



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

**March 6, 2023**

**1:30 p.m.**

**Via Zoom**

<https://us06web.zoom.us/j/86548675402>

669-444-9171 / 865 4867 5402

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

Contact Debra Gerard at [gerard\\_debra@rscsd.edu](mailto:gerard_debra@rscsd.edu) to obtain passcode.

**Agenda**

- |  |           |
|--|-----------|
| 1. Call to Order/Update                                    | Martinez  |
| 2. Approval of Minutes - <b>ACTION</b>                     | Martinez  |
| a. January 30, 2023 Meeting                                |           |
| 3. Reorg #1324 v2 – DO/P&C/Operations                      | Winter    |
| 4. Committee Reports – <b>INFORMATION</b>                  |           |
| a. Planning & Organizational Effectiveness Committee       | Perez     |
| b. Human Resources Committee                               | Winter    |
| c. Fiscal Resources Committee                              | O'Connor  |
| d. Physical Resources Committee                            | O'Connor  |
| e. Technology Advisory Group                               | Gonzalez  |
| 5. Constituent Representative Reports - <b>INFORMATION</b> |           |
| 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: April 3, 2023



## Rancho Santiago Community College District District Council Meeting

---

### MINUTES January 30, 2023

Members:	Marvin Martinez	Absent
	Sarah Santoyo for Enrique Perez	Present
	Iris Ingram	Present
	Cheng Yu Hou	Present
	Vaniethia Hubbard for Annebelle Nery	Present
	Arleen Satele for Jeannie Kim	Present
	Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	William Nguyen	Present
	Michael Taylor	Present
	Tara Kubicka-Miller	Present
	Tyler Johnson	Present
	Zina Edwards	Present
	Ambar Nakagami	Present
	Melani Fernandez	Present
	Michael Green	Present
Guests:	Adam O'Connor	
	Alistair Winter	

1. Call to Order/Update

- a. Vice Chancellor Ingram explained that she was chairing the meeting in the Chancellor's absence, as he and other key executives were in Sacramento meeting with legislators on behalf of the district. The meeting was convened via Zoom Conference at 1:33 p.m.

2. Approval of Minutes

- a. It was moved by Mr. Nguyen, seconded by Mr. Isbell and carried with abstentions from Mr. Hou, Mr. Nguyen, Ms. Nakagami and Mr. Johnson to approve the minutes of the December 5, 2022 meeting.

3. Proposed 2023-2024 State Budget Update

- a. Vice Chancellor Ingram provided information about the proposed 2023-2024 State Budget and also presented the timing for the approval of the budget by the state legislature. District Council members received clarification on the information presented.

4. Approval of 2023-2024 Tentative Budget Assumptions

- a. Asst. Vice Chancellor Adam O'Connor presented the 2023-2024 Tentative Budget Assumptions that had been approved and recommended by the Fiscal Resources Committee. District Council members received clarification on the information presented.

Mr. Isbell left the meeting during the discussion of the 2023-2024 Tentative Budget Assumptions.

It was moved by Mr. Hou, seconded by Mr. Gonzalez and, by roll call vote, carried unanimously to approve the 2023-2024 Tentative Budget Assumptions as presented. ***Ensure district-wide involvement in district-level planning for district-wide planning activities.***

5. Administrative Regulation

- a. AR 7120.1 – Vice Chancellor Hou presented the revisions made as a result of discussion at the December 5, 2022 District Council meeting to AR 7120.1 Full Time Faculty Recruitment and Selection. There were no comments or questions about the revisions. It was moved by Dr. Hubbard, seconded by Mr. Taylor and, by roll call vote, carried unanimously with an abstention by Mr. Green to approve the revisions to AR 7120.1 as presented. ***Review and recommendation of board policies and review and adoption of administrative regulations for district-wide planning activities.***

6. Participatory Governance Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)  
AVC Santoyo reported on the January 25, 2023 meeting. Mr. Rutan provided additional information about the meeting. The next meeting will be held on February 22, 2023.
- b. Human Resources Committee (HRC)  
Vice Chancellor Hou reported on the January 11, 2023 meeting. The next meeting will be held on February 8, 2023.
- c. Fiscal Resources Committee (FRC)  
Mr. O'Connor reported on the January 21, 2023 meeting. The February meeting has been cancelled and the next meeting will be held on March 15, 2023.
- d. Physical Resources Committee (PRC)  
Ms. Ingram reported the next meeting will be held on February 1, 2023 and conducted via email.
- e. Technology Advisory Group (TAG)  
Mr. Gonzalez reported on the December 1, 2022 meeting. The next meeting will be held on February 2, 2023.

7. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Isbell had to leave the meeting and did not report.

- b. Academic Senate/SCC: Mr. Rutan reported on behalf of both the SAC and SCC Academic Senates that a joint retreat will be held on February 1, 2023. This is the first joint retreat held in at least eight years.
- c. CSEA: Mr. Johnson provided a report on CSEA activities.
- 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, March 6, 2023

Meeting Adjourned:       2:27 p.m.

Approved:                     March 6, 2023

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

**1324 v2**

Number # \_\_\_\_\_  
*Assigned by Human Resources*

**Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.**

Site/Department/Division: District Office/ People and Culture/ Operations

Manager/Supervisor: Alistair Winter

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
Chief Mediation Culture Officer (\$291,664.66)	Senior P&C Business Partner (\$167,448.71)
Title IX Specialist (\$ 107,422.24)	P&C Business Partner (\$116,425.10)
	Administrative Clerk (\$103,926.18)

Current annual salary/benefits cost \$ 399,086.90 Proposed annual salary/benefits cost \$ 387,799.99  
 Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS  RESTRICTED FUNDS

Source of funding (account numbers): 11-0000-673000-53110-2110 11-0000-673000-53110-2120/ 11-0000-673000-53110-2130  
*(Attach necessary budget change forms)*

**Reason for reorganization:**

This reorg is deleting two vacant positions, Chief Mediation Culture Officer and the Title IX Specialist. The intention is to create a a Senior P&C Business Partner, a P&C Business Partner and Administrative Clerk. The new positions will be funded from existing budget. With the District-wide increase in enrollment and associated increased hiring, People and Culture workload is trending 60% higher this year over last year across all employee classifications. These new positions will be used to support and maintain our employee processing to the colleges and centers.

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

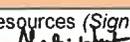
No  Yes  If yes, please explain below.

Does this change affect more than one department/division?

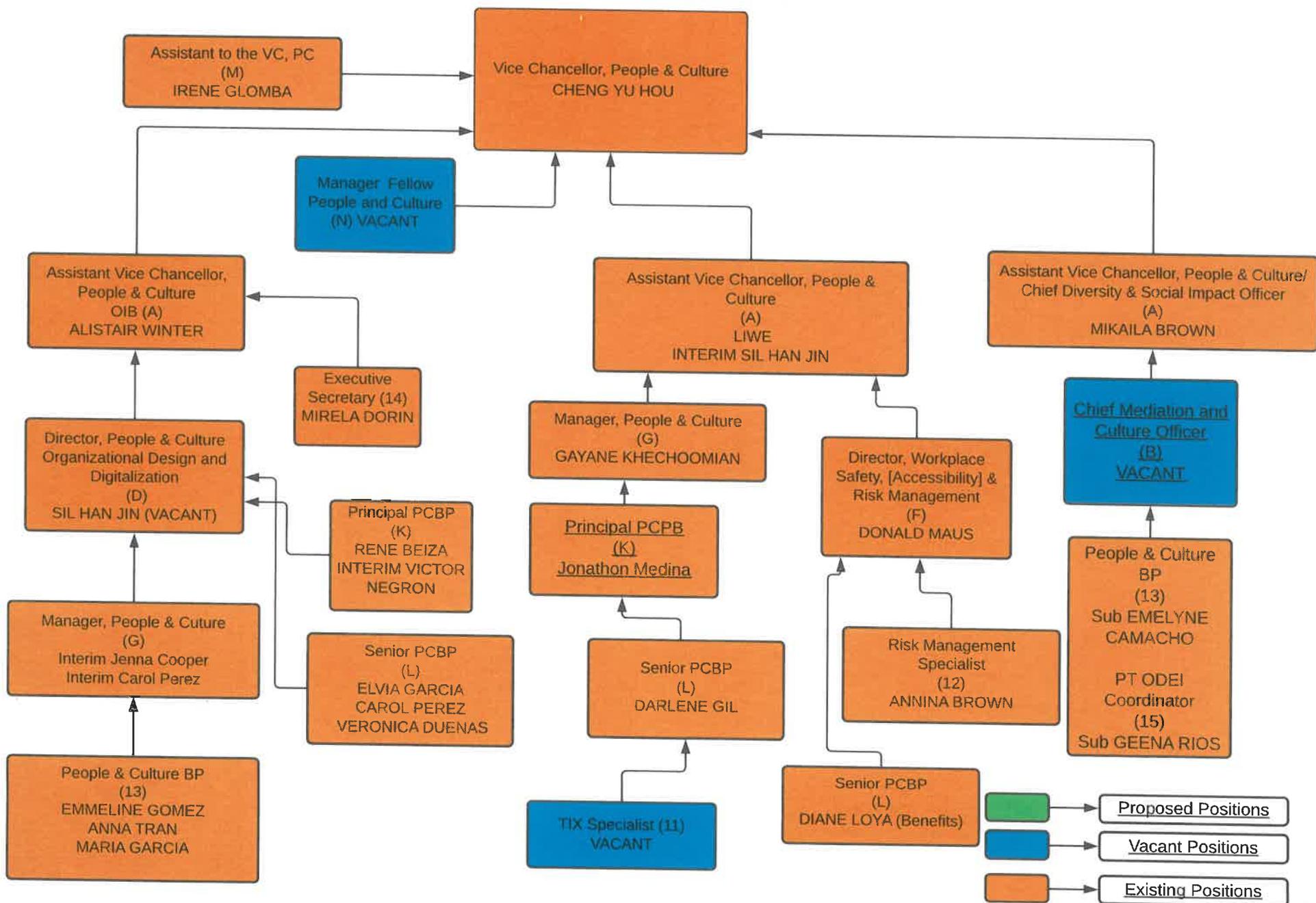
No  Yes  If yes, please explain below.

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

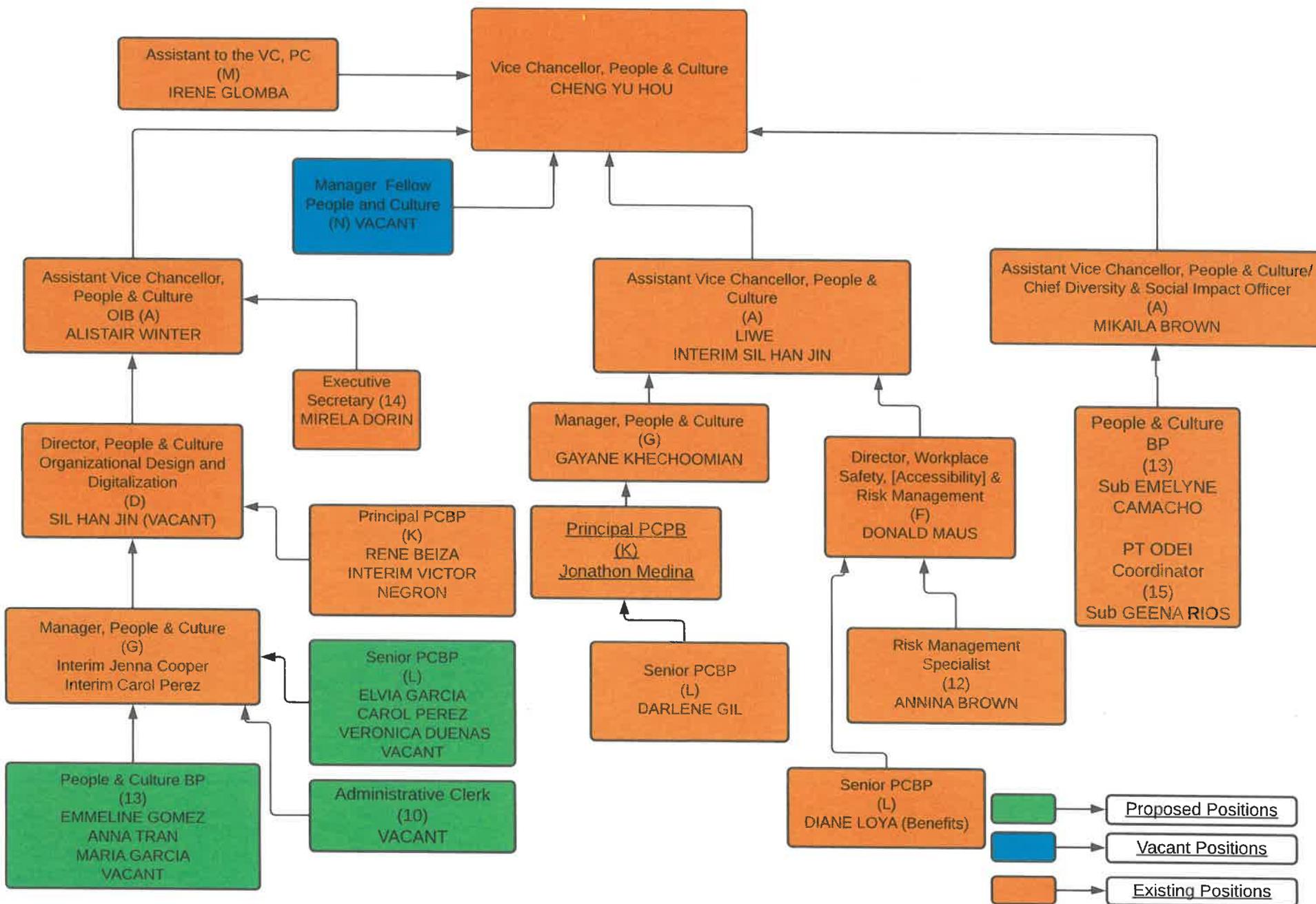
Submitted by (*District Cabinet Member*):  Chengyu Hou (Feb 27, 2023 19:23 EST) Date: 02/22/2023

SIGNATURES AND/OR REVIEW DATES	
Human Resources ( <i>Signature/Date</i> ): <u></u> <u>Alistair Winter (Feb 27, 2023 16:36 PST)</u>	Business Operations & Financial Services ( <i>Signature/Date</i> ): <u></u> <u>TN Adam O'Connor (Feb 27, 2023 18:39 PST)</u>
	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> ): <u></u> <u>DG Marvin Martinez (Feb 28, 2023 12:00 PST)</u>
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 & CULTURE ORGANIZATION CHART (CURRENT)



# PEOPLE & CULTURE ORGANIZATION CHART (PROPOSED)



- Proposed Positions
- Vacant Positions
- Existing Positions

# RSCCD

# 2022-2023 Cost of Position

## COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

<b>POSITION TITLE</b>	<b>Chief Mediation Culture Office</b>		
<b>GRADE &amp; STEP</b>	<b>MONTHLY RATE</b>	<b>NO OF MONTHS</b>	<b>ANNUAL COST</b>
Grade B/Step 4	\$ 16,202.730	12	\$ 194,432.76

<b>SALARY RELATED TAX/BENEFITS</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
PERS	25.370%	49,327.59	
SOCIAL SECURITY	6.200%	12,054.83	
MEDICARE	1.450%	2,819.28	
UNEMPLOYMENT	0.500%	972.16	
WORKERS COMP	1.500%	2,916.49	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.020%</b>	<b>\$ 68,090.35</b>	<b>\$ 68,090.35</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 262,523.11</b>

<b>FRINGE BENEFITS COST</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
FRINGE BENEFITS (CSEA only)		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.500%	16.60	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.650%</b>	<b>\$ 3,640.38</b>	<b>\$ 3,640.38</b>

<b>INSURANCE BENEFITS</b>			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 194,432.76	174.99	
MEDICAL INSURANCE (see below)		24,826.18	
<b>TOTAL INSURANCE COST</b>		<b>25,001.17</b>	<b>\$ 25,001.17</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 291,164.66</b>
-------------------------------	----------------------

**BENEFITS = \$ 96,731.90**

# RSCCD

# 2022-2023 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Title IX Spec		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 11/ Step 3	\$ 5,156.450	12	\$ 61,877.40

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	15,698.30	
SOCIAL SECURITY	6.200%	3,836.40	
MEDICARE	1.450%	897.22	
UNEMPLOYMENT	0.500%	309.39	
WORKERS COMP	1.500%	928.16	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.020%</b>	<b>\$ 21,669.47</b>	<b>\$ 21,669.47</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 83,546.87</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.650%</b>	<b>\$ 1,644.75</b>	<b>\$ 1,644.75</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 61,877.40	55.69	
MEDICAL INSURANCE (see below)		22,174.93	
<b>TOTAL INSURANCE COST</b>		<b>22,230.62</b>	<b>\$ 22,230.62</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 107,422.24</b>
-------------------------------	----------------------

BENEFITS =	\$ 45,544.84
BENEFIT COST AS A PERCENT OF CONTRACT =	73.60%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18
CSEA	Max	35,228.16	22,174.93

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

# RSCCD

# 2022-2023 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	P&C BP		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 13, Step 3	\$ 5,711.730	12	\$ 68,540.76

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	17,388.79	
SOCIAL SECURITY	6.200%	4,249.53	
MEDICARE	1.450%	993.84	
UNEMPLOYMENT	0.500%	342.70	
WORKERS COMP	1.500%	1,028.11	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.020%</b>	<b>\$ 24,002.97</b>	<b>\$ 24,002.97</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 92,543.73</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.650%</b>	<b>\$ 1,644.75</b>	<b>\$ 1,644.75</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months) \$	68,540.76	61.69	
MEDICAL INSURANCE (see below)		22,174.93	
<b>TOTAL INSURANCE COST</b>		<b>22,236.62</b>	<b>\$ 22,236.62</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 116,425.10</b>
-------------------------------	----------------------

BENEFITS =	\$ 47,884.34
BENEFIT COST AS A PERCENT OF CONTRACT =	69.86%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18
CSEA	Max	35,228.16	22,174.93

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

# RSCCD

# 2022-2023 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Admin Clerk		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 10, Step 3	\$ 4,940.820	12	\$ 59,289.84

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	15,041.83	
SOCIAL SECURITY	6.200%	3,675.97	
MEDICARE	1.450%	859.70	
UNEMPLOYMENT	0.500%	296.45	
WORKERS COMP	1.500%	889.35	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.020%</b>	<b>\$ 20,763.30</b>	<b>\$ 20,763.30</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 80,053.14</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.650%</b>	<b>\$ 1,644.75</b>	<b>\$ 1,644.75</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months) \$	59,289.84	53.36	
MEDICAL INSURANCE (see below)		22,174.93	
<b>TOTAL INSURANCE COST</b>		<b>22,228.29</b>	<b>\$ 22,228.29</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 103,926.18</b>
-------------------------------	----------------------

BENEFITS =	\$ 44,636.34
BENEFIT COST AS A PERCENT OF CONTRACT =	75.28%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18
CSEA	Max	35,228.16	22,174.93

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

**RSCCD 2022-2023 Cost of Position**

**COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT**

CONFIDENTIAL

POSITION TITLE	Senior P&C Business Partner		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade L/Step 4	\$ 8,572.160	12	\$ 102,865.92

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	26,097.08	
SOCIAL SECURITY	6.200%	6,377.69	
MEDICARE	1.450%	1,491.56	
UNEMPLOYMENT	0.500%	514.33	
WORKERS COMP	1.500%	1,542.99	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.020%</b>	<b>\$ 36,023.65</b>	<b>\$ 36,023.65</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 138,889.57</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.500%	16.60	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.650%</b>	<b>\$ 3,640.38</b>	<b>\$ 3,640.38</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 102,865.92	92.58	
MEDICAL INSURANCE (see below)		24,826.18	
<b>TOTAL INSURANCE COST</b>		<b>24,918.76</b>	<b>\$ 24,918.76</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 167,448.71</b>
-------------------------------	----------------------

BENEFITS =	\$ 64,582.79	
BENEFIT COST AS A PERCENT OF CONTRACT =		62.78%

Admin., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

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

Signature: Thao Nguyen  
 Thao Nguyen (Feb 27, 2023 17:02 PST)  
 Email: Nguyen\_Thao@rscdd.edu

Signature: Debra Gerard  
 Email: gerard\_debra@rscdd.edu

Signature:  
 Email: gerard\_debra@rscdd.edu

Signature:  
 Email: winter\_alistair@rscdd.edu