



Rancho Santiago Community College District District Council Meeting

MINUTES

March 7, 2022

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Iris Ingram	Present
	Cheng Yu Hou	Present
	Annebelle Nery	Present
	Pamela Ralston	Present
	Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	Monica Zarske	Present
	Corinna Evett	Present
	Tara Kubicka-Miller	Present
	Sheryl Martin	Present
	Ambar Nakagami	Absent
	Zina Edwards	Present
	Avinash Ramaswamy	Present
	Elisabeth Neely	Present
Guests:	Alistair Winter, Sil Han Jin, Adam O'Connor, Letitia Clark Dr. John Parker	

1. Call to Order/Update

- a. Chancellor Marvin Martinez convened the meeting via Zoom Conference at 1:37 p.m. and a roll call vote of members was conducted.
- b. Vice Chancellor Perez introduced Leticia Clark, Chief Communications Officer, who joined the district to oversee the district's communication activities.
- c. Chancellor Martinez introduced his ACCCA mentee, Dr. John Parker, who is "shadowing" him as part of the ACCCA Management Program.

2. Approval of Minutes

- a. It was moved by Mr. Isbell, seconded by Ms. Martin and, by roll call vote, carried with abstentions by Ms. Evett, Ms. Kubicka-Miller and Ms. Nelly to approve the minutes of the February 1, 2022 meeting.
- b. It was moved by Ms. Evett, seconded by Mr. Perez and, by roll call vote, carried with abstentions by Ms. Kubicka-Miller, Ms. Edwards and Ms. Neely to approve the minutes of the February 11, 2022 special meeting.

3. Approval of 2022-2023 Tentative Budget Assumptions

- a. Vice Chancellor Iris Ingram provided an overview of the 2022-2023 Tentative Budget Assumptions that were approved and recommended by the Fiscal Resources Committee. District Council members received clarification on the information presented. It was moved by Mr. Rutan, seconded by Mr. Perez and, by roll call vote, carried unanimously to approve the 2022-2023 Tentative Budget Assumptions as presented.

4. Approval of Human Resources Items

- a. HR/People & Culture Job Descriptions – Chancellor Martinez proposed that all eight job descriptions being presented for District Council approval be considered in one motion. District Council members agreed with the recommendation. Vice Chancellor Hou shared information relating to the job descriptions being presented as part of the reframing of the human resources function to a people-focused approach to create a positive work culture. District Council members received clarification on the information presented. It was moved by Mr. Rutan, seconded by Ms. Ingram and, by roll call vote, carried with abstentions by Mr. Hou and Ms. Neely to approve the job descriptions as presented.
 - i. Vice Chancellor of People and Culture
 - ii. Asst. Vice Chancellor of People and Culture – Learning, Innovation, Wellness and Equity
 - iii. Asst. Vice Chancellor of People and Culture – Operations, Talent and Project Management
 - iv. Director of People and Culture
 - v. Manager of People and Culture – Employee Relations and District Investigations
 - vi. Manager of People and Culture – Operations, Talent and Project Management
 - vii. Senior People and Culture Business Partner
 - viii. People and Culture Business Partner
- b. ITS Job Description – Manager of Enterprise Applications – Asst. Vice Chancellor Gonzalez shared information relating to the new job description for the Information Technology Services department. It was moved by Mr. Isbell, seconded by Ms. Martin and, by roll call vote, carried unanimously to approve the job description as presented.
- c. Reorg #1275b – DO/Business Services/Fiscal Services – Vice Chancellor Ingram presented the proposed reorg. District Council members received clarification on the information presented. It was moved by Ms. Neely, seconded by Mr. Rutan and, by roll call vote, carried with a nay vote by Ms. Edwards to approve the reorg as presented.

5. Administrative Regulations

- a. AR 7133 Management Holidays (NEW) – Mr. Hou presented the proposed new administrative regulation. District Council members received clarification on the information presented. It was moved by Ms. Ingram, seconded by Mr. Isbell and, by roll call vote, carried unanimously to approve the administrative regulation as presented.
- b. AR 7250 Educational Administrators – Workweek; Teaching my Management Employees (NEW) – Mr. Hou presented the proposed new administrative regulation. Discussion ensued. It was agreed that Mr. Hou would research the questions raised by District Council members and bring back to a future meeting.
- c. AR 7260 Classified Supervisors and Managers – Workweek; Teaching by Management Employees (NEW) – Since this policy is similar to AR 7250 which was discussed earlier, it was agreed Mr. Hou would bring this administrative regulation back to a future meeting after further research.
- d. AR 7340.3 Sick Leave for Management/Confidential Employees – Mr. Hou presented the proposed revisions to the administrative regulation. Discussed ensued and District Council members received clarification on the revisions presented. It was moved by Dr. Ralston, seconded by Ms. Neely and, by roll call vote, carried unanimously to approve the revised administrative regulation.

6. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Mr. Perez reported on the February 23, 2022 meeting.
- b. Human Resources Committee (HRC)
Mr. Hou reported on the February 9, 2022 meeting. The next meeting will be held on March 9, 2022.
- c. Fiscal Resources Committee (FRC)
Ms. Ingram reported on the February 16, 2022 meeting.
- d. Physical Resources Committee (PRC)
Ms. Ingram reported on the March 2, 2022 meeting.
- e. Technology Advisory Group (TAG)
Mr. Gonzalez reported on the March 3, 2022 meeting. The next meeting will be held on April 14, 2022.

6. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Isbell reported on the activities of the SAC Academic Senate.
- b. Academic Senate/SCC: Mr. Rutan reported on the activities of the SCC Academic Senate.
- c. CSEA: Ms. Edwards reported on the difficulty finding CSEA representatives to fill the district's various participatory governance opportunities.
- d. Student Government/SAC: Mr. Ramaswamy reported on the activities of the SAC student government.
- e. Student Government/SCC: Ms. Neely reported on the activities of the SCC student government.

Next Meeting: The next meeting will be held on Monday, April 4, 2022.

Meeting Adjourned: 2:55 p.m.

Approved: April 4, 2022