Rancho Santiago Community College District
District Council Meeting
November 4, 2024
1:30 p.m.
Via Zoom
https://rsccd-edu.zoom.us/j/88994747501
669-444-9171 / 889 9474 7501

Agenda

1. Call to Order/Update   Martinez

2. Approval of October 7, 2024 District Council Meeting Minutes - **ACTION**   Martinez

3. Approval of Reorganizations **– ACTION**   Olson
   a. Reorg #1430 – DO/Ed Services/ITS
   a. Reorg #1445 – DO/Ed Services/OCRC

4. ITS Annual Report Presentation – **INFORMATION**   Gonzalez

5. District Council Roles & Responsibilities – **INFORMATION & ACTION**   Martinez
   a. Results of RSCCD Governance Committee Survey
   b. District Council Roles & Responsibilities
   c. District Council 2023-2025 Goals

6. Committee Reports – **INFORMATION**
   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

7. Constituent Representative Reports - **INFORMATION**
   a. Academic Senate - SAC   Coyne
   b. Academic Senate - SCC   Kubicka-Miller
   c. Classified Staff   Salas
   d. Student Government - SAC   Velez
   e. Student Government – SCC   Cudal

Next Meeting:
December 2, 2024

Rancho Santiago Community College District
District Council Meeting

MINUTES
October 7, 2024

Members:		
	Marvin Martinez	Present
	Enrique Perez	Present
	Iris Ingram	Present
	Kristin Olson	Present
	Annebelle Nery	Present
	Jeannie Kim	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Tara Kubicka-Miller	Present
	Monica Zarske	Present
	Corinna Evett	Present
	Jason Sim	Absent
	Sarah Salas	Present
	Sheryl Martin for Zina Edwards	Present
	Jessica Velez	Present
	Flo Cudal	Present

Guests:

Adam O'Connor	Chi-Chung Keung
Chief Dave Waters	Sarah Santoyo
Dane Clacken	Adam Howard
Ron Gonzalves	Kimberly Perna
Kennethia Vega	

1. Call to Order/Update
   a. Chancellor Martinez convened the meeting via Zoom Conference at 1:35 p.m.

2. Approval of Minutes
   a. It was moved by Ms. Ingram, seconded by Ms. Coyne and carried with an abstention by Ms. Martin to approve the minutes of the August 26, 2024 meeting.

3. <u>Approval of Administrative Regulation</u>
    a. Chancellor Martinez reported that he had received a request from CSEA to remove this item (AR 2510 Participation in Local Decision-Making) from the agenda. Instead of removing the item, he asked Ms. Salas to explain the reasoning behind the request. Ms. Salas asked that the AR be put in abeyance because CSEA 579 has not been given formal notice of the formation of a Classified Senate at SCC and there is mention of a Classified Senate in the revised AR. Discussion ensued. Vice Chancellor Olson explained that this was a critical update needed to the AR and suggested that consideration be given to move forward with the AR separating out each unit as its own AR to address the concern from CSEA.

    It was moved by Ms. Coyne and seconded by Ms. Salas to create an individual AR for each unit as AR 2510.1 Participation in Local Decision-Making – Faculty; AR 2510.2 Participation in Local Decision-Making – Classified Professionals and AR 2510.3 Participation in Local Decision-Making – Students. The motion passed unanimously.

    It was moved by Ms. Coyne and seconded by Ms. Evett to approve AR 2510.1 Participation by Local Decision-Making – Faculty as presented. The motion passed unanimously.

    Approval of AR 2510.2 Participation by Local Decision-Making – Classified Professionals was tabled for a future meeting.

    It was moved by Ms. Ingram and seconded by Ms. Salas to approve AR 2510.3 Participation in Local Decision-Making – Students as presented. The motion passed unanimously.

4. <u>Approval of Reorganizations</u>
    a. It was moved by Ms. Ingram and seconded by Dr. Kim to approve Reorg #1427 – DO/Fiscal Services as presented. Discussion ensued and District Council members received clarification on the information presented. The motion passed unanimously.
    b. It was moved by Ms. Ingram and seconded by Ms. Kubicka-Miller to approve Reorg #1436 – DO/Bus Services/Safety & Security as presented. Discussion ensued and District Council members received clarification on the information presented. The motion passed unanimously.
    c. It was moved by Ms. Ingram and seconded by Ms. Salas to approve Reorg #1437 – DO/Bus Services/Safety & Security as presented. Discussion ensued and District Council members received clarification on the information presented. The motion passed unanimously.

4. Approval of Reorganizations (continued)
    d. Education Services
        i. It was moved by Ms. Ingram and seconded by Ms. Salas to approve Reorg #1428 – DO/Ed Services/CDS as presented. Discussion ensued and District Council members received clarification on the information presented. The motion passed unanimously.
        ii. It was moved by Ms. Ingram and seconded by Ms. Kubicka-Miller to approve Reorg #1429 – DO/Ed Services/ITS as presented. Discussion ensued and District Council members received clarification on the information presented. Dr. Nery left the meeting during discussion of this item. The motion passed unanimously.
        iii. It was moved by Ms. Ingram and seconded by Ms. Salas to approve Reorg #1431 – DO/Ed Services/Resource Development as presented. Discussion ensued and District Council members received clarification on the information presented. It was moved by Ms. Evett and seconded by Ms. Kubicka-Miller to approve the reorg without the approval of the Director of Special Programs, which will be requested on its own reorg. Ms. Velez left the meeting during discussion of this item. The motion passed unanimously.
        iv. It was moved by Ms. Ingram and seconded by Ms. Coyne to approve Reorg #1432 – DO/Ed Services/Resource Development as presented. Discussion ensued and District Council members received clarification on the information presented. The motion passed unanimously.
        v. It was moved by Ms. Ingram and seconded by Ms. Salas to approve Reorg #1433 – DO/Ed Services/Resource Development as presented. Discussion ensued and District Council members received clarification on the information presented. The motion passed unanimously.
        vi. It was moved by Ms. Ingram and seconded by Ms. Coyne to approve Reorg #1434 – DO/Ed Services/Resource Development as presented. Discussion ensued and District Council members received clarification on the information presented. The motion passed unanimously.
        vii. It was moved by Ms. Ingram and seconded by Ms. Coyne to approve Reorg #1435 – DO/Ed Services/Resource Development as presented. Discussion ensued and District Council members received clarification on the information presented. The motion passed unanimously with an absention by Ms. Evett.

5. ITS Annual Report Presentation
    a. In the interest of time, Asst. Vice Chancellor Jesse Gonzalez offered to defer the ITS Annual Report Presentation to the November 4, 2024 District Council meeting.

6. <u>Committee Reports</u>
    a. <u>Planning and Organizational Effectiveness Committee (POEC)</u>
       Mr. Perez reported that the next meeting will be held on October 23, 2024.
    b. <u>Human Resources Committee (HRC)</u>
       Ms. Olson reported on the September 11, 2024. The next meeting will be held on
       October 9, 2024.
    c. <u>Fiscal Resources Committee (FRC)</u>
       Vice Chancellor Iris Ingram reported on the September 18, 2024 meeting. The
       next meeting will be held October 16, 2024.
    d. <u>Physical Resources Committee (PRC)</u>
       Ms. Ingram reported on the October 2, 2024 Meeting. The next meeting will be
       held on November 6.
    e. <u>Technology Advisory Group</u> (TAG)
       Mr. Gonzalez reported on the September 5, 2024 and October 3, 2024 meetings.
       The next meeting will be held on November 7, 2024.

7. <u>Constituent Representative Reports</u>
    a. <u>Academic Senate/SAC</u>: Ms. Coyne reported on the SAC Academic Senate
       activities.
    b. <u>Academic Senate/SCC</u>: Ms. Kubicka-Miller reported on the SCC Academic
       Senate activities.
    c. <u>CSEA</u>: Ms. Salas provided a report on CSEA activities.
    d. <u>Student Government/SAC</u>: Ms. Jessica Velez had to leave the meeting and
       submitted a written report which will be distributed with the draft minutes of the
       meeting to all District Council members.
    e. <u>Student Government/SCC</u>: Ms. Flo Cudal reported on SCC ASG activities.

Next Meeting: The next meeting will be held on Monday, November 4, 2024
Meeting Adjourned: 3:15 p.m.
Approved: November 4, 2024

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM

Number # ___1430___

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: **DO/ITS/ED Services**

Manager/Supervisor: **Dane Clacken**

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
	Information Security Specialist

Current annual salary/benefits cost $ N/A   Proposed annual salary/benefits cost $ **202,368**

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): $175,000 ongoing funding from the State CO(AB 178, 2022 Budget Act)12-2474-678000-54146-5100

Colleges agreed to cover the difference of $27,368.26 using one-time money for 24-25 (fund 13)& add to the budget assumptions for 25-26

Reason for reorganization: *(Attach necessary budget change forms)*

The more that the District grows in size, the higher the number of devices connected to our network and applications required for academic and business purposes. This technology increase carries an element of technology risk that needs to be mitigated with the use of additional cybersecurity staff. The State Chancellor's Office realizes this risk and is giving every district $175k in ongoing funds to help hire Cybersecurity staff. The colleges have agreed to cover the difference of $27,368.26 to be able to hire this role.

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)*: *Enrique Perez*   Date: Sep 17, 2024

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date):	Business Operations & Fiscal Services (Signature/Date): TN
	Resource Development (Signature/Date – Only for Restricted Funds) Miguel Gonzalez
COLLEGE POSITIONS	**DISTRICT POSITIONS**
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): Marvin Martinez (Oct 8, 2024 10:45 PDT) DG
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

Property of RSCCD/Human Resources   Revised 03/2014

RANCHO SANTIAGO
Community College District
Santa Ana College • Santiago Canyon College
Information Technology Services

Jesse Gonzalez
Assistant Vice Chancellor
Information Technology
Services

Current

Lynn Nevils
Executive Secretary

Adam Howard
Director Enterprise
Applications Services

Bay Dinh
Anas Elhadidy
Paul Hwang
Michael Le
Cecilia Schultz
Applications Specialist
IV

Howard Chau
Noelle Dassler
Carlos Guzman
Veni Herrera
Ciprian Mitocariu
Michael Ward
Applications Specialist III

Elisabeth Chavez
Hugh Hoang
Business Systems Analyst

Dane Clacken
Director Technology
Infrastructure &
Support Services

Ruben Hernandez
Information Security
Specialist

Vacant
Cloud Computing
Specialist

Dave Heidt
Ray Maa
Network Specialist IV

Ryan Carroll
Jason Palmer
Network Specialist III

Ken Borboa
Fernando Lammoglia
Network Specialist II

Wayne Corral
Technical Specialist I

Nico Fulgencio
Help Desk Analyst

Kimberly Perna
Director Academic &
End User Support
Services SCC

Trini Tran
Applications
Specialist IV

Jeremy Collins
Tony Lee
Technical Specialist III

Thuc Nguyen
Johnny Reyes
Vinh Tran
Technical Specialist I

Annie Jiu
Web Designer

Emmanuel Huipe
Media Systems
Electronic Technician

Ron Gonzalves
Director Academic &
End User Support
Services SAC

Tony Carranza
Andy Le
Michael Turrentine
Technical Specialist III

Norac Lim
Solo Salas
Raul Cardenas
Technical Specialist II

Al Adame
Leif Alejandrino
Greg Asquith
Christian Lopez
Erick Lozano
Michael Nguyen
Technical Specialist I

Vacant
Media Systems
Electronic Tech, Lead

Steve Avila
Andy Nguyen
Media Systems
Electronic Technician

RANCHO SANTIAGO
Community College District
Santa Ana College • Santiago Canyon College
Information Technology Services

Proposed

Jesse Gonzalez
Assistant Vice Chancellor
Information Technology
Services

Lynn Nevils
Executive Secretary

Adam Howard
Director Enterprise
Applications Services

Bay Dinh
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Paul Hwang
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Cecilia Schultz
Applications Specialist IV

Howard Chau
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Elisabeth Chavez
Hugh Hoang
Business Systems Analyst

Dane Clacken
Director Technology
Infrastructure &
Support Services

Ruben Hernandez
Information Security
Specialist

New
Information Security
Specialist

Vacant
Cloud Computing
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Wayne Corral
Technical Specialist I

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Director Academic &
End User Support
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Emmanuel Huipe
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Electronic Technician

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Michael Turrentine
Technical Specialist III

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Raul Cardenas
Technical Specialist II

Al Adame
Leif Alejandrino
Greg Asquith
Christian Lopez
Erick Lozano
Michael Nguyen
Technical Specialist I

Vacant
Media Systems
Electronic Tech, Lead

Steve Avila
Andy Nguyen
Media Systems
Electronic Technician

INFORMATION SECURITY SPECIALIST

CLASS SUMMARY

Under minimum direction, will be responsible for security architecture, end point security, application security, database security, identity management, and infrastructure security. This position requires a thorough understanding of current and emerging threats and technologies for either on premise or in the cloud. In addition, the successful candidate will be responsible for designing and deploying information security technologies to directly support the efforts in securing the District's information or electronic assets and enforcing directives as mandated by regulations and state and federal law. Responsible for resolving the most complex security problems or breaches; conducts and initiates security scans, audits, and performs risk assessments. Acts as a liaison for interacting with third party vendors, forensic specialists, auditors, law enforcement, and/or investigations. Continuous involvement with all Information Technology Services Director's and the District's management team is required. Strong written and verbal communication skills, leadership, teamwork, and agility are critical success factors.

REPRESENTATIVE DUTIES

Design, deploy, and manage multiple information security technology standards and procedures. The technologies include end point security, application security, database security, infrastructure security, and identity management solutions; Provides incident response and remediation support and initiates and oversees necessary vendors as required; Perform technical security design/review activities for applications, networks, servers, architecture, and databases to ensure secure deployments for either on premise or cloud; Ensure the adoption of information security requirements into the design, implementation, and operations within the system development life cycle; Creates, updates, and oversees all disaster recovery and related activities including testing and validation for restoration for both on premise and in the cloud; Promote acceptance of security technologies within the organization, balancing business goals, security controls, and customer usability. Work with business management to communicate security risk and countermeasures; Communicates trending risks with District employees and performs or provides training to mitigate the risk for the human factor; Acts as the technical lead for security vendors, investigators, and law enforcement agencies as required; Assists and supports all technical personnel with all aspects of planning, design, development, coding, testing, debugging and implementation of complex systems administration for a variety of operating systems; Assist with the development of bid specifications for acquisitions of network, data security, and telecommunications related equipment and services; Assist in the development of policies and procedures to ensure ongoing continuity. Develop and document security standards; Performs other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

Information Security Specialist reports to designated manager of the Information Technology Services department.

INFORMATION SECURITY SPECIALIST continued

DESIRABLE QUALIFICATION GUIDE

Training and Experience

A bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field and five years of progressively responsible experience in security, network design and development, computer forensics, technology related auditing, computer systems, and/or programming responsibilities. CISSP or equivalent certification preferred.

Knowledge

Knowledge of information technology security standards and requirements, trends and tools, LAN/WAN networks, operating systems, and ERP systems; Design, develop and implement security solutions for complex and large networks; Integrating security protocols to complex solutions and understanding relationships between applications; Demonstrate working knowledge of the principles, practices and techniques of database structures and computer programming; Working knowledge of firewalls, intrusion detection and prevention systems, auditing and scanning systems, VPN, and remote access systems. Ability to provide guidance for the design and replacement of security related technologies; Familiarity with information security regulations such as FERPA, HIPPA, PCI compliance.

Abilities
Ability to provide leadership and technical guidance to the District; plan, lead, coordinate and conduct major projects or phases of projects;   Apply independent technical judgment to complex technical situations; Coordinate schedules and resources with systems and network programmers, engineers, users, technical services staff, risk management, campus management, and/or district safety; Diagnose and quickly respond to and resolve security breaches and understand reasons for systems failures; Maintain current knowledge of technological advances in the security and related fields; Communicate effectively both orally and in writing. Maintain records and prepare reports; Prioritize and schedule work. Analyze situations accurately and adopt an effective course of action;   Work independently with little direction and provide work directions to others; Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

WORKING CONDITIONS

This position requires ability to use computer workstations throughout the workday.

RSCCD   2024-2025 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

INFORMATION SECURITY SPECIALIST			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
22/Step3	$ 10,942.340	12	$ 131,308.08

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	35,033.00	
SOCIAL SECURITY	6.200%	8,141.10	
MEDICARE	1.450%	1,903.97	
UNEMPLOYMENT	0.050%	65.65	
WORKERS COMP	1.500%	1,969.62	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.880%	$ 47,113.34	$ 47,113.34
TOTAL SALARY & BENEFIT COST			$ 178,421.42

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%	-	
TOTAL FRINGE BENEFIT COST	9.200%	$ 1,638.00	$ 1,638.00

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR $50,000 minimum) (Annual Life Insurance X $0.075/1000 X 12 Months)	$ 131,308.08	118.18	
MEDICAL INSURANCE (see below)		22,190.66	
TOTAL INSURANCE COST		22,308.84	$ 22,308.84

TOTAL COST OF POSITION			$ 202,368.26

BENEFITS =	$ 71,060.18		
BENEFIT COST AS A PERCENT OF CONTRACT =			54.12%

CSEA		Max	36,449.16	22,190.66	AVERAGE

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

9/11/2024

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM

Number # __1445__

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: __DO/Orange County Regional Consortium/Educational Services__

Manager/Supervisor: __Sarah Santoyo/Enrique Perez__

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
	Director of Special Programs

Current annual salary/benefits cost $ __0__   Proposed annual salary/benefits cost $ __217,620.02__

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): __12-2124-6 79000- 5 330 6-2110__
                                     (Attach necessary budget change forms)

Reason for reorganization:

OCRC serves entire OC region on WED initiatives; need for management level staff member to ensure outcomes & objective are met.

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)*: *Enrique Perez* _____ Date: _____

SIGNATURES AND/OR REVIEW DATES	
Human Resources *(Signature/Date)*: *Alison Winter*	Business Operations & Fiscal Services *(Signature/Date)*:
	Resource Development *(Signature/Date – Only for Restricted Funds)* *Sarah Santoyo* 10/17/24
COLLEGE POSITIONS	**DISTRICT POSITIONS**
President's Council Approval *(Signature/Date)*:	Chancellor's Cabinet Approval *(Signature/Date)*: *DG*
Chancellor's Cabinet Approval *(Signature/Date)*:	Chancellor's Council Approval *(Signature/Date)*:
CSEA *(Signature/Date)*:	CSEA *(Signature/Date)*:

Debra Gerard

CURRENT as of 10/07/24

Vice Chancellor, Educational Services
Enrique Perez

Asst to VC
Patricia Duenez

AVC, Ed Services
Sarah Santoyo

AVC, Workforce & Economic Development
Alex Davis

Retiring eff. 1/1/25

Executive Director, Orange County Regional Consortium

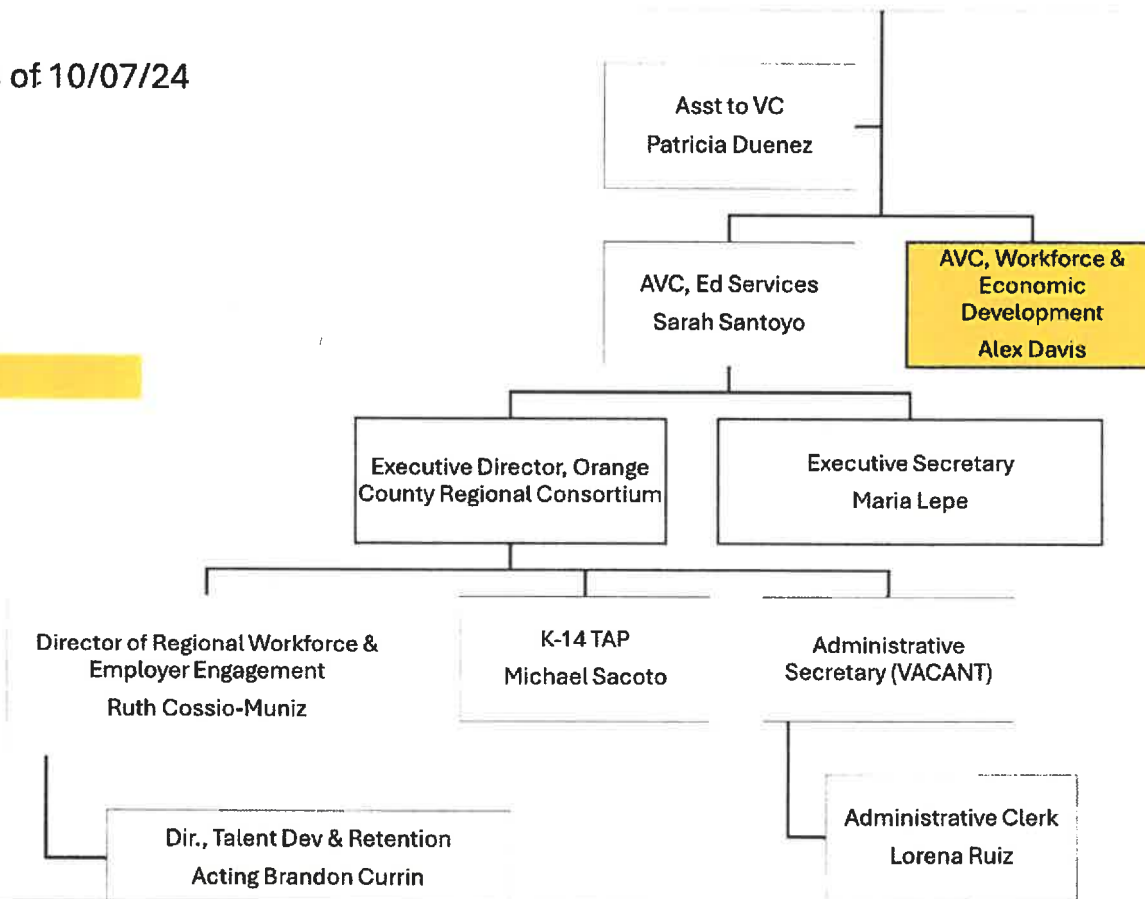Executive Secretary
Maria Lepe

Director of Regional Workforce & Employer Engagement
Ruth Cossio-Muniz

K-14 TAP
Michael Sacoto

Administrative Secretary (VACANT)

Dir., Talent Dev & Retention
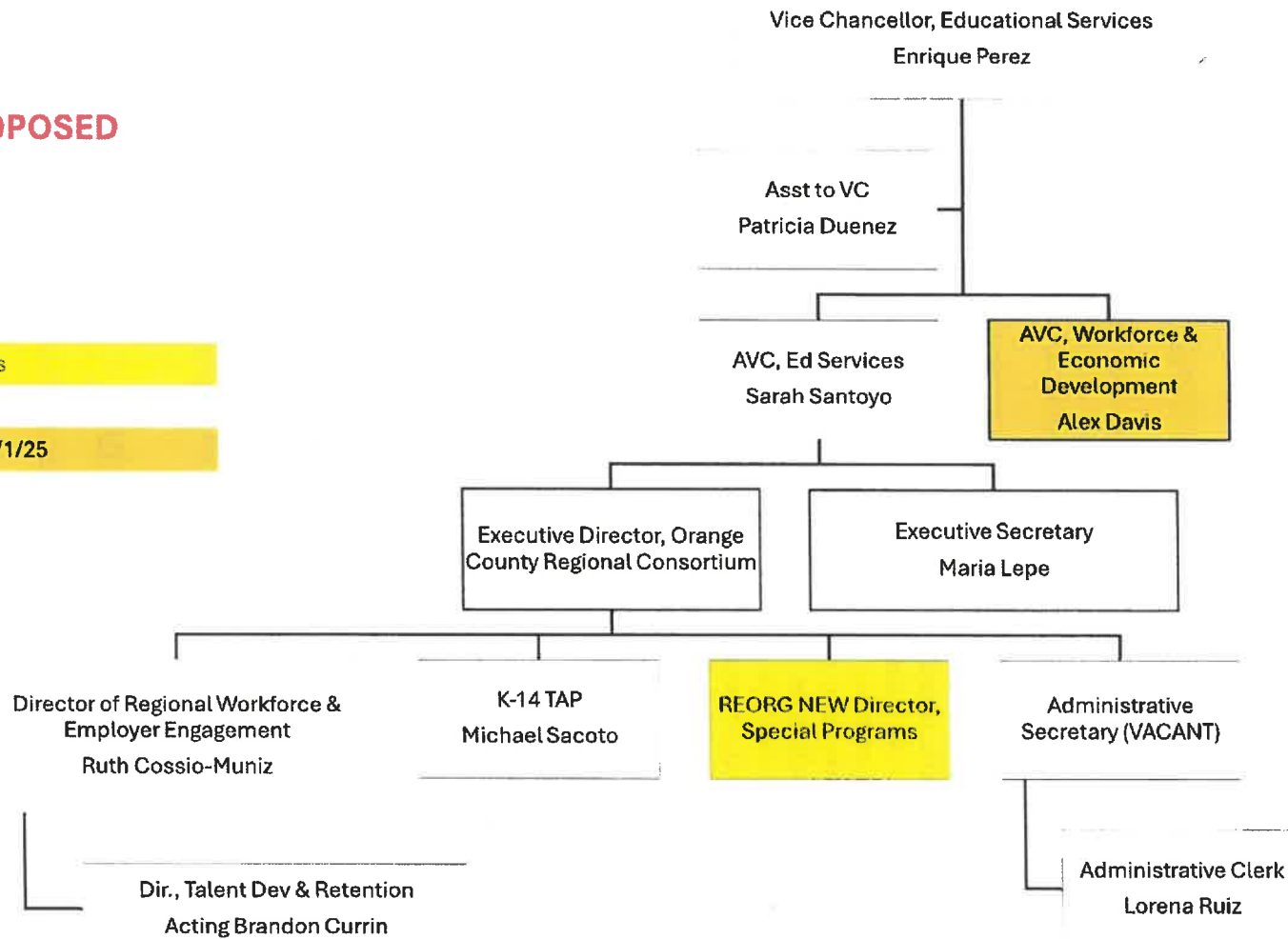Acting Brandon Currin

Administrative Clerk
Lorena Ruiz

PROPOSED

Vice Chancellor, Educational Services
Enrique Perez

Asst to VC
Patricia Duenez

New Positions

Retiring eff. 1/1/25

AVC, Ed Services
Sarah Santoyo

AVC, Workforce &
Economic
Development
Alex Davis

Executive Director, Orange
County Regional Consortium

Executive Secretary
Maria Lepe

Director of Regional Workforce &
Employer Engagement
Ruth Cossio-Muniz

K-14 TAP
Michael Sacoto

REORG NEW Director,
Special Programs

Administrative
Secretary (VACANT)

Dir., Talent Dev & Retention
Acting Brandon Currin

Administrative Clerk
Lorena Ruiz

DIRECTOR SPECIAL PROGRAMS

CLASS SUMMARY

Has overall responsibility to a designated administrator for the supervision and administration of a specially funded program, including all assigned personnel and participants, all related records and reports; performs other duties and responsibilities as assigned.

REPRESENTATIVE DUTIES

Designs, implements, coordinates, and directs activities related to specific projects. Analyzes data in relation to policy questions and study purposes; creates statistical tables and graphic displays. Writes comprehensive reports and makes oral presentations explaining research findings, implications, and applicability. Has overall supervision and day-to-day oversight of specially funded initiatives, as appropriate; assists in recruiting and selecting staff in all areas under direct supervision; provides for in-service training; supervises and evaluates staff, program functions and activities; responsible for the timely and accurate review and preparation of budget documents, including monthly expenditure reports and such documents and summaries as required by the funding source; has substantial responsibility for reporting, including program accountability reports and for seeking additional and alternative funding for programs and activities; responsible for the development and implementation of project goals, objectives, and activities associated with program operations, including but not limited to: planning seminars, training activities, workshops, orientations, public relations and recognition events, as well as for the documentation and evaluation of project activities and outcomes as measured against stated goals and objectives in final proposal, if applicable; supervises the recruitment, orientation, and on-going participation of individual program participants, their organizational sponsors or mentors, as appropriate, and provides overall support necessary to establish a new community-oriented support services program; successfully implements and institutionalizes project activities; responsible for establishing collaborative partnerships with community-based and other local organizations, public and private groups,
State and national entities and affiliates to further project goals and objectives and meet critical student and/or community needs; provides substantial leadership and support to committees directly linked to service areas, including special program steering and advisory committees, district-wide committees or task forces.

ORGANIZATIONAL RELATIONSHIPS

This class reports to senior administrations and supervises all staff in areas of direct responsibility.

DIRECTOR SPECIAL PROGRAMS cont'd

DESIRABLE QUALIFICATION GUIDE

Training and Experience
Any combination of education and/or experience equivalent to a bachelor's degree plus three years of related experience in project management. Experience involving work with community groups and governmental entities, documentation of program activities, and budget administration.

Knowledge and Abilities
Good Knowledge of: principles of supervision and management, record keeping, accountability, and thorough program documentation; research design and methods.

Knowledge of: state education code and district rules, regulations, and policies relating to the district's operation and administration, as well as state and federal rules, regulations, and policies.

Ability to: plan and implement programs; develop and manage budgets; design and administer research studies: write clear and concise complex documents; compile reports; work cooperatively with other employees and the public; establish positive and effective relationships; communicate effectively in writing and speech; comprehend and interpret financial statements; analyze situations and make appropriate decisions; supervise the work of others.

RSCCD   2024-2025 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Director Special Program		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade H/Step 4	$ 11,562.296	12	$ 138,747.55

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	37,531.21	
SOCIAL SECURITY	6.200%	8,602.35	
MEDICARE	1.450%	2,011.84	
UNEMPLOYMENT	0.050%	69.37	
WORKERS COMP	1.500%	2,081.21	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	36.250%	$ 50,295.98	$ 50,295.98
TOTAL SALARY & BENEFIT COST			$ 189,043.53

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.200%	$ 3,625.44	$ 3,625.44

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR $50,000 minimum)			
(Annual Life Insurance X $0.075/1000 X 12 Months)	$ 138,747.55	124.87	
MEDICAL INSURANCE (see below)		24,826.18	
TOTAL INSURANCE COST		24,951.05	$ 24,951.05

TOTAL COST OF POSITION			$ 217,620.02

BENEFITS =	$ 78,872.47		
BENEFIT COST AS A PERCENT OF CONTRACT =			56.85%

Admn., Superv/Mang. & Conf.		Max	44,049.23	24,369.00	AVERAGE

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

Rancho Santiago Community College District
Account Availability Report Ending 06/30/25
Options - Available/Met/Exceeded Budget

10/17/24

Page: 2

Fiscal Year: 2025

PROJECT: 2124 - EWD/Employer Engmnt OCRC 21-22

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
12-2124-675000-53306-5210 Employee Travel : OC Region	7,934.00	0.00	0.00	0.00	7,934.00
12-2124-679000-53306-2110 Classified Management : OC	752,950.00	89,416.13	265,850.64	47.18	397,683.23
12-2124-679000-53306-3215 PERS - Non-Instructional :	201,545.00	24,187.06	0.00	12.00	177,357.94
12-2124-679000-53306-3315 OASDHI - Non-Instructional	49,824.00	4,267.75	0.00	8.57	45,556.25
12-2124-679000-53306-3325 Medicare - Non-Instructiona	11,300.00	1,305.70	0.00	11.55	9,994.30
12-2124-679000-53306-3415 H & W - Non-Instructional :	182,914.00	7,305.81	0.00	3.99	175,608.19
12-2124-679000-53306-3435 H & W - Retiree Fund Non-In	0.00	0.00	0.00	0.00	0.00
12-2124-679000-53306-3515 SUI - Non-Instructional : O	486.00	45.03	0.00	9.27	440.97
12-2124-679000-53306-3615 WCI - Non-Instructional : O	11,636.00	1,350.71	0.00	11.61	10,285.29
12-2124-679000-53306-3915 Other Benefits - Non-Instru	22,712.00	632.49	4,552.56	22.83	17,526.95
12-2124-679000-53306-4610 Non-Instructional Supplies	3,802.00	0.00	0.00	0.00	3,802.00
12-2124-679000-53306-4710 Food and Food Service Suppl	8,466.00	0.00	0.00	0.00	8,466.00
12-2124-679000-53306-5100 Contracted Services : OC Re	30,000.00	0.00	0.00	0.00	30,000.00
12-2124-684000-53306-5100 Contracted Services : OC Re	1,679,421.00	33,767.65	1,043,043.06	64.12	602,610.29
Totals for PROJECT: 2124 - EWD/Employer Engmnt OCRC	2,962,990.00	162,278.33	1,313,446.26	49.81	1,487,265.41

Information Technology Services

ITS Annual Report
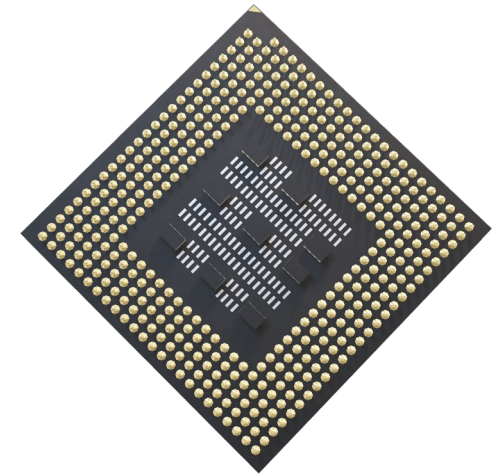
Fiscal year 2023-2024

July 1, 2023, to June 30, 2024

SANTA ANA COLLEGE

RANCHO SANTIAGO Community College District
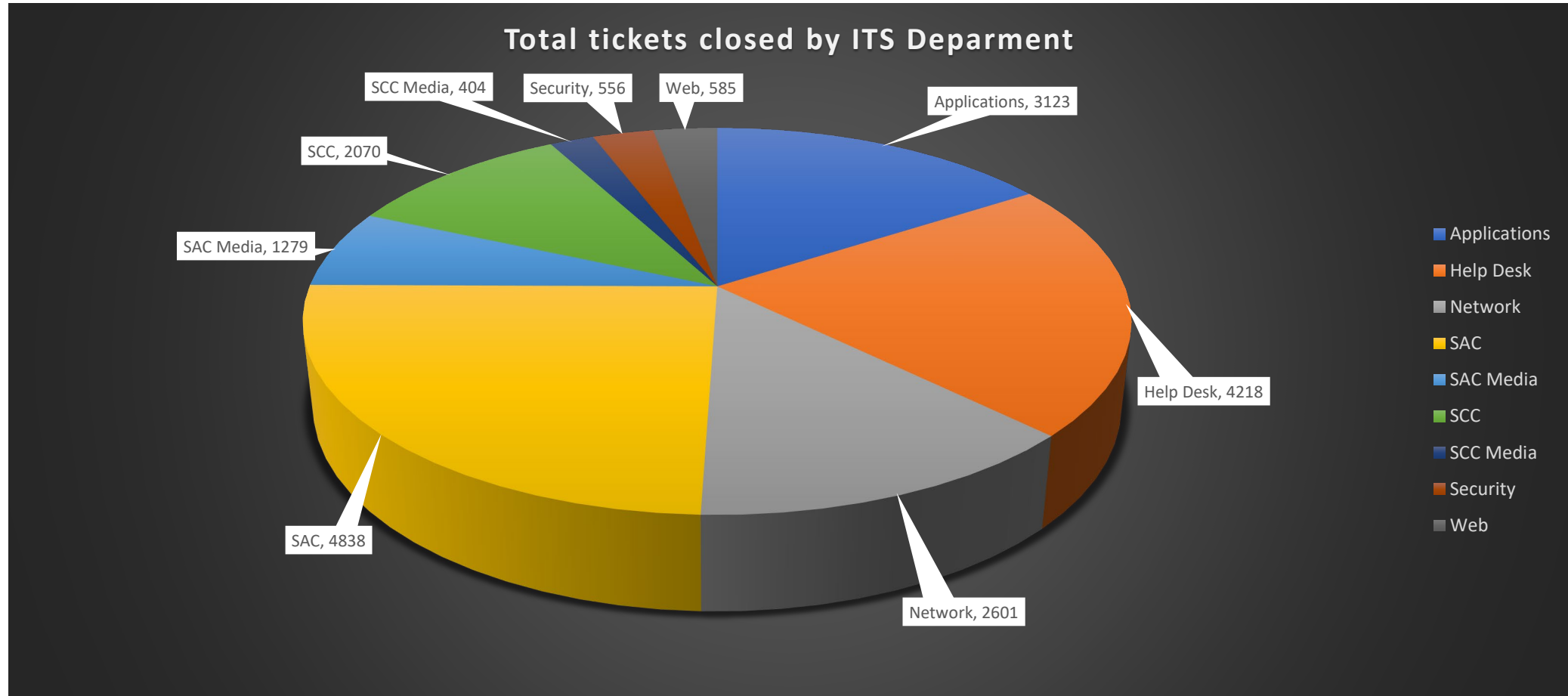
Santiago Canyon College

ITS Workload At a Glance

- 775 Projects Completed
- 19,674 Total Tickets Closed
- 49 ITS Personnel:
  - 15 at SAC/CEC
    - 2 Media Team members
  - 7 at SCC/OEC
    - 1 Media Team member
  - 14 Enterprise Applications
  - 7 Districtwide Infrastructure
  - 3 Helpdesk (Only 1 Full Time Resource)
  - 2 Web
  - 1 Security
- Average Ticket closure of 33 Tickets Per ITS Resource per month
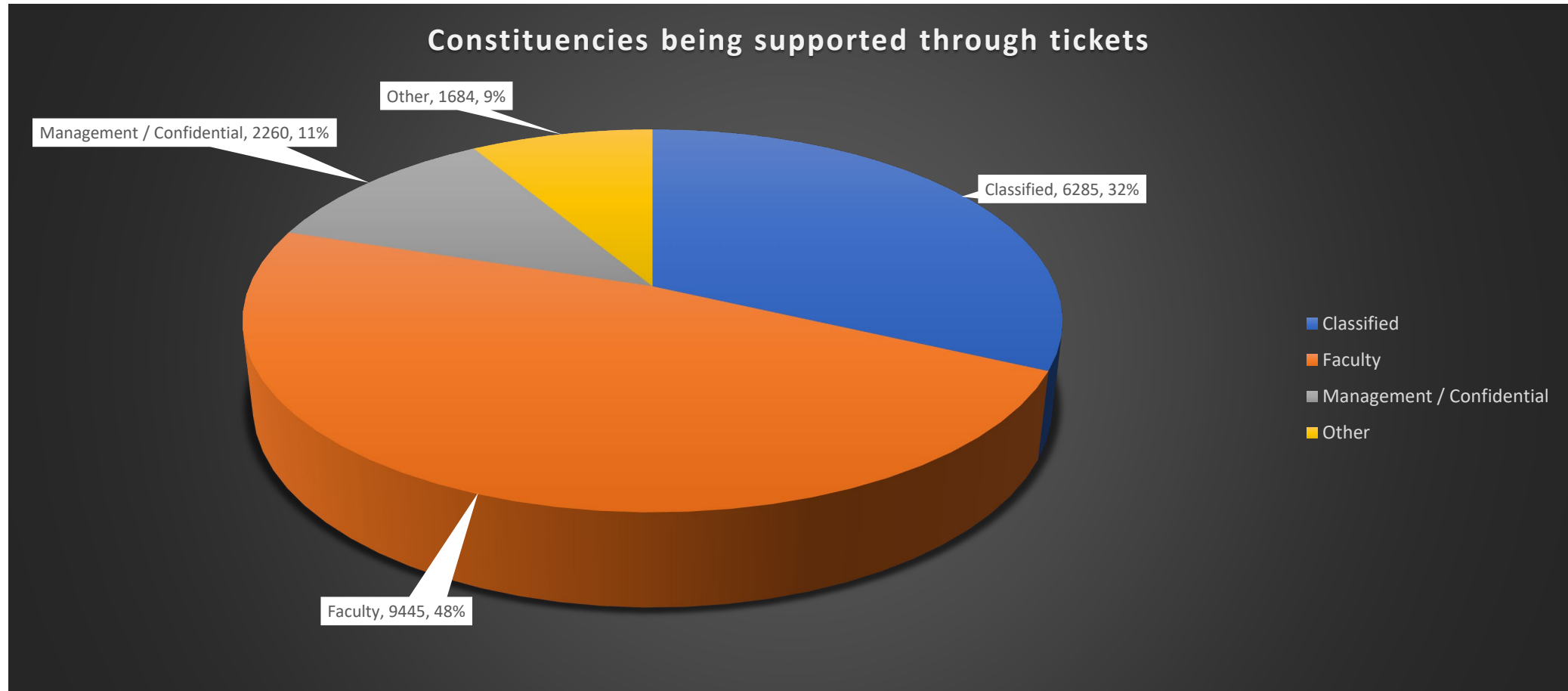- Average of 65 projects completed per month

All ITS Support

19,674 Total Tickets closed July 1, 2023, to June 30, 2024

All ITS Tickets Closed by Constituency

19,674 Total Tickets closed July 1, 2023, to June 30, 2024

Constituencies being supported through tickets

Other, 1684, 9%

Management / Confidential, 2260, 11%

Classified, 6285, 32%

Faculty, 9445, 48%

- Classified
- Faculty
- Management / Confidential
- Other

Districtwide Initiatives from Technology Plan

- 29 Initiatives for 2023-2024

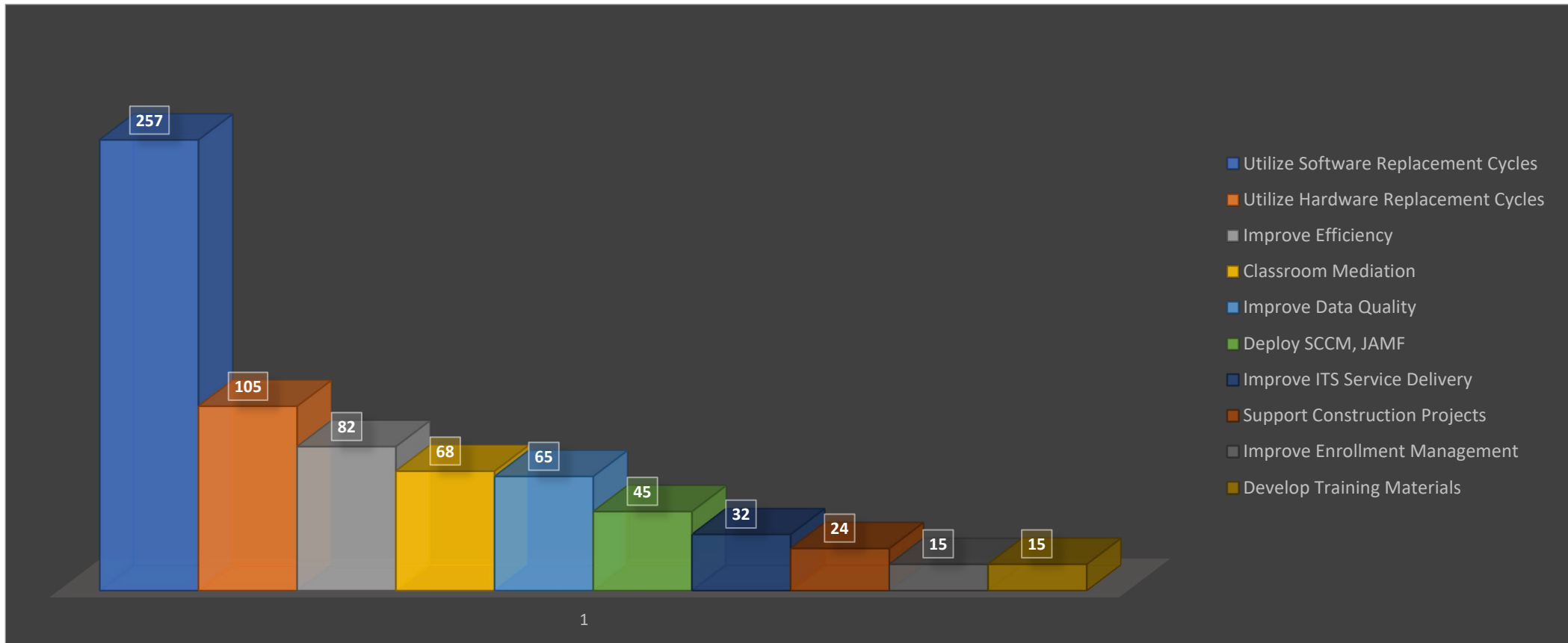| Initiative ID #	District Wide Initiatives 2023-2024	Short Title	Districtwide Goal #
23-24*01	Implement and improve technologies to support enrollment management	Improve Enrollment Management	23-24*3C
23-24*02	Support technology solutions that help improve efficiencies and automate manual processes	Improve Efficiency	23-24*5C
23-24*03	Online Education Initiative (OEI) Implementation	Implement OEI	23-24*1B
23-24*04	Improve overall data quality for reporting needs	Improve Data Quality	23-24*3B
23-24*05	Optimize student onboarding process	Optimize Student Onboarding	23-24*1C
23-24*06	Implement student case management solution with early alert and predictive analytics	Implement Student Case Mgmt	23-24*1C
23-24*07	Abide by technology replacement cycle for hardware	Utilize Hardware Replacement Cycles	23-24*2A
23-24*08	Refresh or replace end of life software	Utilize Software Replacement Cycles	23-24*4A
23-24*09	Provide technology to ensure students attain class resources and college information in a timely manner.	Help students attain timely information and resources	23-24*1A
23-24*10	Expand use of APIs for system integrations	Expand API use	23-24*5C
23-24*11	Provide documentation and technology resources to support students who take part in participatory and student governance.	Support students in participatory governance	23-24*5B
23-24*12	Implement technology that improves Self-Service usability and capabilities	Improve Self-Service	23-24*1A
23-24*13	Deploy and support technology to assist with fraud enrollment concerns	Support Fraud Enrollment Concerns	23-24*4B
23-24*14	Support, improve and expand usage for single sign on (SSO) authentication solution for better user experience	Expand SSO	23-24*4C
23-24*15	Support and improve web Content Management System (CMS)	Improve CMS	23-24*5C
23-24*16	Deploy SCCM, JAMF centralized solutions for computer and mobile device management and support	Deploy SCCM, JAMF	23-24*5C

Districtwide Initiatives from Technology Plan (Cont'd)

- 29 Initiatives for 2023-2024

Initiative ID #	District Wide Initiatives 2023-2024	Short Title	Districtwide Goal #
23-24*17	Implement and improve technologies that help ITS provide better support	Improve ITS Service Delivery	23-24*5A
23-24*18	Employ data, cloud, web, mobile and infrastructure technologies to support Guided Pathways	Deploy GP supporting tech	23-24*1C
23-24*19	Implement and maintain security solutions and processes to comply with the Gramm-Leach-Bliley Act (GLBA)	GLBA Sec Compliance	23-24*4A
23-24*20	Implement solutions and processes to support Business Continuity (BC) and Disaster Recovery (DR)	Support DR and BC	23-24*4B
23-24*21	Develop Standard Operating Procedures (SOPs) that define and streamline functions and services across ITS teams and external technical resources	Develop SOPs	23-24*2D
23-24*22	Support technology solutions that help facility construction projects	Support Construction Projects	23-24*5C
23-24*23	Improve district website mobile experience, update website's design and improve web platform stability	Improve Web Experience	23-24*1D
23-24*24	Standardize and upgrade classroom mediation systems	Classroom Mediation	23-24*2B
23-24*25	Provide business process documentation for districtwide technology solutions	Provide Business Process Documentation	23-24*2C
23-24*26	Develop training materials and schedule training sessions for districtwide technology solutions	Develop Training Materials	23-24*5B
23-24*27	Document, standardize and communicate ADA related processes, maintain website accessibility, update accessibility tools.	Support ADA compliance	23-24*5D
23-24*28	Foster base system utilization and improve stability while reducing customizations within Ellucian Colleague	Foster Off the Shelf Product Adoption	23-24*5C
23-24*29	Deploy technologies required to support student and employee needs as a result of the pandemic	Technology support due to Pandemic	23-24*5C

All ITS Projects

775 Projects completed July 1, 2023, to June 30, 2024

Top 10 Initiatives – 708 Projects

All ITS Projects

775 Projects completed July 1, 2023, to June 30, 2024
All other Initiatives - 67 Projects
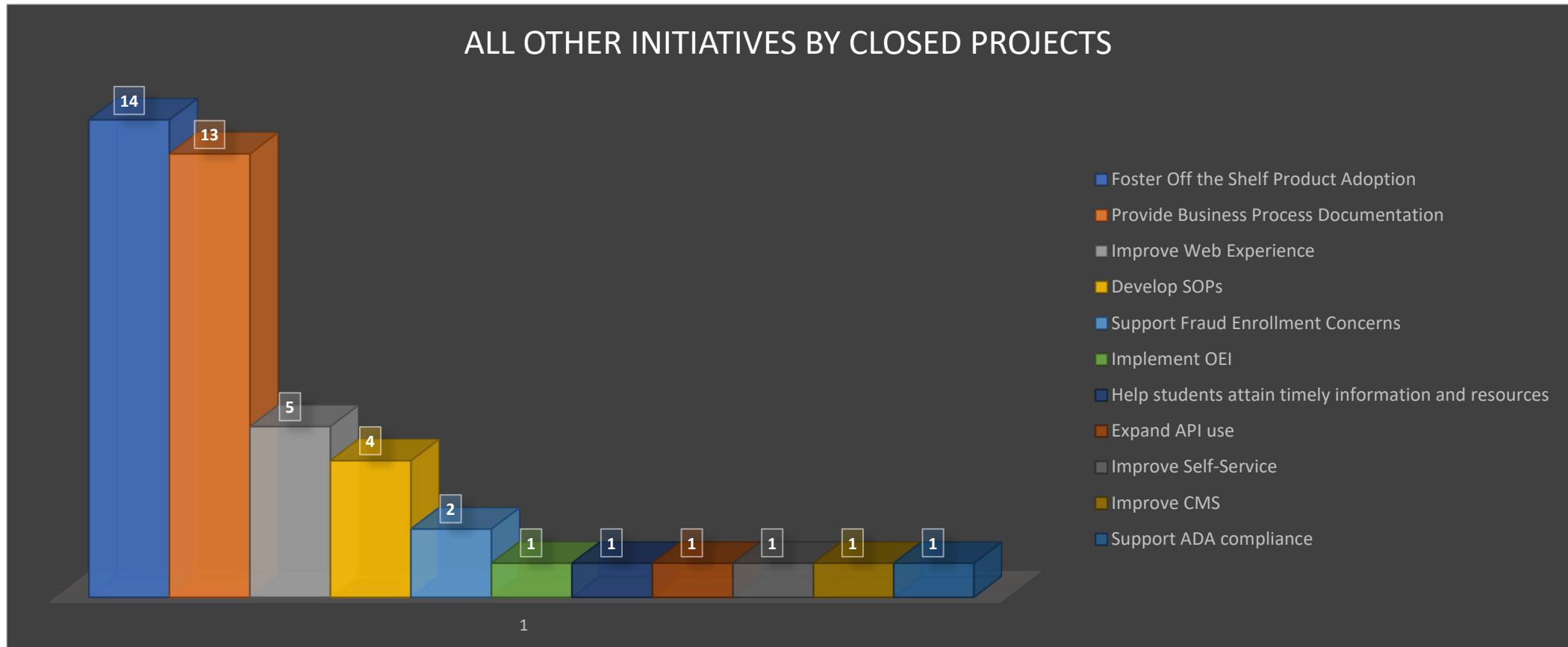
ALL OTHER INITIATIVES BY CLOSED PROJECTS

- Foster Off the Shelf Product Adoption
- Provide Business Process Documentation
- Improve Web Experience
- Develop SOPs
- Support Fraud Enrollment Concerns
- Implement OEI
- Help students attain timely information and resources
- Expand API use
- Improve Self-Service
- Improve CMS
- Support ADA compliance

All ITS Projects

774 Total Projects completed July 1, 2023, to June 30, 2024

ID #	Districtwide Initiatives 2023-2024	Accreditation Standard	DW Goal #	Number of Projects
23-24*01	Implement and improve technologies to support enrollment management	III.C.1	23-24*3C	15
23-24*02	Support technology solutions that help improve efficiencies and automate manual processes	III.C.1	23-24*5C	82
23-24*03	Online Education Initiative (OEI) Implementation	III.C.1	23-24*1B	1
23-24*04	Improve overall data quality for reporting needs	III.C.4	23-24*3B	65
23-24*05	Optimize student onboarding process	III.C.1, III.C.4	23-24*1C	2
23-24*06	Implement student case management solution with early alert and predictive analytics	III.C.1, III.C.4	23-24*1C	0
23-24*07	Abide by technology replacement cycle for hardware	III.C.2	23-24*2A	105
23-24*08	Refresh or replace end of life software	III.C.3	23-24*4A	257
23-24*09	Provide technology to ensure students attain class resources and college information in a timely manner.	III.C.1, III.C.2	23-24*1A	1
23-24*10	Expand use of APIs for system integrations	III.C.1	23-24*5C	1

All ITS Projects

774 Total Projects completed July 1, 2023, to June 30, 2024

ID #	Districtwide Initiatives 2023-2024	Accreditation Standard	DW Goal #	Number of Projects
23-24*11	Provide documentation and technology resources to support students who take part in participatory and student governance.	III.C.4	23-24*5B	0
23-24*12	Implement technology that improves Self-Service usability and capabilities	III.C.1, III.C.2	23-24*1A	1
23-24*13	Deploy and support technology to assist with fraud enrollment concerns	III.C.3	23-24*4B	2
23-24*14	Support, improve and expand usage for single sign on (SSO) authentication solution for better user experience	III.C.3	23-24*4C	12
23-24*15	Support and improve web Content Management System (CMS)	III.C.1	23-24*5C	1
23-24*16	Deploy SCCM, JAMF centralized solutions for computer and mobile device management and support	III.C.1	23-24*5C	45
23-24*17	Implement and improve technologies that help ITS provide better support	III.C.4	23-24*5A	32
23-24*18	Employ data, cloud, web, mobile and infrastructure technologies to support Guided Pathways	III.C.1, III.C.4	23-24*1C	0
23-24*19	Implement and maintain security solutions and processes to comply with the Gramm-Leach-Bliley Act (GLBA)	III.C.3	23-24*4A	9
23-24*20	Implement solutions and processes to support Business Continuity (BC) and Disaster Recovery (DR)	III.C.3	23-24*4B	0

All ITS Projects

774 Total Projects completed July 1, 2023, to June 30, 2024

ID #	Districtwide Initiatives 2023-2024	Accreditation Standard	DW Goal #	Number of Projects
23-24*21	Develop Standard Operating Procedures (SOPs) that define and streamline functions and services across ITS teams and external technical resources	III.C.4	23-24*2D	4
23-24*22	Support technology solutions that help facility construction projects	III.C.1	23-24*5C	24
23-24*23	Improve district website mobile experience, update website's design and improve web platform stability	III.C.4	23-24*1D	5
23-24*24	Standardize and upgrade classroom mediation systems	III.C.1	23-24*2B	68
23-24*25	Provide business process documentation for districtwide technology solutions	III.C.5	23-24*2C	13
23-24*26	Develop training materials and schedule training sessions for districtwide technology solutions	III.C.4	23-24*5B	14
23-24*27	Document, standardize and communicate ADA related processes, maintain website accessibility, update accessibility tools.	III.C.3	23-24*5D	1
23-24*28	Foster base system utilization and improve stability while reducing customizations within Ellucian Colleague	III.C.1	23-24*5C	14
23-24*29	Deploy technologies required to support student and employee needs as a result of the pandemic	III.C.1	23-24*5C	0

ITS Teams

The Rancho Santiago CCD House Analogy:

- Enterprise Applications (Interior Decor)
- Infrastructure (Plumbing, Electricity, Security)
- Helpdesk (Customer Service)
- SAC: (Maintenance)
- SCC: (Maintenance)
- Web: (Exterior decor)
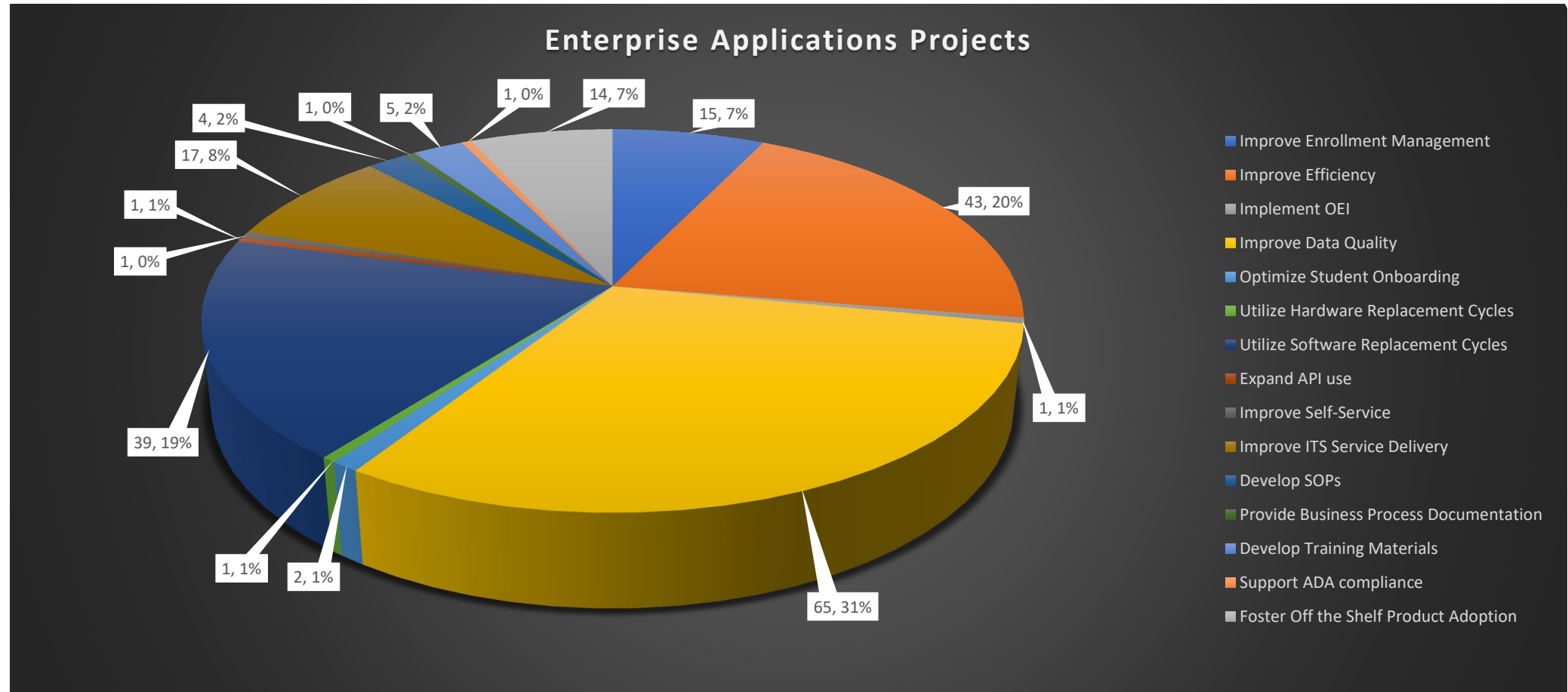
Enterprise Applications

Adam Howard,

Director, Enterprise Applications Services

- Manage ERP/SIS (Colleague, Self Service)
- Manage LMS (Canvas)
- Manage system integrations and districtwide applications
- Manage State and internal reporting (MIS, Online report repository, EMT)

Enterprise Applications Projects
## 210 Total Projects completed July 1, 2023, to June 30, 2024

Enterprise Applications Projects

- Improve Enrollment Management
- Improve Efficiency
- Implement OEI
- Improve Data Quality
- Optimize Student Onboarding
- Utilize Hardware Replacement Cycles
- Utilize Software Replacement Cycles
- Expand API use
- Improve Self-Service
- Improve ITS Service Delivery
- Develop SOPs
- Provide Business Process Documentation
- Develop Training Materials
- Support ADA compliance
- Foster Off the Shelf Product Adoption

Enterprise Applications Projects
210 Total Projects completed July 1, 2023, to June 30, 2024

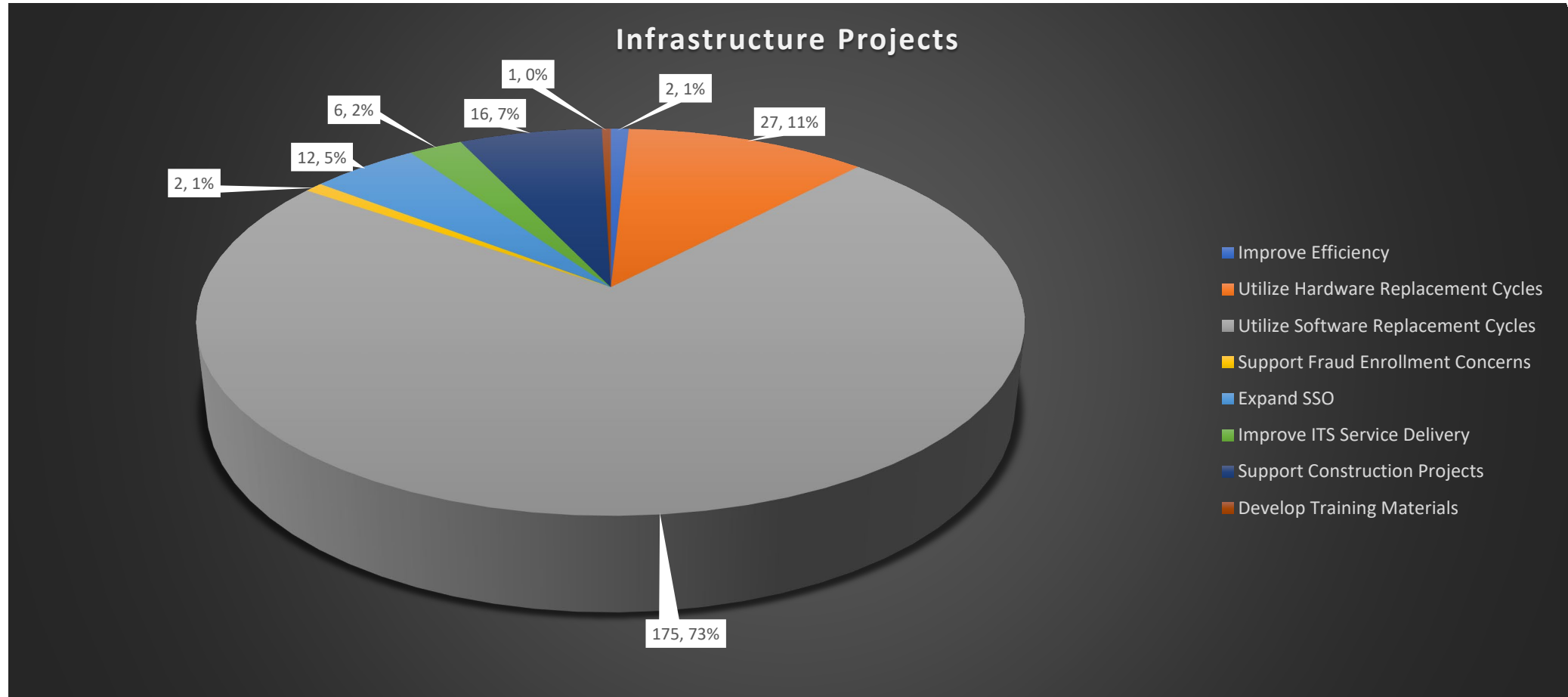| ID #	Districtwide Initiatives 2022-2023	Accreditation Standard	DW Goal #	Number of Projects
23-24*01	Improve Enrollment Management	III.C.1	23-24*3C	15
23-24*02	Improve Efficiency	III.C.1	23-24*5C	43
23-24*03	Implement OEI	III.C.1	23-24*1B	1
23-24*04	Improve Data Quality	III.C.4	23-24*3B	65
23-24*05	Optimize Student Onboarding	III.C.1, III.C.4	23-24*1C	2
23-24*07	Utilize Hardware Replacement Cycles	III.C.2	23-24*2A	1
23-24*08	Utilize Software Replacement Cycles	III.C.3	23-24*4A	39
23-24*10	Expand API use	III.C.1	23-24*5C	1
23-24*12	Improve Self-Service	III.C.1, III.C.2	23-24*1A	1
23-24*17	Improve ITS Service Delivery	III.C.4	23-24*5A	17
23-24*21	Develop SOPs	III.C.4	23-24*2D	4
23-24*25	Provide Business Process Documentation	III.C.5	23-24*2C	1
23-24*26	Develop Training Materials	III.C.4	23-24*5B	5
23-24*27	Support ADA compliance	III.C.3	23-24*5D	1
23-24*28	Foster Off the Shelf Product Adoption	III.C.1	23-24*5C	14

Districtwide Infrastructure
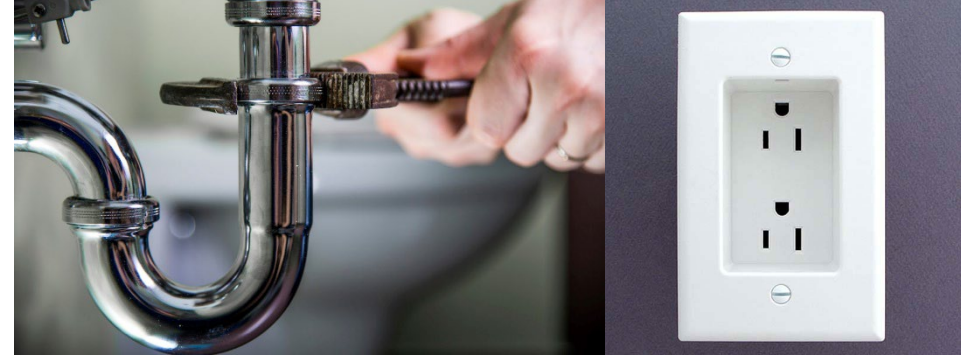
Dane Clacken, Director Technology Infrastructure and Support Services

- Manage wired and wi-fi networks
- Host and manage enterprise servers and storage
- Manage telecommunications and data backups
- Oversee cybersecurity

Districtwide Infrastructure Projects
241 Total Projects completed July 1, 2023, to June 30, 2024

Infrastructure Projects

- Improve Efficiency
- Utilize Hardware Replacement Cycles
- Utilize Software Replacement Cycles
- Support Fraud Enrollment Concerns
- Expand SSO
- Improve ITS Service Delivery
- Support Construction Projects
- Develop Training Materials

1, 0%
2, 1%
27, 11%
6, 2%
16, 7%
12, 5%
2, 1%
175, 73%

Districtwide Infrastructure Projects

241 Total Projects completed July 1, 2023, June 30, 2024

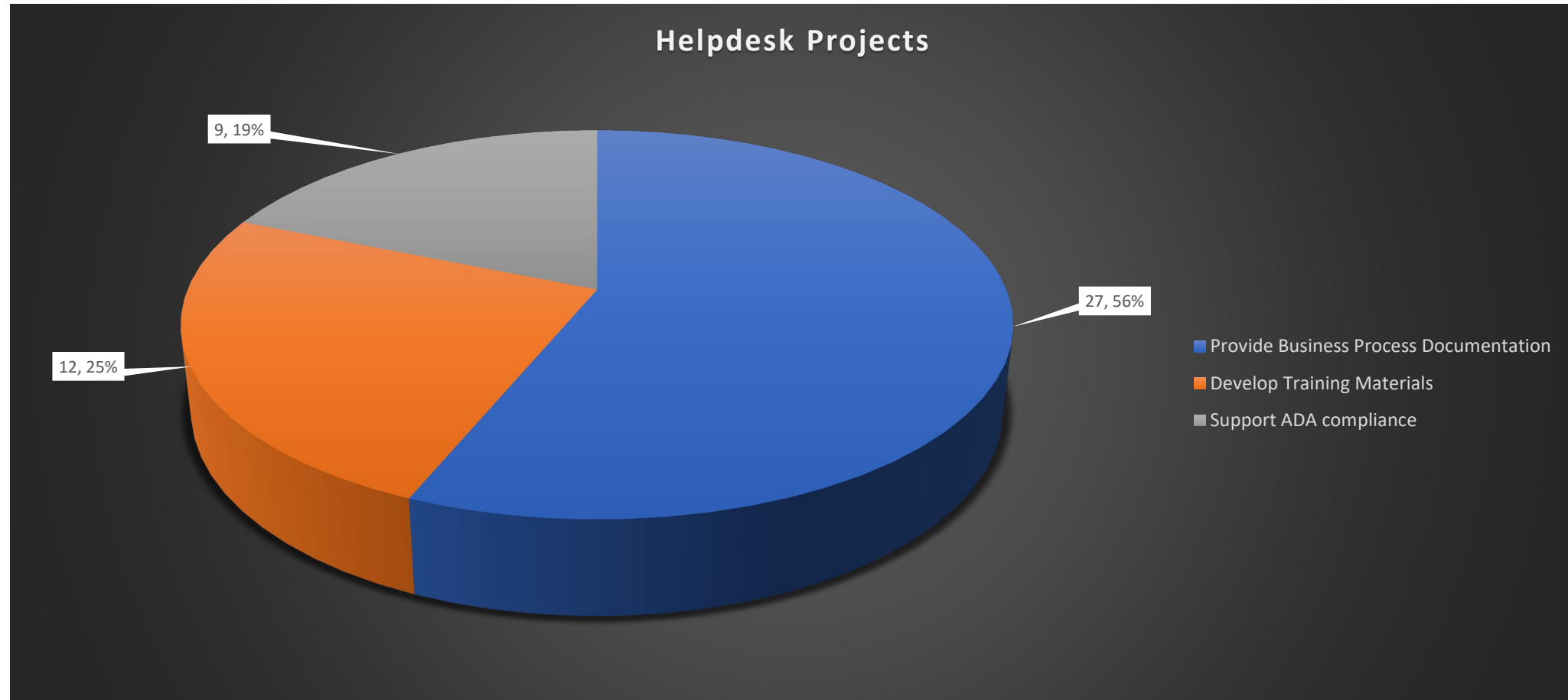| ID #	Districtwide Initiatives 2022-2023	Accreditation Standard	DW Goal #	Number of Projects
23-24*02	Improve Efficiency	III.C.1	23-24*5C	2
23-24*07	Utilize Hardware Replacement Cycles	III.C.2	23-24*2A	27
23-24*08	Utilize Software Replacement Cycles	III.C.3	23-24*4A	175
23-24*13	Support Fraud Enrollment Concerns	III.C.3	23-24*4B	2
23-24*14	Expand SSO	III.C.3	23-24*4C	12
23-24*17	Improve ITS Service Delivery	III.C.4	23-24*5A	6
23-24*22	Support Construction Projects	III.C.1	23-24*5C	16
23-24*26	Develop Training Materials	III.C.4	23-24*5B	1

Helpdesk Team

Dane Clacken, Director Technology Infrastructure and Support Services

- Serve as central point of contact for all technical issues and requests
- Distribute and assign work to appropriate ITS team members
- Provide first level technical support

Helpdesk Team Projects

48 Total Projects completed July 1, 2023, to June 30, 2024

Helpdesk Team Projects

48 Total Projects completed July 1, 2023, to June 30, 2024

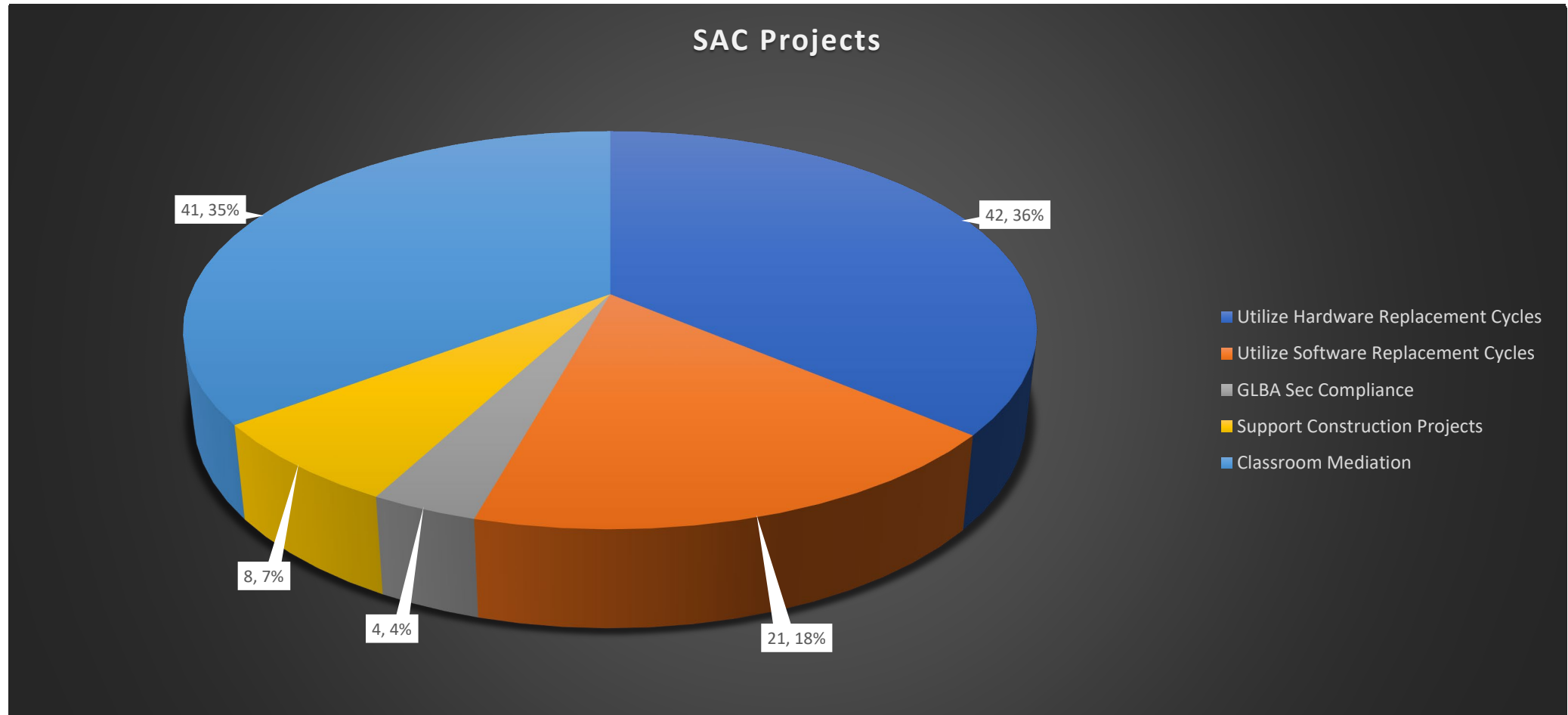| ID #	Districtwide Initiatives 2022-2023	Accreditation Standard	DW Goal #	Number of Projects
23-24*25	Provide Business Process Documentation	III.C.5	23-24*2C	27
23-24*26	Develop Training Materials	III.C.4	23-24*5B	12
23-24*27	Support ADA compliance	III.C.3	23-24*5D	9

SAC Team

Ron Gonzalves, Director Academic and End User

Support Services

- Provide technical support for classrooms and offices for all SAC locations
- Manage instructional servers
- Maintain computer inventory

SAC Team Projects

116 Total Projects completed July 1, 2023, to June 30, 2024

SAC Projects

- 42, 36%
- 41, 35%
- 21, 18%
- 8, 7%
- 4, 4%

Legend:
- Utilize Hardware Replacement Cycles
- Utilize Software Replacement Cycles
- GLBA Sec Compliance
- Support Construction Projects
- Classroom Mediation

SAC Team Projects

116 Total Projects completed July 1, 2023, to June 30, 2024

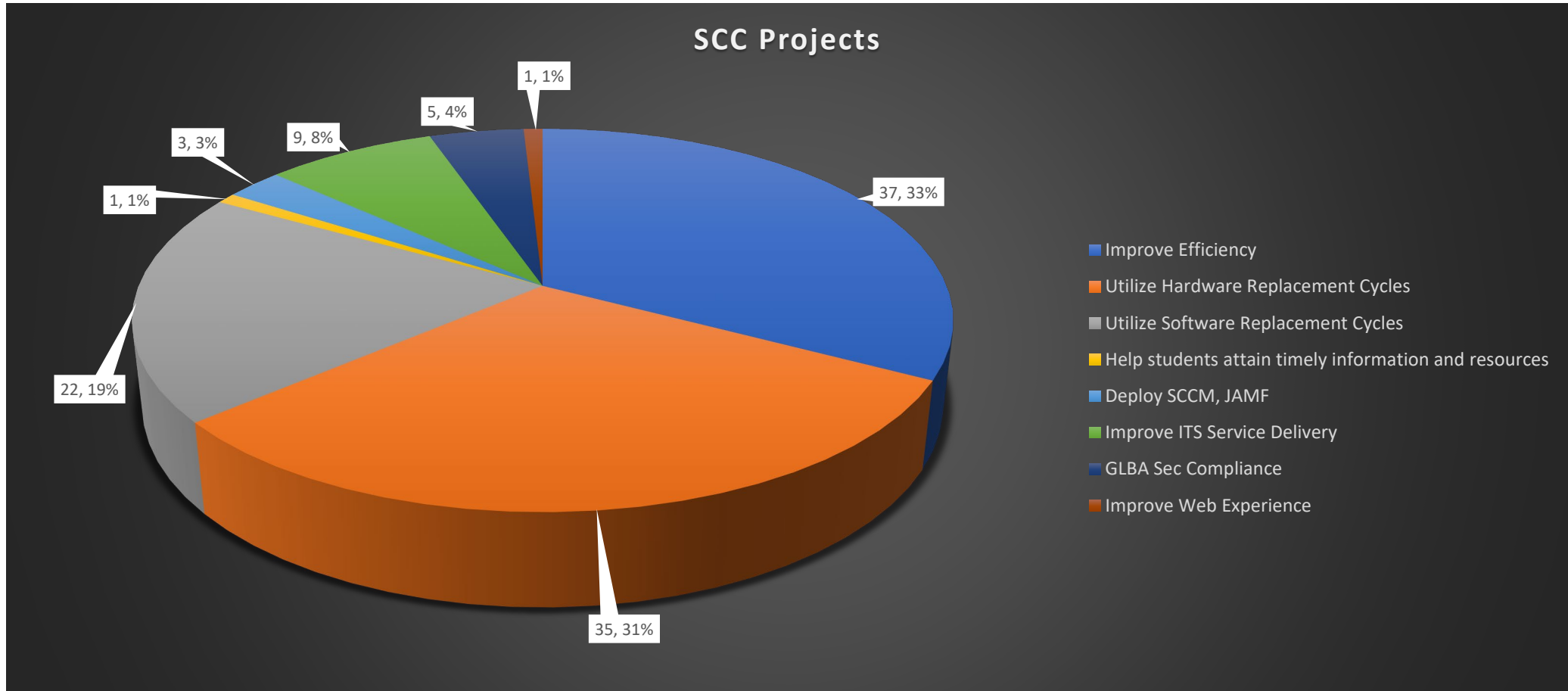| ID #	Districtwide Initiatives 2022-2023	Accreditation Standard	DW Goal #	Number of Projects
23-24*07	Utilize Hardware Replacement Cycles	III.C.2	23-24*2A	42
23-24*08	Utilize Software Replacement Cycles	III.C.3	23-24*4A	21
23-24*19	GLBA Sec Compliance	III.C.3	23-24*4A	4
23-24*22	Support Construction Projects	III.C.1	23-24*5C	8
23-24*24	Standardize and upgrade classroom mediation systems	III.C.1	23-24*2B	41

SCC Team

Kimberly Perna, Director Academic and End
User Support Services

- Provide technical support for classrooms and offices for all SCC locations
- Manage instructional servers
- Maintain computer inventory

SCC Team Projects

113 Total Projects completed July 1, 2023, to June 30, 2024

SCC Projects

- Improve Efficiency
- Utilize Hardware Replacement Cycles
- Utilize Software Replacement Cycles
- Help students attain timely information and resources
- Deploy SCCM, JAMF
- Improve ITS Service Delivery
- GLBA Sec Compliance
- Improve Web Experience

37, 33% — 35, 31% — 22, 19% — 9, 8% — 5, 4% — 3, 3% — 1, 1% — 1, 1%

SCC Team Projects

113 Total Projects completed July 1, 2023, to Dec 31, 2023

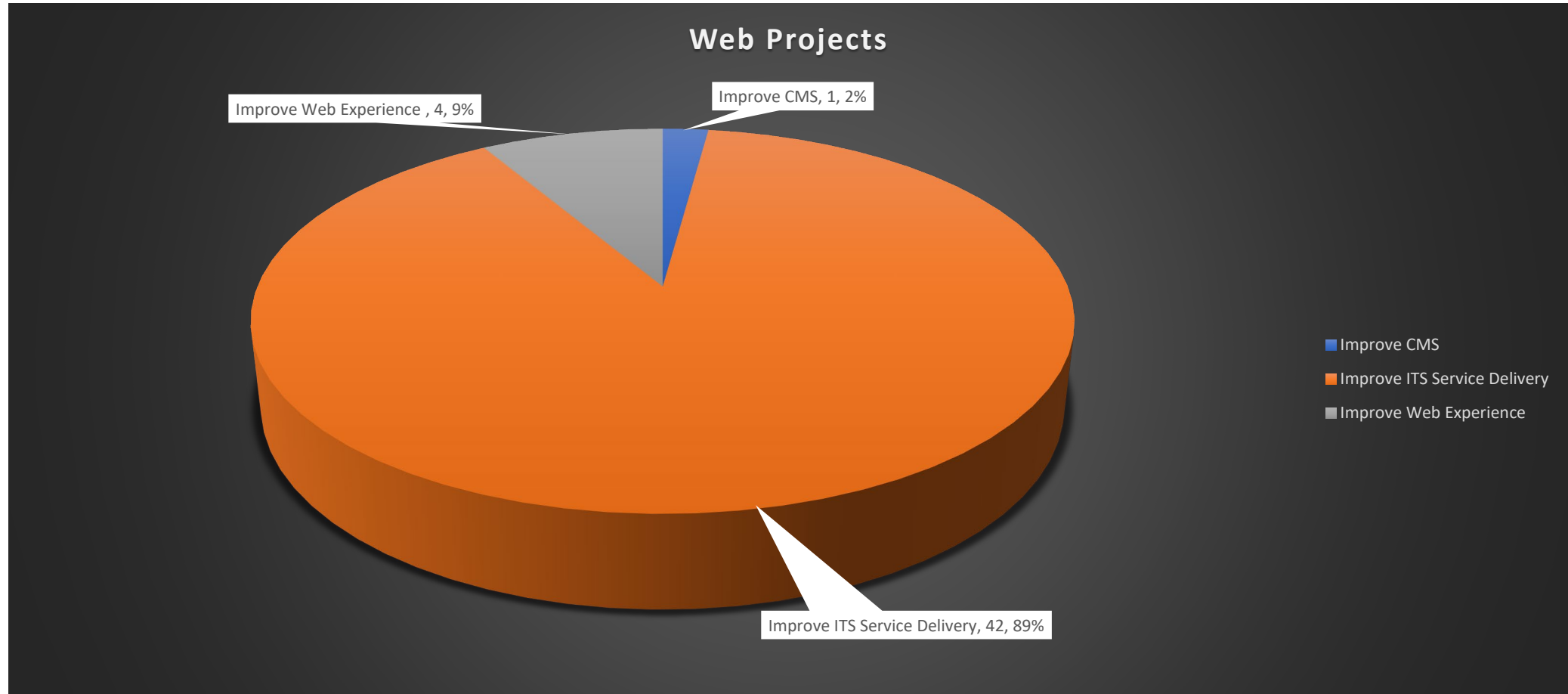| ID #	Districtwide Initiatives 2022-2023	Accreditation Standard	DW Goal #	Number of Projects
23-24*02	Improve Efficiency	III.C.1	23-24*5C	37
23-24*07	Utilize Hardware Replacement Cycles	III.C.2	23-24*2A	35
23-24*08	Utilize Software Replacement Cycles	III.C.3	23-24*4A	22
23-24*09	Help students attain timely information and resources	III.C.1, III.C.2	23-24*1A	1
23-24*16	Deploy SCCM, JAMF	III.C.1	23-24*5C	3
23-24*17	Improve ITS Service Delivery	III.C.4	23-24*5A	9
23-24*19	GLBA Sec Compliance	III.C.3	23-24*4A	5
23-24*23	Improve Web Experience	III.C.4	23-24*1D	1

Web Team

Kimberly Perna, Director Academic and End

User Support Services

- Maintain all public institutional websites: rsccd.edu, sac.edu, sccollege.edu
- Maintain intranet and other internal websites
- Oversee website accessibility, coordinate branding with Marketing teams

Web Team Projects

47 Total Projects completed July 1, 2023, to June 30, 2024

Web Team Projects
47 Total Projects completed July 1, 2023, to June 30, 2024

ID #	Districtwide Initiatives 2022-2023	Accreditation Standard	DW Goal #	Number of Projects
23-24*15	Improve CMS	III.C.1	23-24*5C	1
23-24*17	Improve ITS Service Delivery	III.C.4	23-24*5A	42
23-24*23	Improve Web Experience	III.C.4	23-24*1D	4

To ensure that the Rancho Santiago Community College District (RSCCD) planning and decision-making process continues to be effective and communicated throughout the district/colleges, members of the RSCCD Governance Committees (n=64) were invited to give opinions on this district-wide planning and resource allocation process, as well as the district operations resource allocation.

The twenty-nine respondents include:
- Representation from all sites, with more than two-thirds from Santa Ana College (SAC), 17% from Santiago Canyon College (SCC), 10% district operations, and 3% unidentified.
- Representation from all employee groups and student leadership: 17% classified, 52% faculty, 21% management, 7% students, and 3% did not indicate their role).
- Representation from all six governance committees: 24% from District Council, 38% from Fiscal Resources, 17% from Human Resources, 28% from Physical Resources, 31% from Planning and Organizational Effectiveness, and 34% from the Technology Advisory Group. Note that representations from governance committees overlaps; therefore, the total percentage exceeds 100%.

Overall, more than half of the respondents are familiar with the RSCCD Planning Design (64%), and nearly half find the district-wide planning process clear and well linked to the colleges' planning processes (48% reported being both clear and linked). Almost two-thirds (64%) believe the five committees collaborate effectively to support the work of District Council, while slightly fewer respondents believe there is integration between college and district planning (48%). There is general agreement among respondents regarding their understanding of the roles and responsibilities of the committees, with agreement ranging from 65% for the Planning and Organizational Effectiveness Committee to 83% for the Fiscal Resource Committee.

About one-third of the respondents stated that the process and prioritization of district-wide resource allocation is clear, that they are satisfied with the request and prioritization process, that there is coordination between district-wide and college-based resource requests, that the resource allocation timeline is clear, and that they are satisfied with the district-wide resource request and prioritization process. Additionally, respondents indicated they were not as knowledgeable about the district operations' resource allocation request process and timeline, nor the coordination between this process and the college's resource requests. It is important to note that 89% of the respondents are from SAC and SCC, suggesting they are likely more familiar with their respective colleges' processes than with those of the district operations.

More than one-thirds of respondents indicated that they bring information and issues from district-wide governance committees back to their respective college committees after every meeting while 46% would bring it to back as needed. Similarly, 71% of the respondents indicated that they bring college information and issues to district-wide governance committee meetings.

Given that representations to the district-wide governance committees changes regularly, it is recommended that new members be thoroughly oriented about the district-wide planning and resource allocation processes, as well as their roles and responsibilities, to ensure effective representation and coordination with colleges' processes and structures. Detailed tables and respondents' comments are provided on the following pages.

	Count	strongly agree	agree	disagree	strongly disagree
I am familiar with the current RSCCD Planning Design.	28	14%	50%	29%	7%
The district-wide planning process is clear.	29	0%	48%	31%	21%
The district-wide planning process is linked with the colleges' planning processes.	29	3%	45%	45%	7%
I understand the roles and responsibilities of the following RSCCD Governance Committees:					
District Council	28	29%	50%	14%	7%
Fiscal Resources	29	31%	52%	10%	7%
Human Resources	28	25%	57%	18%	0%
Physical Resources	29	24%	48%	21%	7%
Planning and Organizational Effectiveness	29	24%	41%	28%	7%
Technology Advisory Group	29	28%	52%	17%	3%

	Count	strongly agree	agree	disagree	strongly disagree	don't know
The committees collaborate to support the work of District Council.	28	11%	54%	14%	0%	21%
There is integration between college and district planning.	29	7%	41%	21%	14%	17%
Please tell us your level of agreement on the district-wide resource allocation:						
The process to identify and prioritize district-wide resource requests is clear.	29	3%	31%	34%	28%	3%
I am satisfied with the district-wide resource request and prioritization process.	29	0%	21%	41%	24%	14%
There is coordination between district-wide and college-based resource requests.	29	0%	31%	31%	21%	17%
The district-wide resource allocation timeline is clear.	29	0%	31%	38%	10%	21%
The district-wide resource allocation timeline is satisfactory.	29	0%	28%	34%	17%	21%
Please tell us your level of agreement on the district operations resource allocation:						
The process to identify and prioritize district operations resource requests is clear.	28	0%	32%	39%	14%	14%
I am satisfied with the district operations resource request and prioritization process.	28	0%	25%	39%	14%	21%
There is coordination between district operations and college-based resource requests.	28	0%	21%	39%	18%	21%
The district operations resource allocation timeline is clear.	28	0%	39%	29%	14%	18%
The district operations resource allocation timeline is satisfactory.	28	0%	29%	36%	11%	25%

As a member of a district-wide governance committee, how often do you take information/concerns back to your college committee that you represent?

Count	I bring information/issues from the district-wide governance committee back to my college committee after every meeting.	I bring information/issues back to my college committee when needed.	I have never shared information/issues from the district-wide governance committee with my college committee.
28	32%	46%	21%

How often do you take an issue/concern from your college committee to the district-wide governance committee that you attend?

Count	I bring college information/issues to district-wide governance committee to every meeting.	I bring college information/issues to district-wide governance committee to some meetings.	I have never brought any information/issues to the district-wide governance committee.
28	25%	46%	29%

Changes to the District-wide planning and resource request process you would recommend:

- I see little evidence that needed support is given to campus issues from the district, with or without requests received from the individuals on campus. Critical infrastructure and technology failures go unanswered, and far too many issues exist in which time and research has been applied by campus individuals, with no response from the district. It generally feels like the district is playing a game of "kick the can" when it comes to necessary funding and support.
- It needs to be made clearer that districtwide operations are NOT the same as District Services. We ALL receive districtwide services that are administered through the District Services Office.
- Resources, fundings and FT faculty hirings should be based on the results of the FTE. Thank you.
- Some areas of district wide planning are not as integrated with the colleges planning process as other area; thus, transparency and improvements are needed.
- There should be one process - and one only. It seems that administrators will fund whatever project they wish, regardless of its home through true planning process or not.
- District wide planning should build up from the colleges. Often it appears that the reverse is happening. When input is requested from the colleges, rarely is there sufficient time to engage the campus committees, etc. In some instances, discussions and votes are planned when faculty are off contract which is unacceptable.
- Perhaps have leadership, at every site, share and disseminate information to the workers who are mostly affected by decisions made in a zoom or in-person meeting. Also try to explain the mission, in layman's terms, of each district and local committee. Perhaps this will help with the surveys and swing the answers in a more positive manner.
- "Where is the planning taking place? District Governance Committees are more reporting committees than working committees. Items that come forward for action have already been approved by Chancellor's Cabinet so what's the point of taking action at Committees if it is just a rubber stamp or giving the appearance that constituent groups input matters. Why aren't discussions and recommendations coming from FRC on how many District positions and resource requests can be funded by the District's budget? Again, where is the planning taking place?
  Ensure timelines for resource requests align with the Colleges timelines, Colleges need to assess and approve their needs before making decisions on District's needs. "
- Rules keep changing and it is hard to know what the heck to do anymore! And takes forever now too.

Changes to the district operations planning and resource request process you would recommend:

- This questionnaire is clearly geared towards the colleges, not district service office functions. Our role is equally important and needs to be elevated. Resource requests should not be subject to the "whim" of the colleges. The allocation process should not be a popularity contest.
- District operations requests should come through the shared governance structures at the campus level prior to being submitted to district committees for approval.
- Explain the role of college governance committees in the district resource allocation process.
- Planning and resource allocation between the district and colleges should clearly outlined in the District Planning Handbook.
- Rules keep changing and it is hard to know what the heck to do anymore! And takes forever now too.

DISTRICT COUNCIL

The District Council serves as the primary participatory governance body that is responsible for district-wide planning activities, including developing planning and budgetary recommendations, that are submitted to the Chancellor and Board of Trustees.

Responsibilities	Membership
Provide advice to the Chancellor on district issues Review and act on recommendations from the five district-level participatory governance committees including recommended funding priorities Ensure district-wide involvement in the development of all district-level planning Review and monitor budget assumptions and budget information Review and recommend approval of the tentative and final budgets contingent on the alignment of tentative and final budgets with budget assumptions and RSCCD Goals Collaborate with the Chancellor to review the District Mission Statement, solicit district-wide input, and recommend revisions as warranted Oversee the work of the Planning and Organizational Effectiveness Committee to develop and monitor implementation of the *RSCCD Comprehensive Plan* and the *RSCCD Strategic Plan* Review new and modified policies as recommended by the Board Policy Committee Review and adopt recommended revision}åÁ }^¸ Administrative Regulations Review and approve District Services reorganizations	►Chancellor (Chair) ►Vice Chancellor, Business Operations & Fiscal Services ►Vice Chancellor, Educational Services ►Vice Chancellor, Human Resources ►President, Santa Ana College ►President, Santiago Canyon College ►Academic Senate President, Santa Ana College or designee ►Academic Senate President, Santiago Canyon College or designee ►CSEA President ►Associated Student Government President, Santa Ana College ►Associated Student Government President, Santiago Canyon College ►Co-chairs, Technology Advisory Group (faculty and administrator) ►Co-chair, Fiscal Resources Committee (faculty) ►Co-chair, Human Resources Committee Á (classified) ►Co-chair, Physical Resources Committee Á (classified) ►Co-chair, Planning & Organizational Effectiveness Committee (faculty)