



Rancho Santiago Community College District
District Council Meeting
January 30, 2023
1:30 p.m.

Via Zoom

<https://us06web.zoom.us/j/85693290505>

669-444-9171 / 856 9329 0505

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

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

Agenda

- | | |
|---|-----------|
| 1. Call to Order/Update | Ingram |
| 2. Approval of Minutes - ACTION | Ingram |
| a. December 5, 2022 Meeting | |
| 3. Proposed 2023-2024 State Budget Update - INFORMATION | Ingram |
| 4. Approval of 2023-2024 Tentative Budget Assumptions – ACTION | Ingram |
| 5. Administrative Regulation - ACTION | |
| a. AR 7120.1 Full-Time Faculty Recruitment and Selection | Hou |
| 6. Committee Reports – INFORMATION | |
| a. Planning & Organizational Effectiveness Committee | Santoyo |
| b. Human Resources Committee | Hou |
| c. Fiscal Resources Committee | Ingram |
| d. Physical Resources Committee | Ingram |
| e. Technology Advisory Group | Gonzalez |
| 7. Constituent Representative Reports - INFORMATION | |
| a. Academic Senate - SAC | Isbell |
| b. Academic Senate - SCC | Rutan |
| c. Classified Staff | Johnson |
| d. Student Government - SAC | Fernandez |
| e. Student Government – SCC | Green |

Next Meeting: March 6, 2023



Rancho Santiago Community College District District Council Meeting

MINUTES December 5, 2022

Members:	Marvin Martinez	Present
	Alex Davis	Present
	Iris Ingram	Present
	Cheng Yu Hou	Absent
	Annebelle Nery	Present
	Enrique Perez	Present
	Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	William Nguyen	Absent
	Michael Taylor	Present
	Tara Kubicka-Miller	Present
	Sheryl Martin	Present
	Jonae Varela	Absent
	Zina Edwards	Present
	Melani Fernandez	Present
	Michael Green	Present
Guest:	Adam O'Connor	
	Alistair Winter	
	Linda Melendez	

1. Call to Order/Update
 - a. Chancellor Martinez convened the meeting via Zoom Conference at 1:34 p.m. followed by a roll call of members.
2. Chancellor's Update
 - a. The Chancellor expressed his appreciation to all for their work this semester. He congratulated everyone on their efforts to increase enrollment and is looking forward to a good spring semester.
 - b. Chancellor Martinez reported that the state is expecting a good budget for 2023-2024, including a record COLA.
 - c. At the December 12 board of trustees meeting, re-elected trustees Hanna and Yarbrough as well as newly elected trustee Daisy Tong will be sworn into office. The board will elect their officers for 2023 and also address revisions to the board policy relating to board compensation.
 - d. The colleges are currently working on hiring their new full-time faculty for a fall 2023 hire date.

3. Approval of Minutes

- a. It was moved by Dr. Davis, seconded by Mr. Isbell and, by roll call vote, carried unanimously with an abstention by Ms. Edwards to approve the minutes of the November 7, 2022 meeting.

4. Board Policies

- a. BP 6250 Budget Management - Vice Chancellor Ingram presented revisions to BP 6250 Budget Management that had been recommended by the Fiscal Resources Committee. Discussion ensued. It was moved by Ms. Ingram, seconded by Mr. Gonzalez and, by roll call vote, carried unanimously to approve a recommendation of the revised board policy to the board of trustees for approval. ***Review and recommendation of board policies and review and adoption of administrative regulations for district-wide planning activities.***

5. Administrative Regulations

- a. AR 6305 Reserves – Vice Chancellor Ingram presented the revisions to AR 6305 Reserves. There were no comments or questions about the revisions. It was moved by Ms. Ingram, seconded by Dr. Davis and, by roll call vote, carried unanimously to approve the revisions to AR 6305 Reserves as presented. ***Review and recommendation of board policies and review and adoption of administrative regulations for district-wide planning activities.***
- b. AR 7120.1 Full-time Faculty Recruitment and Selection – Assistant Vice Chancellor Winter presented the revisions made to AR 7120.1 Full-time Faculty Recruitment and Selection. Discussion ensued. It was agreed to postpone consideration of this AR until the College Presidents and Academic Senate Presidents were able to meet to come to agreement on the composition of the those involved in the final interviews. ***Review and recommendation of board policies and review and adoption of administrative regulations for district-wide planning activities.***

6. People & Culture

- a. Approval of Reorg #1307 – DO/Purchasing Services: Assistant Vice Chancellor Winter presented Reorg #1307 which adds staffing to the purchasing department. It was moved by Mr. Rutan and seconded by Ms. Kubicka-Miller to approve Reorg #1307. Discussion ensued and the committee received clarification on the reorg. The motion carried unanimously by roll call vote to approve Reorg #1307. ***Review and approval of district services reorganizations for district-wide planning activities.***
- b. Approval of Reorg #1308 – DO/Business Services: Ms. Ingram presented the reorg which adds a Director, Contract Management Services to the Business Services department. It was moved by Ms. Ingram and seconded by Dr. Davis to approve Reorg #1308. Discussion ensued. The motion carried unanimously by roll call vote to approve Reorg #1308. ***Review and approval of district services reorganizations for district-wide planning activities.***

Michael Green joined the meeting at this time.

7. Planning Update – District Council

- a. Acting Vice Chancellor Alex Davis reviewed the 2020-2022 goals and accomplishments. It was proposed that goals #1, #3 and #7 be combined and the following accomplishments of those goals include the following:
 - i. In consultation with district research, planning and institutional effectiveness, a districtwide governance committee planning process survey instrument was created to assess the effectiveness of the planning process districtwide. A recommendation is that the Chief Communications Officer creates regular communications from District Council to all district and college stakeholder groups.
 - ii. In consultation with the Chancellor and the Executive Assistant to the Chancellor, the District Council activities and purpose statements are now aligned and identified in the District Council meeting minutes to highlight the summary of actions taken in District Council.
- b. Acting Vice Chancellor Alex Davis proposed that goals #2, #4, #5 and #6 be carried over as goals for 2022-2023:
 - i. District Council and the five governance committees will assess their constituents' understanding and knowledge of the district governance structure at the end of the academic year.
 - ii. District Council will identify at each of their meetings the specific support that they need from each of the other district governance groups.
 - iii. Members of District Council will find opportunities to share the work being conducted/implemented/shared at District Council at committees in which they represent.
 - iv. Co-chairs of the five governance committees will have a standing agenda item to report pertinent action items discussed/taken at District Council and applied it to the work of their committees and vice versa.
- c. It was moved by Ms. Ingram, seconded by Mr. Isbell and, by roll call vote, carried unanimously to approve the accomplishments of 2020-2022 and the goals for 2022-2023 as presented. ***Ensure district-wide involvement in district-level planning for district-wide planning activities.***

8. Participatory Governance Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Dr. Davis reported on the November 16, 2022 meeting.
- b. Human Resources Committee (HRC)
Mr. Winter reported on the November 9, 2022 meeting.
- c. Fiscal Resources Committee (FRC)
Ms. Ingram reported on the November 16, 2022 meeting.
- d. Physical Resources Committee (PRC)
Ms. Ingram reported that all funds approved by the Measure Q bond measure have been expended as promised and the measure was closed out on time and on budget.
- e. Technology Advisory Group (TAG)
Mr. Gonzalez reported on the December 1, 2022 meeting.

9. 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. In addition, Mr. Rutan shared information relating to the proposed legislation providing the CSUs veto power over baccalaureate degrees to be awarded by the community colleges.
- c. CSEA: Ms. Edwards provided a report on CSEA activities. She also announced that this would be her last meeting as a representative of CSEA. Ms. Martin announced that she would be stepping down to the position of past-president and this was her last meeting as well.
- d. Student Government/SAC: Ms. Fernandez reported on the SAC ASG activities.
- e. Student Government/SCC: Mr. Green reported on the SCC ASG activities.

Next Meeting: The next meeting will be held on Monday, January 30, 2023

Meeting Adjourned: 3:00 p.m.

Approved: January 30, 2023

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2023/24 Tentative Budget Assumptions
January 25, 2023

I. State Revenue

A. Budgeting will begin using the Student Centered Funding Formula (SCFF) at the hold harmless provision for the 2017/18 Total Computational Revenue plus outyear cost of living adjustments (COLA) plus estimated revenue earned above hold harmless 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	Recal	26,202.98	26,848.76	3.43%
2022/23	P1	25,648.46		-2.12%

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, 8.13% COLA. 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 8.13%	\$15,914,743
Projected SCFF Base Increase	\$0
Projected Growth/Restoration	\$6,174,705
Deficit Factor (2%)	(\$4,356,855)

2023/24 Potential Growth at 0.5%

26,334 FTES

C. Education Protection Account (EPA) funding estimated at \$38,980,355 based on 2022/23 @ 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 \$170 per FTES (\$4,530,357). Restricted lottery at \$67 per FTES (\$1,785,494). (2021/22 @ Recal of resident & nonresident factored FTES, 26,649.16 x \$170 = \$4,530,357 unrestricted lottery; 26,649.16 x \$67 = \$1,785,494 restricted lottery)

E. Estimated reimbursement for part-time faculty compensation is estimated at \$568,828 (2022/23 @ 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 2022/23 @ Advance of \$232,423.

H. Mandates Block Grant estimated at a total budget of \$825,239 (\$32.68 x 25,252.10). No additional one-time allocation proposed.

II. Other Revenue

I. Non-Resident Tuition budgeted at \$3,000,000. (SAC \$2,000,000, SCC \$1,000,000).

J. Interest earnings estimated at \$900,000.

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

L. Apprenticeship revenue estimated at \$5,227,354.
(Corresponding expenses are also budgeted for apprenticeship course offerings.)

M Scheduled Maintenance/Instructional Equipment allocation. Unknown at this time.

N Full-time Faculty Hiring Allocation (\$3,325,444 - \$2,367,141 = \$958,303)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2023/24 Tentative Budget Assumptions
January 25, 2023

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. Salary Schedule Adjustments - estimated at 5% for unrestricted general fund = \$7,669,263
 (FARSCCD approximate cost \$3,859,222 CSEA approximate cost \$2,090,750, Management/Other approximate cost \$1,719,291)
 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 \$2.05 million for all funds. The estimated cost of a 1% salary increase is \$1.53 million for the unrestricted general fund.
- C. Step and column movement is budgeted at an additional cost of approximately \$1.77 million including benefits for FD 11 & 13
 (FARSCCD approximate cost \$893,243 CSEA approximate cost \$483,621, Management/Other approximate cost \$397,652)
 For all funds, it is estimated to = \$2.46 million (FARSCCD = \$1,114,537, CSEA = \$770,322, Management/Others = \$571,510)
 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 1/1/2024 is estimated at 3.5% for an additional cost of approximately \$601,137 for active employees and \$288,637 for retirees, for a combined increase of \$889,774 for unrestricted general fund. The additional cost increase for all funds is estimated to = \$1,070,323.
 State Unemployment Insurance (.50% to .20%)
 CalSTRS employer contribution rate will stay the same in 2023/24 at 19.10% for no increase.
 (Note: The cost of each 1% increase in the STRS rate is approximately \$760,000.)
CalPERS employer contribution rate will increase in 2023/24 from 25.37% to 27.00% for a increase of \$682,853.
 (Note: The cost of each 1% increase in the PERS rate is approximately \$411,000.)
- E. The full-time faculty obligation (FON) for Fall 2023 is estimated to be 348. The Fall 2022 report indicated the District was 17.8 faculty under its FON. The current cost for a new position is budgeted at Class VI, Step 12 at approximately \$176,174. Penalties for not meeting the obligation amount to approximately \$87,151 per FTE not filled. Each faculty hired over the FON adds cost of (\$176,174 - \$61,190)= \$114,984 if deduct hourly cost. Hiring of 26 new faculty for FY 2023/24 (SAC=18 and SCC=8).
 SAC hiring 12.5 = \$2,202,175 unrestricted general fund, hiring 2.5 = \$440,435 in restricted general fund (categorical program), and hiring 3 non-credit non-FON = \$528,522
 SCC hiring 6 = \$1,057,044 unrestricted general fund and hiring 2 non-credit non-FON = \$352,348.
 Unrestricted General Fund will be budgeted for 18.5 position, the differences of funding will need to be provided by the colleges.
- F. The current rate per Lecture Hour Equivalent (LHE) effective 7/1/23 for hourly faculty is \$92.69 x 18 hrs/LHE= \$1,669 (FY 2023/24)
 (Total cost of salary and benefits of part-time faculty to teach 30 LHE = \$61,190)
- G. Retiree Health Benefit Fund (OPEB/GASB 75 Obligation) - The calculated Employer Contribution Target remains less than our current pay as you go, therefore there is no additional need to fund this liability this year.
- 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
Business Services	\$ 1,612,336	
P & C Recruitment	\$ 50,000	
- M. Seventh 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
2023/24 Tentative Budget Assumptions
January 25, 2023

*	<u>New Revenues</u>	Ongoing Only	One-Time
A	Student Centered Funding Formula		
B	Projected COLA of 8.13%	\$15,914,743	
B	Projected SCFF Base Increase	\$0	
B	Projected Growth/Restoration	\$6,174,705	
B	Deficit Factor (2%) - additional	(\$425,465)	
D	Unrestricted Lottery	\$245,635	
H	Mandates Block Grant	\$0	
I	Non-Resident Tuition	\$500,000	
J	Interest Earnings	\$0	
L	Apprenticeship - SCC	\$0	
EGK	Misc Income	\$0	
N	Full-time Faculty Allocation	\$958,303	
	Total	\$23,367,921	
	<u>New Expenditures</u>		
B	Salary Schedule Increases/Collective Bargaining **	\$7,669,263	
C	Step/Column	\$1,774,516	
D	Health and Welfare/Benefits Est. Increase 3.5% - Active	\$601,137	
D	Health and Welfare/Benefits Est. Increase 3.5% - Retirees	\$288,637	
D	CalSTRS Increase	\$0	
D	CalPERS Increase	\$682,853	
D	State Unemployment (.50% to .20%)	(\$354,680)	
E	Full Time Faculty Obligation Hires	\$3,259,219	
E	Non-Credit Faculty (Non FON)	\$880,870	
E/F	Hourly Faculty Budgets (Match Budget to Actual Expense)	\$0	
G	Cost of Retiree Health Benefit (OPEB Cost)	\$0	
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	\$0	
L	Other Additional DS/Institutional Costs	\$1,662,336	
M	SCC ADA Settlement Costs	\$0	\$2,000,000
	Total	\$16,689,151	\$2,000,000
	2023/24 Budget Year Unallocated (Deficit)	\$6,678,770	
	2022/23 Structural Unallocated (Deficit)	(\$2,388,864)	
	Total Est. Unallocated (Deficit)	\$4,289,906	

SRP Savings/Rightsizing Recap	
Beginning Balance 7/1/22 SRP Savings	\$14,655,522
SRP Savings FY 2022/23	\$5,509,375
FON Penalty (17.8 x \$87,151)	(\$1,551,288)
SRP Cost for FY 2023/24	(\$1,979,622)
SRP Cost for FY 2024/25	(\$1,979,622)
SRP Cost for FY 2025/26	(\$765,062)
Ending Balance	\$13,889,303

* Reference to budget assumption number
** 5.00% for FARSCCD/CSEA/CEFA/Management set aside

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7120.1 Full-Time Faculty Recruitment and Selection

1. General Provisions

a. Purpose of Administrative Regulation

The faculty and administration cooperatively shall have major responsibilities in the process of recommending probationary faculty, hereafter referred to as contract faculty. These responsibilities shall include establishing the need for the position; formulating the qualifications; screening and interviewing candidates; then selecting the candidates for recommendation. The recommendation process shall comply with the District EEO Plan, and information regarding candidates shall be treated as confidential. In addition, the governing board, represented by the administration, has the principal legal and public responsibility for ensuring a fair and effective hiring process. To that end, it is our philosophy that the responsibility for selecting well-qualified individuals involves the effective participation of appropriate personnel in the required phases of the hiring process.

2. Faculty Prioritization and Committee Planning:

Each year, the Academic Senate at each college will develop faculty hiring priority recommendations and submit those to the College President (typically in October). The College President's recommendations will be submitted to the Chancellor for final approval and recruitment authorization (typically in November).

Transfer Opportunity: Pursuant to the transfer provisions in the Faculty Association of Rancho Santiago Community College District contract, a notice of approved vacancies will be provided to all tenured full-time faculty.

a. Screening Committee Membership:

- i. **Administrative Co-Chair:** The College President shall designate an administrative co-chair for the committee, responsible for convening the initial meeting of the committee in a timely manner and serving as the liaison with the People and Culture Department. The screening committee should be established prior to the closing and/or the first review date.
- ii. **Faculty Co-Chair:** The screening committee will have a faculty co-chair. The faculty co-chair shall be elected by the faculty on the committee and shall be responsible for leading the deliberations of the committee. The faculty co-chair shall be a tenured faculty member. If there are no tenured faculty on the committee, the administrative co-chair will notify the

Academic Senate President, who will appoint a tenured faculty member as co-chair.

iii. **Equal Employment Opportunity (“EEO”) Monitor:**

The screening committee will have a designated EEO Monitor. As a voting member of the committee, EEO monitor serves as a resource in the area of EEO, therefore, they serve as a liaison, as necessary, between the committee and the People and Culture Department, and the Equal Employment Opportunity Officer to address issues and concerns related to the screening process. The EEO monitor is to observe the selection process for adherence to established procedures and sound personnel practices. If the EEO Monitor resigns from the committee, the chair will contact the District EEO Officer or designee to find a replacement.

At the first meeting, the EEO Monitor will provide an EEO Orientation to the Screening Committee. People and Culture will provide the EEO agreement with the Orientation script to the EEO Monitor. The EEO Monitor should determine with the Screening Committee how their decisions at the different stages of the process will be determined. Ideally, any agreement between the screening committee should be unanimous, but other suggestions include a majority (over 50%) or super-majority (over 66%);

iv. **Coordination and Composition:** The administrative co-chair will coordinate the appointment of committee members. The membership of the committee shall consist of the following:

- All full-time faculty in the discipline should be invited to serve on the committee. In the event there are no full-time faculty within the discipline and/or there is a need to add members to the committee, the administrative co-chair shall request that the Academic Senate President appoint other full-time faculty to the committee.
- At least one member of the corresponding department/discipline at the sister college shall also be invited to serve on the committee. The department chair at the college with a vacancy shall extend the invitation to the department chair at the sister college.
- The President of the Academic Senate or designee shall select one faculty member for the screening committee, who may be from a different academic discipline than the one under consideration.
- When appropriate, classified representatives may be appointed by the administrative co-chair in consultation with the department chair and the CSEA President.
- In the Child Development Center Program, one teacher from each center, selected by the teachers at the center, **may** serve on the committee.

- It will be the responsibility of the administrative co-chair to ensure that committee representation is complete.
 - All members of the Screening Committee must have attended EEO/Diversity training within the last two (2) years.
 - All members of the screening committee will be required to sign and submit to People and Culture a statement of confidentiality prior to beginning the screening process.
- v. **Academic Senate Review**: The complete list of committee members will be submitted by the administrative co-chair to the College President and Academic Senate President for review and approval. The form shall identify which member of the committee is representing the sister college and which member is a classified representative. In the event the sister college declined to serve on the committee, the form shall identify who was contacted at the sister college.
 - vi. **Equal Employment Review**: After this review, the administrative co-chair will submit the form to the District EEO Officer or designee, who will review the committee composition for appropriate diversity. An EEO Monitor shall be appointed, by the District EEO Officer, from the list of committee members. If modification of committee membership is required, the District EEO Officer or designee will consult with the administrative co-chair and Academic Senate President.
 - vii. **Equal Employment Opportunity Reporting**: If a committee member has concerns about the screening process, those concerns should be brought to the EEO Monitor. If the EEO Monitor is unable to address the concerns, the committee member should bring the concerns to the chair and the District EEO Officer or designee.
 - viii. **Committee Calendar**: When establishing the committee calendar, all meetings should be scheduled during the regular Fall/Spring faculty work year. In the evening, this scheduling is not possible, faculty member(s) will be compensated for meetings scheduled outside of the Fall/Spring semester or a Summer/Intersession during which the faculty member(s) is not assigned.

3. Hiring Process:

a. Stage 1 – Position Development and Announcement

Prior to posting, the administrative co-chair and department chair will work together to develop and approve the position announcement, including minimum qualifications, desired qualifications, and applicable equivalencies. They should ensure that the job announcement avoids and/or identifies and eliminates minimum qualifications that are not job-related and act as barriers to traditionally excluded groups. The job announcement will identify preferred qualifications that are job-related and maximize opportunities to create a qualified pool of diverse applicants.

All faculty job position announcements shall include:

- Position Number
- Opening / Closing dates and/or first review date / Intended start date

- The Minimum Qualifications set by the state academic senate, any desired qualification including evidence of responsiveness to, and understanding of the racial, ethnic, disability, gender identity, sexual orientation, socioeconomic, academic, and cultural diversity within the community college student population, including students with different ability statuses (e.g., physical and/or learning) as these factors relate to equity-minded and inclusive practices within the classroom
- Education and/or experience equivalent to the Minimum Qualifications as per the District’s equivalency requirements.
 1. When a department agrees to advertise a position without stating specific equivalencies, the job announcement will include “OR the equivalent” when listing the qualifications. The District equivalency Form II will then be used to document if a candidate has met the minimum qualifications through equivalency.
 2. When a department agrees that specific equivalencies to minimum qualifications exist, these equivalencies must be approved prior to the posting of the job announcement. Each time a department wishes to alter its agreed-upon equivalencies, it must file a new “Request for Equivalencies to Minimum Qualifications” form. (Form I). In addition, the approved equivalencies will be posted on the job announcement with a clear statement that the applicant must provide proof with their application form.
- Desirable qualifications (if applicable)
- Ability to contribute to College and District-wide professional responsibilities and activities
- Job responsibilities
- Application requirements – resume/cover letter/transcripts
- Special testing if applicable
- Salary and benefits
- Grant funded (if applicable)
- Location and work schedule
- Summary of student demographics
- District’s statement on their commitment to Justice, Equity, Diversity, Inclusion and Belonging, and Anti-Racism (JEDIBAR).
- Supplemental questions if applicable

Once the job announcement is approved, sufficient time will be allowed for advertising the position, but it should be at least 20 working days.

The department chair will assist People and Culture with the position announcement distribution by recommending possible announcement locations, including a diverse array of associations, agencies, organizations, publications, and websites, particularly if it is a hard-to-reach discipline. After the closing and/or the first review date, the District EEO Officer or designee shall determine if an adequate applicant pool has been recruited. In consultation with the administrative co-chair and the department chair, this closing and/or the first review date may be extended if an adequate pool is not achieved and additional recruitment is needed. If a priority date system is used

(e.g. the position is advertised as “open until filled”) screening may begin after the District EEO Officer or designee determines there is an adequate pool.

b. Stage 2 – Screening and Selection for Interview

Once People and Culture has reviewed applications for completion, the Screening Committee will individually evaluate candidates who meet the Minimum Qualifications or have been granted Equivalency and perform an evaluation of any desirable qualifications and/or additional required screening criteria.

In addition to the specific requirements and responsibilities listed in the Job Announcement, the following criteria will be considered in selecting candidates:

- Educational experience breadth and depth
- Work experience breadth and depth
- Demonstrated leadership capabilities
- Curriculum development
- Program development
- Community involvement
- Demonstrated experience in working with a diverse socioeconomic community
- Credential or minimum qualifications authorizing service in other areas of need
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)

Screening shall be based solely on the application materials submitted. Rating forms must be used to standardize the evaluation of these criteria.

Screening Committee members:

- shall participate in both phases of the screening tasks (application materials screening, i.e., paper screening, and the interview phase);
- will not discuss ratings, rankings, or recommendations of candidates until all evaluations have been completed by each committee member;
- shall meet to first discuss all of the candidates, resolve any discrepancies, and then determine candidates to be interviewed;
- must submit all notes, screening forms, or other screening materials to the administrative co-chair at the conclusion of the screening process to People and Culture for retention and storage. Should future complaints or lawsuits be filed, the notes, forms, and/or other material will be made available to the committee members.

c. Stage 3 – Interview and Selection of Finalists

Prior to the position closing and/or first review date the screening committee should develop the screening criteria, the interview questions, other employment tests, and a timetable for the hiring process including the screening meeting and the first-level interview dates. These all should be submitted to People and Culture for approval. The

committee should leave at least ten (10) working days between their deliberation meeting and first-level interviews.

The same amount of time will be scheduled for each candidate. Consistency will be maintained during the interview process for a valid comparison, with the administrative co-chair answering any questions from the candidate.

The Screening Committee will:

- decide on how to conduct the interviews, options include in-person, online, or a hybrid approach;
- provide options to make the process as inclusive as possible;
- approve questions that will be asked of each candidate;
- make written comments for each response on the interview form and submit all notes to People and Culture at the end of the interviews;
- evaluate candidates according to the answers provided and their performance in other employment tests;
- submit to the College President or designee the acceptable candidates;
- not rank the candidates. If the screening committee cannot recommend at least three finalists, it will provide the College President with a written rationale for its recommendation. If the screening committee is unable to recommend any of the candidates, the administrative co-chair shall consult with the College President to decide how to proceed;
- recommend finalists to the appropriate President or designee.

As such, in the screening process, each committee member is acting as an agent of the Board of Trustees. Therefore, it is important for members to know how screening processes work, maintain the confidentiality of the deliberations and follow procedures and EEO guidelines. Should individual committee members be named as defendants in a complaint or lawsuit, the Board will indemnify those members, provided each has followed prescribed policy and processes in executing his/her committee responsibilities. Screening committee members are expressly prohibited from meeting or conferring with one another outside of scheduled meetings to discuss any candidates or issues related to the screening process. All discussions of candidates or screening-related issues must occur with the entire committee at a scheduled meeting.

d. Stage 4 – Final Interviews and Recommendation

Scheduling: The College President or designee shall contact the recommended finalists and schedule the final interviews. A schedule of appointments will be sent to People and Culture.

Composition: The final interviews will include the College President and, at the discretion of the College President, other representation such as vice president and faculty as advisory votes. In alignment with the District's commitment to equal employment opportunity, final interviews shall not include members of the screening committee.

Reference Checks: The College President or designee will conduct reference checks on the prescribed form of the selected candidates after the final interviews.

Finalist Notification: The College President or designee shall notify the unsuccessful finalists via a phone call.

Final Selection and Recommendation: The College President then recommends their selection to the People and Culture on the appropriate form. All recommended candidates are subject to Board approval.

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