



Rancho Santiago Community College District
District Council Meeting
May 7, 2018

Executive Conference Room #114
3:00 – 5:00 p.m.

Agenda

1. Approval of Minutes of March 5, 2018 Meeting Hardash
2. May 14, 2018 Board of Trustees Meeting Hardash
3. Chapter 4 – Academic Affairs Board Policies Perez
 - a. BP 4010 – Academic Calendar
 - b. BP 4020 – Program, Curriculum, and Course Development
 - c. BP 4022 – Course Approval
 - d. BP 4023 – Hours and Units
 - e. BP 4025B – Baccalaureate Degree Programs
 - f. BP 4070 – Course Auditing and Auditing Fees
 - g. BP 4100 – Graduation Requirements for Degrees and Certificates
 - h. BP 4106 – Nursing Programs
 - i. BP 4231 – Grade Changes
 - j. BP 4300 – Field Trips and Excursions
 - k. BP 4410 – Educational Research
 - l. Reviewed – No Revisions
4. Administrative Regulations
 - a. AR 3440 – Animals on Campus Grounds Chitlik
 - b. AR 3900 – Speech: Time, Place, and Manner Perez
 - c. AR 5010 – Admissions Perez
 - d. AR 5011 – Admission and Concurrent Enrollment Perez
 - e. AR 5012 – International Students Perez
 - f. AR 5015 – Residence Determination Perez
 - g. AR 5020 – Nonresident Tuition Perez
 - h. AR 5030 – Fees Perez
 - i. AR 5040 – Confidentiality, Disclosure and Review of Student Records Perez
 - j. AR 5045 – Student Records – Challenging Content and Access Log Perez
 - k. AR 5055 – Enrollment Priorities Perez
 - l. AR 5201 – Standards of Student Conduct/Mental Health Clearance Perez
 - m. AR 5530 – Grievance Procedures for Students Perez
5. BP/AR 6601 – Facility Modification and New Construction Hardash

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| <ul style="list-style-type: none"> 6. Reorgs <ul style="list-style-type: none"> a. 1073 – Ed Services/Research b. 1075 – Ed Services/Resource Development
 7. Committee Reports <ul style="list-style-type: none"> a. Planning & Organizational Effectiveness Committee b. Human Resources Committee c. Fiscal Resources Committee d. Physical Resources Committee e. Technology Advisory Group
 8. Constituent Representative Reports <ul style="list-style-type: none"> a. Academic Senate - SAC b. Academic Senate – SCC c. Classified Staff d. Student Government – SAC e. Student Government – SCC
 9. 2018-2019 District Council Calendar
 10. Other | <p>Chitlik</p>
<p>Perez
Chitlik
Hardash
Hardash
Krichmar</p>
<p>Zarske
DeCarbo
Nolan
Esqueda
Hou</p>
<p>Hardash</p> |
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Next Meeting:
June 4, 2018
3:00 – 5:00 p.m.
Executive Conference Room #114



Rancho Santiago Community College District District Council Meeting

MINUTES

March 5, 2018

Members:	Raúl Rodríguez	Absent
	Peter Hardash	Present
	Enrique Perez	Present
	Judy Chitlik	Present
	Linda Rose	Present
	John Hernandez	Present
	Lee Krichmar	Present
	Monica Zarske	Present
	Michael DeCarbo	Present
	Leanna Nolan	Absent
	Amber Stapleton	Present
	Juan Esqueda	Absent
	Edward Hou	Present
	Mary Mettler	Present
	Diane Hill	Present
	Michael Taylor	Absent

Vice Chancellor Peter Hardash convened the meeting at 3:05 p.m.

1. Approval of Minutes of January 29, 2018 Meeting
Deferred to later in the meeting to provide members time to review.
2. March 12, 2018 Board of Trustees Meeting
Mr. Hardash shared highlights of the agenda for the March 12, 2018 Board of Trustees Meeting.
3. Recommendations from Fiscal Resources Committee (FRC)
 - b. Budget Allocation Model Revisions
Mr. Hardash presented the revisions to the Budget Allocation Model recommended by FRC. Discussion ensued. It was moved by Mr. DeCarbo, seconded by Ms. Zarske and carried unanimously to approve the recommended revision to the budget allocation model with the strike out of the phrase “NEED TO ADD OTHER SCENARIOS RELATED TO THIS.”

3. Recommendations from Fiscal Resources Committee (continued)

a. 2018-2019 Tentative Budget Assumptions

Mr. Hardash reported that he anticipates receiving from the Chancellor's Office this week the formula for the new funding model. This will allow simulations to be created for the 2018-2019 budget. In the interim, a Tentative Budget must be put together so the district can continue operating. Mr. Hardash reminded the body that the tentative budget is a placeholder budget until the adopted budget is completed and approved by the board in the fall.

Mr. Hardash presented the 2018-2019 budget assumptions recommended by FRC. Discussion ensued. It was moved by Dr. Mettler, seconded by Ms. Stapleton and carried unanimously to approve the recommended 2018-2019 budget assumptions.

4. EEO and Human Resources Plan

Vice Chancellor Chitlik explained that the district's EEO and Human Resources Plan must be reviewed, updated and approved by the Board of Trustees every three years. She then presented the updated plan as recommended by the Human Resources Committee. Discussion ensued.

It was moved by Ms. Stapleton, seconded by Dr. Mettler and carried unanimously to approve the EEO and Human Resources Plan.

It was moved by Ms. Chitlik, seconded by Mr. Perez and carried unanimously to suspend the rules and add Reorganization #1074 to the agenda. Ms. Chitlik presented this reorganization. Discussion ensued.

It was moved by Mr. Perez, seconded by Ms. Stapleton and carried unanimously to approval Reorganization #1074 – Educational Services/Research Analyst.

5. Committee Reports

a. Planning and Organizational Effectiveness Committee (POEC)

Mr. Perez reported that the next meeting is scheduled for March 21, 2018.

b. Human Resources Committee (HRC)

Ms. Chitlik reported that the next meeting is scheduled for March 14, 2018.

c. Fiscal Resources Committee (FRC)

Mr. Hardash reported that the next meeting is scheduled for March 21, 2018.

d. Physical Resources Committee (PRC)

Mr. Hardash reported that the next meeting is scheduled for March 7, 2018.

e. Technology Advisory Group (TAG)

Ms. Krichmar reported on the meeting held March 1, 2018.

6. Constituent Representative Reports

a. Academic Senate/SAC: Ms. Zarske reported on the activities of the SAC Academic Senate.

b. Academic Senate/SCC: Mr. DeCarbo reported on the activities of the SCC Academic Senate.

c. CSEA: Ms. Hill reported on the activities of CSEA.

d. Student Government/SAC: No report.

e. Student Government/SCC: Mr. Hou reported on the activities of the SCC ASG.

7. Other – Approval of the Minutes

It was moved by Mr. Perez, seconded by Ms. Chitlik and carried unanimously, with an abstention by Mr. Hardash and Mr. DeCarbo, to approve the minutes of the January 29, 2018 meeting.

8. Next Meeting: The next District Council meeting is scheduled for Monday, April 2, 2018 in the Executive Conference Room (#114). Because this meeting is during the faculty spring break, it was suggested the meeting be cancelled. Mr. Hardash asked Ms. Gerard to discuss with the Chancellor and send an email to District Council with his decision.

Meeting Adjourned: 4:05 p.m.

Approved:

BP 4010 Academic Calendar

Reference:

Education Code Section 70902(b)(12)

~~The days of the academic year shall be set by Board action annually and shall include instructional days required by law. After consultation with the appropriate groups, the chancellor shall submit to the Governing Board the proposed district instructional calendars on or before its first meeting in April.~~

The Chancellor (and/or designee) shall, in consultation with the appropriate groups, develop and submit the academic calendars to the Board of Trustees for approval. The academic calendar shall include instructional days required for the subsequent two academic years.

Revised: July 21, 2014 (Previously BP6111)

Revised: xxxxxxxx, 2018

BP 4020 Program, Curriculum, and Course Development

References:

Education Code Sections 70901(b), 70902(b), and 78016
Title 5 Sections 51000, 51022, 55100, 55130 and 55150
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8
ACCJC Accreditation Standards II.A and II.A.9

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration of job market and other related information for vocational and occupational programs.

All new programs and program discontinuances shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Courses of instruction and educational programs, when applicable, shall be articulated with proximate high schools, four-year colleges and universities under the direction of the District Board of Trustees. The colleges will maintain a common curriculum. [Each college shall have the flexibility to develop curriculum that best meets the needs of its students and the community it serves.](#)

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Chancellor will establish procedures which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.

The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Revised: May 31, 2016 (Previously BP6001, 6117, 6123, 6124, 6131, 6134)

References Updated: May 18, 2015

Revised: xxxxxxxx, 2018

BP 4022 Course Approval (NEW)

Reference:

Title 5 Section 55100

The Chancellor (and/or designee) shall submit courses approved by the Curriculum and Instruction Council of the colleges to the Board of Trustees on a regular basis for approval.

Adopted: xxxxxxxx, 2018

BP 4023 Hours and Units (NEW)

References:

Title 5 Sections 55002, 55002.5, 55256.5
Code of Federal Regulations: 34 CFR 668

Title 5 (§55002 and §55002.5) provides minimum hour to unit ratios and minimum unit increments at California Community Colleges. Specific hour to unit ratios and unit increments are defined locally. At Rancho Santiago Community College District, 54 total student learning hours is equivalent to 1 unit of credit and the minimum unit increment is 0.5.

Title 5 (§55256.5) provides specific hour to unit ratios for Cooperative Work Experience. The ratios are 75 hours of paid work experience for 1 unit of credit and 60 hours of non-paid work experience for 1 unit of credit.

The Code of Federal Regulations defines clock hour programs (34 CFR 668). Clock hour programs are required to use the formula for calculating units of credit that is contained within the code.

See also Administrative Regulation AR 4023.

Adopted: xxxxxxxx, 2018

BP ~~4026~~ 4025B Baccalaureate Degree Programs

Reference:

Education Code 78040 - 78042

In response to the State of California's need to produce one million more baccalaureate degrees in the coming decades, the Governing Board seeks to expand the academic offerings of the Rancho Santiago Community College District to include baccalaureate degree programs.

The Chancellor shall establish procedures to implement this policy. These procedures shall provide for appropriate Academic Senate involvement. These procedures will not adversely impact existing programs in a substantial way.

Adopted: October 27, 2014

Revised: xxxxxx, 2018

BP 4070 Course Auditing and Auditing Fees (NEW)

Reference:

Title 5 Section 55100

The Rancho Santiago Community College District does not allow students to audit courses.

Adopted: xxxxxxxx, 2018

BP 4100 Graduation Requirements for Degrees and Certificates

References:

Education Code Section 70902(b)(3)

Title 5 Sections 55060 et seq.

The Colleges grant the degrees of Associate in Arts, ~~and~~ Associate in Science and Baccalaureate to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a program consisting of at least 12 semester unites and has received California Community College Chancellor's Office approval. a minimum of 18 or more semester unites of ~~The Certificate of Achievement must include~~ degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

Students may be awarded a Certificate of Proficiency upon successful completion of a program consisting of less than 18 unites that has been approved by the Colleges' Curriculum and Instruction Council.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the college curriculum committee. The procedures shall assure that graduation requirements are published in the ~~District's~~ Colleges' catalogs and included in other resources that are convenient for students.

Revised: July 21, 2014 (Previously BP6119)

Revised: xxxxxxxx, 2018

BP 4106 Nursing Programs

References:

Education Code Sections 66055.8, 66055.9, 70101-70107, ~~70120, 70124, 70125, 70128.5~~, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645
Title 5 Sections 55060 et seq. and 55521
Health and Safety Code Section 128050

Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

If a waiting list for the program exists, the District shall consider length of time on the waiting list and prerequisite grades when screening nursing students.

If no waiting list exists or if the waiting list is depleted, the District shall consider all of the following when screening nursing students:

- Academic degrees or diplomas, or relevant certificates, held by the applicant;
- Grade point average in and completion of relevant coursework;
- Diagnostic assessment test results;
- Life experiences or special circumstances of an applicant;
- Any relevant work or volunteer experience; and
- Proficiency or advanced level coursework in languages other than English.

Loan assumption agreements may be awarded to individuals who at a minimum possess a baccalaureate degree in nursing or a field related to nursing who have agreed to teach nursing on a full-time or part-time basis commencing not more than 12 months after receiving a loan assumption award. The loan assumption program is referred to as the State Nursing Assumption Program of Loans for Education (SNAPLE). The loan assumption agreement will be considered no longer effective and deemed terminated if a program participant fails to complete a minimum of three academic years of teaching on a full-time basis or the equivalent on a part-time basis.

Adopted: July 21, 2014

Revised: May 31, 2016

Revised: xxxxxxxx, 2018

BP 4231 Grade Changes

References:

Education Code Sections 76224 and 76232
Title 5 Section 55025

The Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP ~~3105~~ 3310 titled Records Retention and Destruction, AR 4231 titled Grade Changes, and ~~BP/AR 5117~~ 5040 titled ~~Student~~ Confidentiality, Disclosure and Review of Student Records.

Adopted: July 21, 2014

Revised: xxxxxx, 2018

BP 4300 Field Trips and Excursions

References:

Title 5 Section 55220

[Government Code Section 11139.8](#)

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Adopted: July 21, 2014

Revised: xxxxxxxx, 2018

BP 4410 Educational Research

The Rancho Santiago Community College & District recognizes a responsibility to participate in educational research and to encourage such research when the research is consistent with the mission and goals of the district and colleges and promotes the values of higher education. Examples of such research include research conducted by higher education students, by higher education scholars, and by non-profit organizations.

The chancellor will establish procedures for the approval of educational research projects that are conducted by all employees for whom the educational research in question is not within their job responsibilities, as well as for those not employed by the District. The procedures shall address the rights of any human research subjects ~~specifically students and staff,~~ specifically students and staff, which includes but is not limited to confidentiality, and shall ensure that the research is of a quality that the District will support.

Revised: July 21, 2014

Revised: xxxxxxxx, 2018

Rancho Santiago Community College District
District Council Meeting
May 7, 2018

3. Academic Affairs Board Policies
 1. Reviewed – No Revisions

The following board policies were reviewed and no revisions were made:

- i. BP 4025 – Philosophy and Criteria for Associate Degree & General Education
- ii. BP 4030 – Academic Freedom
- iii. BP 4040 – Library and Learning Support Services
- iv. BP 4050 – Articulation
- v. BP 4060 – Delineation of Functions Agreements
- vi. BP 4110 – Honorary Degrees
- vii. BP 4220 – Standards of Scholarship
- viii. BP 4225 – Course Repetition
- ix. BP 4226 – Multiple and Overlapping Enrollments
- x. BP 4230 – Grading and Academic Record Symbols
- xi. BP 4235 – Credit by Examination
- xii. BP 4240 – Academic Renewal
- xiii. BP 4250 – Probation, Dismissal and Readmission
- xiv. BP 4260 – Prerequisites and Corequisites
- xv. BP 4400 – Community Services Programs

AR 3440 ~~Service~~ Animals on Campus Grounds

References:

Civil Code Sections 54 et seq.; Penal Code Section 365.5;
The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;
28 Code of Federal Regulations Part 35; 28 Code of Federal Regulations Part 36;
34 Code of Federal Regulations Part 104.44(b)

~~The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.~~

~~The District will allow an individual with a disability to use a miniature horse as a service animal in District facilities and on District campuses if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability and the District has determined, based on the assessment factors provided in this procedure, that a reasonable accommodation can be made.~~

~~The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District's facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go. These procedures shall also be applicable to an individual who is training a service animal.~~

In general, animals other than service animals are restricted on district property and are not permitted into district owned buildings.

An individual bringing their animal to campus is required to exercise reasonable control over their animal in order to minimize the risk to others and property. The animal owner is responsible and liable for their animal at all times while the animal is on campus and any injury to a member of the district community or damages to district property by an animal will be the responsibility of the animal owner. The district does not provide for the care or supervision of any animals, including cleaning up after animals.

Animals on campus grounds must:

- be secured to a leash, or similar tether with direct physical control of a maximum length of six (6) feet, the other end of which is restrained by a person. If this constraint interferes with a service animal's work or if the individual's disability prevents using these devices the individual must maintain control of the animal through voice, signal, or other effective controls.
- Animals must not be tethered to a stationary fixture or tree, or left unattended on campus.
- Any dog or other animal shall not be confined in any unattended motor vehicle under conditions that endanger the health or well-being of an animal due to heat, cold, lack of adequate ventilation, or lack of food or water, or other circumstances that could reasonably be expected to cause suffering, disability, or death to the animal.
- be vaccinated and licensed in accordance with state and county laws.

The district retains the right to take action to remove any animal from district premises if the safety of others, destruction of property, or disturbance warrants such removal. The removal of any animal and any necessary cleaning, repairs, and/or pest control will be done at the expense of the handler. The handler may also be subject to disciplinary action.

Service Animals

The district allows individuals with disabilities to be accompanied by their service animal on all district premises where members of the public or participants in services, programs or activities are allowed to go.

Individual with a Disability Defined

An individual with a disability is a person who 1) has a physical or mental impairment that limits one or more of a person's major life activities or 2) has a record of having, or being perceived as having, a physical or mental impairment. It does not include current or illegal use of, or addiction to, a controlled substance (FEHA definition).

Service Animal Defined

A "service animal" ~~for purposes of this procedure means is defined as:~~ Any dog (or in some circumstances a miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the handler's owner's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Assistance animals, sometimes called therapy, support or comfort animals, are not, in most cases, recognized by the American with Disabilities Act (ADA) as Service Animals. Such animals must follow the general policies regarding animals on campus unless they have been deemed service animals by the Disabled Student Programs and Services center or by Human Resources.

Exceptions Exclusions

~~The District may ask an individual with a disability to remove a service animal from the premises if:~~

- ~~• The animal is out of control and the animal's handler does not take effective action to control it; or~~
- ~~• The animal is not housebroken.~~

Exclusions of service dogs are determined on an individualized basis and when one of the following conditions exists:

- The dog is disruptive and not effectively controlled;
- The presence of the service dog would fundamentally change the nature of the job, service, or activity;
- The service dog's presence, behavior, or actions pose an unreasonable or direct threat to property and/or the health or safety of others;
- The dog is not housebroken.

If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

Under California law, it is a misdemeanor to knowingly and fraudulently represent oneself as the owner or trainer of a dog licensed as a guide, signal or service dog.

Assessment Factors for Miniature Horses

~~The District shall consider the following factors:~~

- ~~• The type, size, and weight of the miniature horse and whether the facility can accommodate these features;~~
- ~~• Whether the handler has sufficient control of the miniature horse~~
- ~~• Whether the miniature horse is housebroken; and~~
- ~~• Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.~~

Documentation

Federal law does not require the individual to provide documentation that an animal has been trained as a service animal. If the service animal's purpose is apparent (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability), you should not ask the individual using the animal any questions about the use of the animal. You may discuss issues surrounding the use of the animal, such as seating of or breaks for the animal. If it is not clear that an animal is needed for a disability, you may only ask two questions of an individual with a service animal:

1. Is the animal required because of a disability?
2. What work or task has the dog been trained to perform?

Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

Control

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

Care or Supervision

The District is not responsible for the care or supervision of the animal.

Inquiries by the District

The District may make two inquiries to determine whether an animal qualifies as a service animal:

- Whether the animal is required because of a disability; and
- What work or task the animal has been training to perform

The District will not make either of these inquiries when it is readily apparent that an animal is training to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

Employees Questioning Whether an Animal Qualifies as a Service Animal

Any district employee questioning the appropriateness of a service animal in a district facility should report their concern to an immediate supervisor. Supervisors can contact the ADA Coordinator at the district office for guidance for employee issues with animals and the director or the Disabled Student Programs and Services center for guidance on student issues with animals.

Human Resources will assist departments with determining, on a case-by-case basis, and in accordance with applicable laws and regulations, whether an animal other than a service animal is a reasonable accommodation in an employee worksite.

Other Guidance:

- Admission of a service animal may be denied if an individual answers “No” to the question: “Is the animal required because of a disability?” Additionally, admission may be denied if the individual is unable to describe any work or task that the dog has been trained to perform.
- Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.
- The Department of Justice explicitly rejects the idea that service dogs can be restricted by state and local governments based on breed. No county or city ordinance on breed restrictions supersedes the ADA.
- Establishments that sell or prepare food must allow service dogs in public areas even if state or local health codes prohibit animals on the premises.
- State and federal laws say that licensed service animal trainers shall be afforded the same rights and access as those provided to persons who use service animals. The key word is licensed. Professional trainers need to be licensed via the Department of Consumer Affairs – State Board of Guide Dogs for the Blind (according to California Civil Code Section 54.2/FEHA). It is allowable for a person with a disability to train his/her own dog, but this does not extend to professionals who are training dogs with respect to gaining access to public places.

No Surcharge

~~The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damage caused by his or her service animal.~~

Adopted: April 21, 2014
Revised: XXXXXXX, 2018

~~AR 5420 Free Expression~~ 3900 Speech: Time, Place, and Manner

Legal References:

Education Code Section 76120 and 66301

U.S. Constitution

California Constitution

Senate Bill 1404

Senate Bill 1115

Pending Legislation: Assembly Concurrent Resolution 21 (Public postsecondary education: free speech policy); Assembly Constitutional Amendment 14 (Campus Free Speech Act) and Senate Bill 472 (Campus Free Expression Act)

~~Individuals shall be permitted to exercise their rights of free expression subject to the time, place and manner policies and procedures contained in Board Policy [5420] and these procedures.~~

~~The colleges of the District are non-public forums, except for designated areas generally available to students and the community, as follows:~~

~~The areas generally available to students and the community are limited public forums. The District reserves the right to revoke that designation and apply a non-public forum designation at its discretion.~~

~~The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, and locker rooms.~~

~~The use of areas generally available to students and the community is subject to the following:~~

- ~~• Persons using areas generally available to students and the community and/or distributing material in the areas generally available to students and the community shall not impede the progress of passersby, nor shall they force passersby to take material.~~
- ~~• No person using the areas generally available to students and the community shall touch, strike or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.~~
- ~~• Persons using areas generally available to students and the community shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at that time.~~
- ~~• No persons using the areas generally available to students and the community shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the areas generally available to students and the community on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.~~
- ~~• All persons using the areas generally available to students and the community shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the areas generally available to students and the community.~~

~~Posting-~~

~~Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the college Student Activities Office. Materials displayed shall be removed after the passage of ten days~~

The Rancho Santiago Community College District is committed to assuring that all persons may exercise the constitutionality protected rights of Free Expression, including but not limited to speech, peaceful assembly, worship, use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, and other insignia. Free Expression is a fundamental American right and an essential element in the ideas of higher education.

The District recognizes that students, employees, and members of the public are free to exercise their rights of Free Expression on its premises. The time, place, and manner of exercising the constitutionally protected rights of Free Expression is subject to the requirements and the restrictions of this regulation and Board Policy [5420], which are applied in a content-neutral, narrowly tailored manner, designed to serve a significant public interest.

This policy is intended to ensure that Free Expression activities on District campuses are fostered while at the same time preventing unreasonable interference or conflict with the educational, research, outreach, and other functions of the District and its campuses.

Time, Place, and Manner

In the spirit of Free Expression, any individual or group may use exterior spaces, including lawns, plazas, quadrangles, patios, or related open spaces on the College campuses and District grounds for the exercise of academic freedom and Free Expression, subject to the regulations and provisions of this policy.

No restrictions shall be placed on the subject matter, topics, or viewpoints expressed by students, employees, or members of the public as long as it does not include expression which advocates for the use of force or law violation, where such advocacy is directed to inciting or producing lawless action on District property and is likely to incite or produce such action, or the unreasonable disruption of classroom or college activities or operations.

It is the District's intention to assure maximum use of its grounds for Free Expression. Individuals or groups wishing to participate in Free Expression activities are encouraged to check-in with the College's Office of Student Life or Facilities Coordinator. Checking-in will not result in a denial or limitation of Free Expression. It will provide notification to the College pertaining to the activities to be conducted, as well as allow for safety measures for the individual or group, and all College community members to be maintained. When two individuals or groups desire to use the same location at the same time, the College has the right to ask the individual or group that arrived second to move to another area or propose a different day and/or time.

The College shall not stop Free Expression activities solely on the content or viewpoint of the individual or group; however, the College does have the right to ask individuals or groups to cease activities when there is clear and convincing evidence that:

- a. The event will lead to an unreasonable disruption of the previously schedule campus activities or the conduction of education;
- b. The location, or activity, is unsuitable based on demonstrable health, safety, or fire code restrictions; or
- c. The activity is prohibited by law.

Restrictions

In order to protect the safety of all individuals on campus and to prevent the unreasonable interference with the educational, research, outreach, and other functions of the District and its campuses, the following restrictions, designed to serve a significant public interest, will apply to all public forums on campus. Speakers and organizers much:

- Allow the District's regularly scheduled classes, research, events, ceremonies, and normal and essential operations to proceed without unreasonable interference.
- Allow parking and the flow of vehicular and pedestrian traffic.
- Allow the entrance and exit to and from all buildings.
- Allow a group that has reserved the space to use it. An individual or group with a reservation will have priority in the use of the location.
- Allow a speaker or performer to be seen and heard by the audience.
- Maintain a noise level that allows classes, campus events and operations to occur without unreasonable interference. The use of sound amplification shall normally be allowed, except where such sound amplification creates noise or diversion that unreasonably disrupts classroom, College, or District activities or operations.

- Assure that actions do not create an imminent health or safety hazard.
- Assure that actions do not destroy District property.

Physical force, the threat of force, or other coercive activities used to subject anyone, is expressly forbidden and will result in discipline proceedings.

Posting of Material

Students, employees, and members of the public are free to post any material, as long as it does not promote illegal behavior. Material may not exceed 120 square inches in size, and will be removed after 10 days.

Individuals wishing to post materials must receive a date stamp and provide a copy to the College's Office of Student Life or Facilities Coordinator. This requirement is to ensure compliance of size limitation and reasonable period of time for postings. The College's Office of Student Life or Facilities Coordinator will not deny a posting due to content and/or viewpoint. Items that have expired or are not dated will be removed.

Hate Violence

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of the Article 1 of the California Constitution. "Hate violence" is defined in subdivision (a) of Section 4 of Chapter 1363 of the Statutes of 1992 (Senate Bill 1115) to mean any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons, or the property of any person or disability, or political or religious beliefs of that person or group. Acts shall not be considered "hate violence" based on speech alone, except upon a showing that the speech itself threatens violence against a specific person or group of persons, that the person or group of persons against whom the threat is directed reasonably fears that the violence will be committed because of the speech, and be disciplined for harassment, threats, intimidation, or hate violence unless such speech is constitutionally protected.

Responsible Manager: Vice President of Student Services or designee

Adopted: July 26, 2004
Revised: November 8, 2010
Revised: xxxxxxxxxx, 2018 (Previously AR 5420)

AR 5010 Admissions Requirements ~~AR5001~~

Legal References: N/A

Education Code Section 76000;

34 Code of Federal Regulations Section 668.16(p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard II.C.6

~~Per the RSCCD college catalog and BP5001-5010, the following admissions requirements apply to the college credit program.~~

~~Who May Attend~~

~~The Rancho Santiago Community College District gives the authority to the campus Admissions and Records Office to evaluate who may and may not attend for college credit. Admissions processes and procedures are outlined in the College Catalog.~~

Students must meet one of the following criteria to attend:

- High school graduate* ~~OR~~
- Person in possession of a California high school proficiency certificate ~~OR~~
- Person in possession of a GED
- Person 18 years of age or older who can profit from instruction ~~OR~~
- High school student qualifying for Career Advanced Placement program.

~~*The administrator, or his/her designee, shall be responsible for evaluating the validity of a student's high school completion if the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.~~

Responsible Manager: Vice President of Student Services or designee

January 1, 1997

Revised: XXXXXXXX, 2018 (Previously AR 5001)

AR 5002 5011 Career Advanced Placement Admission and Concurrent Enrollment of High School and Other Young Students

Legal References:

~~Title 5, Section 1630~~

~~Education Code Sections 48800, 48800.5, 76001, and 76002 and 76004~~

~~The Career Advanced Placement program makes Rancho Santiago College curriculum available to high school students approved by their counselors. Details are available in high school counseling offices.~~

Career Advanced Placement: Student Process

~~The steps listed below allow high school students to use college credit coursework to meet high school graduation requirements:~~

- ~~1.—Request a Career Advanced Placement form and obtain approval from high school to enroll at Rancho Santiago College~~
- ~~2.—Enroll in approved course(s) at Rancho Santiago College~~
- ~~3.—Upon completion of the course(s), request an official transcript be forwarded from Rancho Santiago College to high school. Advise high school of the transcript request and indicate course(s) to be used toward high school graduation.~~
- ~~4.—The high school must evaluate the Rancho Santiago College transcript upon its arrival to determine which college credit classes will be used for high school credit. After evaluation, the high school makes the appropriate allowance for Rancho Santiago College credits on the student's high school record according to Title 5, Section 1630. It is then the high school's responsibility to send an official transcript and explanation to Rancho Santiago College Admissions and Records Office. Rancho Santiago College will not accept a statement from the student that the credits have been transferred.~~
- ~~5.—Rancho Santiago College annotates its transcripts to indicate courses used toward high school graduation. These course(s) may not apply toward a college credit program (Title 5, Section 1630).~~

~~High school students meeting the admissions requirements within the Rancho Santiago Community College District may enroll through the Career Advanced Placement (CAP) program. To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. Coursework completed at Rancho Santiago Canyon College District (RSCCD) will be awarded as college credit regardless if the student chooses to use the credit towards high school graduation. A college transcript will be established as a permanent student record.~~

~~Additional signatures, placement tests, or prerequisites may be required. Enrollment fees are waived for part-time students. Definitions of full-time and part-time students are published in the college catalog. The CAP form contains the procedures and requirements for CAP students. Forms are available online or in the Admissions and Records Offices at both campuses.~~

~~All required documents shall be sent to the Admissions and Records Office at the college to which the student applied.~~

Career Advanced Placement: Student Process

~~The steps listed below permit high school students to use college credit coursework to meet high school graduation requirements. Admission is subject to seat availability.~~

- ~~1) Submit a college application for admission.~~
- ~~2) Complete a Career Advanced Placement (CAP) form and obtain signed parental or guardian consent and signed approval of his/her principal to enroll at Rancho Santiago Canyon College District (RSCCD). Submit the CAP form to the Admissions and Records Office at the college to which the student applied.~~

- 3) Enroll in approved course(s) at Rancho Santiago Canyon College District (RSCCD). Ensure that all placement testing and prerequisites are met for the requested courses.
- 4) Upon completion of the course(s), request an official transcript be forwarded from Rancho Santiago Canyon College District (RSCCD) to the high school, if the student chooses to use the credit towards high school graduation.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline of record.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

Responsible Manager: Vice President of Student Services or designee

January 1, 1997

Revised: xxxxxxxxxx, 2018 (Previously AR 5002)

AR 5012 International Students (NEW)

References:

Education Code Sections 76141, 76142
Title 5, Section 54045
Title 8, U.S. Code Section 1101, et. seq.

A. Admission

All international students planning to attend on an F-1 visa status must submit an Application, must be 18 years of age or older by the first day of class, and must possess a high school diploma or equivalency. A recent photograph (for identification purposes) must be submitted with the application forms. After the application process is completed and approved, the college will issue a Student and Exchange Visitor Information System (SEVIS) I-20 (Certificate of Eligibility for Nonimmigrant F-1 Student Status).

Prior to acceptance, F-1 visa transfer students from other colleges or universities in the United States are required to provide proof of release of transfer from the current or previous college(s) . Institute for International Perspectives (IIP) will consider accepting transfer students with a terminated SEVIS record only if they meet the following two criteria: (1) student meets criteria for reinstatement as outlined in F-1 visa regulations, and (2) terminated F-1 visa student is approved for admission from the administrator.

B. Academic Achievement Required for Admission

International students must be high school graduates and submit proof of a high school diploma or equivalent. Transcripts from all previous educational institutions must be on file with an English translation before the application will be processed for admission.

If students do not meet the academic achievement requirements for admission, conditional admission may be considered. Documents to be reviewed include, but are not limited to, letters of recommendation, explanation for failure to meet minimum criteria, and a statement of purpose. Conditional admission must be approved by the dean, administrator, or the administrator's designee.

Responsible Manager: Vice President of Student Services or designee

Adopted: xxxxxxxx, 2018

AR ~~5006~~ 5015 Residency Residence Determination

Legal References:

Education Code Sections 68000 et. seq., 68017, 68130.5, 68070 and 68075.7
Title 5, Sections 54000 et. seq. and 54022
38 U.S. Code Section 3679

Residency Classification

Residency classifications shall be determined for each student at the time of application for admission and whenever a student has not been in attendance for more than one semester (fall/spring). Summer session or spring intersession do not apply. Residence classifications are to be made in accordance with the following provisions:

- A residency determination date is that day immediately preceding the opening day of instruction for ~~a particular semester or session~~ any session during which the student proposes to attend. ~~The opening day of instruction is that date designated by the District as the official beginning of the semester/session, even though specific sessions may have start dates prior to that date.~~
- Residency classification is the responsibility of the Admissions and Records Office at each college.

Students must be notified of residency determination within 14 calendar days of submission of application.

The Rancho Santiago Community College District will publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the college catalog or addenda thereto.

Rules Determining Residence

- A student who has resided in California for more than one year immediately preceding the residence determination date is a resident.
- A student who has not resided in California for more than one year immediately preceding the residence determination date is a nonresident.
- Physical Presence
 - A. A person capable of establishing residence in California must be physically present in California for one year prior to the residence determination date to be classified as a resident student.
 - B. A temporary absence for business, education or pleasure will not result in loss of California residence if, during the absence, the personal always intended to return to California and did nothing inconsistent with that intent.
 - C. Physical presence within California solely for educational purposes does not constitute establishing California residence regardless of length of that presence.

The residence of each student enrolled in or applying for enrollment in any class, or classes, maintained by this Rancho Santiago Community College District will be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.

- The residence can be changed only by the union of act and intent.
- A man or a woman may establish his/her residence. A woman's residence shall not be derivative from that of her husband.
- The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

Determination of Resident Status

A resident is a student who has been a bona fide resident of California for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

- A student who is a minor and remains in this State after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the State the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the State the minimum time necessary to become a resident.
- A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
- A student holding a valid credential authorizing service in the public schools of this State, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:
 - He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
 - He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
 - He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
 - A student holding a valid emergency permit authorizing service in the public schools of this State, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
- A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.

- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the Rancho Santiago Community College District.
- A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the Rancho Santiago Community College District.
- A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.
- An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California and enrolls in the community college within three years of the Service Member's death in the line of duty following a period of active duty service of 90 days or more.
- A student who is a minor and resides with his/her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
- A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
- A student who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
- A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.
- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.
- A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his/her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he/she intends to establish residency in California as soon as possible.

Right to Appeal

Students who have been classified as non-residents have the right to a review of their classification (Title 5, section 54010(a)). Any student, following a final decision of residence classification by the Admissions and Records Office, may make written appeal to the ~~Admissions and Records~~ Administrator, within 30 calendar days of notification of final decision by the college regarding classification.

Appeal Procedure

The appeal is to be submitted to the Admissions and Records Office which must forward it to the ~~Admissions and Records~~ administrator within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The ~~Admissions and Records~~ administrator ~~shall~~ will review all the records and have the right to request additional information from either the student or the Admissions and Records Office.

Within ~~10~~ 30 calendar days of receipt, the ~~Admissions and Records~~ administrator ~~shall~~ will send a ~~notification-~~ written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Reclassification

A student previously classified as a non-resident may be reclassified as of any residence determination date. A residency ~~ye~~ determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Petitions are to be submitted to the Admissions and Records Office.

Petitions ~~are to~~ must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.

Written documentation may be required of the student in support of the reclassification request.

A ~~Student Financial Independence Form~~ questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District. (Education Code Section 68044).

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his or her parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his or her parent during the calendar year the reclassification application is made.
- ~~Has not and will not receive more than \$750 per year in financial assistance from his or her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to such application.~~

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5, Sections 54020, 54022 and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial

dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The ~~Admissions and Records Office~~ administrator will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

Non-Citizens

The Rancho Santiago Community College District will admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows ~~him or her~~ him/her to live permanently in the United States and ~~she or he~~ he/she meets the California residency requirements, the student can be classified as a resident.

~~A student~~ Any students who is are U.S. citizens, permanent residents of the U.S., and aliens who are nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition without lawful immigration status may be classified as a resident if ~~he or she~~ they meets ~~all of~~ the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration or enrollment in a course offered by ~~any college in the district for any term commencing on or after for classes not earlier than January 1, 2002~~ Rancho Santiago Community College District;
- completion of a questionnaire form prescribed by the State Chancellor and furnished by the Rancho Santiago Community College District, verifying eligibility for this nonresident tuition exemption; and
- in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his or her immigration status, or will file application as soon as he or she is eligible to do so.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the ~~Admissions and Records Office staff~~ administrator. Students may appeal the decision.

Responsible Manager: Vice Presidents of Student Services or designee

Approved: February 9, 2004

Revised: xxxxxxxxxxxx, 2018 (Previously BP 5006)

AR ~~5007~~ 5020 Nonresident Tuition

Legal References:

Education Code Sections 68130.5, 76000 and 76140 et seq.
Title 5 Section 54045.5

~~Refund of Tuition (Non-resident) Students who withdraw from class(es) through the first two weeks of instruction may request a 100% refund. Students withdrawing after the second week of instruction are not eligible for a refund. (See current semester schedule.)~~

~~Refunds are based upon the date the student submits the withdrawal form to the Admissions Office. No refund will be processed until assurance has been given that any check in payment for tuition has been cleared. The approximate time for such assurance is five to six weeks.~~

~~There is no refund for variable units not completed.~~

~~Rancho Santiago Community College District will set the nonresident tuition fee no later than February 1 of each year. Nonresident tuition fees will be published in the college catalog and/or class schedule.~~

~~The calculation for nonresident tuition fees will reflect the current expense of education calculated according to the Budget and Accounting Manual and include the expense of education in the preceding fiscal year.~~

~~International application fees will be published in the college catalog, class schedule, and/or other college publications. Application and related fees (such health insurance) are due and payable with submission of the application for admission or readmission.~~

Non Resident Tuition Exemptions:

- Any students, other than non-immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

- Any students who meet the following requirements:
 - demonstrates financial need;
 - has a parent who has been deported or was permitted to depart voluntarily;
 - moved abroad as a result of that deportation or voluntary departure;
 - lived in California immediately before moving abroad;
 - attended a public or private secondary school in the state for three or more years; and
 - Upon enrollment, will be in his/her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he/she intends to establish residency in California as soon as possible.

- Veterans
 - Except as noted below, a student who was a member of the Armed Forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for the length of time he or she lives in the state after being discharged up to the minimum time necessary to become a resident.
 - Except as provided, a student enrolled, or intending to enroll, at this campus who was a member of the Armed forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for up to one year if he or she files an affidavit with this college in which he or she is enrolled, or intends to enroll, stating that he or she intends to establish residency in California as soon as possible.
- Any student who meet the following requirements:
 - Demonstrates financial needs;
 - Has a parent who has been deported or was permitted to depart voluntarily;
 - Moved abroad as a result of that deportation or voluntary departure;
 - Lived in California immediately before moving abroad;
 - Attended a public or private secondary school in the state for three or more years; and
 - Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.
- Any nonimmigrant aliens granted "T" or "U" visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U(i) or (ii), respectively, who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and
 - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption.

Responsible Manager: Vice President of Student Services or designee

January 1, 1997

Revised: xxxxxxxxxx, 2018 (previously AR 5007)

AR ~~5011~~ 5030 Fees

References:

Education Codes ~~68121 (b)(2), 76300-76395~~ 68000 et seq., 70902(b)(9), 76223, 76300, 76300.5, and 66025.3

Title 5, Sections ~~59400-59408~~ 51012, 58520, and 58629

California Community College Chancellor's Office (CCCCO) Student Fee Handbook

ACCJC Accreditation Standard I.C.6

Fees

1. All college credit students are required to pay enrollment fees as established by the California Legislature. ~~Credit cards are accepted for payment. Students shall be assessed an enrollment fee at the time of enrollment. The amount of the fee is established by law and published in the college catalog(s) and other print and electronic publications. The District may adjust, waive, or partially refund the fee as provided in the California Education Code. Credit cards and checks are accepted for payment. If enrollment fees are not paid within three (3) days of registration, or any time thereafter, student may be dropped from all classes and have to re-register. A final outstanding balance drop date may also be implemented to drop students who have not paid in full by the Friday before the start of the semester.~~

The enrollment fee will be waived for:

- a. ~~Board of Governor's Fee Waiver (BOGW) students~~ California College Promise Grant (formerly Board of Governor's Fee Waiver [BOGW]) students
- b. High School students in grades 9, 10, 11, and 12 enrolled ~~in less than 12 units. full-time~~
- c. ~~Apprenticeship students enrolled in apprenticeship classes~~ Apprentice courses which are State-sponsored, such as Apprenticeship (excluding journeyworker), will appear in the system as waived while the State is reimbursing tuition.
- d. Children of veterans who have a service-connected disability. The Department of Veterans Affairs shall determine eligibility of the applicant for this program by providing documentation (letter of support) that the student is eligible for this fee waiver. The student should bring the documentation to the ~~Admissions and Records~~ Veterans Office at Santa Ana College or Santiago Canyon College.
- e. Certain eligible dependents of an individual killed in the September 11, 2001, terrorist attacks - The California Victim Compensation and Government Claims Board shall confirm the eligibility of persons requesting this waiver. The student shall bring such documentation to the ~~Admissions and Records~~ Veterans Office at Santa Ana College or Santiago Canyon College.

Education Code Section 68121 includes the following requirement for the deceased person:

- 1) S/he was a resident of California.
- 2) S/he was employed by a public agency.
- 3) His/her principal duties consisted of active law enforcement service or active fire suppression and prevention.
- 4) S/he was killed in the performance of active law enforcement or active fire suppression and prevention duties.

2. Baccalaureate Degree Program Fees
 - a. Each student shall be charged a fee in addition to an enrollment fee for upper division coursework that is part of a baccalaureate degree program. The upper division coursework fee is in addition to the enrollment fee for 300 and 400 level courses as annually determined by the District (**Not eligible for Board of Governor Fee Waiver**). Payment is required of all students upon registration for classes. These fees are subject to change.

3. Nonresident Tuition
 - a. Nonresident students shall be charged nonresident tuition as determined annually by the District. Students shall be charged nonresident tuition for all units enrolled at the District, plus the enrollment fee per unit and Baccalaureate Degree program fee for applicable upper division coursework unless specifically exempted by law or District policy. In addition to the enrollment fee for nonresidents, out-of-state residents/international students must also pay a nonresident capital outlay fee. Residency questions should be directed to the Admissions and Records Office. Any international questions should be directed to the International Students Office.

4. All students are required to pay a health fee, with the following exemptions:
 - a. Students who are enrolled exclusively in the academy classes of criminal justice, fire academy, fire officer training, or fire public safety. This exemption does not apply for students who are independently enrolled and not sponsored by their employer through a contractual agreement with RSCCD.
 - b. ~~Students enrolled in apprenticeship programs. Any student enrolled in an approved Apprenticeship Program. A request for an exemption may be filed at the Admissions and Records Office.~~
 - c. Any student who depends upon prayer for healing—(Students who request this exemption must obtain approval from the supervising administrator of the college health center.) in accordance with the teachings of a bona fide religious sect, denomination, or organization, provided that the student presents documentary evidence of an affiliation with such a bona fide religious sect, denomination or organization. Students who request this exemption must obtain approval from the supervising administrator of the college health center.
 - d. Students enrolled exclusively in off-campus, i.e., not on SAC or SCC campuses, or distance education courses.
 - e. Low income students who demonstrate financial need under federal standards established by the Board of Governors and students receiving benefits under the TANF program.

5. ~~A parking permit is required each semester of students parking on campus. It may be purchased at registration. Rancho Santiago Community College District (RSCCD) requires parking permits for student and staff lots. Parking permits may be purchased at time of registration. For current information regarding disabled student parking fees, please see college schedule. Parking permits are valid at both Santiago Canyon College and Santa Ana College.~~

6. ~~A student services fee is payable at the time of registration and includes two optional fees: (1) a fee for photo identification used for library, instructional services, and identification purposes and (2) a fee for ASB and college activities. A student representation fee is payable at the time of registration per semester. The mandatory fee is used by the Associated Student Government to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government. A student may, for religious, political, financial, or moral reasons, refuse to pay the student representation fee established under this section. The refusal shall be submitted in writing to the community college officials at the time the student pays other fees collected by the community college officials. The refusal shall be submitted on the same form that is used for collection of fees as provided by the community college, which, as determined by the community college, shall be as nearly as practical in the same form as a model form prescribed by regulations of the Board of Governors of the California Community Colleges.~~

7. An optional Student Life and Leadership fee for ASB and college activities is payable at the time of registrations.
8. Students may be required to procure required instructional and other materials for a course, provided that such materials are of a continuing value to the student outside the classroom; and provided that such materials are not solely or exclusively available from the District; and provided at actual cost. Costs of the student materials will be posted in the class schedule and payable at registration.
9. International Student Application Fee
Students who are citizens or residents of another country and apply for the F1 visa status and admission to the International Student Program are charged an application fee.

The non-resident tuition may be waived for students who can demonstrate financial need by petition and who are enrolled in six units or less.

10. Transcript Fee

~~A fee shall be levied for each official transcript requested in excess of two. A special handling fee will be charged for "rush" transcripts. All transcripts are copies of the student's permanent record in the office of Admissions and Records. Only records prepared and issued directly from the office will be considered official or certified for accuracy. Legal Reference: Education Code: 76223. A student/former student shall be entitled to two free copies of the transcript of his/her record. Additional copies shall be made available to the student, or to an addresses designated by him/hear, at a rate published in the College Catalog. Students may request special processing of a transcript.~~

Electronic Transcripts

The District may elect to implement a process for the receipt and transmission of electronic student transcripts contingent upon receipt of sufficient funding.

Fees and procedures are subject to change due to technological advancements resulting in implementation of new policies.

Refunds for Fees Collection and Refund of Fees

Students who withdraw from class(es) through the first two weeks of instruction for a full semester class (or an appropriate prorated amount of time relative to the total length of the course) may request a 100% refund. Students withdrawing after the two weeks are not eligible for a refund. No refund will be processed until assurance has been given that payment by check has cleared.

The Admissions and Records Office may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes the District. A proper financial obligation does not include any unpaid obligation to a student organization.

Responsible Manager: Vice President of Student Services or designee

Revised: September 2004

Revised: xxxxxxxxx, 2018 (formerly 5011)

AR ~~5117~~ 5040 - Confidentiality, Disclosure and Review of Student Records, Directory Information and Privacy

Legal reference:

Education Code ~~25430, 25430.15,~~ 76200 et. seq., ~~76243~~

Title 5, Sections ~~54614-54630~~ 54600 et seq.

20 U.S. Code Section 1232 g(j) (U.S. Patriot Act)

Civil Code Section 1798.85

Family Educational Rights and Privacy Act of 1974

Internal Revenue Code of 1954, Section 152

~~U.S. Patriot Act~~

ACCJC Accreditation Standard II.C.8

In accordance with the Congressional Legislation entitled Family Educational Rights and Privacy Act of 1974 (FERPA), the Policy/Procedure stated hereinafter is established in regard to the privacy, review and release of identifiable information in a student's records.

RECORDS - CONTENTS AND SUPERVISION

- A. The ~~Director~~ Administrator of Admissions and Records shall have supervisory charge of all education records within his/her jurisdiction, and shall be directly responsible for specific records, and shall maintain a list of individuals, by position or name, so designated.
- B. The Rancho Santiago Community College District currently maintains records that comprise the categories of files noted below, and that contain information directly related to a student or students. The inclusion of a file category in the following list does not constitute a requirement that such category be maintained by each component of the district, or, if such category is maintained by each component of the district, that each type of category information listed be included in full in each student's file. The inclusion of a category or type of information in the following list does constitute a requirement that, if the file is maintained and the type of information obtained and retained, such file and information shall be made available in full in accordance with the limitations and procedures established in this policy and/or the referenced Act.
 1. **Admissions and Records - College Credit:** These records are maintained in the Admissions/Records Office of each college and include permanent records of work taken at each college, transcripts of work taken at other colleges, test results, college applications, academic petitions, grade and attendance rosters, student programs, graduation records, counseling logs, student certification records and correspondence with students. Faculty, administration and clerical staff members have access to these files, if such access is necessary for the completion of their official duties.
 2. **Admissions and Records - Continuing Education:** These records are maintained in the Continuing Education Division offices located in Santa Ana and Orange, and include records of work taken in the continuing education program, transcripts from other schools, test results, student programs, counselor's notes, and correspondence. The Records personnel also maintain a permanent record file that lists the name, address, telephone number, date of birth, subjects taken, grades received, credits granted and attendance hours of each student during each current and past school year. Faculty, administration and clerical staff members have access to these files, if such access is necessary for the completion of their official duties.
 3. **Data Processing Files - College Credit:** These files are maintained in the Information Technology Services department and stored either on tape or in disc pack. These records are kept in one of two files - (1) the current file or (2) the historical file. Both of these files contain student name, permanent number, current address, units attempted, units completed and total grade points accumulated, and graduation status. In addition, the current file maintains the student program. Personnel employed in ITS have access to these files, if such access is necessary for the completion of their official duties. Also, the Admissions/Records staff have access via on-line terminal to the current files.

4. **Financial Aid Files - College Credit:** These records are maintained in the Financial Aid Offices at Santa Ana College and Santiago Canyon College. Administrators, the financial aid officer, and the financial aid staff have access to these records, as such access is necessary for the completion of their official duties.
5. **Placement Office Files - College Credit:** These records are maintained in the Placement Office and include applications, student resumes, and letters of recommendation. Administrators, the placement officer, and the Placement Office clerical staff have access to these records, if such access is necessary for the completion of their official duties.
6. **Veterans Office Files - College Credit:** These records are maintained in the [Placement Veterans Office](#) and include information regarding the number of units a veteran student is enrolled in for the current semester and the number of dependents claimed by the veteran student. Administrators, the Veterans Affairs officer, the Veterans Representative and the Veterans Office clerical staff have access to these records, if such access is necessary for the completion of their official duties.
7. **Health Services Files - College Credit:** These records are maintained in the Health Services Center and include medical histories, treatment records and records of medications administered. Administrators and Health Center personnel have access to these records, if access is necessary for the completion of their official duties.
8. **Divisional/Departmental Files - Work Experience, Student Conduct Records, Etc.:** If official records are maintained by a Division Dean or department, they are related to a particular program within the division or department which requires special certification and/or admissions procedures, and may include student evaluations, recommendations, achievement records, etc. Student conduct files are maintained by ~~administrator overseeing student conduct~~ [the Office of the Associate Dean of Student Development at Santa Ana College and by the Office of the Director of Student Services at Santiago Canyon College.](#)
9. **Security:** These files are maintained by the ~~Director of Chief, District~~ Safety and Security and include traffic decal lists, traffic violation records, and historical logs of security infractions and incident reports.

Exceptions to Educational Records are:

1. Individual records maintained by a staff member if kept in sole possession of the maker of the records and not accessible or revealed to any other person except a temporary substitute for the maker of records.
2. Records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional, if records are used only for treatment of a student and made available only to those persons providing the treatment.
3. Records created by law enforcement.
4. Employment records
5. Alumni records.

ACCESS TO STUDENT RECORDS

~~In accordance with the law, a student or former student may review any of the following files which relate directly to him/her: (1) Admissions/Records—College credit and Continuing Education, (2) Financial Aid files, except parental financial statements, (3) Placement Office files, (4) Veterans Office files, (5) Health Center Services files, (6) Divisional departmental files, and (7) Security files, if such files are maintained as official files rather than individual files. If a student wishes to review one or more of the above indicated files, he/she should begin by placing a request in writing to the Admissions and Records Office if he/she is a college credit student or to the Continuing Education Records Office if he/she is a Continuing Education student. The student will specify the records he/she wishes to examine as part of this request. The Director of Admissions and Records will then make available the desired material as soon as is reasonably possible so that it may be examined either in his/her presence or in the presence of a person designated by the Director of Admissions and Records. **Access will not be delayed more than five calendar days after proper request has been made, except in cases where historical data must be compiled from microfilm. Ten calendar working days will be allowed in such cases.**~~

~~**A. Limitation on Right of Access**—Students are not hereby granted the right to review confidential letters or recommendations placed in any file prior to January 1, 1975, confidential recommendations as to which the student has properly waived the right to access, individual files, certain health files, and/or parental financial statements contained in Financial Aid files. However, Health Center Services files created by professionals or para-professionals in connection with the provision of treatment may be personally reviewed by a physician or other appropriate professional of the student's choice.~~

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B. Fees for Copies— If a student wishes, copies of materials contained in the files subject to his review will be provided at no cost for the first five pages of any document and 10 cents for each additional copy, unless copy costs are otherwise provided for pursuant to law. These costs will apply to copies of all materials contained in files the student is permitted to review, except data processing files. Data processing file printouts will be provided at the cost of \$200.00 per hour of computer operation required to produce the copy desired. If any file includes information on other students, only that information which pertains to the student requesting the right of review will be revealed or supplied.

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C. Explanation or Interpretation— After a student has reviewed the files, any reasonable request for explanation or interpretation of material contained therein will be responded to by the Director of Admissions and Records or the appropriate administrator, unless s/he designates another staff member who may more appropriately respond. The explanation/interpretation conferences shall take place within 15 working days after the date of the request for the conference.

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D. Challenge and Correction of Educational Records— After review and explanation, a student may challenge any information relating to him/her, if he/she believes the information to be inaccurate, misleading, or otherwise in violation of his/her rights of privacy or other rights. Any student wishing to exercise this right of challenge shall inform the Director of Admissions and Records in writing of his/her desire and his/her reasons for believing the information to be inaccurate, misleading, or otherwise in violation of his/her right of privacy or other rights. Upon being informed of the student's challenge, the Director of Admissions and Records will within 30 calendar days hold informal hearing with the student and any other parties related to the challenge with whom he may wish to consult, and if he/she finds evidence to substantiate the student's allegation, she/he will take appropriate action to correct or delete the inaccurate, misleading or otherwise inappropriate data. However, in no case will the Director of Admissions and Records make any changes to records which constitute interference with the integrity of professional entries. Furthermore, in the absence of mistake, fraud, bad faith, or incompetency on the part of the instructor, the determination of a student's grade by the instructor shall be final.

CHALLENGE OF STUDENT RECORDS

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If a student wishes to continue his challenge following the conclusion of the above described informal hearing he/she may do so by filing a written request for a formal hearing with the Director of Admissions and Records. Within 10 calendar days, the Vice President of Student Services will designate another member of the administrative or instructional staff who does not have a direct interest in the outcome of the hearing as the Hearing Officer in charge of the formal hearing. The Hearing Officer shall set the time and place for the formal hearing, which shall take place no later than 30 working days following the receipt of the request. At the hearing, all parties directly involved in the challenge shall be afforded a full and fair opportunity to present evidence relevant to the issues raised. The student shall have the burden of proving that the records should be corrected or deleted. The Hearing Officer's recommendation regarding the validity of the challenge shall be made, in writing, within 30 working days following the conclusion of the hearing, and forwarded to the college president/Chancellor who shall sustain or deny the action, if any to be taken. The student may, within 30 days of the refusal, appeal the decision to the district Board of Trustees. Within 30 days of receipt of such an appeal, the governing board shall, in closed session with student and the employee who recorded the information in question, determine whether to sustain or deny the allegation. The decision of the Board shall be final. Whether or not a student requests a hearing, and regardless of the outcome of any such hearing, the student in any event may insert into his/her file a personal written explanation as to any material the student believes is inaccurate, misleading or otherwise inappropriate.

RELEASE OF STUDENT INFORMATION

- A. The privacy of student files is and will continue to be scrupulously maintained. Except as required under the provisions of the Family Educational Rights and Privacy Act of 1974, ~~and Education Code 25430~~, the Rancho Santiago Community College District will make public without student consent only certain "directory information." This information consists of the following:

A student's name, city of residence, major field of study, participation in officially recognized activities and sports, weight, height, and age if a member of an athletic team, dates of attendance, degrees and awards received, and the most recent previous educational institution or agency attended by the student. Any student who prefers that some or all of such "directory information" not be made public must notify the Director of Admissions and Records no later than 15 working days after the first day of classes in each term of attendance.

In accordance with the provisions of the Act ~~and Education Code 25430.15~~, **the following are exceptions and shall be permitted to have access to student records without permission:**

- (1) faculty, staff, and administrators of the college who have a legitimate interest and need;
- (2) requests from research organizations, upon approval of the Research Department, conducting studies may be honored provided no information revealing the student's name is published;
- (3) federal or state education officials or authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education official, or their respective designees, or the U.S. Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to a federal or state law;
- (4) judicial or court orders, or subpoenas issued by the judge will be complied with (subpoenas from law firms need the written consent from the student (Ed. Code 76243) before records will be released;
- (5) certain federal and state officials, accrediting organizations and educational agencies will be supplied information without student consent when such information is needed for valid educational purposes. Finally, also under the provisions of the Act, information will be released without student consent in any emergency situation where the information is needed to protect the health or safety of the student or other persons.

B. IN ALL INSTANCES OTHER THAN THOSE DESCRIBED IMMEDIATELY ABOVE, NO INFORMATION DIRECTLY RELATED TO ANY STUDENT WILL BE RELEASED TO ANY PERSON OR ORGANIZATION EXCEPT TO THE STUDENT HIMSELF/HERSELF, OR AT THE REQUEST OF THE STUDENT, TO AN EDUCATIONAL INSTITUTION TO WHICH THE STUDENT PLANS TO TRANSFER.

NOTICE OF STUDENT RIGHTS

Students of the Rancho Santiago Community College District shall be notified annually of their rights under this policy. The method of notification shall be annually via the Class Schedule, College Catalog, and College Websites.

Responsible Manager: Vice President of Student Services or designee

Revised: August 2006

Revised: xxxxxxxxxx, 2018 (formerly 5117)

AR 5045 Student Records — Challenging Content and Access Log (NEW)

References:

Education Code Sections 76200 et seq.

Title 5 Sections 54600 et seq.

20 U.S. Code Section 1232 g(j) (U.S. Patriot Act)

Civil Code Section 1798.85

Family Educational Rights and Privacy Act of 1974

Internal Revenue Code of 2954, Section 152

ACCJC Accreditation Standard II.C.8

FEES FOR COPIES

If a student wishes, copies of materials contained in the files subject to his review will be provided at no cost for the first five pages of any document and 10 cents for each additional copy, unless copy costs are otherwise provided for pursuant to law. These costs will apply to copies of all materials contained in files the student is permitted to review, except data processing files. Data processing file printouts will be provided at the cost of \$200.00 per hour of computer operation required to produce the copy desired. If any file includes information on other students, only that information which pertains to the student requesting the right of review will be revealed or supplied.

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Responsible Manager: Vice President of Student Services or designee

Adopted: xxxxxxxxxx, 2018

AR ~~5009~~ 5055 – Registration Enrollment Priorities

References:

Education Code Sections 66025.8 and 66025.9
Title 5 Sections [51006](#), 58106 and 58108

The Rancho Santiago Community College District will provide priority registration, effective Fall 2013, for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement. These registration priorities do not apply to courses offered during summer or intersessions.

~~Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites.~~

~~Enrollment may be limited due to the following:~~

- ~~• health and safety considerations;~~
- ~~• facility limitations;~~
- ~~• faculty workload;~~
- ~~• availability of qualified instructors;~~
- ~~• funding limitations;~~
- ~~• regional planning;~~
- ~~• legal requirements; and~~
- ~~• contractual requirements.~~

~~The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement. These enrollment priorities are currently effective with the Fall Semester, 2013.~~

~~Students will have the following registration priority:~~

- ~~• Students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9;~~
- ~~• Students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services;~~
- ~~• Calworks students~~
- ~~• First time students participating in the Early Decision/Early Welcome programs who have completed orientation, assessment, and developed student education plans~~
- ~~• Athletes who have completed orientation, assessment, and developed education plans~~
- ~~• Students who are continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and~~
- ~~• New matriculating students with educational plans~~
- ~~• New non-matriculating students~~
- ~~• Probationary students (academic and progress) & students with 100+ degree applicable units~~
- ~~• Career Advanced Placement (CAP) concurrently enrolled high school students~~

~~Registration priority is based upon:~~

- ~~• limiting enrollment to first come, first served, or other non-evaluative selection techniques;~~
- ~~• in the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified;~~
- ~~• limiting enrollment to any selection procedure expressly authorized by statute;~~
- ~~• limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions;~~
- ~~• completed units within Santiago Canyon and Santa Ana Colleges only.~~

~~Registration priority specified above shall be lost at the first registration opportunity after a student:~~

- ~~• Is placed on academic or progress probation or any combination thereof for two consecutive terms; or~~
- ~~• Has earned one hundred (100) or more degree-applicable semester equivalent units at the district~~
- ~~• Returns one semester after academic dismissal~~

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites.

The following students will have the highest and equal priority for enrollment:

- A member of the armed forces or a veteran pursuant to Education Code section 66025.8
- A foster youth or former foster youth pursuant to Education Code section 66025.9;
- A student who has been determined to be eligible for Disabled Student Programs and Services or Extended Opportunity Programs and Services; and
- A student who is receiving services through CalWORKS;

The following students will have priority for enrollment:

- First time students who have completed orientation, assessment, and developed student education plans. New high school graduates who complete matriculation in the Spring semester will be accommodated with early enrollment for the following Fall semester.
- Continuing students, who has not lost registration priority, as defined in these policies and procedures.

Students will be prioritized for registration in the following order:

1. Continuing students who have units completed within the Rancho Santiago Community College District with a grade of A, B, C, D, CR or P, based on the greatest number of units served first. A student with the greatest number of completed units will be assigned an earlier date/time than a student who have completed a lesser amount of units.
2. New students who have completed a matriculation plan, including assessment and orientation.
3. New and returning students who do not participate in the matriculation plan on a first-come, first-serve basis.
4. Students who have been placed on academic or progress probation or any combination thereof for two consecutive terms.

Loss of Enrollment Priority

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof for two consecutive terms;
- or
- Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Vice President of Academic Affairs, or students enrolled in high unit majors or programs as designated by the Vice President of Academic Affairs.

~~**The District does NOT count units earned through credit by examination, advanced placement, International Baccalaureate, or other similar programs from the 100-unit limit.**~~

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The administrator or his/her designee will determine the appeal in his/her sole discretion.

~~Students who have demonstrated significant academic improvement can appeal the loss of priority enrollment status at their home campus. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard.~~

Responsible Manager: Vice President of Student Services or designee

Adopted: February 10, 2014

Revised: xxxxxxxxxxxx, 2018 (formerly 5009)

AR 5201 – Standards of Student Conduct/ Mental Health Clearance

A student who is removed from ~~campus~~ Santa Ana College or Santiago Canyon College as a result of:

1. Inappropriate behavior described in the Student Code of Conduct (BP5201); and/or
2. Determination by a public safety officer that the student poses a threat to himself/herself or the general public,

may be required to provide documentation from a licensed mental health professional stating that the student will no longer engage in the behavior which gave rise to the student's removal from campus and that the student's continued presence on campus is not a threat to himself/herself or others before the student is readmitted to campus.

The mental health professional must be licensed by the State of California and credentialed to render a professional opinion on matters of this nature. Any expenses related to obtaining this mental health clearance shall be the student's responsibility.

Responsible Manager: Vice President of Student Services or designee

Adopted: July 26, 2011

Revised: xxxxxxxx, 2018

~~AR 5551~~ 5530 – Student Rights and Grievances Procedures For Students

References:

- Education Code Section 76224(a)
- Title IX, Education Amendments of 1972
- 34 Code of Federal Regulations Parts 106.1 et seq.
- ACCJC Accreditation Eligibility Requirement 20
- ACCJC Accreditation Standard IV.D

The Rancho Santiago Community College District does not discriminate on the basis of race, color, national origin, ancestry, religion, creed, sex, age or handicap in its employment or in its educational programs and activities.

Students may file a grievance when they believe they have been deprived of a right granted to students by the Board of Trustees in any of the policies or regulations of the Rancho Santiago Community College District.

The purpose of these grievance procedures is to resolve differences as fairly and expeditiously as possible while preserving the rights of students and staff members.

DEFINITIONS

~~Days—Number of days refers to the days when the district offices are open~~
~~Committee—Student Grievance Panel*~~

PROCEDURE

1. Students shall first confer with the person who took the action or made the ruling to which they object no later than 10 days following the event which prompted the grievance. The ~~Dean of Student Affairs at the Santa Ana Campus or the Dean of Student Services at the Orange Campus~~ appropriate administrator at Santa Ana College or Santiago Canyon College will assist the student in arranging an appointment between the student and the staff member.
2. If the difference is not satisfactorily resolved, the student shall confer with the person's supervisor. The appropriate ~~Dean of Students administrator~~ will assist the student in arranging an appointment between the student and the staff member's supervisor.
3. If the grievance is still unresolved, the student may file a written statement setting forth the nature of the grievance on the prescribed form with the ~~Executive Dean of Student Services at the Santa Ana Campus or the Vice Chancellor at the Orange Campus~~ college's Vice President of Student Services no later than 10 days after conferring with the person's supervisor.
4. The grievance form shall be completed in full and shall include a full description of the grievance, times, dates and pertinent facts, and the remedy sought by the student. A Student Grievance Staff Response form will be sent to both the staff member and a supervisor for completion.
5. The ~~Executive Dean of Student Services or the Vice Chancellor~~, Vice President of Student Services shall select a Student Grievance Panel. The responsible administrator then shall forward the completed forms to the panel chair for review and recommendation. The panel shall have the power to make an appropriate investigation of the grievance and shall state the findings and make a recommendation.
6. If the grievance is sustained by the panel, it will recommend appropriate action for relief of the grievance and communicate this in writing to the person(s) to whom the grievance was directed. If the findings of the panel do not sustain the grievance, the panel shall communicate the finding in writing to the student who filed the grievance. The ruling of the Student Grievance Panel is final.

Student Grievance Panel Structure

- one non-voting chair (except in situations of a tie vote)
- one student representative
- one classified representative
- one faculty representative
- one administrative representative

Responsible Manager: ~~Dean of Student Affairs~~ Vice President of Student Services or designee

Approved: January 1, 1997

Revised: xxxxxxxxxx, 2018

BP 6601 Facility Modification and New Construction

References:

Education Code 81130, 81132, 81133, 81142
California Code of Regulations - Title 24

The District Office of Facility Planning, District Construction and Support Services shall oversee, coordinate and approve all facility modifications and new construction to insure compliance with district standards, architectural specifications, and code compliance.

Efforts shall be made to schedule construction activities to minimize disruption of district service and classroom operations.

Facility modification is defined as any addition to, removal of, or alteration made to existing facilities. Maintenance funds are not intended for funding such projects. Separate procedures and funding shall be available for facility modifications and new construction.

The Governing Board shall review and approve facility modification and construction projects included in the facility modification and capital outlay process.

Revised: September 22, 2014 (Previously BP3511)

Reviewed: xxxxxxxxx, 2018

AR 6601: Facility Modification and New Construction (NEW)

References:

Education Code 81130, 81132, 81133, 81141
California Building Standards Code (California Code of Regulations, Title 24) ("CCR, Title 24")
ACCJC Accreditation Standard III.B. Physical Resources

Definition:

A facility modification is defined as any addition to, removal of or alteration to existing facilities, including, reconstruction, new construction, improvements to site or buildings, parking lot striping or parking reconfigurations.

This administrative regulation is not applicable to routine, recurring and preventative maintenance work. The majority of maintenance work is exempt from DSA review per Section 4-315, Part 1, California Administration Code ("CAC") and defined in Section 4-314 Part 1, CAC unless there are significant alterations and reconstruction of buildings beyond construction cost thresholds cited in the California Education Code sections. Maintenance funds are not intended for funding facility modification requests.

A Facility Modification Request ("FMR") shall be forwarded to the District Office of Facility Planning, District Construction and Support Services ("DO Facilities"), for approval of all facility alterations, reconstruction, modifications, improvements and new construction to any school building owned by the District. The DO Facilities shall ensure project compliance with CCR, Title 24; applicable Education Codes; district standards; design guidelines; proper review and any necessary approvals are retained by the Division of the State Architect ("DSA") the agency that oversees buildings governed by the Field Act; or the authority having jurisdiction if not the DSA (e.g. City of Santa Ana for the District Office). The DO Facilities shall ensure applicable procurement policies and laws related to the alteration or reconstruction work are adhered to for the proper management of facility and physical resources within the district. Any alteration, whether governed by the Field Act or not, shall comply with all provisions of the CCR, Title 24 including accessibility, fire life safety, and structural.

Examples of common facility modification requests could include but are not limited to the following: classroom, lab, office and/or other space reconfigurations; retrofits and tenant improvements; any removal of walls, buildings or structures; any relocation and alterations of walls and doors; instructional equipment additions that increase weight to existing floors, ceilings, walls, and/or roofs; increases to electrical loads; additional and/or new mechanical upgrades in the building; the addition of overhead mounted projectors and television screens or other equipment to classrooms and labs; modifications or additions to certain lighting and rigging systems; modifications or additions to certain kitchen equipment which require ventilation or mechanical and electrical upgrades; the addition or replacement of marquees and monuments; new shade structures, new trellis or kiosks; addition of certain modular furniture to not impact accessibility or other fire life safety codes; the reconfiguration of classrooms, offices and all other spaces that convert or change a Taxonomy of Programs ("TOP") code use designation in the District's State Space Inventory database Facility Utilization Space Inventory Option Net ("FUSION") which is submitted and updated annually to the State Chancellor's Office.

Certain alterations or repairs to existing buildings may be exempt from DSA review and approval, but an FMR is still required to be submitted to the DO Facilities for a review and determination.

Procedure:

The following procedure shall be followed for any FMR:

1. All current FMR forms are available on the district employee intranet at: <https://intranet.rscdd.edu/Facilities> and shall be updated by the DO Facilities as needed.
2. The requestor shall fill out **Form 1** (see attached "Request Form").
3. Form 1 shall be approved by the Responsible Originating Administrator ("ROA") for overseeing FMR requests by staff, faculty or other individuals: Chancellor, Vice Chancellor, College

- President, Vice President of Administrative Services or Assistant Vice Chancellor, prior to submitting it to DO Facilities for further assessment and review.
4. Once the DO Facilities department receives Form 1 an individual will be assigned to further investigate the request. The DO Facilities department will fill out **Form 2** (see attached "Facilities Assessment") and include the following information:
 - a) An investigation of the scope of work outlined in Form 1. The investigation can include but is not limited to: site observations, existing conditions, condition assessments, noted findings, deficiencies or corrective actions, feasibility of implementation, potential code requirement concerns, impacts or other secondary impacts, required agency approvals, a determination if the project is exempt from DSA, if there is a need for further design professional assistance (e.g. mechanical engineer, electrical engineer, architect), and/or other considerations.
 - b) An estimated budget to complete the scope of work outlined in FMR, and/or other cost concerns.
 - c) A schedule and duration of time needed to implement the FMR.
 - d) Recommendations on the scope of the work outlined in the FMR, and/or other options or considerations.
 - e) A determination if a **preliminary investigation** is needed to complete the FMR.
 5. The DO Facilities will discuss and return Form 2 to the ROA for further review and consideration.
 6. Upon review and consideration of the request and facilities assessment, **Form 3** (see attached "Approval Form") must be executed by the identified parties before the request can proceed.
 7. Form 3 includes approval of the budget by the ROA, including, responsibility of any cost overages/overruns on the project that may have been unforeseen.
 8. Form 3 if approved by all required parties must be returned to the DO Facilities for further processing and project approval set up.
 9. Upon receipt of Form 3, the project budget will be created with an identified funding source to be accounted for in the District's accounting system. All FMR project expenses shall be appropriately tracked and accounted for throughout the project until completion.
 10. If a preliminary investigation is required, Forms 2 and 3 shall be updated and/or revised as needed by the DO Facilities and the ROA.
 11. The DO Facilities shall be responsible for: assigning and prioritizing facility modification requests; consulting with the ROA on priorities if there are multiple and concurrent requests; coordinating the project; retaining required design professional services; obtaining required agency approvals; following district procurement policies; overseeing contractors or consultants as needed; collaborating and communicating with the ROA, requestor, college staff, students, and/or other individuals as needed throughout the progress and implementation of project.
 12. The DO Facilities shall be responsible and on occasion shall be able to update or modify this administrative regulation, procedure and/or forms as needed.

Adopted: xxxxxxxxxxxx, 2018

REORGANIZATION REQUEST FORM

Number # 1073 ✓
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department.
If additional documentation is necessary, please attach additional pages.

Site/Department/Division: DO/Educational Services/ Research Dept.

Manager/Supervisor: Enrique Perez , Vice Chancellor / Nga Pham, Director of Research, Planning & Institutional Effectives

Position(s) affected

CURRENT POSITION	PROPOSED POSITION
	(add) Director, OC Center of Excellence (Grade F) ✓ <i>OC / spv</i>

Board 3/12/18

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 169,292.33

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

RESTRICTED FUNDS GENERAL FUNDS

Source of funding (account numbers): 12-2225-679000-53340-2110 (Attach necessary budget change forms)

Reason for reorganization

The OC region, through the Strong Workforce Program, has prioritized the need to have a regional management position to support the nine colleges with labor market information and data so that faculty and staff can strategize program needs and plan rigorous curriculum that will prepare our students/communities to be competitive in the job market.

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.

HUMAN RESOURCES / SSCCO
 2018 FEB 26 P 22
 RECEIVED

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): [Signature] Date: 2.23.18

SIGNATURES AND/OR REVIEW DATES

Human Resources (Signature/Date): <u>[Signature]</u> <u>3/6/18</u>	Business Operations & Fiscal Services (Signature/Date): <u>EA</u> <u>[Signature]</u> <u>3/14/18</u>
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>[Signature]</u> <u>4/4/18</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

Director, OC Center of Excellence

Plans, organizes, oversees, coordinates, reviews and perform the activities of the Orange County Center of Excellence, including workforce research, partnership development, and strategic planning; researches and analyzes various program data and develops reports; provides highly complex and responsible support to Orange County community colleges.

Representative Duties

- Plans, manages, and oversees the daily functions, operations, projects, and activities of the OC Center of Excellence, including workforce research, partnership development, strategic planning, and grants management.
- Conducts research on workforce development needs, including primary research, industry surveys, interviews, secondary research, and data analysis.
- Provides consultation and technical expertise to Orange County community colleges and Orange County Sub-regional Council concerning emerging jobs and workforce needs; responds to inquiries and provides detailed and technical information concerning projects, including Labor Market Information (LMI) needed for program recommendation.
- Provides assistance to Orange County Director with Strong Workforce Program (SWP) strategic planning and labor market forecast
- Develop and implement the goals, objectives, policies, and priorities for the OC Center of Excellence
- Directs, prepares and maintains various regional reports
- Monitors and evaluates OC Center of Excellence products and services for educational and economic effectiveness and operational efficiency.
- Attends professional group meetings and various committees and advisory groups; makes presentations of workforce development and data related issues.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects.
- Learns and applies emerging technologies to perform duties in an efficient, organized, and timely manner.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel
- Performs other related duties as assigned.

Organizational Relationships

The position reports directly to the designated administrator or manager, and manages the OC Center of Excellence program activities and supervises staff.

Director, OC Center of Excellence, cont'd

Desirable Qualifications Guide

Training and Experience

Bachelor's degree from an accredited institution in business administration, public administration, economics, sociology, educational administration or in a related field AND a minimum of three (3) years of related experience in management and administration of programs in economic or workforce development.

Knowledge and Abilities

Knowledge of:

- workforce and data research principles and practices to produce workforce and data-driven research projects and reports,
- administrative principles and practices, including goal setting, program development, implementation, and evaluation
- budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs, and
- principles and practices involved in the development of programs and resources in support of emerging industry and workforce trends.

Abilities to:

- conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports
- prepare and administer budgets; allocate limited resources in a cost effective manner,
- plan, organize, and direct OC Center of Excellence operations and activities, and
- develop partnerships with economic development organizations, industry associations, Workforce Development Boards, Employment Development Department, and other workforce intermediaries.

RSCCD

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Director, OC Center of Excellence		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade F-4	\$ 8,831.28	12	\$ 105,975.39

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	15.531%	16,459.04	
SOCIAL SECURITY	6.200%	6,570.47	
MEDICARE	1.450%	1,536.64	
UNEMPLOYMENT	0.050%	52.99	
WORKERS COMP	2.250%	2,384.45	
ACTIVE RET. INS. COST	3.630%	3,846.91	
TOTAL TAX & BENEFIT COST	29.111%	\$ 30,850.50	\$ 30,850.50
TOTAL SALARY & BENEFIT COST			\$ 136,825.89

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		3,320.04	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	2.250%	74.70	
ACTIVE RET. INS. COST	3.630%	120.52	
TOTAL FRINGE BENEFIT COST	13.580%	\$ 3,770.90	\$ 3,770.90

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 105,975.39	241.62	
MEDICAL INSURANCE (see below)		28,453.92	
TOTAL INSURANCE COST		28,695.54	\$ 28,695.54

TOTAL COST OF POSITION	\$ 169,292.33
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BENEFITS =	\$ 63,316.94
BENEFIT COST AS A PERCENT OF CONTRACT =	59.75%

Admn., Superv/Mang. & Conf. (including Fringe amount)	31,773.96
CSEA	26,656.56

Reorg#: _____
 Position Title: Director, OC Center of Excellence

Salary and Benefits

Date: 02/21/18
 Prepared by: Maria Gil

Personnel	Monthly rate	Mths per Year	Annual Salary	%	Salary Amount	PERS	OASDI	MEDI.	Health & Welfare	Ret. Fd (H & W)	SUI	WCI	Fringe	Total Benefit	TOTAL
Director, OC Center of Excellence (F-4)	8,931.28	12.00	105,975.39	100%	105,975.39	16,459.04	6,776.32	1,564.78	28,453.92	241.62	54.65	2,459.15	3,320.04	63,316.94	169,292.33
						15.531%	6.200%	1.460%	Health & Welfare	3.830%	0.060%	2.250%			
									Health						
									Life						

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

Number # 1075
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/Resource Development/Educational Services

Manager/Supervisor: Sarah Santoyo/Enrique Perez

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Special Projects Specialist (1 FTE) (delete)	(2) Resource Development Coordinators
Grade 11	Grade 16
<i>Neorg #1045</i>	

Current annual salary/benefits cost \$ 93,347.31 Proposed annual salary/benefits cost \$ 113,373.39 *x2 = #226,747*
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): 12-2225-679000-53345-2130 (50%) and 12-2255-679000-53345-2130 (50%) (1 FTE)
(Attach necessary budget change forms)

12-2185-679000-53345-2130 (50%) and 12-2220-679000-53345-2130 (50%) (1FTE)

Reason for reorganization:

The Resource Development Coordinators will support increased needs of department to fulfill its role as District Fiscal Agent, especially for Strong Workforce Program regional share funding, Economic Workforce Development Distressed & Economic Areas funding, and Career Technical Education Data Unlocked Initiative funding, and provide all manner of categorical project support (i.e. new and revised budgets, grant sub-agreements, costs projections, grant compliance on state/federal regulations, guidance on district policies and procedures, and support for directors).

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




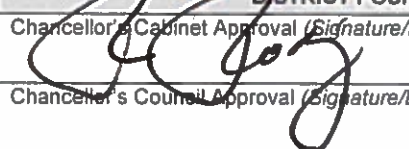
No Yes If yes, please explain below.

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):  Date: 3/2/18

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u> 3/6/18</u>	Business Operations & Fiscal Services (Signature/Date): <u> 3/14/18</u>
	Resource Development (Signature/Date – Only for Restricted Funds) <u> 3/6/18</u>
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u> 4/4/18</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

RSCCD

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Special Projects Specialist		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 11-3	\$ 4,187.13	12	\$ 50,245.53

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	15.531%	7,803.63	
SOCIAL SECURITY	6.200%	3,115.22	
MEDICARE	1.450%	728.56	
UNEMPLOYMENT	0.050%	25.12	
WORKERS COMP	2.250%	1,130.52	
ACTIVE RET. INS. COST	3.630%	1,823.91	
TOTAL TAX & BENEFIT COST	29.111%	\$ 14,626.96	\$ 14,626.96
TOTAL SALARY & BENEFIT COST			\$ 64,872.49

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	0.050%	0.75	
WORKERS COMP	2.250%	33.75	
ACTIVE RET. INS. COST	3.630%	54.45	
TOTAL FRINGE BENEFIT COST	13.580%	\$ 1,703.70	\$ 1,703.70

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 50,245.53	114.56	
MEDICAL INSURANCE (see below)		26,656.56	
TOTAL INSURANCE COST		26,771.12	\$ 26,771.12

TOTAL COST OF POSITION	\$ 93,347.31
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BENEFITS =	\$ 43,101.78
BENEFIT COST AS A PERCENT OF CONTRACT =	85.78%

Admn., Superv/Mang. & Conf. (including Fringe amount)	31,773.96
CSEA	26,656.56

RSCCD

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Resource Development Coordinator		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 16-3	\$ 5,477.41	12	\$ 65,728.93

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	15.531%	10,208.36	
SOCIAL SECURITY	6.200%	4,075.19	
MEDICARE	1.450%	953.07	
UNEMPLOYMENT	0.050%	32.86	
WORKERS COMP	2.250%	1,478.90	
ACTIVE RET. INS. COST	3.630%	2,385.96	
TOTAL TAX & BENEFIT COST	29.111%	\$ 19,134.34	\$ 19,134.34
TOTAL SALARY & BENEFIT COST			\$ 84,863.27

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	0.050%	0.75	
WORKERS COMP	2.250%	33.75	
ACTIVE RET. INS. COST	3.630%	54.45	
TOTAL FRINGE BENEFIT COST	13.580%	\$ 1,703.70	\$ 1,703.70

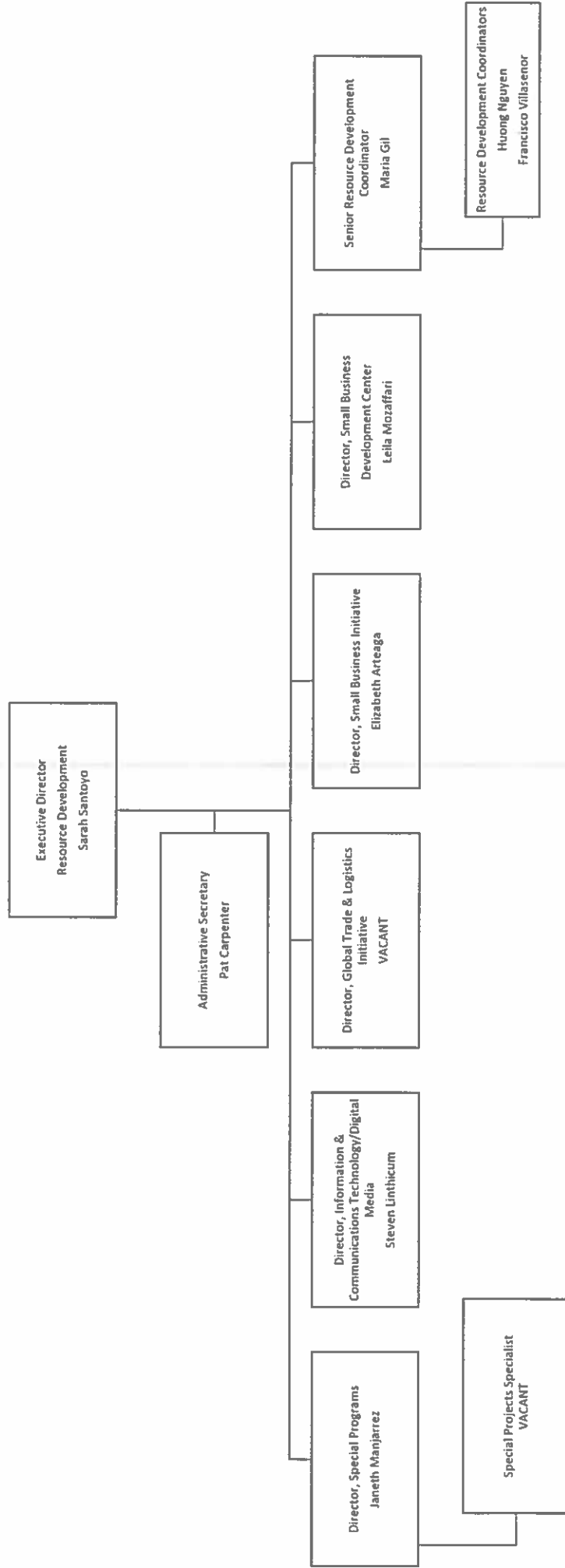
INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 65,728.93	149.86	
MEDICAL INSURANCE (see below)		26,656.56	
TOTAL INSURANCE COST		26,806.42	\$ 26,806.42

TOTAL COST OF POSITION	\$ 113,373.39
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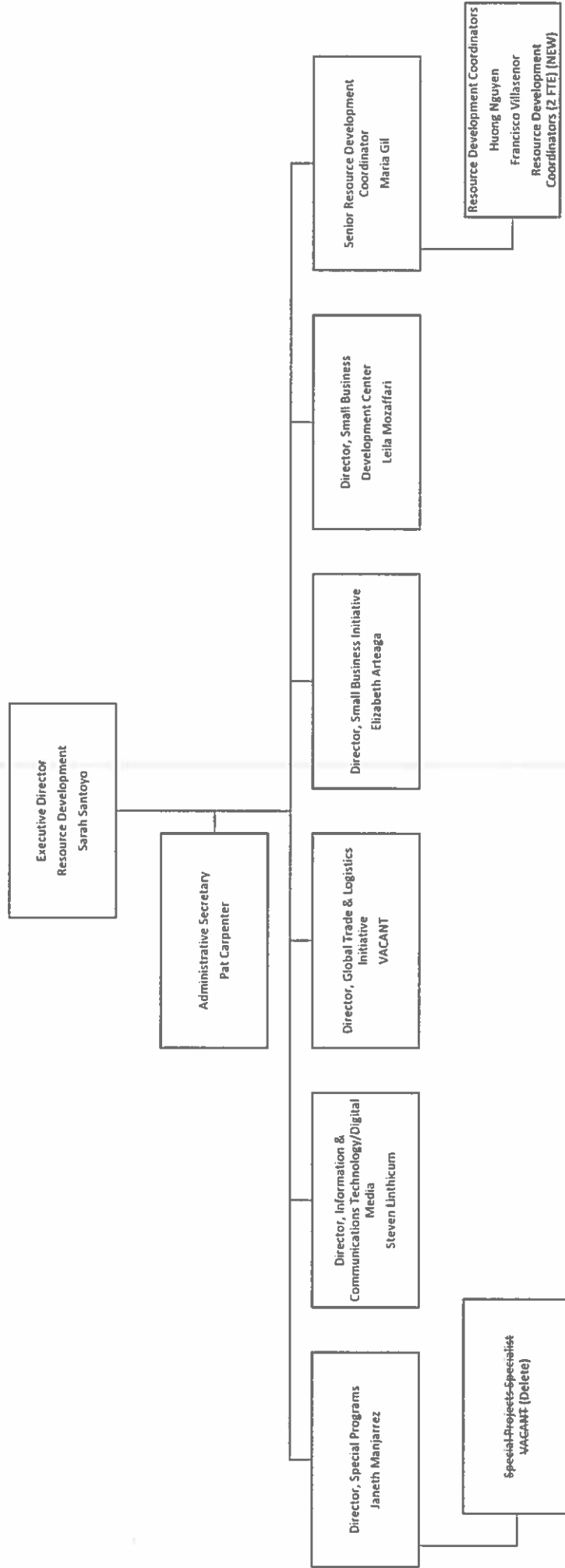
BENEFITS =	\$ 47,644.46
BENEFIT COST AS A PERCENT OF CONTRACT =	72.49%

Admn., Superv/Mang. & Conf. (including Fringe amount)	31,773.96
CSEA	26,656.56

Organizational Chart – Resource Development (Current)



Organizational Chart – Resource Development (Proposed)



Salary and Benefits

GL Account String	Personnel	Monthly rate	Mths per Year	Annual Salary	%	Salary Amount	PERS	OASDHI	MEDI.	Health & Welfare	3.630% Ret. Fd (H & W)	0.050% SUI	2.250% WCI	Fringe	Total Benefit	TOTAL
	CURRENT (1) Special Projects Specialist															
12-2225-679000-53345-2130	Special Projects Specialist (11-3) vacant	4,187.13	12.00	50,245.53	50%	25,122.77	3,901.82	1,604.11	375.16	13,328.28	939.18	12.94	582.14	750.00	21,550.90	46,673.66
12-2255-679000-53345-2130	Special Projects Specialist (11-3) vacant	4,187.13	12.00	50,245.53	50%	25,122.77	3,901.82	1,604.11	375.16	13,328.28	939.18	12.94	582.14	750.00	21,550.90	46,673.66
						50,245.53	7,803.63	3,208.22	750.31	26,656.56	1,878.36	25.87	1,164.27	1,500.00	43,101.80	93,347.33
	PROPOSED (2) Resource Development Coordinators															
12-2225-679000-53345-2130	Resource Development Coordinator (16-3)	5,477.41	12.00	65,728.93	50%	32,864.47	5,104.18	2,084.10	487.41	13,328.28	1,220.21	16.81	756.33	750.00	23,822.24	56,686.70
12-2255-679000-53345-2130	Resource Development Coordinator (16-3)	5,477.41	12.00	65,728.93	50%	32,864.47	5,104.18	2,084.10	487.41	13,328.28	1,220.21	16.81	756.33	750.00	23,822.24	56,686.70
						65,728.93	10,208.36	4,168.19	974.82	26,656.56	2,440.41	33.61	1,512.65	1,500.00	47,644.47	113,373.40
12-2185-679000-53345-2130	Resource Development Coordinator (16-3)	5,477.41	12.00	65,728.93	50%	32,864.47	5,104.18	2,084.10	487.41	13,328.28	1,220.21	16.81	756.33	750.00	23,822.24	56,686.70
12-2220-679000-53345-2130	Resource Development Coordinator (16-3)	5,477.41	12.00	65,728.93	50%	32,864.47	5,104.18	2,084.10	487.41	13,328.28	1,220.21	16.81	756.33	750.00	23,822.24	56,686.70
						65,728.93	10,208.36	4,168.19	974.82	26,656.56	2,440.41	33.61	1,512.65	1,500.00	47,644.47	113,373.40

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET CHANGE FORM**

For Accounting Use

FISCAL YEAR: 2017/2018
 TO: **FISCAL SERVICES**
 FROM: [Signature]
 DATE: 3/2/2018
 FUND TRANSFER NUMBER: _____
 PROCESS DATE: _____
 ENTERED BY: _____

District/Resource Development
 College - Department Name

Signature - Administrator
3/2/2018

COPY

It is requested that changes to budgeted funds be made as listed below:

CREDIT

Board #	Project #	FY	Refer to	Department	Amount	Amount	
12	2220	2018	refer to	attachment	\$76,035.00	\$76,035.00	
						TOTAL	\$76,035.00

DEBIT

Board #	Project #	FY	Refer to	Department	Amount	Amount	
12	2220	2018	refer to	attachment	\$76,035.00	\$76,035.00	
						TOTAL	\$76,035.00

Reason for Change: #2220 CTE Data Unlocked revised budget for Resource Development department to allocate funds for personnel costs

Approval Signatures: [Signature]
 Resource Development (for Special Projects only)
 Date: 3/2/18

Contact Person: Marla Gil (714) 480-7464
 Name Phone No.

President or Vice President
 Date
 Fiscal Administrator
 Date

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#2185 - Strong Workforce Program Regional Funds
 Department: 53345 Resource Development
 Date: 3/1/2018

GL Account String	Description	Allocated		FY 17/18		FY 17/18		FY 17/18		FY 17/18		FY 18/19		Projected Balance	Revised Budget
		YTD	Actuals	YTD	Prs+PUs	TOE Jan [7B]	TOE Jan [7B]	Projections Feb June	Projections July Dec	Balance	Budget Change (+/-)				
12_2185_679000_53345_5210	Conference Expenses : Resource Development	8,178.00	4,345.05	322.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,509.99	3,509.99	1,509	
12_2185_679000_53345_2110	Classified Management : Resource Development - Sarah Santoyo, Ex. Dir. Resource Dvlp. eff. 1/1/18 (E-7 @ 50%) TOE (In) 7B from #2220 - J. Manjarrez TOE (out) 7B to #2220	109,427.00	57,231.43	0.00	0.00	7,468.66	5,500.91	0.00	0.00	27,504.55	33,665.57	(7,006.79)	7,007		
12_2185_679000_53345_2130	Classified Employees : Resource Development Maria Gil, Sr. Res. Dvlp. Coord. {1B-5 +5%L +2PG @ 20%} + 1-step 1B/19 Resource Dvlp Coord. reorg {1B-3 @ 50%}	58,003.00	13,153.38	0.00	0.00	0.00	0.00	0.00	0.00	23,653.82	25,525.61	(4,529.81)	4,530		
12_2185_679000_53345_2320	Classified Employees - Hourly : Resource Deve	17,569.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,569.00	17,569		
12_2185_679000_53345_3215	PERs - Non-Instructional : Resource Development	26,004.00	10,910.96	0.00	0.00	1,159.96	854.35	7,945.41	3,023.59	3,024	3,024				
12_2185_679000_53345_3315	OASD/H - Non-Instructional : Resource Develop	10,677.00	4,466.81	0.00	0.00	(472.46)	342.81	3,235.50	(637.27)	638					
12_2185_679000_53345_3325	Medicare - Non-Instructional : Resource Deve	2,752.00	1,044.64	0.00	0.00	(110.49)	80.18	756.69	105.93	105					
12_2185_679000_53345_3335	PARS - Non-Instructional : Resource Development	228.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	228.00	228		
12_2185_679000_53345_3415	H & W - Non-Instructional : Resource Development	30,674.00	13,484.57	0.00	0.00	(899.57)	865.31	11,710.72	12,715.02	12,715.02	12,715.02	7,202			
12_2185_679000_53345_3435	H & W - Retiree Fund Non-Inst : Resource Deve	6,889.00	2,640.23	0.00	0.00	(279.43)	203.51	1,894.33	239.70	239					
12_2185_679000_53345_3515	SUI - Non-Instructional : Resource Development	95.00	35.87	0.00	0.00	(3.81)	2.76	26.09	30.17	30.17	30.17	3			
12_2185_679000_53345_3615	WCI - Non-Instructional : Resource Development	4,270.00	1,636.46	0.00	0.00	(173.20)	126.14	1,174.17	1,357.84	1,357.84	1,357.84	148			
12_2185_679000_53345_3915	Other Benefits - Non-Instnct : Resource Deve	4,780.00	2,449.05	0.00	0.00	(229.17)	105.42	1,027.08	1,157.49	1,157.49	1,157.49	570			
12_2185_679000_53345_4610	Non-Instructional Supplies : Resource Develop	2,526.00	530.94	1,965.75	0.00	0.00	0.00	0.00	29.31	29.31	0.00	29			
12_2185_679000_53345_4710	Food and Food Service Supplies : Resource Dev	830.00	829.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.77			
12_2185_679000_53345_5100	Contracted Services : Resource Development	28,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,300.00	1,150		
12_2185_679000_53345_5210	Mileage/Parking Expenses : Resource Development	1,127.00	335.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	791.35	791		
12_2185_679000_53345_5630	Maint Contract - Office Equip : Resource Deve	420.00	0.00	449.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(29.19)	30		
12_2185_679000_53345_5845	Excess/Copies Usage : Resource Development	800.00	120.22	632.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.59	47		
12_2185_679000_53345_5940	Reproduction/Printing Expenses : Resource Dev	42.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00	42		
12_2185_679000_53345_6409	Equip-All Other >\$200 <\$1,000 : Resource Dev	952.00	950.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.78	1		
12_2185_679000_53345_6410	Equip-All Other >\$1,000<\$5,000 : Resource Dev	2,292.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,292.00	0		
12_2185_684000_53345_5100	Contracted Services : Resource Development	22,735,773.00	2,348,436.70	20,365,928.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,408.00	0.01		
	Total 2185 - SWP CTE Resource Development	23,052,608.00	2,462,501.41	20,369,298.98	(10,796.75)	8,081.39	78,976.55	133,143.87	31,451.35	22,431					

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Rancho Santiago Community College District
Proposed 2018 - 2019 District Council Meetings

District Council meetings are held in the **Executive Conference Room (#114)** from **3:00 – 5:00 p.m.** Meeting participants include Chancellor’s Cabinet members, Presidents of the district governance groups, and the Chairs and Co-Chairs of the district’s five participatory governance committees. The Executive Assistant to the Chancellor provides administrative support to the committee.

Fall 2018

July 9

August 6

August 20

September 17

October 8

November 19

Spring 2019

January 28

March 4

April 1

May 6

June 3