



**Rancho Santiago Community College District**  
**District Council Meeting**  
**February 3, 2025**

**1:30 p.m.**

**Via Zoom**

<https://rsccd-edu.zoom.us/j/84623072507>  
669-444-9171 / 846 2307 2507

**Agenda**

- |  |                |
|--|----------------|
| 1. Call to Order/Update  | Martinez       |
| 2. Approval of December 2, 2024 District Council Meeting Minutes - <b>ACTION</b> | Martinez       |
| 3. Approval of Administrative Regulations – <b>ACTION</b>                        |                |
| a. AR 3720 Information Resources Acceptable Use                                  | Gonzalez       |
| b. AR 2110 Vacancies on the Board  | Martinez       |
| c. AR 2325 Teleconferenced Meetings  | Martinez       |
| d. AR 2710 Conflict of Interest  | Martinez       |
| 4. Approval of Human Resource Items – <b>ACTION</b>                              | Olson          |
| a. Job Description – Regional Director, OC Center of Excellence                  |                |
| b. Approval of Reorg #1447 – DO/Purchasing Services/Business Services            |                |
| 5. Committee Reports – <b>INFORMATION</b>  |                |
| a. Planning & Organizational Effectiveness Committee                             | Perez          |
| b. Human Resources Committee   | Olson          |
| 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   | Coyne          |
| b. Academic Senate - SCC   | Kubicka-Miller |
| c. Classified Staff  | Johnson        |
| d. Student Government - SAC  | Velez          |
| e. Student Government – SCC  | Cudal          |

Next Meeting:  
March 3, 2025



## Rancho Santiago Community College District District Council Meeting

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### MINUTES December 2, 2024

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Adam O'Connor for Iris Ingram	Present
	Kristin Olson	Present
	Jeffrey Lamb for Annebelle Nery	Present
	Christopher Sweeten for Jeannie Kim	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Tara Kubicka-Miller	Present
	Monica Zarske	Present
	Corinna Evett	Present
	Jason Sim	Present
	Sarah Salas	Present
	Omelina Garcia	Present
	Bridgette Hernandez	Present
	Jessica Velez	Present
	Flo Cudal	Present

Guests:	Sarah Santoyo	Chi Chung Keung
	Nga Pham	Patricia Duenez

1. Call to Order/Update
  - a. Chancellor Martinez convened the meeting via Zoom Conference at 1:40 p.m.
2. Approval of Minutes
  - a. It was moved by Ms. Coyne, seconded by Ms. Kubicka-Miller and carried with abstentions by Mr. O'Connor and Mr. Sweeten to approve the minutes of the November 4, 2024 meeting.

3. District Council Roles & Responsibilities – Development of 2024-2026 Goals

- a. Chancellor Martinez opened discussion on the development of 2024-2026 District Council goals by reviewing the 2020-2022 goals. Discussion ensued. It was moved by Mr. Perez and seconded by Ms. Salas to reaffirm the 2020-2022 goals as District Council goals for 2024-2026, with minor revision to goal #6 to more clearly describe the intent of sharing information between District Council and the other district governance committees. The motion passed unanimously.

4. Job Descriptions

- a. Director, Institute for Workforce Development – it was moved by Ms. Coyne and seconded by Mr. Sweeten to approve the job description. Discussion ensued. The motion passed unanimously.
- b. Executive Director for Orange County Regional Consortium – it was moved by Ms. Coyne and seconded by Ms. Salas to approve the job description. Discussion ensued. The motion passed unanimously.
- c. Director, Orange County Regional Consortium Workforce and Employer Engagement – it was moved by Ms. Coyne and seconded by Ms. Kubicka-Miller to approve the job description. Discussion ensued. The motion passed unanimously.

5. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)  
Mr. Perez reported on the November 13, 2024 meeting.
- b. Human Resources Committee (HRC)  
Ms. Olson reported on the November 13, 2024 meeting.
- c. Fiscal Resources Committee (FRC)  
Asst. Vice Chancellor O'Connor reported on the November 20, 2024 meeting. The next meeting will be held on January 15, 2025.
- d. Physical Resources Committee (PRC)  
Asst. Vice Chancellor O'Connor reported on the November 13, 2024 meeting. The next meeting will be held via email on February 5, 2025.
- e. Technology Advisory Group (TAG)  
Mr. Gonzalez reported on the November 7, 2024 meeting. The next meeting will be held on December 5, 2024.

6. Constituent Representative Reports

- a. Academic Senate/SAC: Ms. Coyne reported on the SAC Academic Senate activities.
- b. Academic Senate/SCC: Ms. Kubicka-Miller reported on the SCC Academic Senate activities.
- c. CSEA: Ms. Salas provided a report on CSEA activities.
- d. Student Government/SAC: Ms. Jessica Velez reported on SAC ASG activities.
- e. Student Government/SCC: Ms. Flo Cudal reported on SCC ASG activities.

7. Revised Schedule – 2024-2025 District Council Meetings

- a. Chancellor Martinez announced that the January 27, 2025 meeting has been moved to February 3, 2025 because of a conflict with the CCLC Legislative Conference.

Next Meeting:	The next meeting will be held on Monday, February 3, 2025
Meeting Adjourned:	2:32 p.m.
Approved:	February 3, 2025

# **Rancho Santiago Community College District ADMINISTRATIVE REGULATION**

## **Chapter 3 General Institution**

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### **AR 3720 Information Resources Acceptable Use**

#### **References**

15 U.S. Code Sections 6801 et seq.  
17 U.S. Code Sections 101 et seq.  
Penal Code Section 502, Cal. Const., Art. 1 Section 1  
Government Code Section 3542.1 subdivision (b)  
16 Code of Federal Regulations Parts 314.1 et seq.  
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

#### **1.0 Purpose and Scope**

The objective of this administrative regulation is to outline the acceptable use of information resources at Rancho Santiago Community College District ("District"). Inappropriate use exposes the District to risks including compromise of network systems and services or legal issues.

This regulation applies to all District students, faculty, and staff and to any other individuals granted use of District information resources. This regulation shall be made available to users of District's Information Resources. This regulation shall not be construed as a waiver of any rights of Rancho Santiago Community College District; nor shall the intention be that it conflicts with applicable federal, state, and local laws.

#### **2.0 Information Resources Applicability**

This regulation refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes, but is not limited to, personal computers, workstations and associated peripherals, servers, network infrastructure, mobile phones, mobile computing devices, software and all other information resources, regardless of whether used for administration, research, teaching, or other purposes.

#### **3.0 Rights and Privileges**

The District information resources are the sole property of Rancho Santiago Community College District. The District information resources are for District instructional and work-related purposes only.

The District reserves all rights, including termination of all access to information resources that it owns and operates. Access and privileges to RSCCD information resources are assigned and managed by Information Technology Services (ITS) as well as other systems administrators of individual information resources. Users may be authorized to use information resources and be granted appropriate access and privileges following the

approval steps prescribed for specific information resources. Users may not, under any circumstances, transfer or confer these privileges to other individuals.

#### **4.0 Responsibilities**

Anyone who uses the District's information resources to harass, or make defamatory remarks, shall bear full responsibility for his or her actions. District's information resources provide access to external networks, including those of public and private sources, which furnish electronic mail, information services, bulletin boards, websites, social media, etc. Users may encounter material that may be considered offensive or objectionable in nature or content. Users shall not transmit or store any illegal, fraudulent, malicious, harassing, or obscene communications and/or content that is encountered. District does not assume responsibility for the contents of any external information resource. District's role in managing these information resources is only as an information carrier. Users of District's information resources must comply with the acceptable use guidelines for external information resources accessed through District's information resources.

Users of District's information resources must never use any information resources to perform an illegal or malicious act. Any user attempting to change in any way the scope of information resource access to which they are authorized shall be regarded as malicious.

Users must not release any individual's (student, faculty or staff) personal information to anyone without proper authorization.

Users of District's information resources must not use such resources in a way that violates federal, state, local or other law, or in a way that violates any District policies.

#### **5.0 Copyrights and Licenses**

Users of District's information resources must respect copyrights and licenses to software and other on-line information. Information resources protected by copyright are not to be duplicated in any form, except as permitted by law or by written contract or with permission from the owner or legal holder of the copyright. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law. District may require written documentation verifying the user's right to make use of copyrighted materials prior to allowing them to be placed within District's information resources.

In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from information resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

#### **6.0 Number of Simultaneous Users**

The number and distribution of copied material must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.

## **7.0 Integrity of Information Resources**

Users of District information resources must respect the integrity of computer-based information resources. No user shall attempt to deliberately degrade the performance of a District information resource.

Telecommunication rooms and facilities, where technology hardware is in operation, are environmentally conditioned to support optimal system performance. Construction activities that generate dust or debris, improper storage of items that affect airflow, or practices that impede access to this hardware are prohibited, as they are detrimental and may cause system failures, reduce system availability, or shorten the lifespan of the equipment. Users with access to these locations must exercise care to prevent damage or disruption to these information resources and must ensure that contractors or other individuals working in these areas understand and abide by these rules. Any construction or activity that may impede the proper functioning of the equipment in these areas must be coordinated with Information Technology Services.

## **8.0 Modification or Removal of Equipment**

Users of District information resources must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

## **9.0 Unauthorized Use**

Users of District Information resources must not interfere with others' access and use of the District computers. This includes, but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient software when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a District computer or network; and damaging or vandalizing District computing facilities, equipment, software or computer files.

## **10.0 Unauthorized Programs**

Users of District information resources must not intentionally develop or use programs which disrupt other users of District information resources or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Users of District information resources must ensure that they do not use programs or utilities that interfere with other users of District information resources or that modify normally protected or restricted portions of the system or user accounts. If any unauthorized program(s) is(are) discovered on District resources, the District reserves the right to immediately remove or block access from the system in violation. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure and may further lead to civil or criminal legal proceedings.

## **11.0 Unauthorized Access**

Users of District information resources must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

## **12.0 Abuse of Computing Privileges**

Users of District information resources must not access computers, computer software, computer data, or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the District. For example, abuse of the networks to

which the District belongs or the computers at other sites connected to those networks will be treated as an abuse of District computing privileges.

### **13.0 Reporting Problems**

Any defects discovered in system accounting or system security must be reported promptly to the Information Technology Services (ITS) Help Desk so that steps can be taken to investigate and solve the problem.

### **14.0 Accounts and Password Protection**

Users of District information resources are responsible for the proper use of individual accounts, including but not limited to, proper password protection. A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system administrator.

Any user account that has been identified as compromised (meaning that an unauthorized individual has gained access to the user account) is subject to temporary suspension or deletion until the assigned account user can be validated and appropriate security remediation has been completed.

### **15.0 Usage**

Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

### **16.0 Electronic Messaging Systems**

The District has multiple electronic messaging systems, including but not limited to, an electronic mail (e-mail) system, instant messaging (IM) and text messaging platforms, messaging utilities within its Learning Management System and multiple other systems that allow messages to be delivered electronically (Electronic Messaging Systems).

Users are responsible for using these technologies responsibly and within the following policies:

- The District's Electronic Messaging Systems are not to be used to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that intentionally embarrass, disparage or disrespect others and their opinions, violate applicable federal, state or other law, violate the District Code of Ethics (Board Policy 7701), Civility policy (Board Policy 7002), the Standards of Student Conduct (Board Policy 5500) or any other District policy, or which constitute the unauthorized release of confidential information.
- The District's Electronic Messaging Systems may not be used to transmit commercial or personal advertisements, solicitations or promotions.
- Sending unsolicited messages is prohibited, including the sending of junk mail or other advertising material to individuals who did not specifically request such material.
- Creating or forwarding chain letters or pyramid schemes of any type is prohibited.
- The District's Electronic Messaging Systems must not be used to create any messages that may be considered offensive or disruptive. Examples of messages deemed to be offensive are any which contain sexual implications, racial slurs, gender-specific comments or any other comment that offensively addresses



someone's age, sexual orientation, religious or political beliefs, national origin, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, marital status, physical or mental disability, pregnancy, or military and veteran status.

- Falsifying e-mail headers or routing information so as to obscure the origins of the e-mail or identity of the sender is a violation of this Administrative Regulation.
  - Unauthorized access to others' e-mail accounts is prohibited.
  - Personally identifiable information must not be e-mailed without encryption.
  - Caution must be used when opening e-mail attachments or following hypertext links received from unknown senders, which may contain malware or viral code.
  - Any e-mail or message found to contain malware, viral code or categorized as a phishing type message is subject to administrative removal without the consent of the user.
  - While every reasonable attempt will be made to ensure the privacy of user accounts and electronic mail, users understand that there is no guarantee that accounts or electronic mail are private. Electronic mail is not 100% secure, nor is it delivered via a 100% secure information resource.
  - Users understand that the District email system contains a set of technical tools to protect the security of its data. These tools allow technical staff to manage and secure smart phones and tablets when an email app is used to synchronize District issued email from them. The District uses these technical tools as required to protect the security of its information resources, in accordance with this regulation and as required by District policies and governing law. Users who choose to use an email app to synchronize their District issued email from a personally owned mobile smart phone or tablet may receive a "remote security administration" notification, a request to "allow my organization to manage my device," or a similar message prior to connecting to the District email system. These notifications indicate the presence of the technical tools previously mentioned and how they can potentially be used. However, the District only uses a limited set of standards to ensure basic email security on personally owned devices as a more specifically defined in: <https://intranet.rscsd.edu/ITS/Pages/EmailMobileDevices.aspx>
- The District is not able to see phone records, text messages, pictures, browsing history or any personal data stored or sent on personally owned devices and the District will not perform a remote device wipe on personally owned devices unless requested by the device owner. Users agree to allow these technical controls be implemented on their personally owned devices by their choice to synchronize email on them. Users understand that this type of usage is completely voluntary and not required by the District.

## **17.0 Generative Artificial Intelligence**

Generative Artificial Intelligence (AI) is technology that can generate text, images, or other media in response to prompts and may be implemented through [web applications](#), chatbot systems and other mechanisms. Users may only use Generative AI in a lawful, ethical manner that complies with all federal, state, or local laws and that does not violate any District policies or standards of academic integrity. [To maintain data privacy, users shall not include personally identifiable information or other confidential data in prompts when using Generative AI. If there is a need to share such information through Generative AI, users should first contact the Information Technology Services \(ITS\) Help Desk to ensure that data privacy policies and other necessary controls are properly assessed. These](#)

policies and controls must be fully evaluated prior to sharing personally identifiable information.

**18.0 Information Belonging to Others**

Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

**19.0 User Identification**

Users shall not send communications or messages anonymously or without accurately identifying the originating account or station. However, systems that allow anonymous messaging to protect the identity of the sender are excluded from this provision.

**20.0 Political, Personal, and Commercial Use**

The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

**20.1 Political Use**

District information resources must not be used for partisan political activities where prohibited by federal, state, or other applicable laws.

**20.2 Personal Use**

District information resources given to users are provided to assist district employees and volunteers in the performance of their jobs and are intended for business and instructional use. Users are expected to exercise good judgment regarding the reasonableness of personal use of District information resources and assets. Personal use of District information resources and assets should be purely incidental. Incidental personal use should not conflict in any way with business objectives or interests, organizational values, or standards of business conduct.

**20.3 Commercial Use**

District information resources must not be used for commercial purposes. Users also are reminded that the “.cc” and “.edu” domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not authorized within those domains.

**21.0 Nondiscrimination**

All users have the right to be free from any conduct connected with the use of Rancho Santiago Community College District information resources which discriminates against any person on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. No user shall use the District network and computer resources to transmit any message, create any communication of any kind, or store information which violates any District regulation regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

## **22.0 Computing Standards**

The District maintains a list of approved computing standards, which is located here: <https://rscdd.edu/Departments/Educational-Services/Technology-Advisor-Group/Pages/default.aspx>

Computing Standards have been vetted to ensure compliance with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Computing standards have also been assessed to ensure information security compliance and software compatibility across District technology platforms. District will only procure information resources within established computing standards. Use of information resources outside of computing standards cannot be guaranteed to satisfy accessibility and information security regulations. As such, exceptions may be prohibited and shall be reviewed by Information Technology Services on a case-by-case basis. These computing standards are applicable to technology procured by the District and not to personally owned devices.

## **23.0 Disclosure**

### **23.1 No Expectation of Privacy**

The District Reserves the right to monitor all use of the District information resources and access all content stored in its systems to troubleshoot system problems, disruptions or outages and to assure compliance with these policies. Suspected inappropriate use of systems by individuals may also be investigated in order to protect the organization. Users should be aware that they have no expectation of privacy in the use of the District information resources or in anything they store, create, send, or receive on a District information resource. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this regulation and the integrity and security of its systems or as allowed by law.

### **23.2 Possibility of Disclosure**

Users must be aware of the possibility of unintended disclosure of communications.

### **23.3 Retrieval**

It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

### **23.4 Public Records**

The California Public Records Act (Government Code Sections 6250 et seq.) includes computer transmissions in the definition of “public record” and nonexempt communications made on the District information resources must be disclosed if requested by a member of the public.

### **23.5 Litigation**

Computer transmissions and electronically stored information may be discoverable in litigation.

Student files are considered educational records as covered by the Family Educational Rights and Privacy Act of 1974 (Title 20, Section 1232(g) of the United States Code). Such records are considered confidential under the law, but student files and electronic mail may be subject to search under court order if such files are suspected of containing information that could be used as evidence in a court of law. In addition, system administrators may monitor network traffic and/or

access student files or electronic mail as required to protect the integrity of information resources (e.g., examining files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged).

#### **24.0 Title IV Information Security Compliance**

The Gramm-Leach-Bliley Act requires entities that participate in Title IV Educational Assistance Programs to develop, implement, and maintain a comprehensive information security program that is written in one or more readily accessible parts and contains administrative, technical, and physical safeguards that are appropriate to the entity's size and complexity. As a participating entity, the District has adopted Board Policy 3730 Information Security – Logging and Monitoring and associated Administrative Regulations to guide its information security program. Users of District information resources shall become familiar with Board Policy 3730 and its associated Administrative Regulations as they provide further guidance on acceptable use of District information resources.

#### **25.0 Violations**

Users' information resources privileges may be suspended upon the discovery of violation of this regulation. Violations of this regulation will be dealt with in the same manner as violations of other District policies and regulations and may result in disciplinary review. In such a review, and as specified in the District's Board Policies and Administrative Regulations, the full range of disciplinary actions is available including the permanent loss of information resource use privileges, dismissal from the District, and legal action. Violations of these policies may constitute a criminal offense and may be prosecuted under applicable federal, state, and local law.

Those detecting violations of this Administrative Regulation must report the violation to their direct manager immediately, who will verify the nature of the violation and report it to the Information Technology Services (ITS) Help Desk and/or Human Resources and/or Admissions and Records, as appropriate.

#### **26.0 Dissemination and User Acknowledgement**

All users of District information resources shall be provided copies of the procedures and be directed to familiarize themselves with them. All users must review and acknowledge their understanding of these procedures on a regular basis. Human Resources (HR) will provide the Administrative Regulation and acknowledgement links to new staff upon hire. Admissions and Records will provide the Administrative Regulation and acknowledgement links to new students. Vendors and contractors will be provided a copy of these procedures in Purchase Orders and/or contract clauses.

A "pop-up" screen addressing appropriate portions of these procedures shall be installed on all applicable systems to inform existing students and staff, vendors, guests and other users. The "pop-up" screen shall appear prior to accessing applicable systems. Continued usage of these systems shall constitute users' continued acknowledgement and acceptance of compliance with these procedures. Students and staff shall sign and date the acknowledgement and waiver included in this in this regulation stating that they have read and understood this regulation and will comply with it. This acknowledgement and waiver shall be in the form as follows:

**Information Resources Acceptable Use Agreement (sample language)**

*I have received and read a copy of AR 3720 Information Resources Acceptable Use on ( \_\_\_\_\_ ) and recognize and understand the guidelines. I agree to abide by the standards set in the procedures established in AR 3720 for the duration of my employment or enrollment. I am aware that violations of this Information Resources Acceptable Use AR may subject me to disciplinary action, including but not limited to revocation of my network account up to and including termination, expulsion and/or prosecution for violations of State or Federal law.*

Name: \_\_\_\_\_

Employee or Student ID: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Responsible Manager:** Assistant Vice Chancellor, Information Technology Services

**Adopted:** August 11, 2014 (Previously AR 7000)

**Revised:** June 6, 2022

**Revised:** October 2, 2023

**Revised:** xxxxxxxxx

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 2  
Board of Trustees

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## **AR 2110 Vacancies on the Board**

### **References**

Education Code Section 5090 et seq.; Government Code Sections 1770 and 6061

When the Board determines to fill the vacancy by appointment, the Chancellor shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District and publication at least once in a newspaper of general circulation and posting a notice on the district website.

The posted notice of vacancy should contain the following:

1. The fact of the vacancy or resignation
2. The date the vacancy occurred or the date the deferred resignation was filed, and the effective date of the resignation
3. Relevant information about the provisional appointment process, including timeline to file an application

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board.

Persons applying for appointment to the Board shall receive a letter from the Chancellor containing information about the District and the Board and including a candidate information sheet to be completed and returned by a specific date.

The Board may request personal interviews with candidates. Interviews will be conducted at a regularly scheduled Board meeting or at a public hearing scheduled for that purpose.

Each Board member will review all candidate information sheets, with final selection made by a majority vote of the Board members at a regularly scheduled Board meeting or at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Chancellor shall, within 10 days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice at least once in a newspaper of general circulation.

The public notice of vacancy and provisional appointment must contain the following:

1. The fact of the vacancy and resignation
2. The date the vacancy occurred or the date the deferred resignation was file and the effective date of the resignation
3. The full name of the provisional appointee to the Board and the date of the provisional appointee's appointment
4. A statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within thirty (3) days of the date of the provisional appointment, it shall become an effective appointment.

~~notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.~~

A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his or her appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for governing board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

**Adopted:** February 10, 2014  
**Revised:** xxxxxxxxxxxxxxx

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 2  
Board of Trustees

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## **AR 2325 Teleconferenced Meetings**

### **Reference(s):**

Education Code Section 72000 subdivision (d)  
Government Code Sections 54952.2, 54953 et. seq., and 54961

### **Note:**

While written for Board of Trustees meetings, this administrative regulation applies to all RSCCD entities that conduct their meetings in accordance with the Brown Act:

1. RSCCD Board of Trustees
2. RSCCD Board of Trustees – Standing Committees
3. Santa Ana College Academic Senate
4. Santa Ana College Academic Senate – Standing Committees
5. Santiago Canyon College Academic Senate
6. Santiago Canyon College Academic Senate – Standing Committees
7. RSCCD Foundation
8. Santa Ana College Foundation
9. Santiago Canyon College Foundation

The Board may use teleconferencing for the benefit of the public and the Board in connection with any meeting. If the Board elects to use teleconferencing, the Board must comply with all of the following:

- At least a quorum of Board members must participate from locations within the District boundaries, except as provided by law;
- The Board will identify all teleconference sites on the agenda;
- The Board will post the agenda at all teleconference sites;
- The agenda must provide an opportunity for members of the public to address the Board directly at each teleconference site;
- The Board members must vote by rollcall; and
- The Board must conduct the teleconferenced meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board.

### **Meetings During States of Emergency**

The Board may use teleconferencing without complying with the requirements above in any of the following circumstances:

- ~~The Board holds a meeting during a proclaimed state of emergency and state or local officials have imposed or recommended measures to promote social distancing;~~



- The Board holds a meeting during proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
- The Board holds a meeting during a proclaimed state of emergency and has determined, by majority vote that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

If a state of emergency remains active, ~~or state or local officials have imposed or recommended measures to promote social distancing,~~ in order to continue to teleconference without complying with the location requirement described above, the Board must, not later than ~~30~~ 45 days after teleconferencing for the first time pursuant to the above circumstances, and every ~~30~~ 45 days thereafter, make the following findings by majority vote:

- The Board has reconsidered the circumstances of the state of emergency; and ~~either~~
- The state of emergency continues to directly impact the ability of the members to meet safely in person; ~~or~~
- ~~State or local officials continue to impose or recommend measures to promote social distancing.~~

#### **Requirements for Individual Board Members Participating Remotely**

The Board can use teleconferencing without posting agendas at all teleconference locations provided at least a quorum of the Board members participates in person at a single physical location within the boundaries of the District, and that location is identified on the agenda. Additionally, the Board must provide a two-way audiovisual platform or a two-way telephonic service and a live webcasting of the meeting as a means by which the public may remotely hear and visually observe the meeting and remotely address the Board.

A member of the Board must only participate in a meeting remotely if either:

- The member notifies the Board of the member's need to participate remotely for just cause. "Just cause" means a childcare or caregiving need, a contagious illness, a physical or mental disability, or travel on District business or for another state or local agency. The member may not participate remotely for just cause for more than two meetings per calendar year; or
- The member requests the Board allow the member to participate in the meeting remotely due to emergency circumstances and the Board takes action to approve the request. "Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person.

The member must participate through both audio and visual technology.

A member cannot participate in meetings of the Board solely by teleconference from a remote location for a period of more than three consecutive months or 20 percent of the regular meetings for the Board within a calendar year or more than two meetings if the Board regularly meets fewer than ten times per calendar year.

#### **Public Access Requirements When Board is Teleconferencing Under Amended Teleconference Rules**

In each instance in which notice of the time of the teleconference meeting is otherwise given or the agenda for the meeting is otherwise posted, the Board must also give notice of the means by

which members of the public may access the meeting and offer public comment. The agenda must identify and include an opportunity for all persons to attend and address the Board through a call-in option, through an internet-based service option, and at the in-person location of the meeting.

In the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the District's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board must take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.

The Board must not require the public to submit comments in advance of the meeting and must provide an opportunity for the public to address the Board and offer comment in real time.

**Adopted:**      **August 28, 2023**  
**Revised:**      **xxxxxxxxxxxxxx**

# **Rancho Santiago Community College District ADMINISTRATIVE REGULATION**

## **Chapter 2 Board of Trustees**

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### **AR 2710 Conflict of Interest**

#### **References:**

Government Code Sections [1126](#), 87105 and 87200-87210

Title 2 Sections 18700 et seq.

2 Federal Code of Regulations Part 200.318(c)(1) and other citations as listed below

#### **Incompatible Activities (Government Code Sections 1126 and 1099)**

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

#### **Financial Interest (Government Code Sections 1090 et seq.)**

Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.

A Board member shall not be considered to be financially interested in a contract if his/her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

#### **No Employment Allowed (Education Code Section 72103(b))**

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until he/she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

#### **Outside Employment**

An employee shall not engage in any outside employment or self-employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with or inimical to his/her/their District duties, functions, responsibilities, or that of the department in which they are employed by the

District. In order to avoid perceived or actual conflicts of interest that may arise from outside employment, all employee must obtain written approval from the Chancellor or designee prior to undertaking any outside employment as described in this procedure.

**Financial Interest in a Decision (Government Code Sections 87100 et seq.)**

If a Board member or employee determines that he/she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of an employee, this announcement shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter:

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself or herself from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

**Gifts (Government Code Section 89503)**

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. The term "honorarium" does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.

- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

**Representation (Government Code Section 87406.3)**

Elected officials and the Chancellor shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

**Contracts Supported by Federal Funds (2 Code of Federal Regulations Part 200.318(c)(1))**

No employee, Board member, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he/she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, Board member, or agent, any member of his/her immediate family, his/her partner, or an organization which employees or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by Board members, employees, or agents of the District.

**Training**

The Chancellor shall insure that the Board of Trustees receive annual training on Board Policy/Administrative Regulation 2710 – Conflict of Interest.

<b>Adopted:</b>	<b>February 10, 2014</b>
<b>References Updated:</b>	<b>November 7, 2016</b>
<b>Revised:</b>	<b>March 2, 2020</b>
<b><u>Revised:</u></b>	<b><u>xxxxxxxxxxxxxxxx</u></b>

**REGIONAL DIRECTOR, ORANGE COUNTY (OC) CENTER OF EXCELLENCE**

**JOB DESCRIPTION – CLASSIFIED**

**SUPERVISORY POSITION OVERVIEW**

Responsible ~~to the Assistant Vice Chancellor of Economic and Workforce Development in Educational Services~~ for the direction of the Orange County Center of Excellence in accordance with the collaborative leadership of the Orange County community college districts and community colleges and the California Community College's Chancellor's Office Workforce and Economic Development Initiatives. The position reports directly to the designated administrator or manager and manages the Orange County Center of Excellence program activities and supervises staff.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to an assigned administrator.

**REPRESENTATIVE DUTIES**

- 1) Leads and optimizes the operations, projects, and activities of the Orange County Center of Excellence, including research, partnership development, strategic planning, and grants management.
- 2) Innovates research on workforce development needs, including primary research, industry surveys, interviews, secondary research, and data analysis.
- 3) Delivers consultation and technical expertise to Orange County community colleges and Orange County Governance Council concerning emerging jobs and workforce needs.
- 4) Collaborates with the Orange County Region on regional alignment and strategic planning utilizing labor market forecasts and other resources.
- 5) Collaborate with the State COE Director, key statewide data and research partners for the benefit of community college career education.
- 6) Oversees responses to inquiries and detailed and technical information concerning projects, including Labor Market Information (LMI) needed for program recommendation.
- 7) Engages in and coordinates meetings and collaborations to align strategic research goals with campus resources, professional development, and regional initiatives.
- 8) Serves as a leader in assessment and effectiveness of career technical education programs and initiatives.
- 9) Communicates regularly to colleges, workforce groups, and other stakeholders on regional specific activities/initiatives and employer needs as they relate to labor market information.
- 10) Directs various regional reports.
- 11) Serves on regional committees and councils, and works with deans and directors of career technical education programs to provide technical labor market research support towards facilitation and implementation of state workforce and economic development initiatives.
- 12) Works with Statewide COE Director and other COEs in statewide research projects, workgroups, and development of COE products.
- 13) Actively participates in state Center of Excellence monthly calls and planning meetings, various committees, and advisory groups.
- 14) Reviews, edits, and presents staff reports, various management and information updates, and reports on special projects.

**REGIONAL DIRECTOR, ORANGE COUNTY (OC) CENTER OF EXCELLENCE**

- 15) Seeks out new trends and innovations related to Center of Excellence programs, projects, and services.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- 1) Data-driven strategies to be employed ensuring regional success.
- 2) Leadership practices that support collaboration and innovation.
- 3) Workforce and research principles and practices to produce data-driven projects and reports.
- 4) Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- 5) Budget development, administrative, organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- 6) Principles and practices involved in the development of programs and resources in support of emerging industry and workforce trends.

**Ability to:**

- 1) Strategize and analyze data, including metrics, to guide strategic planning efforts.
- 2) Gather data, analyze/reason logically, and draw valid conclusions.
- 3) Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- 4) Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- 5) Strategize, organize, and direct Orange County Center of Excellence operations and activities.
- 6) Develop economic development and industry partnerships.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Master's degree from an accredited college or university with major coursework in, business administration, public administration, economics, sociology, educational administration or in a related field AND a minimum of three (3) years demonstrated experience to conduct research within management, career technical education, economic workforce development, and/or regional project development.

Board Approved: ~~March 2018~~



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

Number # 1447  
Assigned by Human Resources

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

Site/Department/Division: District Office / Purchasing Services / Business Services

Manager/Supervisor: Linda Melendez / Iris Ingram

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Senior Purchasing Clerk	Procurement Specialist
Buyer - part time (Gosalia) .475/12M	Delete

Current annual salary/benefits cost \$ 95,545.07 Proposed annual salary/benefits cost \$ 93,763.22

Specify budget impact – Include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS ☒

RESTRICTED FUNDS ☐

Source of funding (account numbers): Purchasing Services Classified budget - 11-0000-677000-54151-2130

(Attach necessary budget change forms)

Reason for reorganization:

Please see attached for Procurement Specialist. Delete part-time Buyer, temporary position was funded by LAOCRC. Funding ended.

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

No ☒ Yes ☐ If yes, please explain below.

Does this change affect more than one department/division? No ☒ Yes ☐ If yes, please explain below.

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

Submitted by (District Cabinet Member): Iris Ingram Date: 1/13/2025

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>Alstair Winter</u>	Business Operations & Fiscal Services (Signature/Date): <u>TN</u> <small>Attn: Director, Procurement Services</small>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date):
Chancellor's Cabinet Approval (Signature/Date): <u>Maryn Martinez</u> <small>Maryn Martinez / Jan 21, 2025 16:58 PST</small>	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

DG  
DG  
AW  
AW



### **Reason for reorganization:**

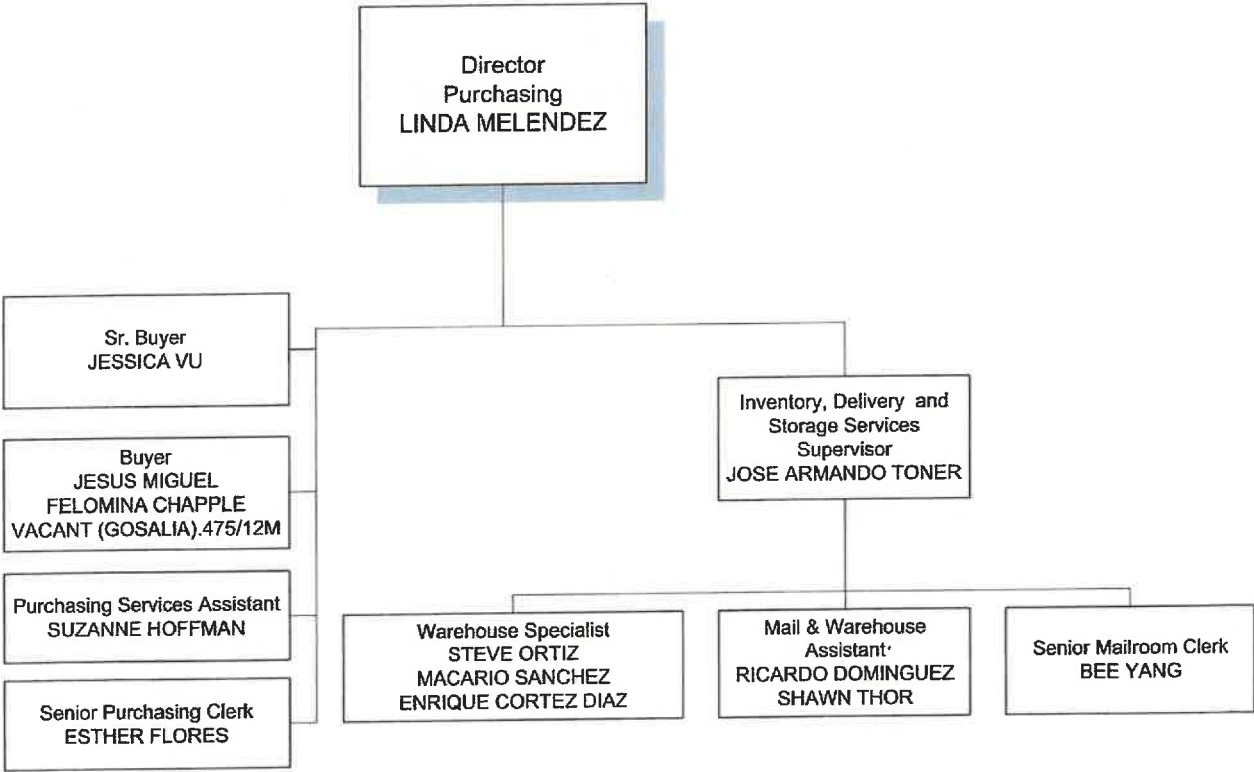
Senior Purchasing Clerk job description, dated September 2005 has been revised to Procurement Specialist, dated September 2024. The change in title removes the antiquated title and replaced with an industry standard title for this position.

The change updates the required representative duties, knowledge, skills, education and experience for this position, which has substantially changed over the last nineteen years. The position serves as the first point of contact for District end users and vendors, provides customer service and supports the District with required technical and technology resources, i.e., Ellucian's Colleague, Report Repository, Department of Industrial Relations, VPAT Repository, Subscription-Based IT Arrangements (SBITA) set by the Governmental Accounting Standards Board (GASB), etc. All not included in the current job description.

Any savings from this reorganization will be transferred to the district-wide postage budget.

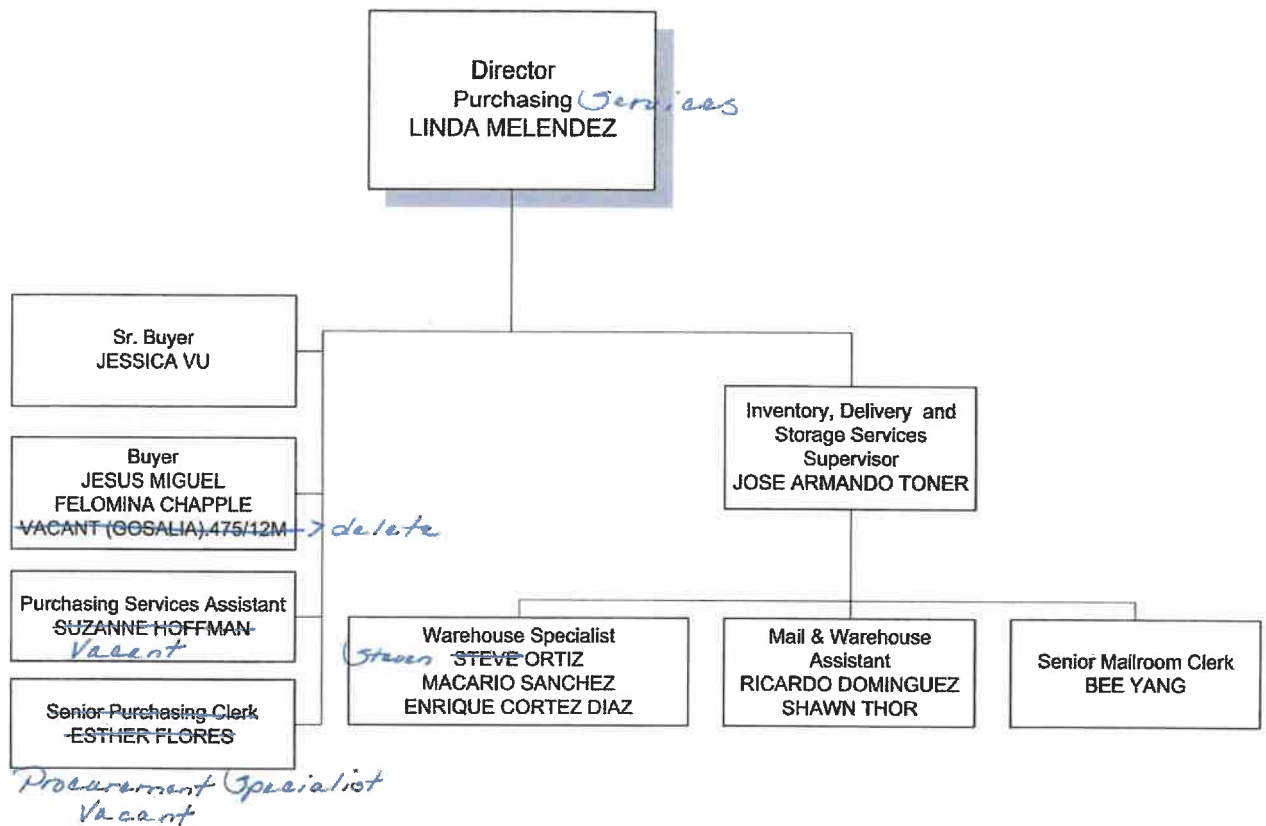
Rancho Santiago Community College District  
BUSINESS SERVICES  
PURCHASING

*Current*



Rancho Santiago Community College District  
BUSINESS SERVICES  
PURCHASING *Services*

*Proposed*



*Current*

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
Revised January 2005

## **SENIOR PURCHASING CLERK**

### **CLASS SUMMARY**

Under general supervision performs a wide variety of technical and complex clerical duties in the purchasing of various materials, supplies and equipment; assists Buyers in obtaining goods and services; conduct on-line training for district staff; performs related duties as required.

### **REPRESENTATIVE DUTIES**

Reviews and verifies information and pricing on purchase requisitions; Checks requisitions for proper coding and departmental budget balances; sorts requisitions by account classification and assigns purchase order numbers; operates microcomputer to verify all account numbers on requisitions for accuracy and account balance; enters requisition encumbrances on microcomputer; prepares purchase orders using online computer system; conducts on-line purchasing training for district employees in classroom environment; develops and maintains on-line purchasing manual; provides assistance on individual basis; types letters and reports; prepares and processes purchase order changes; answers questions from departments and vendors concerning requisitions and purchase orders; participates in the preparation and distribution of bid packets; obtains and verifies prices from vendors via mail and telephone; maintains a variety of specialized record keeping systems, such as district inventory and vendor files.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager in the Purchasing department and is responsible for performing the more technical clerical work of the Purchasing Department.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and experience equivalent to a high school diploma, supplemented by courses in office technology, bookkeeping, accounting or purchasing and three years of progressively responsible clerical and office experience, including at least one year of purchasing experience.

#### **Knowledge and Abilities**

Knowledge of: departmental microcomputer software programs, record keeping, filing systems, and office procedures for general, technical, and statistical office activities; modern office methods and equipment; English, grammar, spelling, compositions, and vocabulary; arithmetic; principles of public contact and public relations.

**SENIOR PURCHASING CLERK cont'd**

Ability to: learn the operation of microcomputer, calculator, copier and fax machines; organize and coordinate office operations; establish and maintain effective communications and working relationships with others; learn and apply technical and legal procedures, policies and regulations; work independently and assume responsibility for schedules, reports, and general flow of a volume of activities.

Skills: Must complete keyboarding, clerical (filing and Checking) and software skills evaluation. Screening committee will use results as one of the selection criteria.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**HUMAN RESOURCES DOCKET  
CLASSIFIED  
DECEMBER 16, 2024**

**CLASSIFIED**

Miscellaneous Pay Schedule 2024-2025 Update (Attachment #1)

New Job Description (Attachment #2)

Procurement Specialist  
Classified/Grade Level 11

Revised Title

From: People and Culture Business Partner  
To: Human Resources Specialist  
Human Resources  
District

Effective: October 15, 2024

New Appointment

Comminey, Jeffrey  
Senior District Safety Officer (Armed)  
Business, Operations, and Fiscal Services  
District  
(Requisition #CL24-00849)

Effective: November 04, 2024  
Salary Placement: Grade 13, Step 5  
+ 5% Shift Differential  
\$86,692.44

Corpuz, Nestor  
Job Developer  
Business and Career Technical Education Division  
Santiago Canyon College  
(Requisition #CL24-00993)

Effective: November 06, 2024  
Salary Placement: Grade 12, Step 6  
\$82,422.98

Dam, Amy  
Administrative Secretary  
Executive Division  
Santa Ana College  
(Requisition #CL24-00902)

Effective: December 02, 2024  
Salary Placement: Grade 12, Step 5  
\$78,537.57

## **PROCUREMENT SPECIALIST**

### **CLASS SUMMARY**

Under general supervision performs a wide variety of technical and complex customer service and clerical duties in the procurement environment related to the purchase of various materials, supplies, equipment and services. Assists Purchasing staff with various tasks; performs related duties as required.

### **REPRESENTATIVE DUTIES**

1. Serves as the first point of contact for end users and vendors to provide technical and administrative support; and customer service.
2. Prepares purchase requisitions for the purchase of goods and services for Purchasing, Warehouse, and Mailroom Services as directed.
3. Issues purchase orders utilizing the District's current ERP for leased equipment; maintenance and copy usage fees and various commodities as directed.
4. Participates in the development of training materials related to Purchasing Services trainings for district-wide employees in a classroom environment or via virtual platform.
5. Aids internal staff, current vendors and future vendors related to compliance requirements, Board Policies and Administrative Regulations, Public Contracting Code, Labor Code, Government Code and California Education Code as it relates to the procurement environment. Answers questions from departments and vendors concerning purchase requisitions and purchase orders.
6. Participates in accepting Bids and Requests for Proposal packets and filing of such documents once awarded.
7. Maintains a variety of specialized record keeping systems, including but not limited to district vendor registration forms, qualified contractor registration forms, certificates of insurance, W-9s and requested vendor information changes.
8. Participates in the development and maintenance of all Purchasing Services electronic resources including the Purchasing Services resources for vendors and end users; maintains inventory of resources for the Employee Intranet, updates resources, posts resources to the District's website and Employee Intranet.
9. Maintains and updates the District's webpages for Purchasing, Warehouse and Mailroom Services.
10. Produces a variety of materials such as letters, memoranda, district-wide communication, training announcements, departmental reports, prepares reports and vendor information changes for Board of Trustee's review and approval, and gathers and summarizes information to create efficiencies.
11. Assists the department with the uploading of Board of Trustees docket items to BoardDocs.
12. Creates new vendor profiles in ERP, currently Colleague, per W-9 forms.
13. Provides staff assistance with registering vendors with the Department of Industrial Relations (DIR).
14. Supports District Office staff with Mailroom inquiries, accepts delivered parcels and logs receipt in Mailroom.
15. Supports Purchasing staff by filing completed purchase orders.

16. Assists in processing budget change forms, transfers of expenditures and monitors budget for supplies, equipment and travel. Completes SBITAs forms and Purchase Agreements.
17. Annually, pulls previous fiscal year purchase orders from files and prepares documents for off-site scanning.
18. Participates in gathering annual contracts renewals from vendors and creates spreadsheets to assist end users with new pricing.
19. Provides Buyers assistance with obtaining information and processing purchase orders, as directed during peak procurement periods.
20. Communicates with district staff and vendors, related to districtwide copiers and processes required forms and purchase orders.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of computer-based software programs that support this level of work, including but not limited to word processing, development and maintenance of spreadsheets, training presentation materials, enterprise resources planning systems related to procurement and finance modules.
2. Knowledge of purchasing methods and procedures.
3. Knowledge of record-keeping techniques.
4. Knowledge of basic bookkeeping procedures.
5. Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
6. Ability to interpret, apply and explain rules, regulations, policies and procedures.
7. Ability to operate a variety of office equipment such as a calculator, computer, copier, scanner, time-stamper, etc.
8. Ability to analyze situations accurately and adopt an effective course of action.
9. Ability to plan, organize and prioritize work.
10. Ability to work independently with little direction.
11. Ability to complete work assigned efficiently with many interruptions.
12. Ability to understand and follow both oral and written directions.
13. Ability to communicate effectively, both orally and in writing.
14. Ability to meet schedules and deadlines.
15. Ability to understand scope of authority in making independent decisions.
16. Ability to review situations accurately and determine appropriate course of action according to the established guidelines.
17. Ability to establish and maintain effective working relationships with others.
18. Ability to work in a fast-paced District office environment; subject to constant interruptions and varying noise levels; frequent interaction with others; sitting, walking, and standing for long periods of time; repetitive use of office equipment and ability to push, pull and lift various office resources such as boxing files, moving supplies from storage location to office, etc.

### **MINIMUM QUALIFICATIONS**

Any combination of education and experience is required, specifically a high school diploma or GED. A minimum of three (3) years of progressively responsible clerical and office experience is required. One year of procurement experience in the public or private sector is desired. Completed college credit courses in business are desirable.



Current

# RSCCD 2024-2025 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Senior Purchasing Clerk		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Range 8, Step 6	\$ 5,739.760	12	\$ 68,877.12

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	18,631.26	
SOCIAL SECURITY	6.200%	4,270.38	
MEDICARE	1.450%	998.72	
UNEMPLOYMENT	0.050%	34.44	
WORKERS COMP	1.500%	1,033.16	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.250%</b>	<b>\$ 24,967.96</b>	<b>\$ 24,967.96</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 93,845.08</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 1,638.00</b>	<b>\$ 1,638.00</b>

<b>INSURANCE BENEFITS</b>			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 68,877.12	61.99	
MEDICAL INSURANCE (see below)			
<b>TOTAL INSURANCE COST</b>		<b>61.99</b>	<b>\$ 61.99</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 95,545.07</b>
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BENEFITS =	\$ 26,667.95
BENEFIT COST AS A PERCENT OF CONTRACT =	38.72%

CSEA	Max	39,153.71	23,467.26	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

Proposed

RSCCD

## 2024-2025 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Procurement Specialist		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Range 11, Step 3	\$ 5,630.851	12	\$ 67,570.21

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	18,277.74	
SOCIAL SECURITY	6.200%	4,189.35	
MEDICARE	1.450%	979.77	
UNEMPLOYMENT	0.050%	33.79	
WORKERS COMP	1.500%	1,013.55	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.250%</b>	<b>\$ 24,494.20</b>	<b>\$ 24,494.20</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 92,064.41</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 1,638.00</b>	<b>\$ 1,638.00</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 67,570.21	60.81	
MEDICAL INSURANCE (see below)			
<b>TOTAL INSURANCE COST</b>		<b>60.81</b>	<b>\$ 60.81</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 93,763.22</b>
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BENEFITS =	\$ 26,193.01
BENEFIT COST AS A PERCENT OF CONTRACT =	38.76%

CSEA	Max	39,153.71	23,467.26	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

**Rancho Santiago Community College District**  
**CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION**  
**PERMANENT CONTRACT ANNUAL SALARY SCHEDULE**  
**Effective: July 1, 2024**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	\$42,615.51	\$44,787.78	\$47,030.73	\$49,397.26	\$51,869.79	\$54,483.59
2	\$43,834.10	\$46,006.39	\$48,319.95	\$50,757.13	\$53,317.97	\$56,020.07
3	\$45,070.37	\$47,260.32	\$49,679.84	\$52,205.34	\$54,836.79	\$57,591.87
4	\$46,553.86	\$48,849.78	\$51,286.96	\$53,883.09	\$56,602.86	\$59,428.59
5	\$48,072.70	\$50,492.21	\$53,017.71	\$55,666.83	\$58,457.25	\$61,388.94
6	\$49,768.13	\$52,293.63	\$54,942.78	\$57,697.84	\$60,611.92	\$63,631.88
7	\$51,781.46	\$54,395.28	\$57,115.06	\$60,011.40	\$63,049.06	\$66,175.00
8	\$53,883.09	\$56,602.86	\$59,428.59	\$62,466.28	\$65,592.24	\$68,877.12
9	\$56,143.69	\$58,987.08	\$61,971.74	\$65,097.70	\$68,347.29	\$71,773.50
10	\$58,686.81	\$61,653.86	\$64,744.52	\$67,976.42	\$71,349.63	\$74,917.13
11	\$61,300.66	\$64,355.96	\$67,570.21	\$70,996.41	\$74,563.89	\$78,290.33
12	\$64,514.91	\$67,799.82	\$71,190.69	\$74,740.52	\$78,537.57	\$82,422.98
13	\$67,905.79	\$71,278.99	\$74,846.48	\$78,643.58	\$82,564.23	\$86,732.20
14	\$71,561.56	\$75,146.72	\$78,926.13	\$82,864.49	\$87,067.76	\$91,429.97
15	\$75,588.23	\$79,350.01	\$83,341.32	\$87,473.97	\$91,906.84	\$96,480.94
16	\$80,197.70	\$84,224.38	\$88,392.30	\$92,842.82	\$97,505.29	\$102,361.99
17	\$84,948.45	\$89,204.70	\$93,672.88	\$98,370.67	\$103,315.68	\$108,525.62
18	\$90,176.03	\$94,714.89	\$99,483.32	\$104,463.65	\$109,708.90	\$115,183.75
19	\$96,110.10	\$100,913.82	\$106,000.12	\$111,333.70	\$116,879.17	\$122,760.23
20	\$102,662.24	\$107,801.52	\$113,188.07	\$118,821.86	\$124,844.18	\$131,060.81
21	\$109,761.89	\$115,254.39	\$121,047.12	\$127,140.13	\$133,445.02	\$140,138.46
22	\$119,104.43	\$125,038.49	\$131,308.08	\$137,913.21	\$144,783.26	\$152,041.84

Based on 12 Month/Year

**Service Recognition:**

10 Years	2.5%
15 Years	5.0%
20 Years	7.5%
25 Years	10 %
30 Years	12.50%

**Differential Pay:**

Bilingual Requirement	2.5%
Swing Shift	5%
Graveyard Shift	7.5%

4.00% Cola

Board Approved: September 28, 2022

**BUYER**

**CLASS SUMMARY**

Under general direction; procure supplies, equipment and services at competitive pricing within Education Codes, public contract codes, board policies and all other legal requirements that meet bond, federal, special projects and general account deadlines; reviews and analyzes purchase requisitions; obtains price quotations; prepares and writes specifications for bids; evaluates and recommends award of bids; interviews sales representatives; follows up on late orders and incorrect deliveries; interacts with Accounts Payable to resolve invoice discrepancies; coordinates District field trips with bus transportation companies; assures compliance with District insurance requirements and follows up on complaints regarding field trips; performs related duties as required.

**REPRESENTATIVE DUTIES**

Procure supplies, equipment and services at competitive pricing within ed codes, public contract codes, board policies and meeting all legal requirements in order to satisfy bond, federal, special projects and general account deadlines and criteria; Research and locate hard-to-find commodity items; Reviews, researches and processes purchase requisitions for materials, supplies, equipment, and services for District use; develop technical specifications for informal quotations and formal bids; analyze and award informal quotations; evaluate and recommend award of bids to the Board of Trustees; determines sources of supply, quality, value, cost volume, and interpretations of specifications; determines purchase requisition process assists the Director in bid openings; analyzes and evaluates bids received and prepares complex bid tabulations; recommends (to the Director of Purchasing) and prepares award of bids and completes contract documents in accordance with established procedures and state and District regulations; organize and implement online office supply ordering system; coordinates District field trips with bus transportation companies; assures compliance with district insurance requirements and follows up on complaints filed by the District; establishes and maintains effective relationships with vendors and sales representatives; recruit, interview, recommend and foster relationships with vendors and advises them of District purchasing procedures and education codes; provides assistance to District personnel in the selection of equipment and supplies; stays current concerning new products and methods; maintains current vendor catalogs and price data; maintains bidding documents; files; prepares various reports; investigates and responds to complaints from school personnel regarding quality or condition of goods received; advises users on acceptability and toxicity of items; performs related duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated supervisor/administrator and coordinates closely with requesting offices to ensure proper and timely purchasing services. This class may direct the work of other staff and part-time help.

**BUYER (continued)**

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Any combination of training and experience equivalent to an AA degree including college courses in accounting and three (3) years of progressively responsible clerical and office experience in a purchasing environment.

**Knowledge and Abilities**

Knowledge of analysis of bids; purchasing principles and practices for a variety of supplies and equipment; preparation of informal quotations and formal bids and related procedures; practices and regulations governing public and educational procurement; modern office practices, procedures and equipment; general materials, commodities and sources of supplies, materials, and equipment used in a school district; financial and inventory record keeping procedures; operation of a PC computer; current prices, market practices and trends for a wide range of commodities used by the District; English grammar, composition and vocabulary; arithmetic; principles of public relations.

Familiarity with state laws related to purchasing; policies and procedures; timely bidding schedules and practices; sources of information for buying, including legal sources.

Ability to negotiate and exercise sound judgment in the purchase of a variety of materials, supplies and equipment; establish and maintain cooperative working relationships with vendors and District employees contacted in the course of work; write and prepare specifications and bidding documents; project timely schedule; research materials for purchase; analyze situations accurately and adopt an effective course of action; interpret, apply and explain rules, regulations, policies and procedures; plan and organize work; assume responsibility for schedules, reports, and general flow of a volume of activity; work confidentially with discretion; develop and maintain records and files and make arithmetic calculations quickly and accurately; learn the operation of an automated purchasing system and microcomputer equipment including word processing, spreadsheet, and database software communications and working relationships with others; learn and apply technical and legal procedures, policies and regulations; work independently.

Skills: Proficiently operate calculator and microcomputer equipment.