



Rancho Santiago Community College District District Council Meeting

MINUTES April 21, 2025

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Carri Matsumoto for Iris Ingram	Present
	Kristin Olson	Present
	Annebelle Nery	Present
	Jeannie Kim	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Tara Kubicka-Miller	Present
	Monica Zarske	Absent
	Corinna Evett	Absent
	Jason Sim	Absent
	Tyler Johnson	Present
	Omelina Garcia	Absent
	Bridgette Hernandez	Present
	Jessica Velez	Present
	Flo Cudal	Present
Guests:	Chi Chung Keung	
	Thao Nguyen	

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. Kubicka Miller, seconded by Ms. Cudal to approve the minutes of the March 3, 2025 meeting. The motion did not carry due to the lack of votes. Later in the meeting prior to Committee Reports, another vote was taken after the late arrival of some District Council members. At that time the motion carried with abstentions by Ms. Matsumoto, Mr. Gonzalez, Mr. Johnson and Ms. Velez.

3. Approval of Reorg #1451 – DO/ITS

- a. It was moved by Ms. Coyne, seconded by Mr. Johnson and carried unanimously to approve Reorg #1415 – DO/ITS. Dr. Kim and Ms. Hernandez were not present for the vote.

4. Review of Revisions to Board Policies

- a. BP 3550 Drug Free Environment and Drug Prevention Program – Ms. Olson presented revisions to BP 3550 that were reviewed and recommended by the Human Resources Committee. District Council members accepted the board policy as an informational item. The board policy will now move to the Board Policy Committee for review and approval.
- b. BP 7340 Leaves – Ms. Olson presented revisions to BP 7340 that were reviewed and recommended by the Human Resources Committee. District Council members accepted the board policy as an informational item. The board policy will now move to the Board Policy Committee for review and approval.

5. Approval of Administrative Regulations

- a. AR 3300 Public Records – it was moved by Mr. Perez and seconded by Dr. Nery to approve the AR. Discussion ensued. The motion passed unanimously. Dr. Kim and Ms. Hernandez were not present for the vote.
- b. AR 7110 Delegation of Authority – Human Resources– it was moved by Ms. Coyne and seconded by Ms. Kubicka Miller to approve the AR. Discussion ensued. The motion passed unanimously. Ms. Hernandez was not present at the vote.
- c. AR 7145 Personnel Files (NEW) – it was moved by Ms. Coyne and seconded by Dr. Nery to adopt the AR. Discussion ensued. The motion passed unanimously contingent upon the approval by SCC College Council at its meeting on April 22, 2025.
- d. AR 7340 Leaves (NEW) – it was moved by Ms. Coyne and seconded by Dr. Kim to adopt the AR. Discussion ensued. The motion passed unanimously contingent upon the approval by SCC College Council at its meeting on April 22, 2025..
- e. AR 7340.1 Maternity Leave (Delete) – it was moved by Dr. Kim and seconded by Ms. Hernandez to approve deletion of the AR. Discussion ensued. The motion passed unanimously.
- f. AR 7340.2 Vacation for Management Employees (Delete) – it was moved by Dr. Kim and seconded by Ms. Hernandez to approve deletion of the AR. Discussion ensued. The motion passed unanimously.
- g. AR 7340.3 Sick Leave for Management/Confidential Employees (Delete) – it was moved by Dr. Kim and seconded by Ms. Hernandez to approve deletion of the AR. Discussion ensued. The motion passed unanimously.
- h. AR 7340.4 Industrial Accident or Illness Leave (Delete) – it was moved by Dr. Kim and seconded by Ms. Hernandez to approve deletion of the AR. Discussion ensued. The motion passed unanimously.

5. Approval of Administrative Regulations (continued)

- i. AR 7345 Catastrophic Leave Program (NEW) – it was moved by Dr. Kim and seconded by Ms. Kubicka Miller to adopt the AR. Discussion ensued. It was agreed to add “or psychological” to the second paragraph of Section 1 on Page 1 to read: “‘Catastrophic illness or injury’ is defined as a serious, debilitating physical or psychological illness or injury, as certified by a licensed physician, that:” The motion passed unanimously contingent upon the approval by SCC College Council at its meeting on April 22, 2025.
- j. AR 7346 – Employees Called to Military Duty – it was moved by Dr. Kim and seconded by Ms. Coyne to adopt the AR. Discussion ensued. The motion passed unanimously contingent upon the approval by SCC College Council at its meeting on April 22, 2025.

6. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Mr. Perez reported on the March 26, 2025 meeting.
- b. Human Resources Committee (HRC)
Ms. Olson reported on the April 2, 2025 meeting.
- c. Fiscal Resources Committee (FRC)
Ms. Thao Nguyen reported on the February 19, 2025 meeting.
- d. Physical Resources Committee (PRC)
Ms. Matsumoto reported on the March 5, 2025 meeting.
- e. Technology Advisory Group (TAG)
Mr. Gonzalez reported on the February 13, 2025 meeting.

7. 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: Mr. Tyler Johnson reported on CSEA 579 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.

8. General

- a. Chancellor Martinez announced that the Board Facilities Committee meeting will be held on April 22, 2025 and the Board Institutional Effectiveness Committee will be held on April 24, 2025.
- b. Chancellor Martinez also announced that the next Board meeting will be held at Santiago Canyon College on April 28, 2025. A pre-board meeting reception will be held on the first floor of Building E at 4:00 p.m.

Next Meeting:	The next meeting will be held on Monday, May 5, 2025
Meeting Adjourned:	2:37 p.m.
Approved:	May 5, 2025