate retreat held before the start of the 2022-2023 academic year.
 - b. Academic Senate/SCC: Mr. Rutan reported on the SCC Academic Senate retreat held before the start of the 2022-2023 academic year.
 - c. CSEA: Ms. Martin provided a report on classified staff activities.
 - d. Student Government/SAC: Melanie Fernandez reported on the SAC ASG activities.
 - e. Student Government/SCC: Michael Green reported on the SCC ASG activities.

Next Meeting: The next meeting will be held on Monday, October 3, 2022.

Meeting Adjourned: 2:25 p.m.

Approved: October 3, 2022

Summary of SRP Positions August 2022

Location	SRP				Replaced				
	Classified	Manager	Faculty	Total	Classified	Manager	Faculty	Eliminated	Total
DO	12	13	0	25	4	7	0	2	9
SAC	36	4	23	63	19	2	1	1	21
SCC	19	4	14	37	10	2	0		12
Grand Totals				125					42

MANAGEMENT FELLOW

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

GENERAL RESPONSIBILITIES

The Management Fellow innovates, delivers, and collaborates on a wide variety of complex and challenging projects and assignments. The Management Fellow must be skilled in the techniques of research and ability to plan, develop and recommend strategic change and must be flexible in their approach to new ideas, for the solution of increasingly complex problems related to District-wide or departmental programs. The Management Fellow must have strong communication and interpersonal skills to work effectively with departmental management, representatives of other functional areas, external agencies, and members of the public. The Management Fellow reports and performs their duties under general supervision from their assigned manager/administrator and may direct the work of hourly employees and staff.

REPRESENTATIVE DUTIES

1. Plans and conducts studies of major departmental programs, operations, and administration to determine their effectiveness and the need for modification or changes in policies and procedures.
2. Views existing operational policies and procedures for compliance with federal, state, and local regulations and the goals of the department.
3. Analyzes and makes recommendations for the solution of problems related to District wide or departmental programs or administration.
4. May serve as a project manager or team leader of special projects.
5. Plans, directs and reviews the work of staff assigned to the project.
6. Prepares or directs the preparation of narrative and statistical reports on various problem areas.
7. Develops and recommends new and innovative strategies and ways to resolve the problems.
8. Participates in Fellowship training sessions and conferences.
9. May serve as a consultant or adviser to management on matters within a specialized area of expertise.
10. Analyzes trends and forecasts and makes recommendations to management for long-range planning.
11. Serves on various departmental committees or represents the administrator at meetings, hearings, and conferences of various boards, commissions, and agencies as designated.
12. Prepares reports for management that reflect performance and statistical data.

KNOWLEDGE AND ABILITIES

Thorough knowledge of:

- 1) Project management skills, the ability to track and manage complex processes, and a desire to lead multiple teams and multiple projects.
- 2) Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of comprehensive programs.
- 3) Intersectional knowledge of diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
- 4) High degree of business insight; results-oriented with an ability to work independently.
- 5) Strategies for identifying and building cross-functional partnerships to understand challenges.
- 6) Modern office practices, software, and procedures.

Ability to:

- 1) Demonstrate ongoing curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.
- 2) Exhibit independent analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
- 3) Provide support in a multi-stakeholder organization across multiple locations.
- 4) Ability to interpret, apply, and explain complex laws, contract language, rules, regulations, and policies.

MANAGEMENT FELLOW

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

- 5) Ability to define, influence, refine and implement processes, procedures, and policies.
- 6) Display independent analytical capabilities and a process improvement mentality.
- 7) Collaborate in both small teams and large, cross-functional environments.
- 8) Gather and analyze data, reason logically, and draw valid conclusions.
- 9) Analyze situations and make appropriate decisions and/or recommendations.
- 10) Clearly communicate ideas and recommendations.
- 11) Write and provide comprehensive reports clearly and concisely.
- 12) Work with and provide direction to other employees in the completion of the day-to-day work.
- 13) Excel in an ever-changing environment using an ambitious mindset.

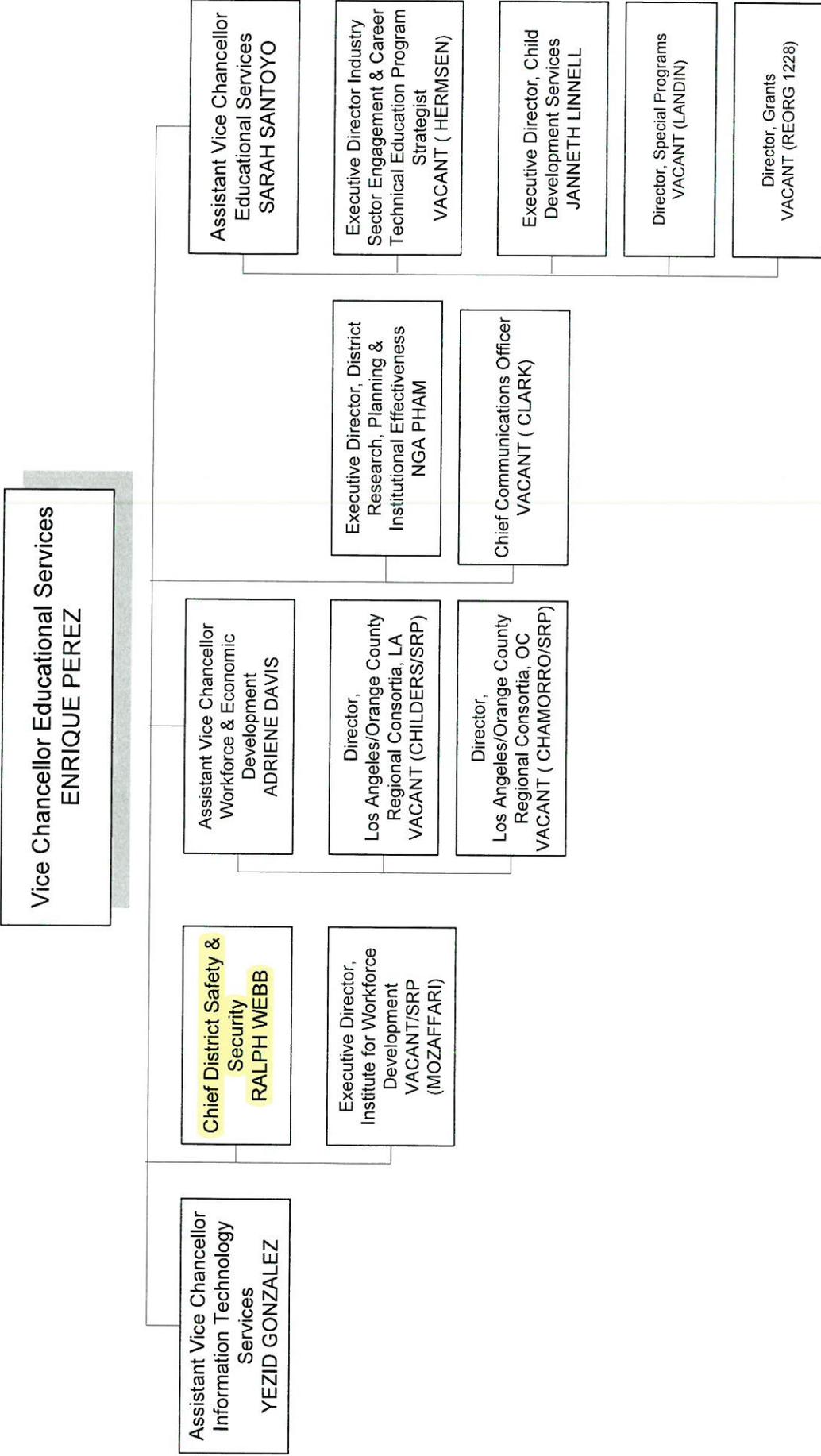
MINIMUM QUALIFICATIONS

Education and Experience:

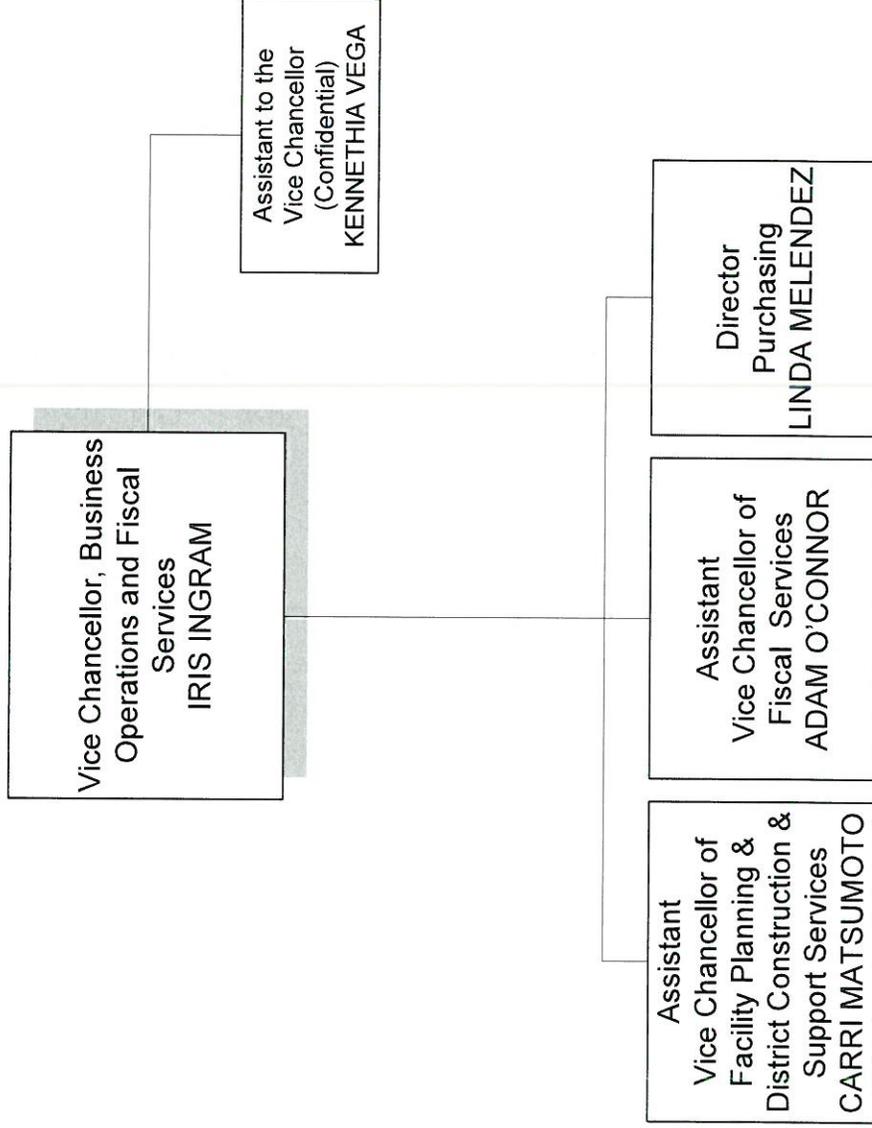
A Master's degree or higher from an accredited institution.

Board Approved:

EDUCATIONAL SERVICES



Rancho Santiago Community College District
BUSINESS OPERATIONS AND FISCAL SERVICES

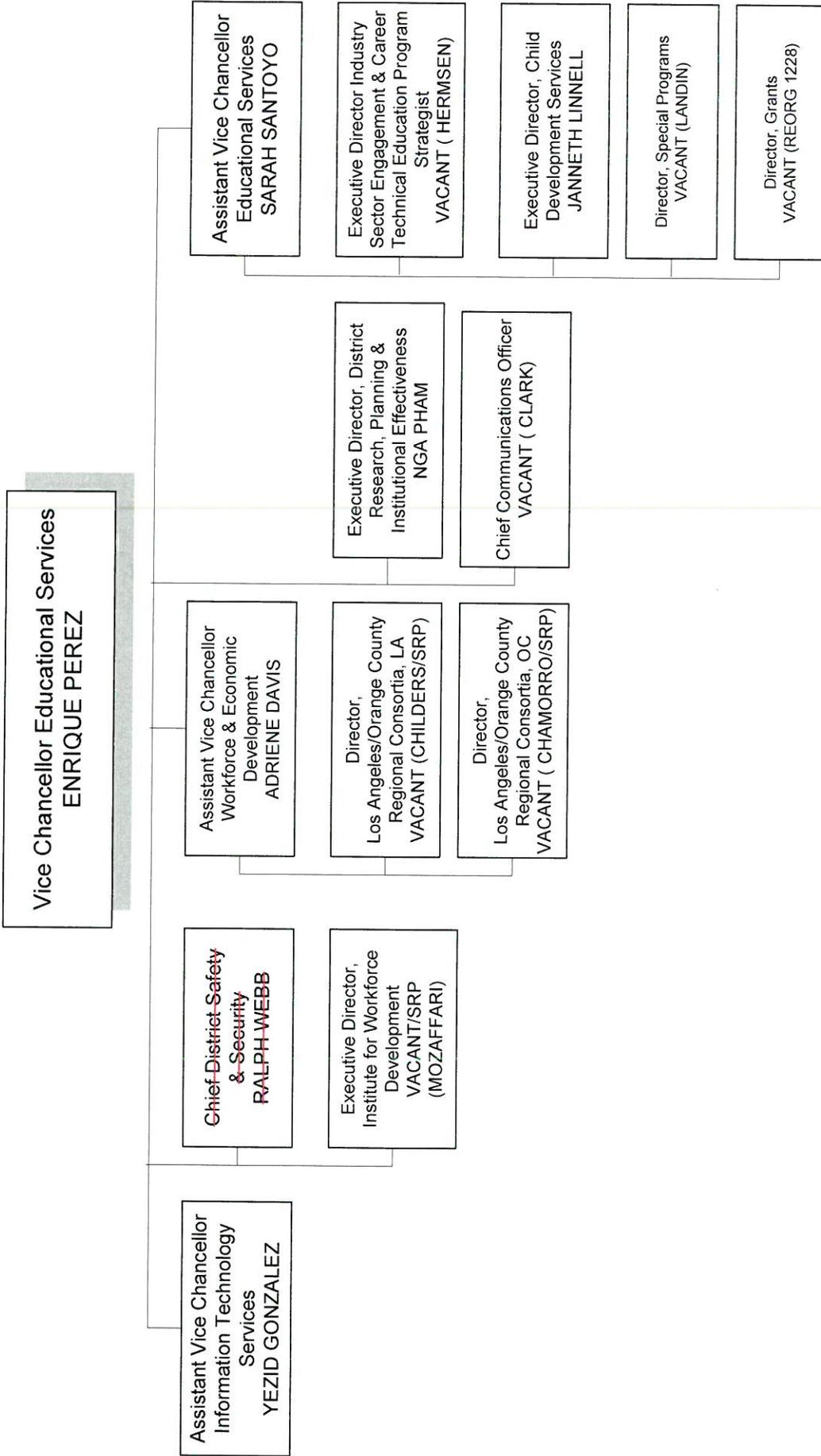


Rancho Santiago Community College District

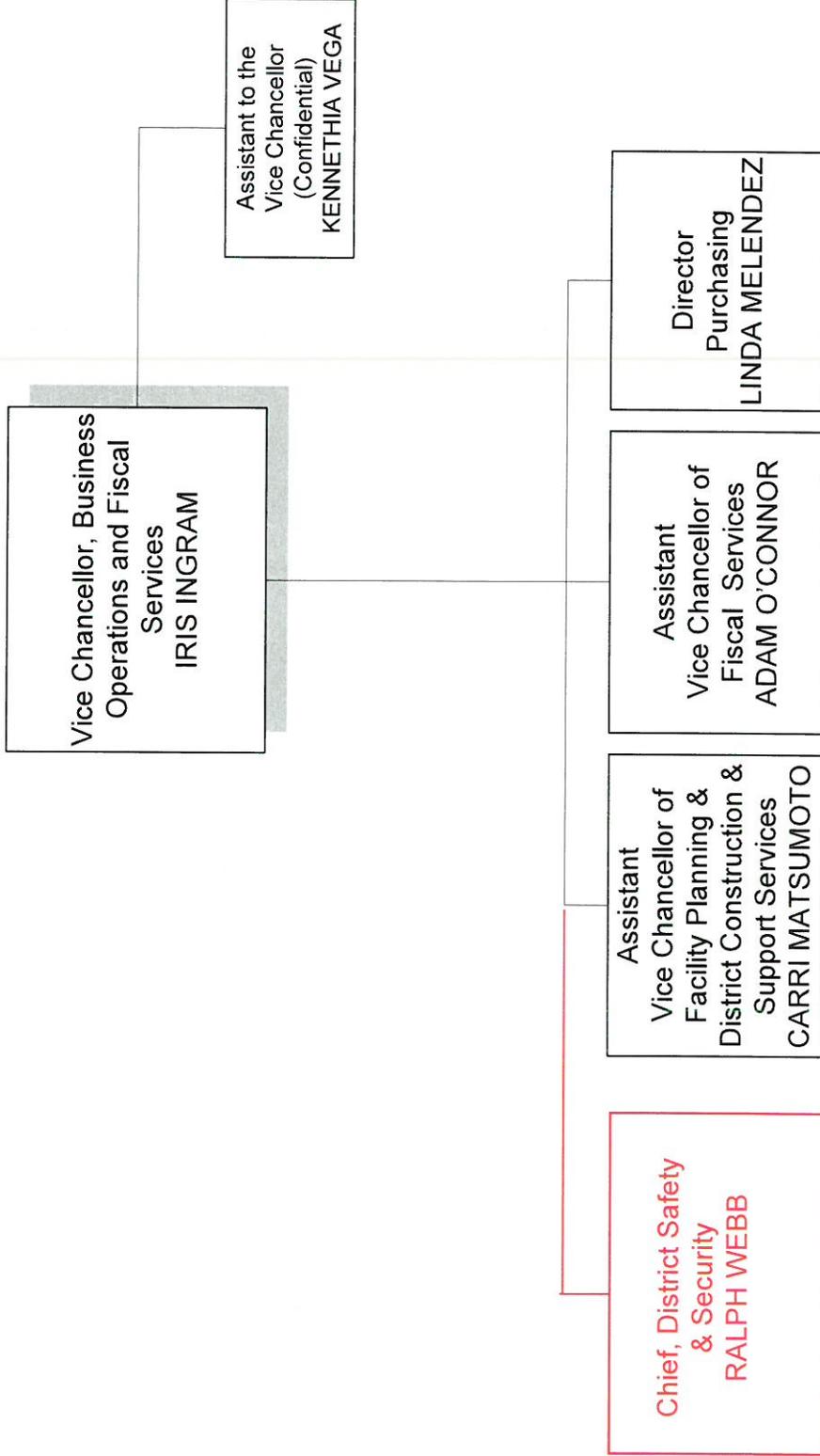
PROPOSED

Safety & Security now reports to VC Business Services

EDUCATIONAL SERVICES



Rancho Santiago Community College District
BUSINESS OPERATIONS AND FISCAL SERVICES



Signature: 
[Alstair Winter \(Aug 24, 2022 12:08 PDT\)](mailto:Alstair.Winter@rscdd.edu)
Email: winter_alistair@rscdd.edu

Signature: 
[Thao Nguyen \(Sep 15, 2022 09:29 PDT\)](mailto:Thao.Nguyen@rscdd.edu)
Email: Nguyen_Thao@rscdd.edu

Signature: 
Email: gerard_debra@rscdd.edu

Signature:
Email: gerard_debra@rscdd.edu