



Rancho Santiago Community College District District Council Meeting

MINUTES

November 7, 2022

Members:	Marvin Martinez	Present
	Alex Davis	Present
	Iris Ingram	Present
	Cheng Yu Hou	Present
	Annebelle Nery	Absent
	Enrique Perez	Present
	Jesse Gonzalez	Present
	Jim Isbell	Absent
	Craig Rutan	Present
	William Nguyen	Present
	Michael Taylor	Present
	Tara Kubicka-Miller	Present
	Sheryl Martin	Absent
	Jonae Varela	Absent
	Zina Edwards	Absent
	Melani Fernandez	Present
	Michael Green	Absent
Guest:	Carri Matsumoto	
	Adam O'Connor	

1. Call to Order/Update
 - a. Chancellor Martinez convened the meeting via Zoom Conference at 1:34 p.m. followed by a roll call of members.
2. Approval of Minutes
 - a. October 3, 2022 Meeting - It was moved by Ms. Ingram, seconded by Ms. Kubicka Miller and, by roll call vote, carried unanimously to approve the minutes of the October 3, 2022 meeting with a minor correction.
3. Board Policies/Administrative Regulations
 - a. Vice Chancellor Ingram requested review of BP 6250 Budget Management and AR 6305 Reserves be pulled from the agenda. ***Review and recommendation of board policies and review and adoption of administrative regulations for district-wide planning activities.***

4. People & Culture

- a. Approval of Reorg #1306 – DO/Facilities-Business Services: Vice Chancellor Hou presented Reorg #1306 which adds staffing to the facilities department. It was moved by Ms. Ingram and seconded by Mr. Gonzalez to approve Reorg #1306. Discussion ensued. The motion carried unanimously to approve Reorg #1306. ***Review and approval of district services reorganizations for district-wide planning activities.***
- b. Approval of Reorg #1308 – DO/Business Services: Mr. Hou presented the reorg which adds a Director, Contract Management Services to the Business Services department. It was moved by Ms. Ingram and seconded by Mr. Hou to approve Reorg #1308. Discussion ensued. Mr. Rutan raised the question as to why the reorg had not gone through the Planning and Organizational Effectiveness Committee. It was agreed the reorg would go through POEC and be brought back to the December 5, 2022 District Council meeting for approval. ***Review and approval of district services reorganizations for district-wide planning activities.***
- c. Reorg People & Culture/Management Fellow: Mr. Hou presented the reorg which adds a Management Fellow to the People & Culture department. It was moved by Mr. Perez and seconded by Ms. Ingram to approve the P&C reorg. Discussion ensued. The motion carried unanimously to approve the P&C reorg. ***Review and approval of district services reorganizations for district-wide planning activities.***

5. Parking Update

- a. Vice Chancellor Ingram reminded members of District Council that parking permits were required for all staff and encouraged District Council members to remind others. Parking permits can be purchased online.

6. Planning Update – District Council

- a. Purpose/Membership/Roles & Responsibilities: Chancellor Martinez asked District Council members for feedback on the current document included in the Planning Manual. It was moved by Dr. Davis and seconded by Mr. Hou to approve the purpose/membership/roles & responsibilities as currently listed in planning manual. Discussion ensued. It was agreed that “or designee” be added after the Academic Senate President listing to account for the appointment of representatives while the Academic Senate Presidents served as Co-Chairs of FRC and POEC. It was also noted the Chair of the Technology Advisory Group (TAG) was missing. The motion carried unanimously to approve the updates to the document as discussed. Note: subsequent to the meeting, it was noted that the Chair of TAG was included in the listing and was not missing. The updates will be sent to Research for update to the Planning Manual. ***Ensure district-wide involvement in district-level planning for district-wide planning activities.***
- b. Review of 2020-2022 Goals: It was moved by Mr. Rutan and seconded by Mr. Hou to discuss the progress on the 2020-2022 goals. Discussion ensued. It was noted that there may be a need for more awareness training about the planning process. This motion carried unanimously to provide this feedback to the planning effort. ***Ensure district-wide involvement in district-level planning for district-wide planning activities.***

6. Planning Update – District Council (continued)

- c. 2022-2023 Goals: It was moved by Ms. Ingram and seconded by Dr. Davis to discuss goals for District council for 2022-2023. Discussion ensued and Dr. Davis suggested that she review the current goals and develop new goals/amend current goals and bring back for District Council consideration at the December 5, 2022 meeting. The motion carried unanimously for Dr. Davis to present a recommendation on goals at the next District Council meeting. ***Ensure district-wide involvement in district-level planning for district-wide planning activities.***

7. Participatory Governance Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Mr. Rutan reported on the October 26, 2022 meeting. The next meeting is scheduled for November 16, 2022.
- b. Human Resources Committee (HRC)
Mr. Hou reported on the October 12, 2022 meeting. The next meeting is scheduled for November 9, 2022.
- c. Fiscal Resources Committee (FRC)
Ms. Ingram reported on the October 19, 2022 meeting. The next meeting will be held on November 16, 2022.
- d. Physical Resources Committee (PRC)
Ms. Ingram reported on the October 5 and November 2, 2022 meetings.
- e. Technology Advisory Group (TAG)
Mr. Gonzalez reported on the October 6 and November 3, 2022 meetings. The next meeting will be held on December 1, 2022.

8. Constituent Representative Reports

- a. Academic Senate/SAC: No report
- b. Academic Senate/SCC: Mr. Rutan reported on the activities of the SCC Academic Senate.
- c. CSEA: No report
- d. Student Government/SAC: Melanie Fernandez reported on the SAC ASG activities.
- e. Student Government/SCC: No report.

9. Chancellor's Update

- a. Chancellor Martinez encouraged all to vote tomorrow, which is Election Day.
- b. Chancellor Martinez announced there would be a reception prior to the November 14, 2022 board meeting in honor of Trustee Larry Labrado who will be retiring from the board after 28 years of service. The reception will begin at 3:30 p.m. and held in the board room at the district office.
- c. Chancellor Martinez encouraged all to provide input in the evaluation of the board of trustees.
- d. Chancellor Martinez reported that representatives from the State Chancellor's Office and Board of Governors would be visiting both colleges on November 8, 2022 to learn more about our successes in increasing enrollment.

Next Meeting: The next meeting will be held on Monday, December 5, 2022.

Meeting Adjourned: 2:40 p.m.

Approved: December 5, 2022