



Rancho Santiago Community College District District Council Meeting

MINUTES

January 25, 2021

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Tracie Green	Absent
	Alistair Winter	Present
	Jean Estevez	Present
	Adam O'Connor	Present
	Marilyn Flores	Present
	Jose Vargas	Present
	Jesse Gonzalez	Present
	Roy Shahbazian	Present
	Craig Rutan	Present
	Monica Zarske	Present
	Michael Taylor	Present
	Susan Hoang	Present
	Sheryl Martin	Present
	Ambar Nakagami	Present
	Zina Edwards	Present
	Monica Renteria	Present
	Henry Gardner	Present
Guests:		
	Sarah Santoyo	
	Narges Rabii-Rakin	
	Kennethia Vega	
	Elvia Garcia	

Chancellor Marvin Martinez convened the meeting via Zoom Conference at 3:03 p.m.

1. Chancellor's Update

- a. Chancellor Martinez reported it is anticipated that Governor Newsom would lift the stay at home order tomorrow. Each county will have jurisdiction over their own restrictions. Human Resources will be sending communication to all district employees about the limitations while in the purple tier status.
- b. Chancellor Martinez shared that the frequency of board committee meetings (Facilities, Institutional Effectiveness, Policy and Legislative) will increase. A master calendar of board meetings and board committee meetings is being developed and will be sent to District Council members.
- c. It was announced that the CCLC Virtual Legislative Conference is being held today and tomorrow.

2. Approval of Minutes

- a. It was moved by Mr. Shahbazian, seconded by Mr. O'Connor and, by roll call vote, carried unanimously to approve the minutes of the December 7, 2020 meeting with one minor correction.

3. Budget Update

- a. Vice Chancellor O'Connor presented an overview of the 2021-2022 budget which was shared with the Board of Trustees at the January 11, 2021 meeting. This presentation will be posted as "Additional Handouts" on the District Council webpage: <https://rscsd.edu/Discover-RSCCD/Pages/District-Council.aspx>
- b. Vice Chancellor Perez provided an update on the right sizing analysis being prepared by an outside consultant.

4. New District Services Costs

- a. Vice Chancellor Perez presented a recommended increase by the Planning and Organizational Effectiveness Committee (POE) to the district services budget relating to the management of the Digital Media Center. Assistant Vice Chancellor Santoyo provided historical data, explanation of needs and budget information. Discussion ensued. It was moved by Mr. Vargas, seconded by Dr. Flores and, by roll call vote, carried unanimously with a nay vote from Mr. Shahbazian to approve the reorganization and increased district services costs.
- b. Vice Chancellor Perez presented a recommended increase by POE to the district services budget relating to the office of Diversity, Equity and Inclusion (OEDI). Chief Advisor on Academic and Diversity Program Narges Rabii Rakin shared information relating to the work of the OEDI. Discussion ensued. It was moved by Ms. Edwards, seconded by Mr. Shahbazian and, by roll call vote, carried to approve the increased district services costs. The vote was 11 yes (O'Connor, Perez, Estevez, Flores, Vargas, Gonzalez, Shahbazian, Hoang, Nakagami, Renteria and Gardner); 4 nay (Zarske, Taylor, Rutan, Martin); and one abstention (Edwards).

Ms. Edwards left the meeting at this time.

5. Revised Job Descriptions

- a. Vice Chancellor Perez presented an updated job description for Vice Chancellor, Business Services to be used in the recruitment of this position. Discussion ensued. It was recommended by Ms. Estevez to make a minor change in the "Education" requirements. It was moved by Mr. Rutan, seconded by Mr. Winter and, by roll call vote, carried unanimously to approve the updated job description.
- b. Vice Chancellor Perez presented an updated job description for Vice Chancellor, Human Resources to be used in recruitment of this position. Ms. Estevez presented recommended changes to the job description that was distributed with the agenda. Discussion ensued. It was moved by Mr. Perez, seconded by Dr. Flores and, by roll call vote, carried unanimously to approve the updated job description.

6. District Council

- a. After review by District Council members of the draft 2020-2022 goals which were carried over from the December meeting, it was moved by Mr. Rutan, seconded by Mr. Perez and, by roll call vote, carried unanimously to approve the goals. The goals will be distributed to District Council members as a part of the minutes.

7. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Vice Chancellor Perez reported on the January 13, 2021 meeting.
- b. Human Resources Committee (HRC)
Assistant Vice Chancellor Winter and Interim Assistant Vice Chancellor Estevez reported on the January 13, 2021 meeting and noted that the next meeting will be held on February 10, 2021.
- c. Fiscal Resources Committee (FRC)
Interim Vice Chancellor O'Connor reported on the January 13, 2021 meeting and noted that the next meeting will be held on February 17, 2021.
- d. Physical Resources Committee (PRC)
Mr. O'Connor reported that the next meeting will be held on March 3, 2021.
- e. Technology Advisory Group (TAG)
Assistant Vice Chancellor Jesse Gonzalez reported that the next meeting will be held on February 4, 2020.

8. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Roy Shahbazian reported on the activities of the Academic Senate.
- b. Academic Senate/SCC: Mr. Rutan reported on the activities of the Academic Senate.
- c. CSEA: Ms. Martin reported on the activities of CSEA 579 and expressed appreciation for the communication from Human Resources on what the purple tier means relative to the work place.
- d. Student Government/SAC: Ms. Monica Renteria reported on the activities of the SAC ASG.
- e. Student Government/SCC: Ms. Henry Gardner reported on the activities of the SCC ASG.

9. Adjusted Time for District Council Meetings

- a. Chancellor Martinez requested that future District Council meetings begin earlier to accommodate the Board Facilities Committee meetings which convene at 3:30 p.m. on the same day. It was agreed that District Council meetings going forward will be held from 1:30 p.m. to 3:30 p.m.

10. Next Meeting: The next meeting will be held on Monday, March 1, 2021.

Meeting Adjourned: 5:00 p.m.

Approved: March 1, 2021