



Rancho Santiago Community College District District Council Meeting

MINUTES December 1, 2025

Members:	Marvin Martinez	Absent
	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
	Steve Bautista	Present
	Sara Gonzalez	Absent
	Tyler Johnson	Present
	Zina Edwards	Present
	Bridgette Hernandez	Present
	Kimberly Ramirez	Absent
	Kayla Lopez	Absent
Guests:		
	Dane Clacken	
	Adam Howard	
	Ron Gonzalves	
	Kimberly Perna	

1. Call to Order/Update

- a. Vice Chancellor Iris Ingram convened the meeting via Zoom Conference at 1:32 p.m.

2. Approval of Minutes

- a. It was moved by Ms. Coyne and seconded by Ms. Hernandez to approve the minutes of the August 25, 2025 meeting. The motion passed unanimously. Dr. Kim was not present at the vote.

3. Approval of Job Description

- a. Asst. Vice Chancellor – Fiscal Services - It was moved by Ms. Coyne and seconded by Ms. Kubicka-Miller to approve the job description as presented. Vice Chancellor Olson presented the updated job description. Discussion ensued. The motion carried unanimously
- b. Asst. Director, OC Center of Excellence - It was moved by Ms. Edwards and seconded by Ms. Coyne to approve the job description as presented. Vice Chancellor Olson presented the updated job description. Discussion ensued. The motion carried unanimously.

4. ITS Annual Update

- a. Asst. Vice Chancellor Jesse Gonzalez and members of the ITS management team – Dane Clacken, Adam Howard, Ron Gonzalves and Kimberly Perna – presented the ITS Annual Report for fiscal year 2024-2025.

5. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Vice Chair Claire Coyne reported on the November 19, 2025 meeting. The next meeting is scheduled for December 17, 2025.
- b. Human Resources Committee (HRC)
Vice Chancellor Olson reported on the October 8 and November 12, 2025 meetings. The next meeting is scheduled for December 3, 2025.
- c. Fiscal Resources Committee (FRC)
Vice Chancellor Ingram reported on the November 19, 2025 meeting. The next meeting is scheduled for January 21, 2025.
- d. Physical Resources Committee (PRC)
Ms. Ingram reported on the November 12, 2025 meeting. The next meeting is scheduled for February 4, 2025.
- e. Technology Advisory Group (TAG)
Asst. Vice Chancellor Gonzalez reported on the September 4, October 2 and November 6, 2025 meetings. The next meeting is scheduled for December 4, 2025.

6. Constituent Representative Reports

- a. Academic Senate/SAC: Ms. Coyne reported on the SAC Academic Senate meetings and activities.
- b. Academic Senate/SCC: Ms. Kubicka-Miller reported on the SCC Academic Senate meetings and activities.
- c. CSEA: Mr. Tyler Johnson reported on CSEA 579 activities.
- d. Student Government/SAC: No report.
- e. Student Government/SCC: No report.

7. Other

- a. Ms. Ingram reported that a districtwide workgroup is being formed under Fiscal Services to plan and work on the statewide TOP to CIP code conversion.

Next Meeting:	The next meeting will be held on Monday, January 26, 2026
Meeting Adjourned:	2:26 p.m.
Approved:	March 2, 2026