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Santa Ana College • Santiago Canyon College

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE
POE is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District

A G E N D A

Wednesday, November 16, 2022 4:00pm-5:00pm

<https://cccconfer.zoom.us/j/94764702826> or dial 1 669-900-6833 / 94764702826#

I. WELCOME

II. *APPROVAL OF MINUTES – Action

- a. August 24, 2022 regular meeting

III. DISTRICT COUNCIL UPDATE – Information

- a. Update from November 7, 2022 meeting

IV. BUSINESS SERVICES REORGANIZATION - Action

- a. *Reorg #1307 – Title Change of Warehouse Specialist & New Senior Buyer
- b. *Reorg #1308 – New Director, Contract Management Services

V. *MEMBERSHIP – Discussion / Action

- a. VP Continuing Education Vacancy
- b. SAC and SCC Faculty Representative Vacancies
- c. SCC Student ASG Representative

VI. COMMITTEE GOALS & ACCOMPLISHMENTS - Information / Discussion

- a. *Review Results of the 2022 RSCCD Participatory Governance Committee Survey –Information/Discussion
- b. *Review 2021-2022 Committee Goals and Evaluate Accomplishments
- c. *Creation of Committee Goals for 2022-2023

VII. *GRANT DEVELOPMENT SCHEDULE – Information

VIII. OTHER

- a. Meeting schedule - December

NEXT MEETING:

Wednesday, December 21, 2022

**attachment provided*

POE COMMITTEE MEMBERS:

Matthew Beyersdorf • Dr. Melba Castro • Dr. Adriene (Alex) Davis • Karley Dinh • Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb • Dr. James Kennedy • Tyler Nguyen • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Michael Taylor • Aaron Voelcker



PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE
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draft Minutes

Wednesday, October 26, 2022 3:30pm-4:30pm virtual by zoom

Present: Karley Dinh • James Isbell • Dr. James Kennedy • Tyler Nguyen • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Michael Taylor • Aaron Voelcke
Guests: Cristina Morones, Daniel Martinez
Patricia Duenez present as record keeper.

Ms. Santoyo called the meeting to order at 3:32pm.

I. WELCOME & INTRODUCTIONS

Introductions made by committee members. This is 1st meeting for student representative Karley Dinh.

II. *APPROVAL OF MINUTES – Action

a. August 24, 2022 regular meeting

It was moved by Mr. Rutan; seconded by Ms. Pleitez with abstentions from Ms. Sarah Santoyo and Ms. Karley Dinh, Karley, to approve the August 24, 2022 minutes. None opposed.

III. DISTRICT COUNCIL UPDATE – Information

a. Update from October 3, 2022 meeting

Mr. Rutan reported on actions items; November 7, 2022 is next scheduled meeting.

IV. *COMMITTEE ROLES & RESPONSIBILITIES REVIEW – Information/Discussion

Mr. Rutan spoke to district governance committees challenge to have balance in membership as voting membership is primarily administrative. This item is on agenda as suggestion to look at Planning Design Manual to see if we are being effective in processes as they are outlined.

Discussion ensued on need for review of committee makeup, current vacancies. Committee makeup has not been addressed in a while, roles have expanded.

Mr. Rutan spoke to history of adding membership of VP's of student services and continuing education to allow for their perspective. POE is ultimately responsible to Planning Design Manual.

Discussion ensued how to approach vice presidents membership to allow for greater balance, possibly rotate and/or alternate voting rights for VP's and/or yearly rotation of VP of Continuing Ed now that pilot has ended.

It was suggested for 'Governance Committee Membership' be on agenda at future joint college cabinet meeting.

Dr. Kennedy will follow up with Dr. Nery for SAC; **Mr. Voelcker** will follow up with Interim President Perez for SCC to schedule for next joint cabinet meeting.

POE COMMITTEE MEMBERS:

Matthew Beyersdorf • Dr. Melba Castro • Dr. Adriene (Alex) Davis • Karley Dinh • Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb • Dr. James Kennedy • Tyler Nguyen • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Michael Taylor • Aaron Voelcker

V. COMMITTEE GOALS & ACCOMPLISHMENTS - Information / Discussion

- a. *Review Results of the 2022 RSCCD Participatory Governance Committee Survey – Information/Discussion
This item deferred to next meeting to allow Ms. Nga Pham be present to report.
- b. *Review 2021-2022 Committee Goals and Evaluate Accomplishments
Committee can do better at goal of “Communicate the RSCCD Functions/Mapping of Responsibilities to college and district employees to ensure everyone understands their roles and responsibilities for a more efficient and effective operation.” This would be beneficial as a yearly review.
- c. *Creation of Committee Goals for 2022-2023
 - ‘Governance Committee Membership’ topic be on agenda at future joint cabinet meeting
 - Suggestion: Evaluate membership and responsibilities.
 - Suggestion: Review membership structure to ensure balanced representation for fair process in decision making
 - Suggestion: Make goals measurable by adding metrics component, reports on goals are anecdotal and informational.
 - Suggestion: Objectives reporting is dense with narrative and qualitative data, but not very helpful as a tool to see where we are, identifying next steps, and plan for the coming year; goal needs to be specific in what we did and did not accomplish, possibly limit word or characters to summarize goals.
 - Suggestion: Need for review and update Functions Map, especially considering changes in leadership and structure—beneficial as an annual activity.
 - Suggestion: Agendize Objectives per meeting.

VI. RSCCD COMPREHENSIVE MASTER PLAN/SCC EDUCATIONAL MASTER PLAN RFQ – Update

Mr. Rutan reported SCC will likely seek extension of their current plan, current extension to December 2022.

Discussion ensued on timing for development of master plans--getting the vendor agreement approved (say be December); vendor completing the work in time to take plan drafts through various approval committees to have plan ready to present to Board of Trustees by June 2023 but before July 1st. Deadlines are self-imposed.

It was suggested for Dr. Davis bring topic of extension of plan to Chancellor’s Cabinet sooner than later.

VII. *GRANT DEVELOPMENT SCHEDULE – Information

Ms. Santoyo provided updates to grant schedule.

VIII. *DISTRICTWIDE ENROLLMENT MANAGEMENT WORKGROUP MEETING - Information

- a. Update from October 20, 2022 meeting
No update due to time constraints; next meeting scheduled for November 17, 2022.

IX. OTHER

Next meeting scheduled for Wednesday, November 16, 2022

Ms. Santoyo adjourned the meeting at 4:30pm.

Approved: _____

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM**

Number # 1307
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: District Office - Purchasing Services
 Manager/Supervisor: Linda Melendez

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Warehouse Storekeeper	Warehouse Specialist
	(recommended title change)
	Senior Buyer (New) (Grade 16)

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 230,533.89
 Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS RESTRICTED FUNDS

Source of funding (account numbers): 11_0000_677000_54153_2130 (Warehouse); 11_0000_677000_54151_2130 (Purchasing Services)
(Attach necessary budget change forms)

Reason for reorganization:

See attached.

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No Yes If yes, please explain below.

Does this change affect more than one department/division? No Yes If yes, please explain below.

Please note: You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

Submitted by (District Cabinet Member): *Jici Johnson* Date: 8/10/2022

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u><i>AW</i></u> <small>AW Chenqyu Hou (Oct 28, 2022 16:29 PDT)</small>	Business Operations & Fiscal Services (Signature/Date): <u><i>TN</i></u> <small>TN Adam O'Connor (Oct 31, 2022 14:35 PDT)</small>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u><i>DG</i></u> <small>DG Mary M. Martinez (Nov 7, 2022 11:41 PST)</small>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

Reason for reorganization:

Senior Buyer: This position will perform varied and complex specialized and technical Purchasing responsibilities for the procurement of a variety of materials, supplies and services. The District lacks a position that assists with the development, issuance and evaluation of Bids and Requests for Proposals (RFP). The position is necessary as there has been a substantial increase in requests due to new special projects, one-time funds, and bond projects. The Senior Buyer position will verify compliance with pertinent laws, regulations, codes, policies, and procedural standards. Also serves as a lead Buyer and aids Purchasing staff, district-wide staff, and vendors.

Warehouse Specialist: In June 2021 a new Warehouse opened at the SAC Johnson Student Center. This Warehouse receives all deliveries for the Santa Ana College campus, Continuing Education Center, Remington Education Center, OC Sheriff's Regional Training Academy, and the Lincoln Education Center in Garden Grove. No additional staffing was added to cover the new location when the facility opened.

The Warehouse operation currently consists of two Warehouse Storekeepers, one at SAC, one at SCC. The current staffing is not sufficient to handle the volume of received goods, deliveries to all sites and continuous coverage at each location. To provide sufficient coverage and to avoid a Warehouse having to close its' doors during delivery periods and absences, an additional Warehouse Specialist is needed. Closing a Warehouse temporarily also results in increased cost to the District for redelivery fees.

The request to update the title from Warehouse Storekeeper (current) to Warehouse Specialist (proposed) is to eliminate the antiquated title and renaming the position, similar to other CA Community College Districts.

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Warehouse Specialist		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 8/ Step 3	\$ 4,535.149	12	\$ 54,421.79

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	13,806.81	
SOCIAL SECURITY	6.200%	3,374.15	
MEDICARE	1.450%	789.12	
UNEMPLOYMENT	0.500%	272.11	
WORKERS COMP	1.500%	816.33	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 19,058.52	\$ 19,058.52
TOTAL SALARY & BENEFIT COST			\$ 73,480.31

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS		
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)		
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 54,421.79	48.98
MEDICAL INSURANCE (see below)		22,174.93
TOTAL INSURANCE COST		22,223.91
		\$ 22,223.91

TOTAL COST OF POSITION	\$ 97,348.97
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BENEFITS =	\$ 42,927.18
BENEFIT COST AS A PERCENT OF CONTRACT =	78.88%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Senior Buyer		
	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 16/ Step 3	\$ 6,745.444	12	\$ 80,945.33

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	20,535.83	
SOCIAL SECURITY	6.200%	5,018.61	
MEDICARE	1.450%	1,173.71	
UNEMPLOYMENT	0.500%	404.73	
WORKERS COMP	1.500%	1,214.18	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 28,347.06	\$ 28,347.06
TOTAL SALARY & BENEFIT COST			\$ 109,292.39

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS		
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)		
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 80,945.33	72.85
MEDICAL INSURANCE (see below)		22,174.93
TOTAL INSURANCE COST		22,247.78
		\$ 22,247.78

TOTAL COST OF POSITION	\$ 133,184.92
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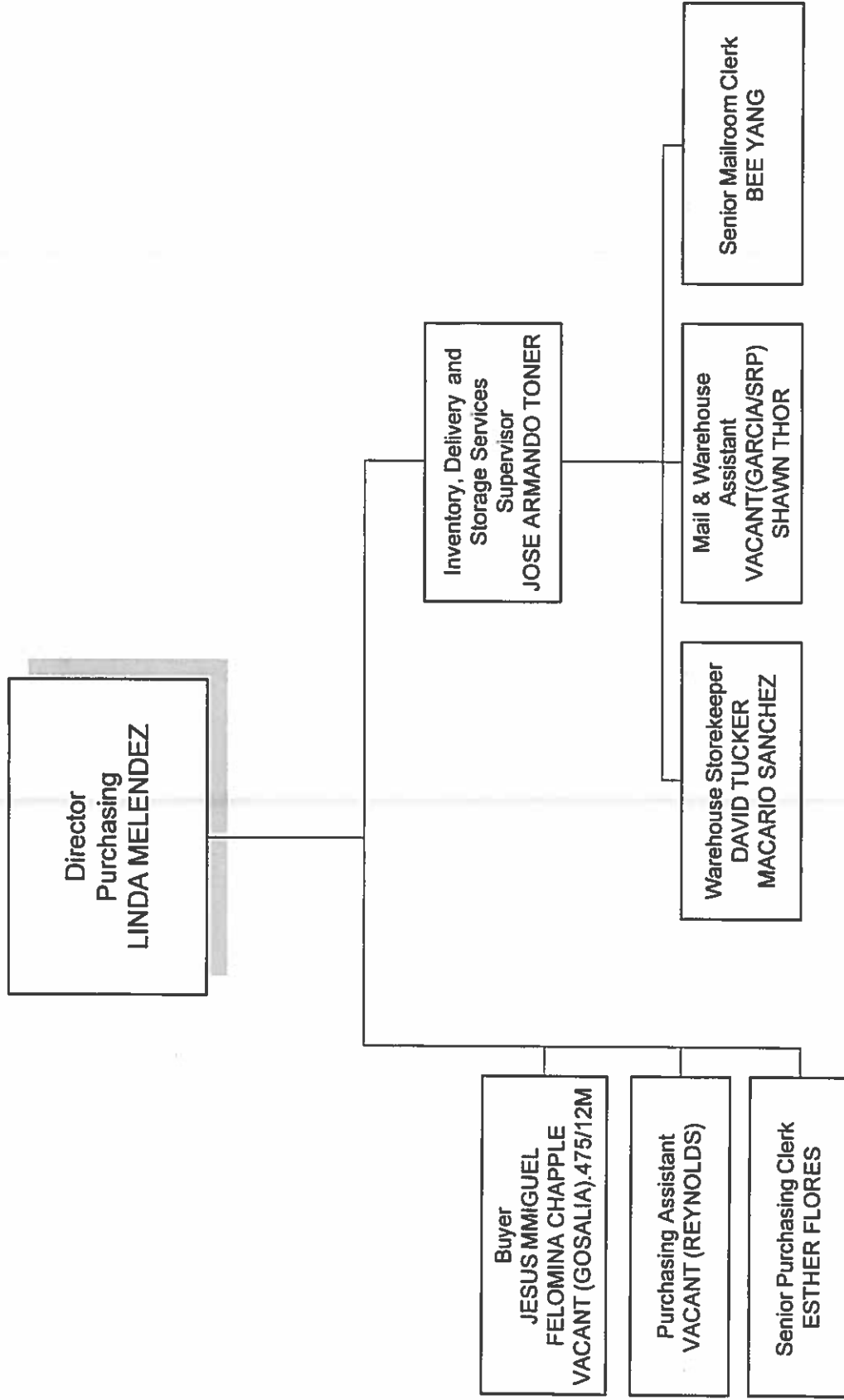
BENEFITS =	\$ 52,239.59
BENEFIT COST AS A PERCENT OF CONTRACT =	64.54%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

**Rancho Santiago Community College District
 BUSINESS OPERATIONS AND FISCAL SERVICES
 PURCHASING**

CURRENT

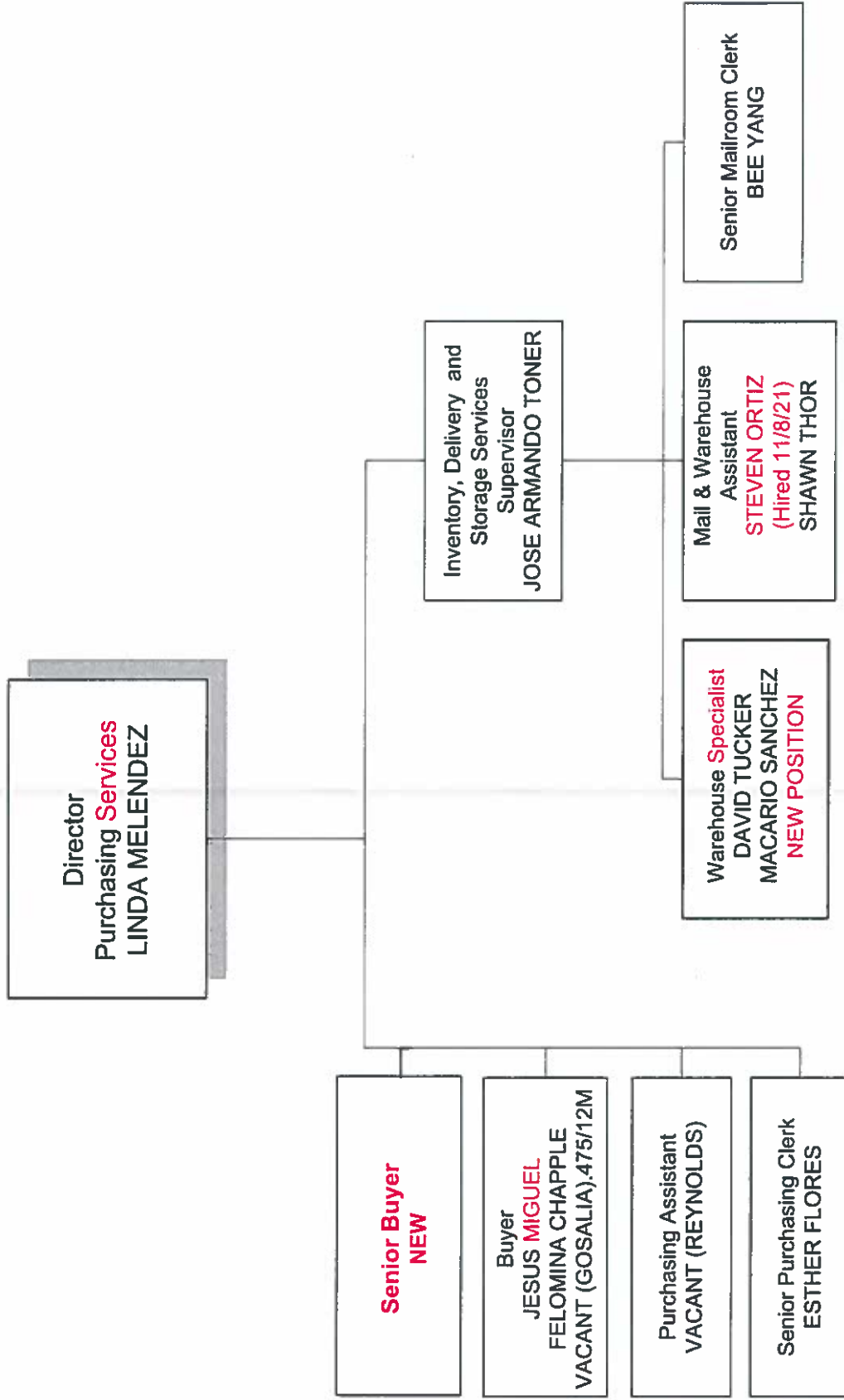


Rancho Santiago Community College District

BUSINESS SERVICES

PURCHASING SERVICES

PROPOSED



WAREHOUSE SPECIALIST

CLASS SUMMARY

Under general supervision physically receives, checks, issues and delivers supplies and equipment; maintains and secures inventory; operates trucks, forklifts, and delivery vehicles; and performs related duties as assigned or required. Uses computer system to electronically process and research receiving and inventory control transactions and prepare related reports as necessary. May pick up and deliver mail from and to post office, campuses and other locations when necessary and process information for mail service reports.

REPRESENTATIVE DUTIES

Participates in the operations of a central receiving facility and receives, checks and delivers all materials, supplies, furniture and equipment purchased for various District and college offices and locations; receives copies of purchase orders and follows-up on late deliveries; operates forklift in loading and unloading supplies and equipment; operates vehicles in making on campus deliveries; operates truck in making off-campus deliveries or pickups; documents receipt of shipments to warehouse by both manually and electronic means, and routes paperwork to accounting office; electronically maintains inventory records on equipment; maintains accurate files and records; maintains warehousing facilities in neat and clean order; and prepares computer reports related to receiving, deliveries, and/or inventory as necessary.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Inventory, Delivery & Storage Services Supervisor or designated supervisor.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

~~Work experience in the receiving, storing, issuance and delivery of stock. Experience with online computer systems.~~ Any combination of training and/or experience equivalent to graduation from high school, and two years of varied experience in receiving, storing, issuance and delivery of goods, interpretation of regulations and good judgment.

Knowledge and Abilities

Knowledge of: modern warehouse procedures related to automated and inventory control, receiving, checking, issuance, storage and delivery of supplies, furniture, equipment and general goods. Knowledge of laws, policies and procedures related to warehousing best practices.

WAREHOUSE SPECIALIST cont'd

Ability to: receive, check, issue and deliver all types of material, stores rapidly, accurately and in an accommodating manner; process transactions via an online computer system; maintain files, tickler files and records systematically; make arithmetic calculations; maintain cooperative working relationships with college and office personnel; supervise helpers; perform heavy manual tasks efficiently and safely; drive trucks and operate forklifts and other similar equipment.

License: valid California Motor Vehicle Operator's License with a driving record that meets minimum standards established by the District's insurance carrier.

Physical Requirements: regularly performs light and heavy manual work, involving lifting and climbing; may be require to lift up to 70 pounds.

SENIOR BUYER

GENERAL RESPONSIBILITIES

Under direction, performs specialized and complex purchasing and procurement work, including purchasing a variety of services, materials, supplies, products, and equipment according to applicable laws, District procurement policies and procedures, and requisition specifications; procurement related to construction, renovations, and maintenance requests; and performs related duties as assigned.

REPRESENTATIVE DUTIES

This position is a leader in the Purchasing team and requires consistently exercising independent and sound problem solving and judgement skills.

- Responsible for coordinating and issuing high value, construction, strategic or complex solicitations, projects and contracts, requiring an in-depth procurement experience;
- This position performs at the expert, professional level requiring individual work in research, solicitation, guidance and completion of procurement requests;
- Works with District departments to organize, prepare, issue and coordinate various complex strategic solicitation methods as appropriate and required, including guiding end users in writing scope of work, finalizing specifications and facilitating the evaluation of the solicitation process;
- Conducts bid openings; receives bids, quotes, and proposals and conducts vendor pre-qualification and selection processes; and organizes and leads evaluation committee processes by evaluating and analyzing data, interviewing vendors, conducting reference checks, and recommending award based on price and conformance to specifications while ensuring a fair and equitable process in compliance with legal requirements and established policies and procedures;
- Assists in the development of informal, and formal bids, requests for proposals or quotes and prepares analysis of bid results including drafting recommendations for a course of action to District administration and Board of Trustees;
- Performs data and financial analysis for purchasing activities;
- Trains and educates District staff on purchasing practices, procedures and processes;
- Develops resources to assist District staff and vendors with procurement requirements;
- Provides District-wide guidance on procurement, contract requirements, vendor information and insurance related matters;
- Work collaboratively with the colleges and centers to streamline processes, develop consistent purchasing practices, and facilitate purchasing activities;
- Stays abreast of new trends and innovations in the areas of procurement, purchasing, and contracts; monitors changes in laws, and regulations, and technology that may affect the District's operations;
- Performs a variety of other duties and special projects as requested.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Director, Purchasing Services and may lead the work of Buyers, Purchasing Assistant, Senior Purchasing Clerk and Student Assistants.

DESIRABLE QUALIFICATIONS GUIDE

Knowledge and Abilities

Knowledge of:

- Advanced principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to District operations.
- Principles and practices of complex contract preparation, negotiation, and protest resolution.
- Complex specification writing, commodity markets and practices, pricing methods, and sales as applied to purchasing transactions.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Principles and techniques of critical thinking, conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Basic principles and practices of providing technical and functional direction to staff.
- Principles and practices of data collection and analysis and report preparation.
- Record keeping principles and procedures.
- Basic business arithmetic and statistics.
- Business letter writing and the standard format for reports and correspondence.
- Methods of preparing and processing various records, reports, forms, and other documents specific to assigned program, department, or division.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

- Lead and/or prepare assigned procurement, purchasing, and contracting activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare reports.
- Lead and manage complex solicitation and RFQ/RFP/RFB evaluation process including developing evaluation worksheets and leading cross-functional evaluation and selection teams, ensuring conformance to specifications, analyzing and calculating costs, preparing staff reports and agenda items for the Board, and issuing notice of award recommendations.
- Administer complex contracts to satisfactory execution, consistent with the District's standard terms and conditions, including scope of work, compensation payment milestones etc.
- Lead and oversee programmatic accountability and regulatory reporting activities.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Analyze, interpret, summarize, and present information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Plan, organize, schedule, assign, train, and review the work of assigned staff.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, business administration, or a related field and five (5) years of increasingly responsible and varied procurement or purchasing experience.

Signature: 
Alistair Winter (Oct 25, 2022 13:11 PDT)
Email: winter_alistair@rscdd.edu

Signature: 
Thao Nguyen (Oct 31, 2022 08:05 PDT)
Email: Nguyen_Thao@rscdd.edu

Signature: 
Email: gerard_debra@rscdd.edu

Signature:
Email: gerard_debra@rscdd.edu

Signature:
Email: winter_alistair@rscdd.edu

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM**

Number # 1308
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: DO/Business Services

Manager/Supervisor: Iris I. Ingram, Vice Chancellor, Business Services

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
None	Director, Contract Management Services New (Grade G)

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 210,482.46
Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS RESTRICTED FUNDS

Source of funding (account numbers): _____
(Attach necessary budget change forms)

Reason for reorganization:

See attached.

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?
No Yes If yes, please explain below.

Does this change affect more than one department/division? No Yes If yes, please explain below.

Please note: You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

Submitted by (District Cabinet Member): Iris Ingram Date: 8/19/2022

SIGNATURES AND/OR REVIEW DATES

Human Resources (Signature/Date): <u>AW</u> <u>Chengyu Hou (Oct 26, 2022 14:25 PDT)</u>	Business Operations and Business Services (Signature/Date): <u>TN</u> <u>Adam O'Connor (Oct 26, 2022 16:56 PDT)</u>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>BG</u> <u>Marvin Martinez (Oct 31, 2022 12:14 PDT)</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

Reason for Reorganization:

Contracts Manager: In 2002, the District added a Contracts Specialist position under Business Operations/Fiscal Services to plan, organize, coordinate, assist, and provide support in the development and control of District contracts. During the period 2002 through 2006, the position was filled by three new hires, each vacating the position for other employment. In October 2006, Mark Liang vacated the Contracts Specialist position for the Interim Financial Aid Director position at SAC. The position remained vacant for three years. Chancellor's Cabinet delegated the responsibility of development, issuance, management, and negotiation of contracts to administrative staff at each campus/center in lieu of filling the position during a difficult financial cycle.

In 2009, RSCCD went through the layoff process. The Contracts Specialist position was defunded at that time as a cost savings measure instead of potentially laying off an individual in a position.

There is a need to reinstate this position, particularly to reduce the risk of liability on the District as some agreements have not been thoroughly reviewed. Under the general direction of the Vice Chancellor, Business Services, the Contracts Manager develops documents for contractual agreements between the District/Colleges and various vendors including but not limited to maintenance contracts, service contracts, performance contracts, construction contracts, lease agreements and professional services agreements. Implements and maintains a contracts management system to manage all aspects of every contract's lifecycle including housing the contract information, serves as a central repository, manages pricing, and incorporates all compliance requirements.

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Director, Contract Management Services		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade G/Step 4	\$ 11,226.403	12	\$ 134,716.83

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	34,177.66	
SOCIAL SECURITY	6.200%	8,352.44	
MEDICARE	1.450%	1,953.39	
UNEMPLOYMENT	0.500%	673.58	
WORKERS COMP	1.500%	2,020.75	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 47,177.82	\$ 47,177.82
TOTAL SALARY & BENEFIT COST			\$ 181,894.65

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.500%	16.60	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 3,640.38	\$ 3,640.38

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 134,716.83	121.25	
MEDICAL INSURANCE (see below)		24,826.18	
TOTAL INSURANCE COST		24,947.43	\$ 24,947.43

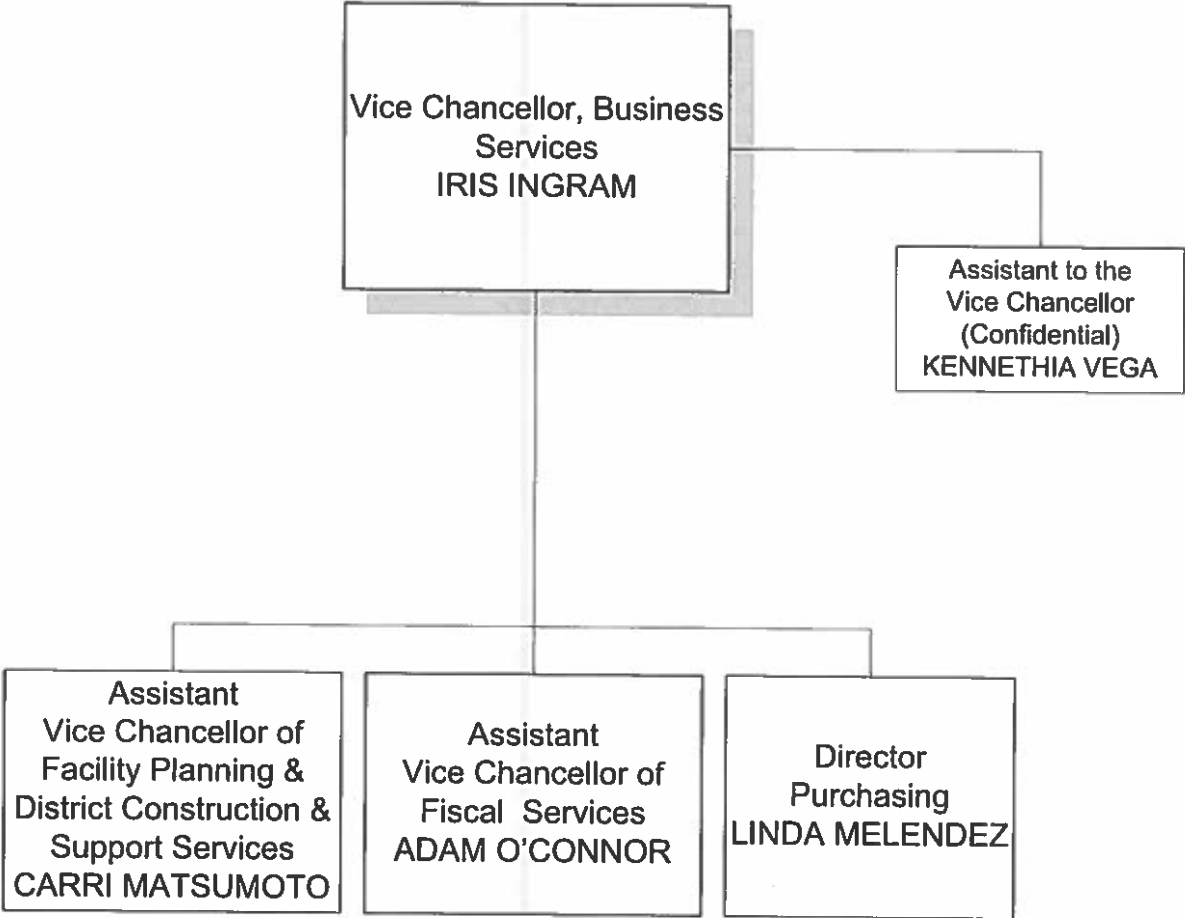
TOTAL COST OF POSITION	\$ 210,482.46
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BENEFITS =	\$ 75,765.63
BENEFIT COST AS A PERCENT OF CONTRACT =	56.24%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

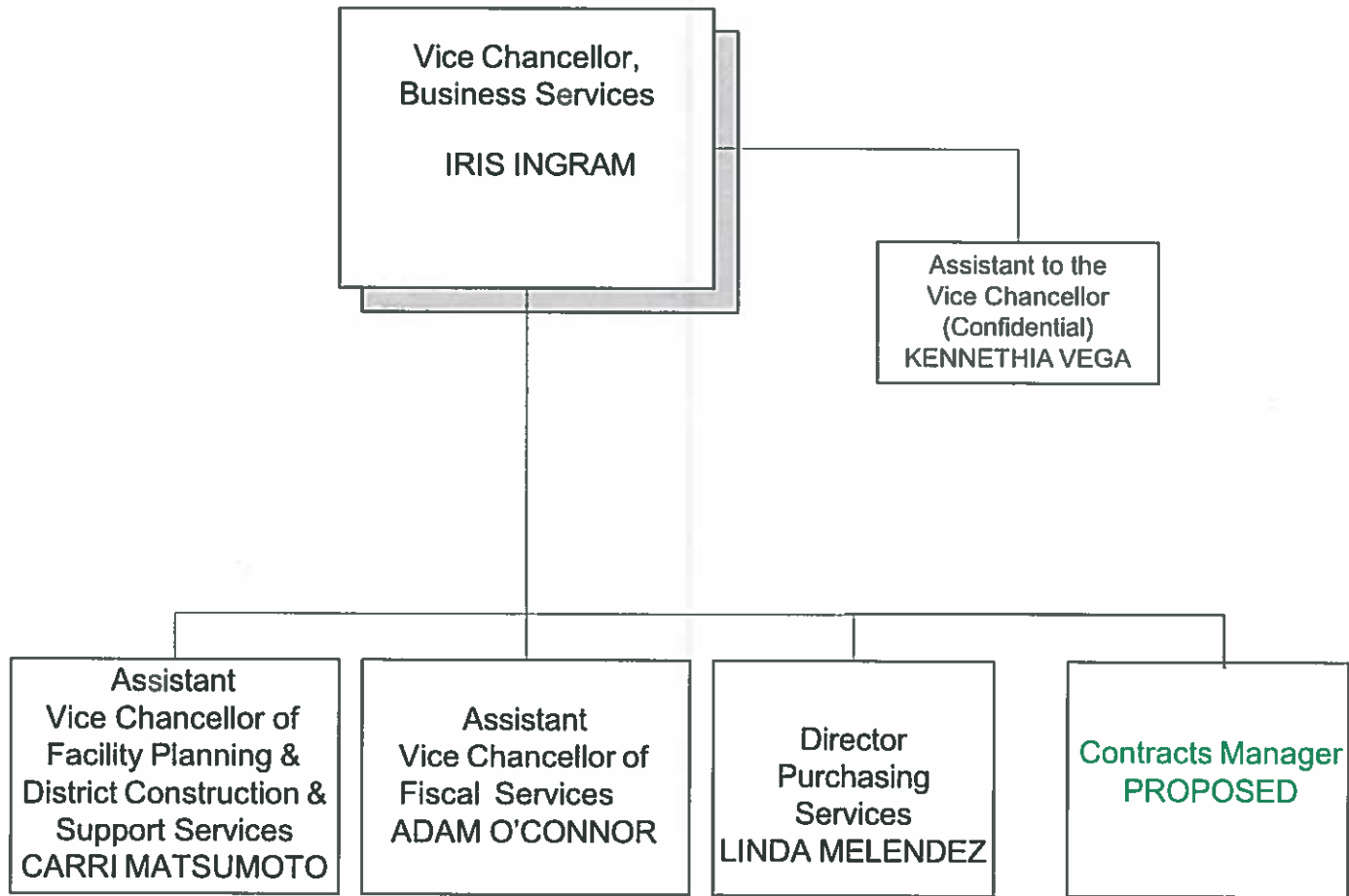
NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

**Rancho Santiago Community College District
BUSINESS OPERATIONS AND FISCAL SERVICES**



PROPOSED

**Rancho Santiago Community College District
BUSINESS OPERATIONS AND FISCAL SERVICES**



CONTRACTS MANAGER Director, Contract Management Services

CLASS SUMMARY

Under general direction of the Vice Chancellor, Business Services, plans, organizes, coordinates, evaluates, reviews and processes all District contracts i.e., professional services agreements, instructional services and clinical agreements, formal bids, requests for qualification and requests for proposal; establishes policies and procedures for all contracts and formal bids, RFQ and RFP processes; ensures contract formal bid, RFQ and RFP activities comply compliance with federal, state codes and laws, and District Board Policies and Administrative Regulations; and is responsible for the overall management of all District contracts; maintains a centralized contracts repository system, and performs related duties as assigned.

REPRESENTATIVE DUTIES

Director, Contract Management Services is responsible for providing technical assistance to all levels of management in regard to contract form and contract process including the negotiation, preparation, and execution of a variety of contracts for the District including but not limited to construction contracts, real estate leases, leases, material and supply contracts, professional services agreements, education agreements and specially funded project agreements. Administers and ensures contracts compliance, determines and selects appropriate type of contract requirements and procurement methodology consistent with Board Policies, Administrative Regulations and related codes. Coordinates work with the Risk Manager college and district administrators to ensure timely and complete handling of contractual matters. initiates regular and closed session items for the Board of Trustees meeting agenda regarding leases, agreements, contracts, affiliations, memoranda of understanding, and amendments; confirms the availability of funds to support requested contractual matters; Maintains the central repository of contracts for all district and college operations; develops and distributes manuals relating to the policy and procedures used for contracting throughout the district; conducts training sessions for college and district employees in regard to contract policy and procedures; interprets and explains rules, regulations, policies and procures pertaining to District contractual agreements to District staff, representatives of other agencies and prospective bidders; reviews Board Policies and Administrative Regulations and maintains district-wide policies and procedures for contract development and formal bidding processes. Supervises and Participates in the development and preparation of bid specifications, requests for qualifications, requests for proposals, and contracts for the purchase or rental of goods and contracting for services and other third party contracts; determines and selects appropriate contract requirements, such as deliverables, payment schedules, penalties, insurance requirements and dispute resolution procedures; ensures bid and contracting processes comply with advertising and bidding requirements. Tracks all lease agreements and maintains inventory schedule in accordance with GASB and prepares preliminary GASB 87 analysis for review by Fiscal Services. Prepares and maintains District wide policies and procedures for contract development and formal bidding processes; conducts training workshops to provide information of contract development and formal bidding processes and procedures. Provides technical expertise and guidance on contract, formal bid, RFQ and RFP issues; interprets and explains applicable laws, regulations, codes and policies to District management and staff; confers with legal counsel as needed on contracting issues.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the **Vice Chancellor, Business Services** and works closely with Purchasing, Facility Planning, Vice Presidents at the colleges, program or project administrators, Risk Management and with the Executive Assistant to the Board of Trustees.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training, education and experience, **Juris Doctorate Degree preferred equivalent to or a Bachelor's degree with 5-7 years of recent experience in contract negotiation, writing, terms and conditions.** ~~with college level coursework consistent with the assigned responsibilities, or two years of college and an additional two years of work experience. At least four years of progressively responsible work experience related to the assignment; contracts, paralegal and/or risk management experience is preferred; or any combination of education and experience that would provide the required qualifications.~~

Knowledge and Abilities

Knowledge of: Principles, practices and methods used in public agency competitive bidding, contracting and contract administration; advanced technical and administrative principles, practices, and procedures of the assigned administrative function; local, state and federal laws and regulations pertaining to the areas of contracts, insurance and risk management; research methods and statistical data analysis techniques; modern office and data processing systems and procedures as they apply to the requirement of this position; administrative survey and reporting techniques; principles of composition, report and proposal writing; English usage, spelling, grammar, and punctuation; research and data collection methods.

Ability to: Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies; analyze and evaluate bid proposals, specifications and other contract documents including applying financial analysis to contracts to determine financial impact; review and revise contracts, leases and other legal documents to conform to district standards; recommend and draft policies, regulations, rules, contracts, directives, and other technical materials; communicate effectively both orally and in written form and carry out oral and written instructions; prepare procedure manual and effective letters, memoranda, and reports; maintain appropriate case files and records; handle sensitive and confidential information related to contracts and other departmental issues; perform paraprofessional work of advanced difficulty in the specialized administrative area; use a high degree of independent judgment and discernment in dealing with outside legal counsel, vendors, grantors, and employees; establish and maintain effective relationships with those contacted in the course of work; communicate effectively with employees and management, especially in those matters relating to contracts and the contract process.

Signature: 
Alistair Winter (Oct 26, 2022 10:40 PDT)
Email: winter_alistair@rscdd.edu

Signature: 
Thao Nguyen (Oct 26, 2022 16:54 PDT)
Email: Nguyen_Thao@rscdd.edu

Signature: 
Debra Gerard
Email: gerard_debra@rscdd.edu

Signature:
Email: gerard_debra@rscdd.edu

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

The Planning and Organizational Effectiveness Committee is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District Council.

Responsibilities	Membership
<p>Coordinate the development and monitor implementation of the RSCCD Comprehensive Master Plan and the RSCCD Strategic Plan</p> <p>Ensure that District planning processes follow the processes and timelines outlined in the RSCCD Planning Design Manual</p> <p>Provide leadership for coordination of district and college planning activities</p> <p>Prepare the annual Progress Report on the RSCCD Comprehensive Master Plan</p> <p>Coordinate data to be presented at annual Board of Trustees planning activity</p> <p>Coordinate accreditation activities between colleges and District Services including the delineation of District/College Functions</p> <p>Review institutional research activities and results</p> <p>Review resource development initiatives</p>	<ul style="list-style-type: none"> ▶ Vice Chancellor Educational Services (Co-chair) ▶ Assistant Vice Chancellor, Educational Services ▶ Executive Director, District Research, Planning & Institutional Effectiveness ▶ Vice President, Academic Affairs, Santa Ana College and Santiago Canyon College ▶ Vice President, Student Services, Santa Ana College and Santiago Canyon College ▶ Vice Presidents, Continuing Education (or designee) ▶ Dean of Academic Affairs, Santa Ana College (or designee) <u>SAC / SCC Planners</u> ▶ Dean of Institutional Effectiveness, Library & Learning Support Services, Santiago Canyon College ▶ President of Academic Senate, Santa Ana College & Santiago Canyon College. One president shall serve as committee Co-chair for two-year term (alternating between the colleges) ▶ Two faculty members appointed by each Academic Senate, Santa Ana College and Santiago Canyon College ▶ A faculty member appointed by FARSCCD ▶ Three Classified representatives appointed by CSEA (District Office, Santa Ana College and Santiago Canyon College) ▶ Student representatives (Santa Ana College and Santiago Canyon College, when possible)



POE Membership (as shown on website):

Santa Ana College	Santiago Canyon College	District
Dr. Jeffrey Lamb, Vice President, Academic Affairs	Aaron Voelcker, Interim Vice President, Academic Affairs	Dr. Adriene (Alex) Davis, Chair, Acting Vice Chancellor, Educational Services
Dr. Vaniethia Hubbard, Vice President, Student Services	Dr. Melba Castro, Vice President, Student Services	*Dr. James Kennedy, Vice President, Continuing Education
	Dean, Institutional Effectiveness, Library & Learning Support Services (Vacant)	Sarah Santoyo, Assistant Vice Chancellor, Educational Services
<u>SAC Planner</u> Dean of Academic Affairs, (Vacant)	<u>SCC Planner</u>	
James Isbell, Academic Senate President	Craig Rutan, Co-Chair Academic Senate President	Nga Pham, Executive Director of Research, Planning & Institutional Effectiveness
Kristen Robinson, Faculty Representative	Michael Taylor, Faculty Representative	Matthew Beyersdorf, FARSCCD Representative
Karley Dinh, ASG Student Representative	ASG Student Representative, (Vacant)	
Roxana Pleitez, Classified Representative	Veronica Munoz, Classified Representative	Tyler Nguyen, Classified Representative
<u>*Dr. James Kennedy, Vice President, Continuing Education</u>	<u>*Jose Vargas, Vice President, Continuing Education</u>	

* Proposed Recommendations/Changes



Rancho Santiago Community College District Districtwide Planning Process Survey Results

October 2022

Because planning is a continuous cycle of improvements, the Rancho Santiago Community College District (RSCCD) implemented the current planning and decision-making process in 2013. It is overseen by District Council, with the collaboration of five governance committees that focus on human resources, fiscal resources, physical resources, planning and organizational effectiveness, and technology resources. Staff has had a chance to work with the model envisioned for the district. As the 2022-23 academic year starts and prior to new committees start their work, members of the 2021-22 RSCCD Governance Committees were invited to give opinions on this district-wide planning and resource allocation process, as well as the district operations resource allocation.

Thirty-four of the 62 members (55%) from across the district participated (28% from Santa Ana College, 44% Santiago Canyon College, and 28% district operations), with representation from all staff (15% classified, 38% faculty, and 46% management (though we did not receive student participation this year). There was representation from all six governance committees (27% District Council, 19% Fiscal Resources, 19% Human Resources, 19% Physical Resources, 42% Planning and Organizational Effectiveness and 15% Technology Advisory Group). Keep in mind, representations of District Council are made up of co-chairs from the five other governance committees; therefore, the percentage will be more than 100%.

Overall, seven-tenths members of the RSCCD governance committees are familiar with the RSCCD Planning Design, and just as many find the district-wide planning process clear and that it is linked with the colleges' planning processes (57%). The same number of respondents also believe the five committees collaborate to support the work of District Council and two-fifths don't know if there is collaboration among the committees. Also, about four-fifths respondents understand the roles and responsibilities of each of the five districtwide governance committees, including the coordinating District Council.

More than 60% of the respondents stated that they do bring information/issues to and from districtwide governance committees and college committees that they represent. Also, nearly half of the respondents "agree" or "strongly agree" that there is integration between college and district planning.

Among the governance committee membership, about 40% of the respondents stated that the process and prioritization of district-wide resource allocation is clear, that there is coordination between district-wide and college-based resource requests, or that they are satisfied with the current process. There is a considerable number of respondents who "don't know" the district-wide resource allocation process, prioritization, and timeline. In addition, respondents were also not as knowledgeable of the district operations' resource allocation request process and timeline, nor coordination between this process and the college's base resource requests. Please note more than nearly three-fourths of the respondents are from Santa Ana College and Santiago Canyon College and so they are probably more familiar with their respective colleges' processes.

Because representations to the district-wide governance committees change regularly, it is recommended that new memberships be thoroughly orientated about the district-wide planning and resource allocation processes, as well as member's roles and responsibilities, to ensure effective representation and coordination with colleges' processes and structures.

	Count	strongly agree	agree	disagree	strongly disagree
I am familiar with the RSCCD Planning Design.	34	24%	56%	21%	0%
The district-wide planning process is clear.	34	18%	47%	29%	6%
The district-wide planning process is linked with the colleges' planning processes.	33	15%	42%	30%	12%
I understand the roles and responsibilities of the following RSCCD Governance Committees:					
District Council	34	29%	56%	15%	0%
Fiscal Resources	34	26%	68%	6%	0%
Human Resources	33	24%	58%	6%	12%
Physical Resources	34	24%	56%	15%	6%
Planning and Organizational Effectiveness	34	26%	53%	12%	9%
Technology Advisory Group	34	24%	59%	9%	9%

<p>The committees collaborate to support the work of District Council.</p> <p>7% Strong Agree 43% Agree 27% Disagree 3% Strongly Disagree 20% I Don't Know</p>
<p>As a member of a district-wide governance committee, how often do you take information/concerns back to your college committee that you represent?</p> <p>21% I bring information/issues from the district-wide governance committee back to my college committee after every meeting. 73% I bring information/issues back to my college committee when needed. 6% I have never shared information/issues from the district-wide governance committee with my college committee.</p>
<p>How often do you take an issue/concern from your college committee to the district-wide governance committee that you attend?</p> <p>16% I bring college information/issues to district-wide governance committee to every meeting. 63% I bring college information/issues to district-wide governance committee to some meetings. 22% I have never brought any information/issues to the district-wide governance committee.</p>
<p>There is integration between college and district planning.</p> <p>12% Strong Agree 41% Agree 32% Disagree 6% Strongly Disagree 9% I Don't Know</p>

Please tell us your level of agreement on the <u>district-wide</u> resource allocation:						
	Count	strongly agree	agree	disagree	strongly disagree	don't know
The process to identify and prioritize district-wide resource requests is clear.	30	7%	37%	33%	13%	10%
I am satisfied with the district-wide resource request and prioritization process.	30	7%	23%	40%	13%	17%
There is coordination between district-wide and college-based resource requests.	30	7%	23%	40%	10%	20%
The district-wide resource allocation timeline is clear.	30	10%	37%	27%	7%	20%
The district-wide resource allocation timeline is satisfactory.	29	10%	21%	24%	17%	28%

Please tell us your level of agreement on the <u>district operations</u> resource allocation:						
	Count	strongly agree	agree	disagree	strongly disagree	don't know
The process to identify and prioritize district operations resource requests is clear.	30	7%	37%	23%	10%	23%
I am satisfied with the district operations resource request and prioritization process.	30	3%	27%	37%	7%	27%
There is coordination between district operations and college-based resource requests.	30	7%	20%	40%	7%	27%
The district operations resource allocation timeline is clear.	30	7%	37%	27%	7%	23%
The district operations resource allocation timeline is satisfactory.	30	7%	27%	23%	13%	30%

Changes to the District-wide planning and resource request process you would recommend:

- Often times, there is a great divide in the district discussing necessary positions in collaboration with and in support of college strategic plans, including fiscal priorities. When the district determines a need for such positions in which the college must fund, this diminished the college priorities in alignment with the college's strategic plans. At times, positions from the district appear out of context and with no consultation with the College Council and Planning and Budget Committees.
- If you do not serve on one of the District-wide planning committees, it is difficult to answer these questions. I serve on one of the committees, but am not able to speak for the others as I am not regularly notified about items such as the district-wide resource allocation (with the exception of some annual updates at Management Council).
- More collaboration is needed. Decision needs to be discussed with all committees and district council cannot do a decision without considering all other committees.
- A process needs to be implemented so that funding can be redirected to support the basic operations of the colleges and support for students. This is particularly needed for Continuing Education which is facing a dire situation due to the lack of funding it receives.
 The District reserves have increased at a very high rate whereas the colleges do not have the resources to meet the most basic student needs. Page 32 of the 2022-2023 RSCCD Adopted Budget shows that the year end balance for the District increased to \$60 million. At the same time, page 33 of the RSCCD Adopted Budget shows that SAC/SCC Continuing Education Gross Revenues increased to \$44,476,588 (\$27,928,127 SAC + 16,548,461 SCC). The same page demonstrates that Net Revenues from SAC/SCC Continuing Education programs increased to \$15,679,533 (\$10,040,122 SAC + 5,639,411 SCC).
 Comparing this data to page 40 of the 2018/2019 RSCCD Adopted Budget shows that the Gross Revenue from Continuing Education operations has increased by \$10,352,258 since the 2018/2019 fiscal year. At the same time Continuing Education Net Revenue has increased by \$6,849,702 compared to 2018/2019. 66% of the additional revenue brought in by District Continuing Education operations is diverted to operations outside of Continuing Education.
 Continuing Education has grown significantly but is currently operating with 15% less support staff than it had in 2018/2019 due to mandated District reductions. Continuing Education is not able to meet its most basic needs in supporting students due to the significant budget reductions it has experienced at the same time it has grown dramatically.
 The District's diversion of resources generated by Continuing Education students to other District uses is one of the largest equity issues the District is experiencing as Continuing Education students are also the most economically disadvantaged in the District. The District-wide planning and resource request process needs to address this structural inequality.

- More transparency, involve all constituencies. Be fair to the smaller colleges including non-credit which brings us a lot of FTE's
The current process does not align with college planning processes. If cabinet decides something should happen, it does. That is not district-wide planning, that is imposing costs on the colleges and making it seem like there is planning.
The membership of district governance committees to ensure that all other constituencies are not outnumbered by administrators and managers or the planning process will never work.
- Create one process that all requests must go through.
Let's face it, if the chancellor wants something, he gets it. Doesn't matter who the chancellor is. How many positions does People and Culture need? How many of these new positions are managers versus classified?
- I think our processes are good, but we do not use them appropriately.
I believe those who are part of our committees do not represent their constituents, and/or share agendas between the district and the college committees.
- Planning should be further integrated so that planning at the college level can help inform planning at the district level and vice-versa. We all do a lot of work updating strategic plans and at the same time are working toward building and updating local plans at the college. Tighter integrations means we work smarter, not harder.
- Have more meetings that cross the committees. A committee retreat would be ideal so that we can all collaborate from management, admin, faculty, and classified staff

Changes to the district operations planning and resource request process you would recommend:

- Be more transparent
- There does not appear to be a relationship to the increases in District Operations to the needs of the campuses. New allocations to the District Operations budget have resulted in additional work being requested of the campuses without additional services being provided. Increases to District Operations seem to correlate to new bureaucratic processes introduced which creates more work for the colleges while at the same time reducing resources to serve students.
- The district seems to be able to request new resources from the colleges whenever they want. The internal allocation of budgeted resources don't come to the committees, only requests for new allocations and they happen throughout the year. Colleges have usually already completed their planning and do not know when a request from the district will come. If the district wants a new position, the request should be at the beginning of the academic year before the colleges do their allocations.

Planning and Organizational Effectiveness Committee
Evaluation of 2021-22 Committee Goals and Accomplishments & Creation of 2022-23 Goals

	2021-22 Committee Goals	2021-22 Committee Accomplishments	2022-23 Committee Recommended Goals
Goal 1	Oversee and guide the development of updating the districtwide Comprehensive Master Plan <i>-- Better alignment and integration of college strategic planning processes and the districtwide strategic planning process</i>		Oversee and guide the development of updating the districtwide Comprehensive Master Plan <i>-- Better alignment and integration of college strategic planning processes and the districtwide strategic planning process</i>
Goal 2	Complete second year progress report for the 2019-2022 RSCCD Strategic Plan and presentation to the Board of Trustees <i>-- Review of data for each strategic objective to ensure changes are made in a timely manner; thereby impacting outcome sooner, if needed</i>	Complete second year progress report for the 2019-2022 RSCCD Strategic Plan and presentation to the Board of Trustees <i>-- Review of data for each strategic objective monthly</i>	
Goal 3	Oversee and guide the work of DEMW in building the enrollment management data warehouse, including completion of data dictionary, reports, and visual dashboards to encourage the use of data in districtwide planning	Oversee and guide the work of DEMW in building the enrollment management data warehouse, including completion of data dictionary, reports, and visual dashboards to encourage the use of data in districtwide planning	
Goal 4	Support the work of the Board Institutional Effectiveness Committee	Support the work of the Board Institutional Effectiveness Committee	Continue to support the work of the Board Institutional Effectiveness Committee
Goal 5	Communicate the RSCCD Functions/Mapping of Responsibilities to college and district employees to ensure everyone understands their roles and responsibilities for a more efficient and effective operation		Oversee the process of updating the RSCCD Functions/Mapping of Responsibilities for 2022-23 and communicate these functions throughout the district/colleges to ensure everyone understands their roles and responsibilities for a more efficient and effective operation

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	District/College authorized submission
Submitted									
<i>Congressionally Directed Spending (Earmark) Feinstein and Padilla</i> \$4.9 million	SCC – Acting President Perez	#1, #2, #3 and #4	April 6, 2022	Submitted	November 2022	No	Implement local projects as proof-of-concept on establishing locally-led sustainable and equitable water treatment and management policies and practices to empower residents and youth to participate in civil efforts to address environmental challenges. In collaboration with the City of Orange, SCC's Water Utility Science students would have applied-learning/work-experience opportunities through local water management and usage projects.	No	No. Less than 1 week to submit for opportunity.
<i>Congressionally Directed Spending (Earmark) Correa</i> \$2.5 million	SAC Dr. Annebelle Nery	#1, #2, #3 and #4	April 13, 2022	Submitted	November 2022	No	CTE pathways that start in non-credit courses (for CTE skill development and prep for credit programs, basic skills, English) and transition to credit certificate and degree programs. Develop these pathways for in-demand occupations and careers in the region to diversify the workforce and broaden engagement and access by marginalized populations. Collaborate with Workforce Development Boards to connect dislocated, under- and un-employed workers to career training that leads to in-demand jobs in the region.	No	No less than 1 week to submit for opportunity.

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	District/College authorized submission
<i>U.S. Department of Education Basic Needs for Postsecondary Students up to \$950,000 over three years (estimated only 8 awards)</i>	SAC – Dr. Hubbard SCC – Dr. Castro	Goals #1, #2, #3 and #4	October 3, 2022	Submitted	March 2023	No	Implement a systemic, evidence-based approach to addressing students' basic needs through cross-agency collaboration and community engagement to improve underserved students' academic achievement and completion rates.	No	Yes
<i>National Science Foundation P4Climate \$68,142 for SCC Sub-grantee of CSUF</i>	SCC – Prof. Angela Daneshmand		October 20, 2022	Submitted	March 2023	No	Support undergraduate research opportunities for SCC geology students.	No	Yes
Fall 2022									
<i>Song-Brown Nursing Grant \$200,000</i>	SAC – Assoc. Dean, Mary Steckler	Goals #3 and #4	November 15, 2022	Developing	January 2023	No	These funds are to increase the program's capacity to serve more students by support a PT faculty member for clinical instruction, learning facilitators and a student services coordinator and clerk. All of these persons are already working in the department and supported by the current Song-Brown grant. A new award would continue to support this work.	No	Yes
<i>California Community Colleges Chancellor's Office CA Apprenticeship Initiative – New and Innovative \$120,000 – Planning Up to \$1.5 million - Implementation</i>	CEC – Lorena Chavez – Planning SAC – Larisa Sergeyeva, Chantal – Implementation Lamourelle – C SCC – Elizabeth Arteaga, Regina Lamourelle, Implementation	Goals #1, #2, #3 and #4	December 16, 2022	Writing	February 2023	No	CEC will investigate development of an HR apprenticeship. SAC and SCC will develop apprenticeship programs in Child Development.	Yes	Pending

RSCCD Resource Development Grant Development Schedule

California Community College Chancellor's Office

[CAI New and Innovative Apprenticeships \(Due December 16, 2022\)](#)

Purpose: Develop pre-apprenticeship and apprenticeship programs. Three tiers: Planning (\$120,000), implementation (up to \$500,000), and expansion (up to \$500,000). Planning grants are for institutions that want to develop a program for an apprenticeship that isn't already approved by DAS (Division of Apprenticeship Standards). They are looking for apprenticeship programs to be developed in new areas.

National Science Foundation

[IUSE \(Improving Undergraduate STEM Education\) \(Due January 18, 2023\)](#)

Engaged Student Learning: \$300,000 up to 3 years

Focus on design, development and research projects that involve creation, exploration or implementation of tools, resources, and models. Projects show high potential to increase student engagement and learning in STEM. Well-developed plans to study the student experience and evaluate student outcomes. Approaches include (representative list):

- Development of novel instructional methods
- Design and assessment of metrics to measure STEM teaching and learning
- Adaptation of learning environments
- Collaborations between 2- and 4-year institutions to develop innovative pathways

Institutional and Community Transformation: \$300,000 up to 3 years

Focus on assessment of institutional needs, prior efforts to implement an early-stage project for significant research questions or large-scale evaluation efforts.

Grant Schedule

Summary Sheet of Positions related to grant and contract proposals

Site	Grant	Staff proposed in grant applications
CEC	CAI New and Innovative	Not known at this time.
DO	Congressionally Directed Spending	Not known at this time.
SAC	Basic Needs Grant	Not known at this time.
	Congressionally Directed Spending	Not known at this time.
	Song-Brown Nursing	Student Services Coordinators Instructional Assistants.
	CAI New and Innovative	Not known at this time.
SCC	CAI New and Innovative	Not known at this time.