



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

**June 5, 2023**

**1:30 p.m.**

**Via Zoom**

<https://us06web.zoom.us/j/85020920056>

669-444-9171 / 850 2092 0056

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

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

**Agenda**

- |  |          |
|--|----------|
| 1. Call to Order/Update                                    | Martinez |
| 2. Approval of Minutes - <b>ACTION</b>                     | Martinez |
| a. May 1, 2023 Meeting                                     |          |
| 3. Approval of 2023-2024 Tentative Budget - <b>ACTION</b>  | Ingram   |
| 4. Approval of AR 7280 Remote Work (NEW) - <b>ACTION</b>   | Winter   |
| 5. Committee Reports – <b>INFORMATION</b>                  |          |
| a. Planning & Organizational Effectiveness Committee       | Perez    |
| b. Human Resources Committee                               | Winter   |
| c. Fiscal Resources Committee                              | Ingram   |
| d. Physical Resources Committee                            | Ingram   |
| e. Technology Advisory Group                               | Gonzalez |
| 6. Constituent Representative Reports - <b>INFORMATION</b> |          |
| a. Academic Senate - SAC                                   | Isbell   |
| b. Academic Senate - SCC                                   | Rutan    |
| c. Classified Staff  | Johnson  |
| d. Student Government - SAC                                | TBD      |
| e. Student Government – SCC                                | TBD      |

Next Meeting: July 17, 2023



## Rancho Santiago Community College District District Council Meeting

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### MINUTES May 1, 2023

Members:	Marvin Martinez	Absent
	Enrique Perez	Present
	Iris Ingram	Present
	Alistair Winter for Cheng Yu Hou	Present
	Annebelle Nery	Present
	Jeannie Kim	Present
	Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	Roy Shabazian for William Nguyen	Present
	Corinna Evett	Present
	Tara Kubicka-Miller	Present
	Tyler Johnson	Present
	Zina Edwards	Present
	Ambar Nakagami	Present
	Melani Fernandez	Present
	Michael Green	Present

1. Call to Order/Update

- a. In the Chancellor's absence, Vice Chancellor Ingram convened the meeting via Zoom Conference at 1:33 p.m.

2. Approval of Minutes

- a. It was moved by Mr. Isbell, seconded by Mr. Gonzales and carried with abstentions from Mr. Perez, Ms. Kubicka-Miller and Ms. Fernandez to approve the minutes of the April 3, 2023 meeting. Mr. Shabazian, Ms. Edwards and Mr. Green were absent for the vote.

3. Administrative Regulations
  - a. AR 7120.1 – Full-Time Faculty Recruitment: It was moved by Ms. Evett, seconded by Mr. Perez and carried to approve revisions to AR 7120.1. Mr. Shabazian and Mr. Green were absent for the vote.
  - b. AR 7120.2 – Classified Recruitment: It was moved by Mr. Isbell, seconded by Mr. Johnson and carried to approve revisions to AR 7120.2. Mr. Shabazian and Mr. Green were absent for the vote.
4. Extension of RSCCD Goals
  - a. It was moved by Mr. Rutan and seconded by Ms. Edwards and carried to approve the extension of 2021-2023 RSCCD goals. Mr. Shabazian and Mr. Green were absent for the vote.
5. Proposed 2023-2024 District Council Meeting Schedule
  - a. It was moved by Mr. Winter, seconded by Mr. Isbell and carried unanimously to approve the 2023-2024 District Council meeting schedule.
6. Participatory Governance Committee Reports
  - a. Planning and Organizational Effectiveness Committee (POEC)  
Vice Chancellor Perez provided a report of the April 26, 2023 meeting. The next meeting will be held on May 24, 2023.
  - b. Human Resources Committee (HRC)  
Asst. Vice Chancellor Winter reported on the April 12, 2023 meeting. The next meeting will be held on May 10, 2023.
  - c. Fiscal Resources Committee (FRC)  
Ms. Ingram reported on the April 19, 2023 meeting. The next meeting will be held on May 18, 2023.
  - d. Physical Resources Committee (PRC)  
Ms. Ingram reported that the next meeting will be held on May 3, 2023.
  - e. Technology Advisory Group (TAG)  
Asst. Vice Chancellor Gonzalez reported on the April 13, 2023 meeting. The next and last meeting of the academic year will be held on May 4, 2023.
7. Constituent Representative Reports
  - a. Academic Senate/SAC: Mr. Isbell reported on the SAC Academic Senate activities.
  - b. Academic Senate/SCC: Mr. Rutan reported on the SCC Academic Senate activities.
  - c. CSEA: Mr. Johnson provided a report on CSEA activities.
  - d. Student Government/SAC: Ms. Fernandez reported on SAC ASG activities.
  - e. Student Government/SCC: Mr. Green reported on SCC ASG activities.

Next Meeting: The next meeting will be held on Monday, June 5, 2023  
Meeting Adjourned: 2:01 p.m.  
Approved: June 5, 2023

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
UNRESTRICTED GENERAL FUND  
2023/24 Tentative Budget Assumptions  
May 15, 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	27,208.25	3.43%
2022/23	P2	25,602.96	26,971.89	-2.29%

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, 8.22% 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 8.22%	\$16,090,921
Projected SCFF Base Increase	\$0
Projected Growth/Restoration	\$5,783,744
Deficit Factor (2%)	(\$4,352,560)

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 (\$4,449,862). Restricted lottery at \$67 per FTES (\$1,753,769). (2022/23 @ P1 of resident & nonresident factored FTES, 26,175.66 x \$170 = \$4,449,862 unrestricted lottery; 26,175.66 x \$67 = \$1,753,769 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**  
**May 15, 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 15%, estimated at \$100,000.
- J. Information Technology licensing contract escalation cost of 7%, estimated at \$150,000.
- 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**  
**May 15, 2023**

*	<u>New Revenues</u>	Ongoing Only	One-Time
A	Student Centered Funding Formula		
B	Projected COLA of 8.22%	\$16,090,921	
B	Projected SCFF Base Increase	\$0	
B	Projected Growth/Restoration	\$5,783,744	
B	Deficit Factor (2%) - additional	(\$421,170)	
D	Unrestricted Lottery	\$165,140	
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	
	<b>Total</b>	<b>\$23,076,938</b>	
	<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	\$150,000	
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
	<b>Total</b>	<b>\$16,714,151</b>	<b>\$2,000,000</b>
	2023/24 Budget Year Unallocated (Deficit)	\$6,362,788	
	2022/23 Structural Unallocated (Deficit)	(\$2,388,864)	
	Total Est. Unallocated (Deficit)	\$3,973,924	
	Vacancies & Other Adjustments	\$760,904	
		<b>\$4,734,828</b>	

**SRP Savings/Rightsizing Recap**

Beginning Balance 7/1/22 SRP Savings	\$14,655,522
Est SRP Savings FY 2022/23	\$8,745,467
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)
<b>Ending Balance</b>	<b>\$17,125,395</b>

\* Reference to budget assumption number

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

**Rancho Santiago Community College District**  
**Tentative Budget**  
**2023-24**

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<b>Unrestricted General Fund Revenue Budget - Fund 11</b>					
<b>Revenues by Source</b>	<b>2021-22 Actual Revenue</b>	<b>2022-23 Revised Budget</b>	<b>2022-23 Estimated Revenue</b>	<b>2023-24 Tentative Budget</b>	<b>% change 23/24 Tent/ 22/23 Est</b>
8100 Federal Revenues					
8110 Forest Reserve	\$9,009	\$0	\$0	\$0	-
Total Federal Revenues	9,009	0	0	0	-
8600 State Revenues					
8611 Apprenticeship Allowance	3,835,723	5,227,354	5,227,454	5,227,354	(0.00)
8612 State General Apportionment	18,311,686	27,486,797	34,261,206	46,137,624 *	34.66
8612 State General Apportionment-estimated COLA	8,864,293	12,050,879	12,050,879	16,090,921 *	33.52
8612 Base Allocation Increase	0	816,204	816,204	0 *	(100.00)
8612 Estimated Restoration/Access/Growth	0	0	0	0 *	-
8612 State General Apportionment-Deficit	0	(3,931,390)	(3,931,390)	(4,352,560) *	10.71
8612-8630 State General Apportionment&EPA-prior year adjustment	2,658,997	0	0	0	-
8619 Other General Apportionments-Full-time Faculty Allocation	3,325,444	2,367,141	2,367,141	3,325,444	40.48
8619 Other General Apportionments-Enrollment Fee Admin-2%	275,040	232,423	232,423	232,423	-
8619 Other General Apportionments-PT Faculty Comp & Office Hr	580,995	568,828	568,828	568,828	-
8629 Other General Categorical-Return to Title IV	0	0	0	0	-
8630 Education Protection Account	53,830,227	38,980,355	38,980,355	38,980,355 *	-
8672-8673 Homeowners' Property Tax Relief/Timber Yield Tax	257,769	298,303	298,303	298,303 *	-
8681 State Lottery Proceeds	4,015,645	4,284,722	3,774,757	4,449,862	17.88
8682 State Mandated Costs	847,080	825,239	825,239	825,239	-
8699 Other Misc State Revenue - STRS on-behalf entry	0	0	0	0	-
Total State Revenues	96,802,899	89,206,855	95,471,399	111,783,793	17.09
8800 Local Revenues					
8811 Tax Allocation, Secured Roll	56,266,309	65,114,154	65,114,154	65,114,154 *	-
8812 Tax Allocation, Supplement Roll	1,305,939	1,511,297	1,511,297	1,511,297 *	-
8813 Tax Allocation, Unsecured Roll	1,729,240	2,001,162	2,001,162	2,001,162 *	-
8816 Prior Years' Taxes	453,706	525,051	525,051	525,051 *	-
8817 Education Revenue Augmentation Fund (ERAF)	25,219,979	29,185,806	29,185,806	29,185,806 *	-
8818 RDA Funds - Pass Thru AB	675,355	781,554	781,554	781,554 *	-

**Rancho Santiago Community College District**  
**Tentative Budget**  
**2023-24**

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**Unrestricted General Fund Revenue Budget - Fund 11**

<u>Revenues by Source</u>	2021-22 Actual Revenue	2022-23 Revised Budget	2022-23 Estimated Revenue	2023-24 Tentative Budget	* % change 23/24 Tent/ 22/23 Est
8819 RDA Funds - Residuals	8,460,116	9,790,465	9,790,465	9,790,465	*
8850 Rents and Leases	279,509	338,480	221,763	338,480	52.63
8860 Interest & Investment Income	902,271	900,000	2,240,207	900,000	(59.83)
8866/8867 Gain(Loss)on Invest-Realized/Unrealized	(166,141)	0	0	0	-
8874 CCC Enrollment Fees	8,176,934	8,027,474	8,027,474	8,027,474	*
8875 Bachelor's Program Fee	47,712	40,000	56,112	40,000	(28.71)
8880 Nonresident Tuition	2,779,742	2,725,545	2,725,545	3,000,000	10.07
8890 Other Local Revenues (Student Transcript/Representation/ Discounts/Fines/Instr. Mat./Health Serv. Use Fees, etc.)	1,029,985	527,200	527,200	524,200	(0.57)
8891 Other Local Rev - Special Proj	0	0	0	0	-
Total Local Revenues	107,160,656	121,468,188	122,707,790	121,739,643	(0.79)
8900 Other Financing Sources					
8910 Proceeds-Sale of Equip & Suppl	31,243	5,000	3,927	5,000	27.32
8981/8983 Interfund/Intrafund Transfer In	1,155,583	0	0	0	-
Total Other Sources	1,186,826	5,000	3,927	5,000	27.32
Total Revenues	205,159,390	210,680,043	218,183,116	233,528,436	7.03
Net Beginning Balance	0	0	0	0	-
Adjustments to Beginning Balance	0	0	0	0	-
Adjusted Beginning Fund Balance	0	0	0	0	-
Total Revenues, Other Financing Sources and Beginning Fund Balance	\$205,159,390	\$210,680,043	\$218,183,116	\$233,528,436	7.03
* Component of Apportionment		\$192,638,111	\$199,412,520	\$214,091,606	

**Rancho Santiago Community College District**  
**Tentative Budget**  
**2023-24**

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**Unrestricted General Fund Expenditure Budget - Fund 11**

<u>Expenditures by Object</u>	2021-22 Actual Expenses	2022-23 Revised Budget	2022-23 Estimated Expenses	2023-24 Tentative Budget	% change 23/24 Tent/ 22/23 Est
1000 Academic Salaries					
1100 Instructional Salaries, Regular Contract	\$29,849,203	\$33,070,557	\$32,591,138	\$37,180,659	14.08
1200 Non-Instructional Salaries, Regular Contract	14,235,808	15,766,613	15,650,078	17,721,358	13.23
1300 Instructional Salaries, Other Non-Regular	29,702,994	27,325,688	34,197,597	26,667,194	(22.02)
1400 Non-Instructional Salaries, Other Non-Regular	2,021,148	1,532,353	2,046,832	1,518,964	(25.79)
Subtotal	75,809,153	77,695,211	84,485,645	83,088,175	(1.65)
2000 Classified Salaries					
2100 Non-Instructional Salaries, Regular Full Time	30,694,711	36,595,390	34,819,124	40,951,221	17.61
2200 Instructional Aides, Regular Full Time	444,775	623,144	566,301	636,687	12.43
2300 Non-Instructional Salaries, Other	1,313,477	1,533,288	1,367,209	1,447,241	5.85
2400 Instructional Aides, Other	1,608,726	1,850,513	1,619,338	1,866,656	15.27
Subtotal	34,061,689	40,602,335	38,371,972	44,901,805	17.02
3000 Employee Benefits					
3100 State Teachers' Retirement System Fund	11,947,204	13,850,258	13,226,236	14,951,420	13.04
3200 Public Employees' Retirement System Fund	7,915,539	10,627,314	9,860,584	12,768,386	29.49
3300 Old Age, Survivors, Disability, and Health Ins.	3,920,130	4,388,271	4,286,109	4,887,478	14.03
3400 Health and Welfare Benefits	26,887,316	26,956,599	24,254,911	28,732,175	18.46
3500 State Unemployment Insurance	78,198	845,782	663,647	509,751	(23.19)
3600 Workers' Compensation Insurance	1,725,716	1,771,061	1,850,668	1,939,105	4.78
3900 Other Benefits	3,047,721	3,271,562	3,188,696	3,336,923	4.65
Subtotal	55,521,824	61,710,847	57,330,850	67,125,238	17.08
<b>TOTAL SALARIES/BENEFITS</b>	<b>165,392,666</b>	<b>180,008,393</b>	<b>180,188,467</b>	<b>195,115,218</b>	<b>8.28</b>
<b>Salaries/Benefits Cost % of Total Expenditures</b>	<b>91.04%</b>	<b>88.51%</b>	<b>88.69%</b>	<b>89.53%</b>	

**Rancho Santiago Community College District**  
**Tentative Budget**  
**2023-24**

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**Unrestricted General Fund Expenditure Budget - Fund 11**

<b>Expenditures by Object</b>	<b>2021-22 Actual Expenses</b>	<b>2022-23 Revised Budget</b>	<b>2022-23 Estimated Expenses</b>	<b>2023-24 Tentative Budget</b>	<b>% change 23/24 Tent/ 22/23 Est</b>
4000 Books and Supplies					
4100 Textbooks	0	0	0	0	-
4200 Other Books	1,237	3,168	1,859	3,268	75.79
4300 Instructional Supplies	5,172	6,032	5,018	5,922	18.02
4400 Media Supplies	0	0	0	0	-
4500 Maintenance Supplies	91,261	130,612	117,477	115,028	(2.08)
4600 Non-Instructional Supplies	566,194	705,135	645,875	584,688	(9.47)
4700 Food Supplies	9,970	38,542	22,514	14,806	(34.24)
Subtotal	673,834	883,489	792,743	723,712	(8.71)
5000 Services and Other Operating Expenses					
5100 Personal & Consultant Svcs	1,687,195	2,339,122	2,164,795	2,453,510	13.34
5200 Travel & Conference Expenses	72,415	234,037	115,139	225,536	95.88
5300 Dues & Memberships	119,733	127,860	115,106	124,213	7.91
5400 Insurance	1,970,000	1,970,090	1,970,000	1,970,090	0.00
5500 Utilities & Housekeeping Svcs	3,180,151	4,180,196	4,249,011	3,219,725	(24.22)
5600 Rents, Leases & Repairs	3,520,422	4,161,377	3,933,932	4,929,519	25.31
5700 Legal, Election & Audit Exp	687,608	1,010,103	918,370	1,077,015	17.27
5800 Other Operating Exp & Services	1,523,052	5,783,213	5,161,361	5,360,305	3.85
5900 Other (Transp., Postage, Reproduction, Special Proj., etc.)	841,909	1,954,297	851,097	2,354,977	176.70
Subtotal	13,602,485	21,760,295	19,478,811	21,714,890	11.48
6000 Sites, Buildings, Books, and Equipment					
6100 Sites & Site Improvements	0	0	0	0	-
6200 Buildings	1,859,711	750	1,982,425	0	(100.00)
6300 Library Books	949	1,070	78,149	1,070	(98.63)
6400 Equipment	148,709	730,708	637,155	377,421	(40.76)
Subtotal	2,009,369	732,528	2,697,729	378,491	(85.97)
Subtotal, Expenditures (1000 - 6000)	181,678,354	203,384,705	203,157,750	217,932,311	7.27

**Rancho Santiago Community College District**  
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**Unrestricted General Fund Expenditure Budget - Fund 11**

<b>Expenditures by Object</b>	<b>2021-22 Actual Expenses</b>	<b>2022-23 Revised Budget</b>	<b>2022-23 Estimated Expenses</b>	<b>2023-24 Tentative Budget</b>	<b>% change 23/24 Tent/ 22/23 Est</b>
7000 Other Outgo					
7200 Intrafund Transfers Out	(19,565)	0	16,188	0	(100.00)
7300 Interfund Transfers Out	2,611,416	1,500,000	1,548,472	1,500,000	(3.13)
7600 Other Student Aid	50,646	300	0	120,000	-
Subtotal	2,642,497	1,500,300	1,564,660	1,620,000	3.54
Subtotal, Expenditures (1000 - 7000)	184,320,851	204,885,005	204,722,410	219,552,311	7.24
7900 Reserve for Contingencies					
7910 Estimated COLA	0	0	0	0	-
7910 SRP Savings Holding Account (exc SRP exp)	0	5,795,038	0	9,241,297	-
7910 Estimated Restoration/Access/Growth	0	0	0	0	-
7950 Budget Stabilization	0	0	0	0	-
Total Designated	0	5,795,038	0	9,241,297	-
7910 Unrestricted Contingency	20,838,539	0	13,460,706	4,734,828	(64.82)
Subtotal Expenditures (7900)	20,838,539	5,795,038	13,460,706	13,976,125	3.83
Total Expenditures, Other Outgo and Ending Fund Balance	\$205,159,390	\$210,680,043	\$218,183,116	\$233,528,436	7.03

**Rancho Santiago Community College District**  
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**Unrestricted - One-Time - General Fund Revenue Budget - Fund 13**

<u>Revenues by Source</u>	2021-22 Actual Revenue	2022-23 Revised Budget	2022-23 Estimated Revenue	2023-24 Tentative Budget	% change 23/24 Tent/ 22/23 Est
8100 Federal Revenues					
Total Federal Revenues	\$0	\$0	\$0	\$0	-
8600 State Revenues					
8611 Apprenticeship Allowance	0	0	0	0	-
8682 State Mandated Costs	0	0	0	0	-
8699 Other Misc State Revenue	7,046,789	7,584,025	7,584,025	7,584,025	-
Total State Revenues	<u>7,046,789</u>	<u>7,584,025</u>	<u>7,584,025</u>	<u>7,584,025</u>	-
8800 Local Revenues					
8850 Rentals Short-term/Lease Facilities	85,632	25,000	170,727	25,000	(85.36)
8890 Other Local Revenues (Student Transcript/Representation/ Discounts/Fines/Instr. Mat./Health Serv. Use Fees, etc.)	1,013,335	712,114	382,017	113,518	(70.28)
8891 Other Local Rev - Special Proj	0	0	0	0	-
Total Local Revenues	<u>1,098,967</u>	<u>737,114</u>	<u>552,744</u>	<u>138,518</u>	(74.94)
8900 Other Financing Sources					
8981/8983 Interfund/Intrafund Transfer In	34,344	0	700,000	0	(100.00)
Total Revenues	<u>8,180,100</u>	<u>8,321,139</u>	<u>8,836,769</u>	<u>7,722,543</u>	(12.61)
Net Beginning Balance	46,370,068	59,415,834	59,415,834	66,055,950	11.18
Adjustments to Beginning Balance	0	0	0	0	-
Adjusted Beginning Fund Balance	<u>46,370,068</u>	<u>59,415,834</u>	<u>59,415,834</u>	<u>66,055,950</u>	11.18
Total Revenues, Other Financing Sources and Beginning Fund Balance	<u>\$54,550,168</u>	<u>\$67,736,973</u>	<u>\$68,252,603</u>	<u>\$73,778,493</u>	8.10

**Rancho Santiago Community College District**  
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**Unrestricted - One-Time - General Fund Expenditure Budget - Fund 13**

<u>Expenditures by Object</u>	2021-22 Actual Expenses	2022-23 Revised Budget	2022-23 Estimated Expenses	2023-24 Tentative Budget	% change 23/24 Tent/ 22/23 Est
1000 Academic Salaries					
1100 Instructional Salaries, Regular Contract	\$0	\$0	\$0	\$0	-
1200 Non-Instructional Salaries, Regular Contract	134,472	142,619	132,534	89,642	(32.36)
1300 Instructional Salaries, Other Non-Regular	0	701,834	0	700,000	-
1400 Non-Instructional Salaries, Other Non-Regular	576,678	635,756	420,303	71,000	(83.11)
Subtotal	711,150	1,480,209	552,837	860,642	55.68
2000 Classified Salaries					
2100 Non-Instructional Salaries, Regular Full Time	60,895	252,457	131,872	65,233	(50.53)
2200 Instructional Aides, Regular Full Time	0	0	0	0	-
2300 Non-Instructional Salaries, Other	353,848	343,768	293,424	60,491	(79.38)
2400 Instructional Aides, Other	26,977	0	0	0	-
Subtotal	441,720	596,225	425,296	125,724	(70.44)
3000 Employee Benefits					
3100 State Teachers' Retirement System Fund	7,150,564	7,853,338	7,659,757	7,748,408	1.16
3200 Public Employees' Retirement System Fund	42,594	83,366	27,071	21,468	(20.70)
3300 Old Age, Survivors, Disability, and Health Ins.	35,583	55,775	30,267	19,948	(34.09)
3400 Health and Welfare Benefits	77,140	147,826	34,789	44,946	29.19
3500 State Unemployment Insurance	440	8,179	4,296	4,432	3.17
3600 Workers' Compensation Insurance	17,330	31,103	14,675	14,825	1.02
3900 Other Benefits	2,425	8,469	1,957	1,815	(7.26)
Subtotal	7,326,076	8,188,056	7,772,811	7,855,842	1.07
<b>TOTAL SALARIES/BENEFITS</b>	<b>8,478,946</b>	<b>10,264,490</b>	<b>8,750,944</b>	<b>8,842,208</b>	1.04

**Rancho Santiago Community College District**  
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**Unrestricted - One-Time - General Fund Expenditure Budget - Fund 13**

<b>Expenditures by Object</b>	<b>2021-22 Actual Expenses</b>	<b>2022-23 Revised Budget</b>	<b>2022-23 Estimated Expenses</b>	<b>2023-24 Tentative Budget</b>	<b>% change 23/24 Tent/ 22/23 Est</b>
4000 Books and Supplies					
4100 Textbooks	0	0	0	0	-
4200 Other Books	9,378	5,352	1,435	552	(61.53)
4300 Instructional Supplies	226,121	49,435	39,495	5,989	(84.84)
4400 Media Supplies	0	0	0	0	-
4500 Maintenance Supplies	69,870	127,959	107,990	67,434	(37.56)
4600 Non-Instructional Supplies	205,733	736,663	463,387	520,771	12.38
4700 Food Supplies	2,065	79,411	58,262	22,805	(60.86)
Subtotal	513,167	998,820	670,569	617,551	(7.91)
5000 Services and Other Operating Expenses					
5100 Personal & Consultant Svcs	904,557	2,140,353	850,481	1,790,168	110.49
5200 Travel & Conference Expenses	98,337	331,397	130,226	173,124	32.94
5300 Dues & Memberships	55,874	93,598	72,871	80,475	10.43
5400 Insurance	0	0	0	0	-
5500 Utilities & Housekeeping Svcs	875,580	953,800	685,042	1,052,600	53.65
5600 Rents, Leases & Repairs	654,800	1,043,590	935,704	954,875	2.05
5700 Legal, Election & Audit Exp	357,996	274,000	82,308	220,530	167.93
5800 Other Operating Exp & Services	1,685,829	2,006,864	766,491	2,023,669	164.02
5900 Other (Transp., Postage, Reproduction, Special Proj., etc.)	64,381	2,741,967	177,167	2,249,580	1,169.75
Subtotal	4,697,354	9,585,569	3,700,290	8,545,021	130.93
6000 Sites, Buildings, Books, and Equipment					
6100 Sites & Site Improvements	0	0	0	0	-
6200 Buildings	4,917	17,750	0	750	-
6300 Library Books	0	0	0	0	-
6400 Equipment	227,389	655,157	487,015	58,650	(87.96)
Subtotal	232,306	672,907	487,015	59,400	(87.80)
Subtotal, Expenditures (1000 - 6000)	13,921,773	21,521,786	13,608,818	18,064,180	32.74

**Rancho Santiago Community College District**  
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**Unrestricted - One-Time - General Fund Expenditure Budget - Fund 13**

<u>Expenditures by Object</u>	2021-22 Actual Expenses	2022-23 Revised Budget	2022-23 Estimated Expenses	2023-24 Tentative Budget	% change 23/24 Tent/ 22/23 Est
7000 Other Outgo					
7200 Intrafund Transfers Out	0	0	0	0	-
7300 Interfund Transfers Out	2,050,000	2,042,000	2,042,000	2,000,000	(2.06)
7600 Other Student Aid	1,100	15,000	6,540	0	(100.00)
Subtotal	2,051,100	2,057,000	2,048,540	2,000,000	(2.37)
Subtotal, Expenditures (1000 - 7000)	15,972,873	23,578,786	15,657,358	20,064,180	28.15
7900 Reserve for Contingencies					
7910 SRP Savings	0	14,233,447	0	21,400,989	-
7930 Board Policy Contingency (12.5%)	0	26,825,849	0	29,004,058	-
7940 Revolving Cash Accounts	0	100,000	0	100,000	-
7940 Employee Vacation Payout	0	50,000	0	50,000	-
7950 Budget Stabilization	0	2,845,584	0	2,845,584	-
Total Designated	0	44,054,880	0	53,400,631	-
7910 Unrestricted Contingency	38,577,295	103,307	52,595,245	313,682	(99.40)
Subtotal Expenditures (7900)	38,577,295	44,158,187	52,595,245	53,714,313	2.13
Total Expenditures, Other Outgo and Ending Fund Balance	\$54,550,168	\$67,736,973	\$68,252,603	\$73,778,493	8.10

**Rancho Santiago Community College District**  
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**General Fund Revenue Budget - Combined - Unrestricted - Fund 11, 13**

<u>Revenues by Source</u>	2022-23 Adopted Budget	2022-23 Allocated Budget	2022-23 Estimated Revenue	% change 22/23 Est/ 22/23 Budget	2023-24 Tentative Budget	% change 23/24 Tent/ 22/23 Est
8100 Federal Revenues						
8110 Forest Reserve	\$0	\$0	\$0	-	\$0	-
Total Federal Revenues	0	0	0	-	0	-
8600 State Revenues						
8611 Apprenticeship Allowance	5,227,354	5,227,354	5,227,454	0.00	5,227,354	(0.00)
8612 State General Apportionment	27,486,797	27,486,797	34,261,206	24.65	46,137,624	34.66
8612 State General Apportionment-estimated COLA	12,050,879	12,050,879	12,050,879	-	16,090,921	33.52
8612 Base Allocation Increase	816,204	816,204	816,204	-	0	(100.00)
8612 State General Apportionment-Deficit	(3,931,390)	(3,931,390)	(3,931,390)	-	(4,352,560)	10.71
8612 State General Apportionment-prior year adjustment	0	0	0	-	0	-
8619 Other General Apportionments-Full-time Faculty Alloc	2,367,141	2,367,141	2,367,141	-	3,325,444	40.48
8619 Other General Apportionments-Enroll Fee Admin-2%	232,423	232,423	232,423	-	232,423	-
8619 Other General Apportionments-Part-Time Fac Comp	568,828	568,828	568,828	-	568,828	-
8630 Education Protection Account	38,980,355	38,980,355	38,980,355	-	38,980,355	-
8672 Homeowners' Property Tax Relief	298,303	298,303	298,303	-	298,303	-
8681 State Lottery Proceeds	4,284,722	4,284,722	3,774,757	(11.90)	4,449,862	17.88
8682 State Mandated Costs	825,239	825,239	825,239	-	825,239	-
8699 Other Misc State Revenue	7,584,025	7,584,025	7,584,025	-	7,584,025	-
Total State Revenues	96,790,880	96,790,880	103,055,424	6.47	119,367,818	15.83
8800 Local Revenues						
8811 Tax Allocation, Secured Roll	65,114,154	65,114,154	65,114,154	-	65,114,154	-
8812 Tax Allocation, Supplement Roll	1,511,297	1,511,297	1,511,297	-	1,511,297	-
8813 Tax Allocation, Unsecured Roll	2,001,162	2,001,162	2,001,162	-	2,001,162	-
8816 Prior Years' Taxes	525,051	525,051	525,051	-	525,051	-
8817 Education Revenue Augmentation Fund (ERAF)	29,185,806	29,185,806	29,185,806	-	29,185,806	-
8818 RDA Funds - Pass Thru AB	781,554	781,554	781,554	-	781,554	-
8819 RDA Funds - Residuals	9,790,465	9,790,465	9,790,465	-	9,790,465	-
8850 Rents and Leases	363,480	363,480	392,490	7.98	363,480	(7.39)

**Rancho Santiago Community College District**  
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**General Fund Revenue Budget - Combined - Unrestricted - Fund 11, 13**

<u>Revenues by Source</u>	<b>2022-23 Adopted Budget</b>	<b>2022-23 Allocated Budget</b>	<b>2022-23 Estimated Revenue</b>	<b>% change 22/23 Est/ 22/23 Budget</b>	<b>2023-24 Tentative Budget</b>	<b>% change 23/24 Tent/ 22/23 Est</b>
8860 Interest & Investment Income	900,000	900,000	2,240,207	148.91	900,000	(59.83)
8874 CCC Enrollment Fees	8,027,474	8,027,474	8,027,474	-	8,027,474	-
8875 Bachelor's Program Fee	40,000	40,000	56,112	40.28	40,000	(28.71)
8880 Nonresident Tuition	2,500,000	2,725,545	2,725,545	-	3,000,000	10.07
8890 Transcript/Representation/ Discounts/Fines/Instr. Mat./Health Serv. Use Fees,	873,796	1,239,314	909,217	(26.64)	637,718	(29.86)
8891 Other Local Rev - Special Proj	0	0	0	-	0	-
Total Local Revenues	<u>121,614,239</u>	<u>122,205,302</u>	<u>123,260,534</u>	0.86	<u>121,878,161</u>	(1.12)
8900 Other Financing Sources						
8910 Proceeds-Sale of Equip & Suppl	5,000	5,000	3,927	(21.46)	5,000	27.32
8981/8983 Interfund/Intrafund Transfer In	0	0	700,000	-	0	(100.00)
Total Other Sources	<u>5,000</u>	<u>5,000</u>	<u>703,927</u>	13,978.54	<u>5,000</u>	(99.29)
Total Revenues	<u>218,410,119</u>	<u>219,001,182</u>	<u>227,019,885</u>	3.66	<u>241,250,979</u>	6.27
Net Beginning Balance	59,415,834	59,415,834	59,415,834	-	66,055,950	11.18
Adjustments to Beginning Balance	0	0	0	-	0	-
Adjusted Beginning Fund Balance	<u>59,415,834</u>	<u>59,415,834</u>	<u>59,415,834</u>	-	<u>66,055,950</u>	11.18
Total Revenues, Other Financing Sources and Beginning Fund Balance	<u>\$277,825,953</u>	<u>\$278,417,016</u>	<u>\$286,435,719</u>	2.88	<u>\$307,306,929</u>	7.29

**Rancho Santiago Community College District**  
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**General Fund Expenditure Budget - Combined - Unrestricted - Fund 11, 13**

<u>Expenditures by Object</u>	2022-23 Adopted Budget	2022-23 Allocated Budget	2022-23 Estimated Expenses	% change 22/23 Est/ 22/23 Budget	2023-24 Tentative Budget	% change 23/24 Tent/ 22/23 Est
1000 Academic Salaries						
1100 Instructional Salaries, Regular Contract	\$31,844,525	\$33,070,557	\$32,591,138	(1.45)	\$37,180,659	14.08
1200 Non-Instructional Salaries, Regular Contract	15,240,198	15,909,232	15,782,612	(0.80)	17,811,000	12.85
1300 Instructional Salaries, Other Non-Regular	27,417,194	28,027,522	34,197,597	22.01	27,367,194	(19.97)
1400 Non-Instructional Salaries, Other Non-Regular	1,911,552	2,168,109	2,467,135	13.79	1,589,964	(35.55)
Subtotal	76,413,469	79,175,420	85,038,482	7.41	83,948,817	(1.28)
2000 Classified Salaries						
2100 Non-Instructional Salaries, Regular Full Time	35,069,255	36,847,847	34,950,996	(5.15)	41,016,454	17.35
2200 Instructional Aides, Regular Full Time	474,937	623,144	566,301	(9.12)	636,687	12.43
2300 Non-Instructional Salaries, Other	1,553,465	1,877,056	1,660,633	(11.53)	1,507,732	(9.21)
2400 Instructional Aides, Other	1,856,711	1,850,513	1,619,338	(12.49)	1,866,656	15.27
Subtotal	38,954,368	41,198,560	38,797,268	(5.83)	45,027,529	16.06
3000 Employee Benefits						
3100 State Teachers' Retirement System Fund	21,476,259	21,703,596	20,885,993	(3.77)	22,699,828	8.68
3200 Public Employees' Retirement System Fund	10,152,762	10,710,680	9,887,655	(7.68)	12,789,854	29.35
3300 Old Age, Survivors, Disability, and Health Ins.	4,248,322	4,444,046	4,316,376	(2.87)	4,907,426	13.69
3400 Health and Welfare Benefits	27,446,435	27,104,425	24,289,700	(10.38)	28,777,121	18.47
3500 State Unemployment Insurance	835,180	853,961	667,943	(21.78)	514,183	(23.02)
3600 Workers' Compensation Insurance	1,747,196	1,802,164	1,865,343	3.51	1,953,930	4.75
3900 Other Benefits	3,277,170	3,280,031	3,190,653	(2.72)	3,338,738	4.64
Subtotal	69,183,324	69,898,903	65,103,662	(6.86)	74,981,080	15.17
<b>TOTAL SALARIES/BENEFITS</b>	<b>184,551,161</b>	<b>190,272,883</b>	<b>188,939,412</b>	<b>(5.28)</b>	<b>203,957,426</b>	<b>7.95</b>
<b>Salaries/Benefits Cost % of Total Expenditures</b>	<b>85.01%</b>	<b>84.60%</b>	<b>87.16%</b>		<b>86.42%</b>	

**Rancho Santiago Community College District**  
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**General Fund Expenditure Budget - Combined - Unrestricted - Fund 11, 13**

<u>Expenditures by Object</u>	<b>2022-23 Adopted Budget</b>	<b>2022-23 Allocated Budget</b>	<b>2022-23 Estimated Expenses</b>	<b>% change 22/23 Est/ 22/23 Budget</b>	<b>2023-24 Tentative Budget</b>	<b>% change 23/24 Tent/ 22/23 Est</b>
4000 Books and Supplies						
4100 Textbooks	0	0	0	-	0	-
4200 Other Books	8,068	8,520	3,294	(61.34)	3,820	15.97
4300 Instructional Supplies	32,882	55,467	44,513	(19.75)	11,911	(73.24)
4400 Media Supplies	0	0	0	-	0	-
4500 Maintenance Supplies	225,787	258,571	225,467	(12.80)	182,462	(19.07)
4600 Non-Instructional Supplies	976,197	1,441,798	1,109,262	(23.06)	1,105,459	(0.34)
4700 Food Supplies	36,616	117,953	80,776	(31.52)	37,611	(53.44)
Subtotal	<u>1,279,550</u>	<u>1,882,309</u>	<u>1,463,312</u>	(22.26)	<u>1,341,263</u>	(8.34)
5000 Services and Other Operating Expenses						
5100 Personal & Consultant Svcs	4,421,625	4,479,475	3,015,276	(32.69)	4,243,678	40.74
5200 Travel & Conference Expenses	324,065	565,434	245,365	(56.61)	398,660	62.48
5300 Dues & Memberships	195,738	221,458	187,977	(15.12)	204,688	8.89
5400 Insurance	1,970,090	1,970,090	1,970,000	(0.00)	1,970,090	0.00
5500 Utilities & Housekeeping Svcs	3,853,638	5,133,996	4,934,053	(3.89)	4,272,325	(13.41)
5600 Rents, Leases & Repairs	5,015,462	5,204,967	4,869,636	(6.44)	5,884,394	20.84
5700 Legal, Election & Audit Exp	1,290,866	1,284,103	1,000,678	(22.07)	1,297,545	29.67
5800 Other Operating Exp & Services	7,521,784	7,790,077	5,927,852	(23.91)	7,383,974	24.56
5900 Other (Transp., Postge, Reprod., Spec. Proj., etc.)	6,163,381	4,696,264	1,028,264	(78.10)	4,604,557	347.80
Subtotal	<u>30,756,649</u>	<u>31,345,864</u>	<u>23,179,101</u>	(26.05)	<u>30,259,911</u>	30.55
6000 Sites, Buildings, Books, and Equipment						
6100 Sites & Site Improvements	0	0	0	-	0	-
6200 Buildings	750	18,500	1,982,425	10,615.81	750	(99.96)
6300 Library Books	1,070	1,070	78,149	7,203.64	1,070	(98.63)
6400 Equipment	508,871	1,385,865	1,124,170	(18.88)	436,071	(61.21)
Subtotal	<u>510,691</u>	<u>1,405,435</u>	<u>3,184,744</u>	126.60	<u>437,891</u>	(86.25)
Subtotal, Expenditures (1000 - 6000)	<u>217,098,051</u>	<u>224,906,491</u>	<u>216,766,569</u>	(3.62)	<u>235,996,491</u>	8.87

**Rancho Santiago Community College District**  
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**General Fund Expenditure Budget - Combined - Unrestricted - Fund 11, 13**

<u>Expenditures by Object</u>	<b>2022-23 Adopted Budget</b>	<b>2022-23 Allocated Budget</b>	<b>2022-23 Estimated Expenses</b>	<b>% change 22/23 Est/ 22/23 Budget</b>	<b>2023-24 Tentative Budget</b>	<b>% change 23/24 Tent/ 22/23 Est</b>
7000 Other Outgo						
7200 Intrafund Transfers Out	0	0	16,188	-	0	(100.00)
7300 Interfund Transfers Out	3,500,000	3,542,000	3,590,472	1.37	3,500,000	(2.52)
7600 Other Student Aid	120,000	15,300	6,540	(57.25)	120,000	1,734.86
Subtotal	<u>3,620,000</u>	<u>3,557,300</u>	<u>3,613,200</u>	1.57	<u>3,620,000</u>	0.19
Subtotal, Expenditures (1000 - 7000)	<u>220,718,051</u>	<u>228,463,791</u>	<u>220,379,769</u>	(3.54)	<u>239,616,491</u>	8.73
7900 Reserve for Contingencies						
7910 Estimated COLA	8,079,036	0	0	-	0	-
7910 SRP Savings Holding Account (exc SRP exp)	19,034,126	20,028,485	0	(100.00)	30,642,286	-
7930 Board Policy Contingency (12.5%)	26,825,849	26,825,849	0	(100.00)	29,004,058	-
7940 Revolving Cash Accounts	100,000	100,000	0	(100.00)	100,000	-
7940 Employee Vacation Payout	50,000	50,000	0	(100.00)	50,000	-
7950 Budget Stabilization	2,915,584	2,845,584	0	(100.00)	2,845,584	-
Total Designated	<u>57,004,595</u>	<u>49,849,918</u>	<u>0</u>	(100.00)	<u>62,641,928</u>	-
7910 Unrestricted Contingency	103,307	103,307	66,055,950	63,841.41	5,048,510	(92.36)
Subtotal Expenditures (7900)	<u>57,107,902</u>	<u>49,953,225</u>	<u>66,055,950</u>	32.24	<u>67,690,438</u>	2.47
Total Expenditures, Other Outgo and Ending Fund Balance	<u>\$277,825,953</u>	<u>\$278,417,016</u>	<u>\$286,435,719</u>	2.88	<u>\$307,306,929</u>	7.29

**Rancho Santiago Community College District**  
**Tentative Budget**  
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<b>Restricted General Fund Revenue Budget - Fund 12</b>					
<b><u>Revenues by Source</u></b>	<b>2021-22 Actual Revenue</b>	<b>2022-23 Revised Budget</b>	<b>2022-23 Estimated Revenue</b>	<b>2023-24 Tentative Budget</b>	<b>% change 23/24 Tent/ 22/23 Est</b>
8100 Federal Revenues					
8120 Higher Education Act	\$2,657,564	\$5,607,570	\$2,504,571	\$4,990,786	99.27
8140 Temporary Assistance for Needy Families (TANF)	81,781	2,500	0	0	-
8150 Student Financial Aid	17,804	258,374	280,941	258,374	(8.03)
8170 Vocational Technical Education Act (VTEA)	1,162,992	2,166,354	1,791,661	1,416,124	(20.96)
8199 Other Federal Revenues (ABE, CAMP, SBA, Gear Up, NSF)	21,934,243	12,527,285	11,750,570	4,705,193	(59.96)
Total Federal Revenues	25,854,384	20,562,083	16,327,743	11,370,477	(30.36)
8600 State Revenues					
8622 Extended Opportunity Programs & Services (EOPS)	1,763,364	2,705,734	2,630,138	2,644,734	0.55
8623 Disabled Students Programs & Services (DSPS)	1,798,818	2,380,621	2,196,303	2,380,621	8.39
8625 CalWORKS	567,494	984,188	913,520	984,188	7.74
8626 Telecomm./Technology Infrastructure Prog. (TTIP)	0	2,599	2,599	2,599	-
8629 Other Gen Categorical Apport-BSI	757,182	811,840	793,164	811,840	2.35
8629 Other Gen Categorical Apport-CARE	51,011	311,057	329,823	311,057	(5.69)
8629 Other Gen Categorical Apport-Adult Ed Block/CTE SWP	31,787,207	64,643,256	36,575,152	64,298,657	75.80
8629 Other Gen Categorical Apport-Equal Employment Opportunity	14,009	450,542	428,320	450,542	5.19
8629 Other Gen Categorical Apport-Guided Pathways	525,963	1,305,605	1,164,305	1,305,605	12.14
8629 Other Gen Categorical Apport-Instructional Equipment	1,125,978	0	0	0	-
8629 Other Gen Categorical Apport-Matriculation-Credit	4,112,100	6,197,135	6,036,575	6,197,135	2.66
8629 Other Gen Categorical Apport-Matriculation-Non-Credit	1,638,101	1,666,836	1,472,030	1,666,836	13.23
8629 Other Gen Categorical Apport-SEAP	3,815,662	5,490,270	4,940,724	5,490,270	11.12
8629 Other Gen Categorical Apport-Student Equity	2,039,826	3,001,830	2,747,340	3,001,830	9.26
8629 Other Gen Categorical Apport-Student Financial Aid Admin	862,034	1,451,446	1,355,093	1,451,446	7.11
8629 Other Gen Categorical Apport-Other	2,004,705	12,273,246	6,000,073	12,137,155	102.28
8659 Other Reimb Categorical Allow-Career Tech/Econ Dev	1,339,669	10,481,264	2,327,629	10,427,855	348.00
8659 Other Reimb Categorical Allow-Other	96,818	2,082,300	766,914	2,069,639	169.87

**Rancho Santiago Community College District**  
**Tentative Budget**  
**2023-24**

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**Restricted General Fund Revenue Budget - Fund 12**

<u>Revenues by Source</u>	2021-22 Actual Revenue	2022-23 Revised Budget	2022-23 Estimated Revenue	2023-24 Tentative Budget	% change 23/24 Tent/ 22/23 Est
8681 State Lottery Proceeds	1,932,762	1,688,685	1,688,685	1,688,685	-
8699 Other Misc State	1,985,956	14,051,733	11,010,099	15,372,872	39.63
Total State Revenues	58,218,659	131,980,187	83,378,486	132,693,566	59.15
8800 Local Revenues					
8820 Contrib, Gifts, Grants & Endowment	0	500	0	500	-
8831 Contract Instructional Service	54,589	35,632	11,131	5,632	(49.40)
8867 Gain (Loss) on Invest	(184,388)	0	0	0	-
8876 Health Services Fees	946,841	972,300	948,140	972,300	2.55
8882 Parking Fees & Bus Passes	306,401	1,405,631	204,830	1,405,631	586.24
8890 Other Local Revenues (Instr. Mat./Health Serv. Use Fees, etc.)	175,875	3,997,105	3,472,776	2,679,105	(22.85)
8891 Other Local Rev - Special Proj	302,928	469,130	417,470	388,753	(6.88)
Total Local Revenues	1,602,246	6,880,298	5,054,347	5,451,921	7.87
8900 Other Financing Sources					
8910 Proceeds-Sale of Equip & Suppl	0	0	0	0	-
8981/8983 Interfund/Intrafund Transfer In	373,178	0	0	0	-
8999 Revenue - Clearing	0	0	0	0	-
Total Other Sources	373,178	0	0	0	-
Total Revenues	86,048,467	159,422,568	104,760,576	149,515,964	42.72
Net Beginning Balance	4,433,337	6,370,133	6,370,133	2,178,188	(65.81)
Adjustments to Beginning Balance	0	0	0	0	-
Adjusted Beginning Fund Balance	4,433,337	6,370,133	6,370,133	2,178,188	(65.81)
Total Revenues, Other Financing Sources and Beginning Fund Balance	\$90,481,804	\$165,792,701	\$111,130,709	\$151,694,152	36.50

**Rancho Santiago Community College District**  
**Tentative Budget**  
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**Restricted General Fund Expenditure Budget - Fund 12**

<u>Expenditures by Object</u>	2021-22 Actual Expenses	2022-23 Revised Budget	2022-23 Estimated Expenses	2023-24 Tentative Budget	% change 23/24 Tent/ 22/23 Est
1000 Academic Salaries					
1100 Instructional Salaries, Regular Contract	\$268,347	\$247,576	\$233,263	\$282,288	21.02
1200 Non-Instructional Salaries, Regular Contract	4,946,333	7,232,032	5,587,583	8,561,273	53.22
1300 Instructional Salaries, Other Non-Regular	1,564,334	438,517	1,746,154	327,325	(81.25)
1400 Non-Instructional Salaries, Other Non-Regular	5,958,891	7,235,718	6,200,724	5,695,299	(8.15)
Subtotal	12,737,905	15,153,843	13,767,724	14,866,185	7.98
2000 Classified Salaries					
2100 Non-Instructional Salaries, Regular Full Time	9,512,789	16,965,392	11,168,009	19,388,535	73.61
2200 Instructional Aides, Regular Full Time	67,733	52,531	42,508	125,861	196.09
2300 Non-Instructional Salaries, Other	5,326,343	8,136,770	5,493,707	7,284,151	32.59
2400 Instructional Aides, Other	1,183,121	1,482,276	1,218,606	1,139,827	(6.46)
Subtotal	16,089,986	26,636,969	17,922,830	27,938,374	55.88
3000 Employee Benefits					
3100 State Teachers' Retirement System Fund	2,341,754	3,750,854	2,745,873	3,672,411	33.74
3200 Public Employees' Retirement System Fund	2,915,559	5,476,759	3,913,504	6,226,654	59.11
3300 Old Age, Survivors, Disability, and Health Ins.	1,330,895	2,009,671	1,773,347	2,145,588	20.99
3400 Health and Welfare Benefits	3,962,761	5,675,093	4,638,371	6,138,105	32.33
3500 State Unemployment Insurance	660,675	169,760	168,283	131,319	(21.97)
3600 Workers' Compensation Insurance	432,122	629,737	597,813	637,568	6.65
3900 Other Benefits	252,708	464,165	274,486	513,667	87.14
Subtotal	11,896,474	18,176,039	14,111,677	19,465,312	37.94
<b>TOTAL SALARIES/BENEFITS</b>	<b>40,724,365</b>	<b>59,966,851</b>	<b>45,802,231</b>	<b>62,269,871</b>	35.95

**Rancho Santiago Community College District**  
**Tentative Budget**  
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**Restricted General Fund Expenditure Budget - Fund 12**

<b>Expenditures by Object</b>	<b>2021-22 Actual Expenses</b>	<b>2022-23 Revised Budget</b>	<b>2022-23 Estimated Expenses</b>	<b>2023-24 Tentative Budget</b>	<b>% change 23/24 Tent/ 22/23 Est</b>
4000 Books and Supplies					
4100 Textbooks	0	0	0	0	-
4200 Other Books	130,733	388,522	141,555	174,202	23.06
4300 Instructional Supplies	2,248,366	4,612,035	2,576,254	1,803,878	(29.98)
4400 Media Supplies	0	0	0	0	-
4500 Maintenance Supplies	13,622	17,950	13,800	17,950	30.07
4600 Non-Instructional Supplies	691,718	1,580,609	1,017,089	1,031,922	1.46
4700 Food Supplies	113,131	563,281	277,877	415,526	49.54
Subtotal	3,197,570	7,162,397	4,026,575	3,443,478	(14.48)
5000 Services and Other Operating Expenses					
5100 Personal & Consultant Svcs	23,103,033	54,624,335	35,065,913	51,672,742	47.36
5200 Travel & Conference Expenses	246,819	1,388,115	370,429	1,118,813	202.03
5300 Dues & Memberships	23,339	109,278	38,157	93,061	143.89
5400 Insurance	55,131	59,995	52,135	59,995	15.08
5500 Utilities & Housekeeping Svcs	69,894	88,302	66,428	113,247	70.48
5600 Rents, Leases & Repairs	299,599	630,712	358,204	525,976	46.84
5700 Legal, Election & Audit Exp	0	0	0	0	-
5800 Other Operating Exp & Services	3,505,819	1,746,899	977,616	1,672,033	71.03
5900 Other (Transp., Postage, Reproduction, Special Proj., etc.)	1,786,658	26,991,055	14,217,242	25,312,714	78.04
Subtotal	29,090,292	85,638,691	51,146,124	80,568,581	57.53
6000 Sites, Buildings, Books, and Equipment					
6100 Sites & Site Improvements	7,700	0	0	0	-
6200 Buildings	257,384	669,854	459,775	269,139	(41.46)
6300 Library Books	268,430	418,806	364,494	227,907	(37.47)
6400 Equipment	4,049,859	4,736,618	4,442,687	2,067,439	(53.46)
6900 Project Contingencies	0	54,500	0	0	-
Subtotal	4,583,373	5,879,778	5,266,956	2,564,485	(51.31)
Subtotal, Expenditures (1000 - 6000)	77,595,600	158,647,717	106,241,886	148,846,415	40.10

**Rancho Santiago Community College District**  
**Tentative Budget**  
**2023-24**

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**Restricted General Fund Expenditure Budget - Fund 12**

<u>Expenditures by Object</u>	<b>2021-22 Actual Expenses</b>	<b>2022-23 Revised Budget</b>	<b>2022-23 Estimated Expenses</b>	<b>2023-24 Tentative Budget</b>	<b>% change 23/24 Tent/ 22/23 Est</b>
7000 Other Outgo					
7200 Intrafund Transfers Out	1,582,670	0	0	0	-
7300 Interfund Transfers Out	2,506,454	0	197,000	0	(100.00)
7400 Other Transfers	0	2,000	0	2,000	-
7600 Other Student Aid	2,426,947	5,909,144	2,513,635	1,664,118	(33.80)
Subtotal	6,516,071	5,911,144	2,710,635	1,666,118	(38.53)
Subtotal, Expenditures (1000 - 7000)	84,111,671	164,558,861	108,952,521	150,512,533	38.15
7900 Reserve for Contingencies					
7910 Unrestricted Contingencies	0	0	0	0	-
7920 Restricted Contingency-Family Pact 2339 & 2340	0	134,781	0	134,781	-
7920 Restricted Contingency-Campus Health Services-3250	0	134,337	0	134,337	-
7920 Restricted Contingency-Health Services-3450	0	964,722	0	912,501	-
7920 Restricted Contingency-Safety & Parking-3610	0	0	0	0	-
Total Designated	0	1,233,840	0	1,181,619	-
7910 Unrestricted Contingency	6,370,133	0	2,178,188	0	(100.00)
Subtotal Expenditures (7900)	6,370,133	1,233,840	2,178,188	1,181,619	(45.75)
Total Expenditures, Other Outgo and Ending Fund Balance	\$90,481,804	\$165,792,701	\$111,130,709	\$151,694,152	36.50

**Rancho Santiago Community College District**  
**Tentative Budget**  
**2023-24**

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Santa Ana College	Fund 11 Unrestricted	%	Fund 13 One-Time	%	Fund 11/13 Unrestricted	%	Fund 12 Restricted	%	Fund 11/12/13 Combined	%
Academic Salaries	56,379,735		160,642		56,540,377		9,828,393		66,368,770	
Classified Salaries	16,315,624		65,233		16,380,857		14,482,320		30,863,177	
Employee Benefits	29,573,634		106,549		29,680,183		9,767,121		39,447,304	
Supplies & Materials	434,776		206,563		641,339		2,294,320		2,935,659	
Other Operating Exp & Services	4,451,536		5,285,849		9,737,385		18,539,185		28,276,570	
Capital Outlay	16,312		0		16,312		1,402,179		1,418,491	
Other Outgo	0		313,682		313,682		1,489,083		1,802,765	
<b>Grand Total</b>	<b>\$107,171,617</b>	<b>52.40%</b>	<b>\$6,138,518</b>	<b>57.54%</b>	<b>\$113,310,135</b>	<b>52.65%</b>	<b>\$57,802,601</b>	<b>38.41%</b>	<b>\$171,112,736</b>	<b>46.79%</b>

  

Santiago Canyon College	Fund 11 Unrestricted	%	Fund 13 One-Time	%	Fund 11/13 Unrestricted	%	Fund 12 Restricted	%	Fund 11/12/13 Combined	%
Academic Salaries	26,329,914		700,000		27,029,914		5,037,792		32,067,706	
Classified Salaries	8,496,276		43,546		8,539,822		8,195,768		16,735,590	
Employee Benefits	14,576,541		164,431		14,740,972		5,761,692		20,502,664	
Supplies & Materials	0		317,830		317,830		1,013,754		1,331,584	
Other Operating Exp & Services	5,277,903		2,156,006		7,433,909		10,086,772		17,520,681	
Capital Outlay	2,674		58,650		61,324		937,811		999,135	
Other Outgo	0		0		0		1,278,554		1,278,554	
<b>Grand Total</b>	<b>\$54,683,308</b>	<b>26.74%</b>	<b>\$3,440,463</b>	<b>32.25%</b>	<b>\$58,123,771</b>	<b>27.01%</b>	<b>\$32,312,143</b>	<b>21.47%</b>	<b>\$90,435,914</b>	<b>24.73%</b>

  

District Services	Fund 11 Unrestricted	%	Fund 13 One-Time	%	Fund 11/13 Unrestricted	%	Fund 12 Restricted	%	Fund 11/12/13 Combined	%
Academic Salaries	378,526		0		378,526		0		378,526	
Classified Salaries	20,089,905		16,945		20,106,850		5,260,286		25,367,136	
Employee Benefits	11,645,877		837		11,646,714		2,726,499		14,373,213	
Supplies & Materials	288,936		93,158		382,094		135,404		517,498	
Other Operating Exp & Services	9,787,246		978,166		10,765,412		51,942,624		62,708,036	
Capital Outlay	359,505		750		360,255		224,495		584,750	
Other Outgo	120,000		0		120,000		80,100		200,100	
<b>Grand Total</b>	<b>\$42,669,995</b>	<b>20.86%</b>	<b>\$1,089,856</b>	<b>10.22%</b>	<b>\$43,759,851</b>	<b>20.34%</b>	<b>\$60,369,408</b>	<b>40.12%</b>	<b>\$104,129,259</b>	<b>28.48%</b>

  

<b>Total Expenditures-excludes Institutional Costs</b>	<b>\$204,524,920</b>	<b>100.00%</b>	<b>\$10,668,837</b>	<b>100.00%</b>	<b>\$215,193,757</b>	<b>100.00%</b>	<b>\$150,484,152</b>	<b>100.00%</b>	<b>\$365,677,909</b>	<b>100.00%</b>
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Institutional Costs	Fund 11 Unrestricted	Fund 13 One-Time	Fund 11/13 Unrestricted	Fund 12 Restricted	Fund 11/12/13 Combined
Employee Benefits-retiree benefits/ local experience charge/STRS & PERS on behalf	9,452,766	7,584,025	17,036,791	1,210,000	18,246,791
Election	125,000	125,000	250,000	0	250,000
Other Operating Exp & Services-prop&liability ins	1,970,000	0	1,970,000	0	1,970,000
Other Operating - SCC-ADA settlement expense	0	2,000,000	2,000,000	0	2,000,000
Other Outgo-Interfund Transfers	1,500,000	0	1,500,000	0	1,500,000
Other Outgo-Board Policy Contingency	0	29,004,058	29,004,058	0	29,004,058
Other Outgo-Reserves SRP savings/exp	11,220,922	21,400,989	32,621,911	0	32,621,911
Other Outgo-Reserves	4,734,828	2,995,584	7,730,412	0	7,730,412
<b>Grand Total</b>	<b>\$29,003,516</b>	<b>\$63,109,656</b>	<b>\$92,113,172</b>	<b>\$1,210,000</b>	<b>\$93,323,172</b>

**Total Expenditures-includes Institutional Costs**      **\$233,528,436**

**\$73,778,493**

**\$307,306,929**

**\$151,694,152**

**\$459,001,081**

**RSCCD - Estimate 2023/24 Revenue Allocation Simulation for Unrestricted General Fund -- FD 11**  
**Based on Student Centered Funding Formula - Calculation 2022/23 TCR + COLA**

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	SAC/CEC	SAC	CEC	SCC/OEC	SCC	OEC	District Services	Institutional Cost	TOTAL
<b>APPORTIONMENT REVENUE</b>									
Basic Allocation	\$ 8,925,635	\$ 6,942,161	\$ 1,983,474	\$ 7,933,895	\$ 5,950,421	\$ 1,983,474			\$ 16,859,530
FTES - 22/23 @ P2 split with est College's projected Growth	\$ 97,510,557	\$ 66,334,177	\$ 31,176,380	\$ 43,640,679	\$ 27,728,259	\$ 15,912,420			\$ 141,151,236
SCFF - Supplemental Allocation	\$ 17,708,411	\$ 17,708,411	\$ -	\$ 5,973,769	\$ 5,973,769	\$ -			\$ 23,682,180
SCFF - Student Success Allocation	\$ 13,454,789	\$ 13,454,789	\$ -	\$ 7,205,510	\$ 7,205,510	\$ -			\$ 20,660,299
Stabilization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Subtotal	\$ 137,599,392	\$ 104,439,538	\$ 33,159,854	\$ 64,753,853	\$ 46,857,959	\$ 17,895,894			\$ 202,353,245
23/24 COLA - 8.22%	\$ 10,941,761	\$ 8,304,924	\$ 2,636,837	\$ 5,149,160	\$ 3,726,096	\$ 1,423,063			\$ 16,090,921
Deficit Coefficient	\$ (2,959,723)	\$ (2,246,464)	\$ (713,259)	\$ (1,392,837)	\$ (1,007,901)	\$ (384,936)			\$ (4,352,560)
<b>TOTAL ESTIMATED APPORTIONMENT REVENUE</b>	<b>\$ 145,581,430</b>	<b>\$ 110,497,998</b>	<b>\$ 35,083,432</b>	<b>\$ 68,510,176</b>	<b>\$ 49,576,154</b>	<b>\$ 18,934,022</b>			<b>\$ 214,091,606</b>
<i>Percentages</i>	<i>68.00%</i>	<i>51.61%</i>	<i>16.39%</i>	<i>32.00%</i>	<i>23.16%</i>	<i>8.84%</i>			
<b>OTHER STATE REVENUE</b>									
Lottery, Unrestricted	\$ 3,100,317	\$ 2,228,162	\$ 872,155	\$ 1,349,545	\$ 902,207	\$ 447,338			\$ 4,449,862
State Mandate	\$ 575,163	\$ 575,163	\$ -	\$ 250,076	\$ 250,076	\$ -			\$ 825,239
Full-Time Faculty Hiring Allocation	\$ 2,217,074	\$ 2,217,074	\$ -	\$ 1,108,370	\$ 1,108,370	\$ -			\$ 3,325,444
Part-Time Faculty Compensation	\$ 396,453	\$ 282,701	\$ 113,753	\$ 172,375	\$ 114,029	\$ 58,345			\$ 568,828
<b>Subtotal, Other State Revenue</b>	<b>\$ 6,289,007</b>	<b>\$ 5,303,100</b>	<b>\$ 985,908</b>	<b>\$ 2,880,366</b>	<b>\$ 2,374,683</b>	<b>\$ 505,683</b>			<b>\$ 9,169,373</b>
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$ 151,870,437</b>	<b>\$ 115,801,097</b>	<b>\$ 36,069,340</b>	<b>\$ 71,390,542</b>	<b>\$ 51,950,837</b>	<b>\$ 19,439,705</b>			<b>\$ 223,260,979</b>
<i>Percentages</i>	<i>68.02%</i>	<i>51.87%</i>	<i>16.16%</i>	<i>31.98%</i>	<i>23.27%</i>	<i>8.71%</i>			
<b>Less Institutional Cost Expenditures</b>								\$ 13,047,766	
<b>Less Net District Services Expenditures</b>								\$ 42,173,660	
								\$ 168,039,553	
<b>ESTIMATED REVENUE</b>	<b>\$ 114,306,766</b>	<b>\$ 87,158,825</b>	<b>\$ 27,147,941</b>	<b>\$ 53,732,787</b>	<b>\$ 39,101,304</b>	<b>\$ 14,631,483</b>			<b>\$ 168,039,553</b>
<b>BUDGET EXPENDITURES FOR FY 2023/24</b>									
SAC/CEC Expenses - F/T & Ongoing	\$ 107,171,617	\$ 94,901,528	\$ 12,270,089						\$ 107,171,617
SCC/OEC Expenses - F/T & Ongoing				\$ 54,683,308	\$ 46,724,382	\$ 7,958,926			\$ 54,683,308
District Services Expenses - F/T & Ongoing							\$ 42,669,995		\$ 42,669,995
SRP Expenses	\$ 921,384	\$ 921,384		\$ 582,066	\$ 582,066		\$ 476,175		\$ 1,979,625
Est SRP Savings	\$ 4,811,231	\$ 4,811,231		\$ 3,535,953	\$ 3,535,953		\$ 894,113		\$ 9,241,297
Institutional Cost								\$ 4,104,556	\$ 4,104,556
Retirees Instructional-local experience charge								\$ 5,348,210	\$ 5,348,210
Retirees Non-Instructional-local experience charge								\$ 1,970,000	\$ 1,970,000
Property & Liability								\$ 125,000	\$ 125,000
Election								\$ 1,500,000	\$ 1,500,000
Interfund Transfer									
<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$ 112,904,232</b>	<b>\$ 100,634,143</b>	<b>\$ 12,270,089</b>	<b>\$ 58,801,327</b>	<b>\$ 50,842,401</b>	<b>\$ 7,958,926</b>	<b>\$ 44,040,283</b>	<b>\$ 13,047,766</b>	<b>\$ 228,793,608</b>
Percent of Total Estimated Expenditures	49.35%	43.98%	5.36%	25.70%	22.22%	3.48%	19.25%	5.70%	
<b>ESTIMATED EXPENSES UNDER/(OVER) REVENUE</b>	<b>\$ 1,402,534</b>	<b>\$ (13,475,318)</b>	<b>\$ 14,877,852</b>	<b>\$ (5,068,540)</b>	<b>\$ (11,741,097)</b>	<b>\$ 6,672,557</b>			<b>\$ (3,666,006)</b>
<b>OTHER STATE REVENUE</b>									
Apprenticeship				\$ 5,227,354	\$ 5,227,354				\$ 5,227,354
Enrollment Fees 2%								\$ 232,423	\$ 232,423
<b>LOCAL REVENUE</b>									
Non Resident Tuition	\$ 2,000,000	\$ 2,000,000		\$ 1,000,000	\$ 1,000,000				\$ 3,000,000
Interest/Investments								\$ 900,000	\$ 900,000
Rents/Leases	\$ 8,480	\$ 8,480		\$ 125,000	\$ 125,000		\$ 205,000		\$ 338,480
Proceeds-Sale of Equipment								\$ 5,000	\$ 5,000
Other Local	\$ 40,000	\$ 40,000						\$ 524,200	\$ 564,200
Subtotal, Other Local Revenue	\$ 2,048,480	\$ 2,048,480	\$ -	\$ 6,352,354	\$ 6,352,354	\$ -	\$ 205,000	\$ 1,661,623	\$ 10,267,457
<b>ESTIMATED ENDING BALANCE FOR 6/30/24</b>	<b>3,451,014</b>	<b>(11,426,838)</b>	<b>14,877,852</b>	<b>1,283,814</b>	<b>(5,388,743)</b>	<b>6,672,557</b>			<b>\$ 4,734,828</b>

# Rancho Santiago Community College District ADMINISTRATIVE REGULATION

## Chapter 7 Human Resources

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### **AR 7280 Remote Work - NEW**

Remote Work options allow CSEA, confidential and supervisory employees a varied geographic and daily distribution of their normal work hours. It does not change the number of days and/or hours worked. Remote work allows individuals the flexibility to adjust their work location and/or schedule to manage their personal needs while maintaining or increasing the efficiency, effectiveness, and equity of outcomes of their work.

The major benefits of a Remote Work schedule are:

1. Talent acquisition and retention strategies
2. Improve program operational effectiveness and flexibilities, individual productivity, and morale;
3. Reduce absenteeism;
4. Expand opportunities for employee health and wellness;
5. Decrease the spread of communicable diseases;
6. Decrease commuter traffic and improve regional air quality;
7. Improve employee morale and job satisfaction;
8. Enhance flexibilities and opportunities for persons with disabilities;
9. Effectively continue business as a part of a disaster recovery or emergency plan.

### **Purpose**

Rancho Santiago Community College District (“District”) encourages workplace flexibilities to better support employees, students and District operations. The District recognizes the benefits of flexible work options for employees when both program and employee personal needs can be met.

Granting a remote work arrangement is a privilege and not a right or entitlement. The arrangement is a cooperative effort between the employee and their supervisor. The operational needs of the District and the justification for the request will be the primary consideration. Certain positions, assignments, and classifications will not be suitable for a remote work arrangement. The District encourages an environment where all staff, whether they are participating in remote work or not, work collaboratively.

Managers and employees must understand that adherence to the administrative regulation and procedures is essential to the success of the Remote Work program.

The District’s Remote Work program is a separate and independent process from the ADA/Medical Accommodation process. All ADA/Medical accommodation requests must be referred to People and Culture.

## **Eligibility**

Management, confidential, and classified staff are eligible to request remote work assignments pursuant to this protocol, with a maximum of up to two full workdays per work week and requires approval by the area's Vice President/Assistant Vice Chancellor. A request to work remotely beyond two days per workweek requires the approval of the Vice Chancellor/President. A denial decision by the appropriate Vice President/Assistant Vice Chancellor or Vice Chancellor/President is final.

Remote work assignments are not suitable for all positions or essential personnel. Remote work will not be offered when doing so would impact the department's ability to meet the demand for on-campus services, District Services, or student needs. All permanent Management, Confidential, and Classified District employees in positions where essential job functions may be performed remotely are eligible for a Remote Work assignment, pending approval, from their supervisor and respective Vice President/Assistant Vice Chancellor, as outlined below.

Temporary, short-term, substitute and other non-permanent employees may be eligible for Remote Work when specific job duties allow.

## **Remote Work Assignment Requirements**

Remote Work assignments are assessed based on the essential job functions and employee performance. The following required elements must be considered before a Remote Work assignment is approved:

1. Job Knowledge – does the employee have adequate job knowledge to perform their core functions without close supervision or regular input from their supervisor and coworkers that would impede the efficiency of working remotely?
2. Employee Characteristics – does the employee's past performance demonstrate the necessary work quality, consistency, responsibility, accountability, and self-direction for successful remote work?
3. Employees must be in good standing, meeting expectations in their most recent evaluation, and cannot be on a performance improvement plan.
4. Employees' remote work location must be primarily within the state of California and within a reasonable vicinity of the District.
5. Employees must keep their accrued vacation leave balance below the established maximum for their position.
6. Task, Assignment, and Projects – can the employee's core work responsibilities be assigned, performed, completed, and managed away from the office?
7. Student/Employee/Public Contact – can the employee's routine interpersonal interactions be conducted remotely without reducing the effectiveness, efficiency, or equity of services provided?
8. Reference Materials – does the employee have access to necessary information, guides, manuals, and similar resources and materials necessary to perform their work remotely?
9. Technology Resources – does the employee have adequate technology resources to perform work remotely (e.g. high-speed internet, monitors, etc.)?

10. Special Equipment – do the employee’s routine work assignments require any special equipment requiring them to be onsite to complete core tasks?
11. Information Security – can the District provide adequate security of confidential and private information stored and transmitted through internet technologies and can the employee provide adequate security of information possessed, viewed, and used while working remotely?
12. Travel – will the employee be able to meet travel needs while working remotely?

### **Remote Work Assignment Options**

1. Ad Hoc: an ad hoc Remote Work assignment at the request of the employee and with the prior written approval by the Vice President/Assistant Vice Chancellor. A Remote Work Agreement (Appendix 1) is not required for temporary or emergency based remote work arrangements. In these cases, documentation between the employee and their supervisor is sufficient.
2. Fixed: a set, reoccurring schedule of remote work and onsite work assignments at the request of the employee with prior written approval by the Vice President/Assistant Vice Chancellor. A Remote Work Agreement is required for this assignment.

All employees, as outlined under “Eligibility” above, may request an Ad Hoc or Fixed Remote Work assignment. Employees may not be assigned a Remote Work assignment without their consent unless the assignment is necessary for the continuity of operations during an emergency. Ad Hoc Remote Work assignments may also be used to manage personal and public health concerns, such as allowing employees who are experiencing symptoms of a communicable illness to work remotely, health permitting.

The decision to approve or disapprove of a Remote Work assignment shall be at the discretion of the supervisor and the respective Vice President / Assistant Vice Chancellor and final approval by the President / Vice Chancellor.

### **Employee Responsibilities**

Employees must be available for regular communication while working remotely during their assigned work schedule. Regular communication may include telephone (online), email, video conferencing, instant messaging, and other readily available forms of communication. The supervisor may assign acceptable communication methods and expectations for the timely response as long as they are consistent with onsite work expectations, acceptable technology standards, and standard business practices. Acceptable communication methods and expectations shall be clearly communicated to the employee.

Employees must promptly notify their immediate supervisor of any disruptions at the alternate work location (e.g., equipment failure, power outages, telecommunication difficulties) impacting the employee’s ability to perform their job duties. In such occurrences, the supervisor may require the employee to report to the District worksite or the employee may request leave. If the employee is required to report to the District worksite, the employee is not guaranteed “replacement time” or an “in lieu of” remote workday. However, the employee’s remote workday may be temporarily switched to another day with approval from their immediate supervisor.

Employees may be asked to provide progress reports, meet benchmarks, and produce deliverables on a predetermined schedule.

Employees must maintain regular communication with managers and supervisors, coworkers, and individuals served in the performance of their job while working remotely at a substantially similar level as would be accomplished working onsite.

Employees must complete a safety and ergonomic checklist, on the Remote Work Agreement, attesting that their Remote Work location is safe and that they have appropriate equipment. Employees assume the duty to secure District equipment.

Employees must maintain the confidentiality and privacy of documents, communications, data, and any other information used while working remotely. The District will provide training as needed for the employee to effectively maintain confidentiality and privacy.

Employees must comply with District IT policies and procedures, including appropriate use of District equipment, timely and routine software and firmware updates, and other protocols to protect the integrity and operations of the District's IT resources.

Employees understand that all equipment, records, and materials provided by the District shall remain the property of the District. The employee agrees to use District owned equipment, records, and materials for purposes of District business only and to protect them against unauthorized or accidental access, use, modification, destruction, loss, theft, or disclosure.

Employees will implement steps for good information security, as outlined in the 'Remote Work Agreement' titled "Remote Work Data Security" and agree to abide by the Remote Work Data Security checklist, at the Alternate Worksite, and will promptly inform their supervisor and the ITS Department when information security may be an issue. The employee further agrees to report immediately to the supervisor instances of loss, damage, or unauthorized access.

Employees understand that District ITS technical support will only be provided for District owned equipment and only while they are on a District site. Technical support for employee's personal devices and equipment are the responsibility of the employee.

Remote work is not intended to allow employees to pursue outside employment, run their own businesses, or engage in personal activities during working hours.

Employees who are remote working are not entitled to reimbursement for travel mileage to attend work unit meetings.

Employees shall not work overtime without prior supervisory approval. If the employee works overtime that has been approved in advance, compensation or compensatory time off will be provided in accordance with applicable laws and policies.

The District is not liable for damages to the employee's property that may result from participating in the remote working program.

Employees must work the agreed-on work schedule as established in their Remote Work Agreement, and take meal and rest breaks, as required by law regardless of their worksite.

Employees participating in a remote work program must meet the same performance and professionalism standards expected of District employees at District worksites regarding job responsibilities, work productivity, communication, and interaction with members of the campus community. Employee evaluations will be conducted in accordance with the contracted procedures.

Employees must comply with all District policies/procedures, applicable law, and their Collective Bargaining Agreement.

### **Supervisor Responsibilities**

Supervisors must provide timely support, feedback, and direction for employees working remotely in a substantially similar manner to employees working onsite.

Supervisors must be available through regular communication methods during their work hours, with clear expectations for responses to employees' communications. Supervisors should meet regularly with each employee to set clear goals, benchmarks, and deliverables.

Supervisors must proactively monitor employee performance, provide support and feedback, and ensure services and operations are not negatively impacted by remote work assignments.

Supervisors must manage coverage and availability of services to ensure students, other District employees, and/or the general public receive timely and appropriate service.

Supervisors must ensure employees have completed all requirements to participate in Remote Work and maintain eligibility, or promptly notify the employee when they are no longer eligible for Remote Work.

Supervisors should schedule regular staff meetings to facilitate communication and teamwork within the department.

Supervisors should ensure employees have completed all requirements to participate in a Remote Work Agreement, and maintain eligibility, or notify People and Culture and the employee within twenty-four (24) hours when the employee is no longer eligible for a Remote Work Agreement.

Supervisors must ensure employees on a Remote Work assignment comply with all confidentiality and privacy requirements and District IT policies and requirements.

### **Technology, Worksite, Equipment & Information Security**

District Owned Equipment located at the Alternate Worksite is subject to all laws, District policies and procedures, and other restrictions related to the use of District-owned property. Only the employee working under the Remote Work Agreement may use District-owned equipment, and this use is limited to purposes related to District business. The employee is responsible for seeing that District-owned equipment is used in accordance with AR3720 Information Resources Acceptable Use. As the District cannot safeguard Alternate Worksites, employees should contact their insurance provider for information regarding insurance coverage for District-owned equipment entrusted to them for use at their Alternate Worksite.

Technical Support will be provided to remote work employees only for District owned equipment.

- Employees in need of technical support must contact District ITS and may be required to bring the equipment to their District Worksite.
- If the employee needs specialized technical support beyond the types of technical support normally provided by the District to all employees, the employee must purchase private technical support.
- In the event of delay in repair or replacement of equipment, resolution of technical issues or any other similar circumstance making it impossible for the employee to work remotely, the employee may be required to work from their District Worksite until the issue is resolved.

### **Information Security**

- Employees must use district issued computers or tablets while working remotely to guarantee the security, accessibility, and functionality of systems and technical resources. The use of personally owned computers or tablets may only be granted with the approval of Information Technology Services and the employee's supervisor.
- Employees must take reasonable precautions to ensure employee-owned devices required to establish internet connectivity or other personally owned devices that are connected to the same home network where district issued devices are connected to are secure before connecting remotely to the District's network.
- Employees are expected to close or secure all connections to the District desktop or system resources when not conducting work for the District.
- Employees must maintain adequate firewall and security protection on all devices used to conduct District work from the Alternate Worksite.
- Employees must safeguard all sensitive and confidential information, on paper and in electronic form, relating to District work while at or in transit to the Alternate Worksite.
- Employees must take reasonable precautions to prevent third parties from accessing, viewing, or handling sensitive and confidential information at the Alternate Worksite. This also includes preventing third parties from listening in on sensitive or confidential phone calls, electronic communications, or virtual meetings.
- Employees may not remove confidential or sensitive information from their District Worksite. Confidential and sensitive information may not be electronically accessed, copied, downloaded, or transferred to an unapproved electronic media except as permitted and authorized by established policy and procedure, as needed in the performance of legitimate work responsibilities, and with the expressed approval of the employee's supervisor.
- Employees must return all records, documents, and correspondence to the District at the termination of the Remote Work Agreement or upon request by any District administrator in accordance with BP 3720 Computer and Network Use.

### **Expenses**

Employees participate in this Remote Work program voluntarily and are responsible for any costs incurred to work remotely. Such non-reimbursable expenses include but are not limited to utilities, internet service, phone service, purchase of office equipment or furniture, home improvements, any construction, and any alterations to real or personal property. The District will provide, if available, essential technology required for employees to perform their job.

Employees understand that there are lead times and costs associated with the procurement of

technology equipment. Employees and Supervisors should ensure their area has the appropriate budget to fund technology equipment required for remote work and be cognizant of delivery and setup timelines prior to the start of a Remote Work Agreement.

Employees must request the equipment and supplies necessary to perform their job from their supervisor. Employees that purchase and use any equipment and/or supplies without prior approval will not be reimbursed. The District is not liable for damage to employee-owned equipment used in remote work.

### **Approval Process & Workspace Review**

The employee and appropriate immediate supervisor meet to discuss position suitability, operational need, and employee eligibility for remote/hybrid work assignments. The employee will complete the Remote Work Agreement form (Appendix 1) and submit it for approval.

### **Designated Workspace**

Employees designated Alternate Worksite should:

- Be quiet, free of distractions
- Have reliable internet and/or wireless access
- Be secure in order to preserve the confidentiality of District-related documents and content
- Allow employees to perform their job responsibilities during the hours their work schedule requires
- Adhere to District standards for a safe work environment, including but not limited to, ergonomics, indoor air quality, injury and illness prevention, as outlined by RSCCD Risk Management
- Any computer used for District business must be plugged into a surge protector, and have current virus protection maintained

The Alternate Worksite is an extension of the District Worksite. All existing workplace health and safety rules, as well as all existing employment laws, rules, and policies, apply the same as they would for employees reporting to a District Worksite.

### **Request and Approval for Remote Work Agreement**

No employee is entitled to participate in Remote Work. It is a voluntary mutual agreement between the employee and appropriate supervisor and respective Vice President/Assistant Vice Chancellor. Employees must submit a written request on a 'Remote Work Agreement form' to their appropriate supervisor.

Once an employee has submitted a written request for a Remote Work Agreement to their supervisor, the District will provide written approval or denial of the request to the employee within fifteen (15) business days. Any denial of a Remote Work Agreement request must include the reason for the denial. There is no appeal to this decision and requests for remote work can only be submitted once every twelve (12) months.

Noncompliance with policies and procedures may result in immediate rescission of the Remote Work Agreement and/or corrective action.

## **Remote Work Agreement Review**

Remote Work Agreements will be reviewed, at a minimum, on an annual basis, but may be reviewed more frequently as deemed necessary by the supervisor.

New Remote Work Agreements will be reviewed at thirty (30) day intervals during the first ninety (90) days, which is intended to provide both the employee and their supervisor an opportunity to review and evaluate the effectiveness of the Remote Work Agreement.

## **Remote Work Assignment Termination**

Employees may request to end a remote assignment and return to onsite work at any time.

Supervisors may cancel an employee's remote work agreement based on obligations as set out in the Remote Work Agreement or performance concerns with 3 (three) calendar days' notice.

A Vice President/Assistant Vice Chancellor may cancel an employee's Remote Work agreement based on a validated conduct issue with 24-hour notice, excluding weekends and holidays.

A Vice President/Assistant Vice Chancellor may require employees to report to work onsite temporarily due to an unforeseen business necessity or emergency with 24-hour notice.

Supervisors may require employees to report to work onsite immediately during an emergency as directed by the Chancellor/President.

**Adopted: xxxxxxxxx, 2023**



## Remote Work Agreement

**Employee Name:** \_\_\_\_\_ **Employee ID:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

This Remote Work Agreement is intended to ensure both supervisor and employee have a clear, shared understanding of the employee’s ongoing voluntary alternative work arrangements. Each arrangement is unique depending on the needs of the employee, supervisor, position, department, and the District. This agreement is not a contract and does not provide contractual rights to continued employment or to remote work. This Agreement may be rescinded by either party with seven days written notice.

### Space, Equipment, and Technology Access

The employee has reviewed the attached Checklists and agrees that the Remote Work location is safe, ergonomically suitable, free from distractions, and allows for maintaining appropriate confidentiality of records and information. The employee agrees to immediately report, to their supervisor, any job-related accidents occurring during established work hours to facilitate timely reporting. Any specific equipment needs at the Remote Work location should be discussed with your supervisor. All information technology guidelines should be followed to ensure the safety and security of data.

### Work Schedule

Below is the agreed upon work schedule. All hours are exclusive of unpaid meal breaks. The designation of the established work week shall not preclude the unit member and supervisor from mutually agreeing to a temporary alteration of the work schedule.

- 9/80 work schedule, consisting of nine consecutive hours per day, 80 hours per two weeks consisting of eight 9 consecutive hour days and one 8 consecutive hour day.
- 36/4 work schedule, consisting of four 9 consecutive hour work days and one 4 consecutive hour workday as follows: Monday through Thursday 9 consecutive hours a day, 4 consecutive hours on Friday.
- 4/40 work schedule, consisting of 4 days per week, 10 consecutive hours a day.
- 5/40 work schedule, 5 days per week, 8 consecutive hours a day.

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time In							
Time Out							
Location							
Break Times							

### Alternate Work Location and Contact Information

**Address:** \_\_\_\_\_

**Employee Phone Number:** \_\_\_\_\_

## Agreement Review

1. Remote Work Agreements will be reviewed, at a minimum, on an annual basis, but may be reviewed more frequently as deemed necessary by the supervisor.
2. New Remote Work Agreements will be reviewed at thirty (30) day intervals during the first ninety (90) days, which is intended to provide both the employee and their supervisor an opportunity to review and evaluate the effectiveness of the Remote Work Agreement.

## Alternate Work Location Safety Rules and Practices

Employees working in an alternate work location are required to adhere to all district safety rules and practices. I agree to the following:

### Physical Workspace

- Alternate work location is kept free of trash, clutter, and flammable liquids.
- Flooring (carpet, vinyl, hardwood, etc.) is securely attached to the floor and free of frayed or worn seams.
- Furniture is stable and free of defects such as splintered wood or sharp edges that could compromise safety.
- Phone lines, cables, electrical cords, and other trip hazards are placed away from heat sources and foot traffic.
- File cabinets, bookcases, etc., do not present a tipping hazard.
- Adequate temperature control and ventilation are present.
- First Aid supplies are readily available.

### Electrical Safety

- The electrical system is adequate for office equipment.
- Sufficient electrical outlets are accessible and close to the equipment.
- Computer/electrical equipment is plugged into a surge protector.
- Electrical plugs, cords, outlets, and panels are in good condition with no exposed/damaged wiring.
- Surge protector(s) are plugged directly into a wall outlet(s).

### Ergonomics/Wellness

- Lighting is sufficient for reading or working on the computer.
- The chair is sturdy and free from safety defects, i.e., loose wheels, legs, and other parts.
- Chair seat adjustable to a comfortable upright position to allow seating with feet flat on the floor.
- The keyboard and mouse are positioned to eliminate reaching and allow the wrist to be in a straight, natural position.
- The keyboard and mouse are situated at elbow level.
- The height of the work surface accommodates the employee so that it does not contact the top of the employee's legs.
- Workstation, chair, and other equipment are positioned ergonomically correctly and comfortably for the employee's legs.
- The topmost line of the monitor screen is slightly below eye level. Monitor height set, so head tilting is not required.
- I have reviewed the ergonomic information posted on the Risk Management website <https://intranet.rscdd.edu/Safety-Risk-Management/Pages/Ergonomics.aspx>

## Fire/Emergency Safety

- Maintain primary and secondary evacuation plans for emergency exits in the event of a fire.
- Working smoke and carbon monoxide detectors and a multi-use fire extinguisher that employees can use are present.
- All portable heat source(s) are located away from combustible and flammable items.
- Staircases that must be traveled while working are well lit, free from obstruction, and allow for secure footing on each step.

## Remote Work Data Security

Remote work requires some additional responsibility to ensure device and data security. I agree to:

1. Use my District provided computer or devices. District provided computers are professionally maintained with regular operating system and application updates, and advanced malware and adware protection software.
2. Not to use any personal accounts for District business. All district document creation and email will be done using the District's provided email accounts and district licensed productivity and enterprise software. I understand that using personal accounts for District business makes those accounts discoverable and in scope for public records requests.
3. Save any District work on District provided cloud or network storage locations.
4. To protect and secure all District data.
  - a. Not to print any documents with FERPA protected information.
  - b. Not transport or save any District data on a thumb drive, portable hard drive, or any unsecured device.
  - c. Not leave any District information (e.g. open on a computer screen or printed documents) unattended.
  - d. To secure any District information that has been printed in a locked file cabinet or drawer.
  - e. To shred or destroy any District information that has been printed.
  - f. Not to discuss or provide any specific District data with non-District persons.
5. Ensure privacy when discussing District business via phone or virtually (e.g. Zoom, Teams, etc.). Confirm that there is no one in the immediate vicinity, and close all doors before initiating voice communications.
6. Use multi-factor authentication (MFA), which protects user identity by requiring two forms of authentication.
7. Not share accounts, login information, or allow a family member or other person residing in the household to work on any system used for District work using my account or any District issued account, or to work on a District provided device.
8. Enable a screen lock on the computer. This is to ensure that other persons living in the household can not view or alter data if the computer is left unattended and unlocked. It is suggested that a password protected screen lock is used after fifteen (15) minutes of inactivity.
9. Ensure the computer or device is physically protected, and in a secure location. It is recommended that computers and devices be stored in a locked room, and that personal devices (e.g. phone, tablet) are always under my control.
10. Ensure the wireless router and network are secure. Replace the default router administrative password with a strong password on the router configuration interface, and ensure the router's firewall is active. Update the router software regularly. Configure the wireless network to use a secure protocol. If the router supports WPA3, use this protocol, otherwise select WPA2. Remember that the Wi-Fi password should be strong, and that password length is the most important factor when creating a strong password.

## Acknowledgement

- I have reviewed and understand the Remote Work Agreement Administrative Regulation
- I have completed all required training to perform my job remotely.
- I will contact my manager/supervisor if I have any concerns regarding ergonomics or alternate work location safety issues.
- I will immediately provide written notice to my manager/supervisor of any change in location or condition of my alternate work location.
- I will utilize the same IT requirements, safety rules and habits applicable to my duty station whenever at my alternate work location.
- I will follow district procedures for reporting of work-related illness or injury occurring at my alternate work location.
- I understand my role to protect the district's information, equipment's, software, and hardware.
- I understand in unusual circumstances must be discuss with my supervisor.
- I have the required communication and collaboration tools needed for me to perform my work. Examples listed below:
  1. Zoom
  2. Teams
  3. Email - Outlook
  4. Cranium Café
  5. Jabber
  - 6 Other:

List any District equipment loaned to me:

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I agree to return this equipment in the same condition in which it was received and I will assume all financial responsibility for damage or theft to this equipment while the equipment is under my care, custody, and control. In the event that the equipment is damaged or stolen, I agree to notify the district immediately and to abide by the directions given by the district at that time. I will not allow other individuals to use this equipment.

Supervisor and employee agree to the terms and policies of the Remote Work Agreement.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_