



**Rancho Santiago Community College District
District Council Meeting**

January 25, 2021

3:00 p.m.

Via Zoom

<https://cccconfer.zoom.us/j/97925930845>

669-900-6833 / 979 2593 0845

Passcode is required and provided to District Council members in separate email.

Contact Debra Gerard at gerard_debra@rscsd.edu to obtain passcode.

Agenda

- | | |
|---|--|
| 1. Chancellor's Update | Martinez |
| 2. Approval of Minutes - ACTION
a. December 7, 2020 Meeting | Martinez |
| 3. Budget Update – INFORMATION | O'Connor |
| 4. New District Services Costs - ACTION
a. Educational Services
b. Office of Diversity, Equity & Inclusion | Perez |
| 5. Revised Job Descriptions – ACTION
a. Vice Chancellor Business Services
b. Vice Chancellor Human Resources | Perez |
| 6. District Council – ACTION
a. 2020-2021 Goals | Perez |
| 7. Committee Reports - INFORMATION
a. Planning & Organizational Effectiveness Committee
b. Human Resources Committee
c. Fiscal Resources Committee
d. Physical Resources Committee
e. Technology Advisory Group | Perez
Perez
O'Connor
O'Connor
Gonzalez |
| 8. Constituent Representative Reports - INFORMATION
a. Academic Senate - SAC
b. Academic Senate – SCC
c. Classified Staff
d. Student Government – SAC
e. Student Government – SCC | Shahbazian
Rutan
Martin
Renteria
Gardner |
| 9. Adjusted Time for District Council Meetings | Martinez |

Next Meeting: March 1, 2021



Rancho Santiago Community College District District Council Meeting

MINUTES

December 7, 2020

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Tracie Green	Present
	Adam O'Connor	Present
	Marilyn Flores	Present
	Jose Vargas	Present
	Jesse Gonzalez	Present
	Roy Shahbazian	Present
	Craig Rutan	Present
	Monica Zarske	Present
	Michael Taylor	Present
	Susan Hoang	Absent
	Sheryl Martin	Present
	Ambar Nakagami	Present
	Zina Edwards	Present
	Monica Renteria	Present
	Henry Gardner	Present
Guests:		

Chancellor Marvin Martinez convened the meeting via Zoom Conference at 3:00 p.m.

1. Chancellor's Update

- a. Chancellor Martinez reported that it was announced DACA would be restored and the district will be sharing this information to ensure all are aware of this development. The Chancellor also referred to the communication he sent earlier in the day providing information and guidance on the current stay-at-home order.

2. Approval of Minutes

- a. It was moved by Ms. Zarske, seconded by Mr. Vargas and, by roll call vote, carried unanimously to approve the minutes of the November 16, 2020 meeting.

3. Budget

- a. Vice Chancellor O'Connor provided background on the process of review that was undertaken on the Budget Allocation Model (BAM) over the past two years and noted that the Fiscal Resource Committee (FRC) is recommending approval of the BAM based on the student centered funding formula. Discussion ensued. Mr. Shahbazian recommended that further research should be done to study how the hold harmless affects the BAM starting in January 2021. It was moved by Mr. Shahbazian, seconded by Mr. Rutan and, by roll call vote, carried unanimously to approve the budget allocation model with the direction to FRC to do further work on how the hold harmless affects the BAM.

4. Board Policies/Administrative Regulations

- a. Santiago Canyon College President Jose Vargas provided background for the revisions to AR 4235 – Credit by Examination, including the rationale behind the title change to Credit for Prior Learning. Discussion ensued. It was moved by Mr. Shahbazian, seconded by Dr. Flores and, by roll call vote, carried unanimously to approve the revisions to AR 4235.

5. District Council

- a. It was suggested by Vice Chancellor Perez that discussion on the proposed goals for 2020-2022 be deferred to the January 25, 2021 meeting to provide an opportunity for District Council members to more carefully review the proposed goals.

6. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Vice Chancellor Perez reported on the November 18, 2020 meeting.
- b. Human Resources Committee (HRC)
Vice Chancellor Green reported that there was no meeting in November due to the holiday and noted that the next meeting will be held on December 9, 2020.
- c. Fiscal Resources Committee (FRC)
Vice Chancellor O'Connor reported on the November 18, 2020 meeting and noted that the next meeting will be held on January 13, 2021.
- d. Physical Resources Committee (PRC)
Mr. O'Connor reported there was no meeting since the last District Council meeting and noted that the next meeting will be held via email on February 3, 2021.
- e. Technology Advisory Group (TAG)
Assistant Vice Chancellor Jesse Gonzalez reported on the December 3, 2020 meeting and noted that the next meeting will be held on February 4, 2020.

7. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Roy Shahbazian reported on the activities of the Academic Senate.
 - b. Academic Senate/SCC: Mr. Rutan reported on the activities of the Academic Senate.
 - c. CSEA: Ms. Martin reported on the activities of CSEA 579.
 - d. Student Government/SAC: Ms. Monica Renteria reported on the activities of the SAC ASG.
 - e. Student Government/SCC: Ms. Henry Gardner reported on the activities of the SCC ASG.
8. Other
No items were discussed.
9. Next Meeting: The next meeting will be held on Monday, January 25, 2021.

Meeting Adjourned: 3:35 p.m.

Approved:

Proposed Reorg for the Asst. Vice Chancellor of Educational Services

January 8, 2021

Background

- Executive Director of the Digital Media Center (DMC) vacant, as Ruth Cossio-Muñiz assigned to serve as the Interim Chief Information Officer.
- Cost to hire an Executive Director of the DMC = \$222,135/year
(NOTE: cost-of-position estimate based on Step 4 and average benefits for managers, as required for approval of a job requisition.)
- Ruth was charged 71% to the Small Business Development Center (SBDC) grant and 29% as match to the SBDC program.
 - Moving forward SBA will not allow the Exec. Director of the DMC to be charged to the SBDC grant.
 - Executive Director of the DMC would have to be supported by General Funds.

Proposed Reorg for Cost Savings

- Method: combine administrator duties under an existing position.
 - Place DMC Administration under the Assistant Vice Chancellor for Educational Services. This would require a portion of the AVC to be supported by General Fund to avoid supplanting, as that position is currently grant-funded.
 - Delete the Executive Director for the DMC from the Org Chart.
- Cost-Savings:
 - Hiring an Executive Director for the Digital Media Center would cost an estimated \$222,135.
 - Supporting 40% of the AVC of Educational Services with General Fund would cost \$100,746.
 - Cost savings of \$121,389 (45%).

(NOTE: estimates based on 20/21 benefits and salary schedules, and includes a 5% differential for the AVC to assume additional duties.)

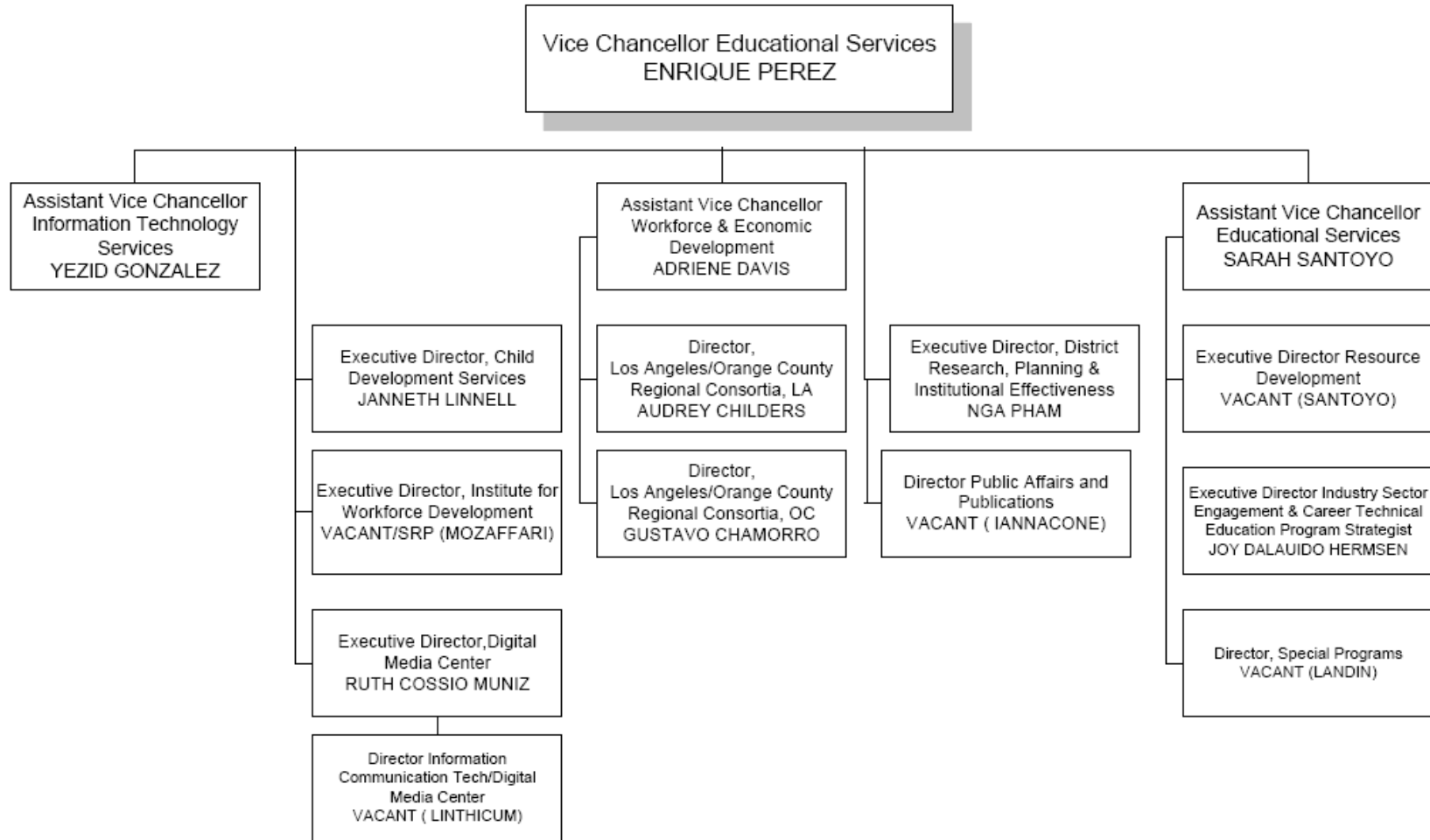
Comparison of AVC Responsibilities, plus Administration of the DMC

AVC Educational Services	Plus DMC Administration
<ul style="list-style-type: none">• Manage the Resource Development Department: 252 grants totaling \$194,481,706 grant funds in 2020/2021• Supervise Resource Development staff (4 staff and 3 vacancies): review, assign and distribute workload; provide training and guidance; identify efficiencies and restructure to sustain the workload with less staff; design processes and procedures for the department.• Identify, review and disseminate grant opportunities• Provide proposal development/grant writing services for the entire district• Work with other district managers to align grants management with district policies and procedures• Manage the fiscal agent grants awarded to RSCCD: Strong Workforce Program – Regional Fund, K12 SWP, Key Talent Administration, Data Science Tools, Data Program Services.• Supervisor for the Statewide Director for Retail/Hospitality/Tourism and host administrator for the Statewide Director ICT/Digital Media• Support the Vice Chancellor of Educational Services on various projects and assignments as requested.• Serve on POE, DEMW	<ul style="list-style-type: none">• Facility management – SOQs, RFQs for bids, for an array of contractors required to maintain the facility• Participate in district-wide bids that would impact the DMC – serve on proposal review and selection panels• Be on call to address any building issues• Work with colleges on projects to support program development and to increase awareness of college programs.<ul style="list-style-type: none">• WBL opps for digital media arts (DMA) students• Non-credit pathways in DMA• Non-credit and not-for-credit offerings to increase exposure to adult learners and upskilling professionals• Supervisor for the Director of the Small Business Development Center grant program• Develop programs that will generate revenue that can be reinvested in support services and program development• Event planning and coordination at the DMC

Rancho Santiago Community College District

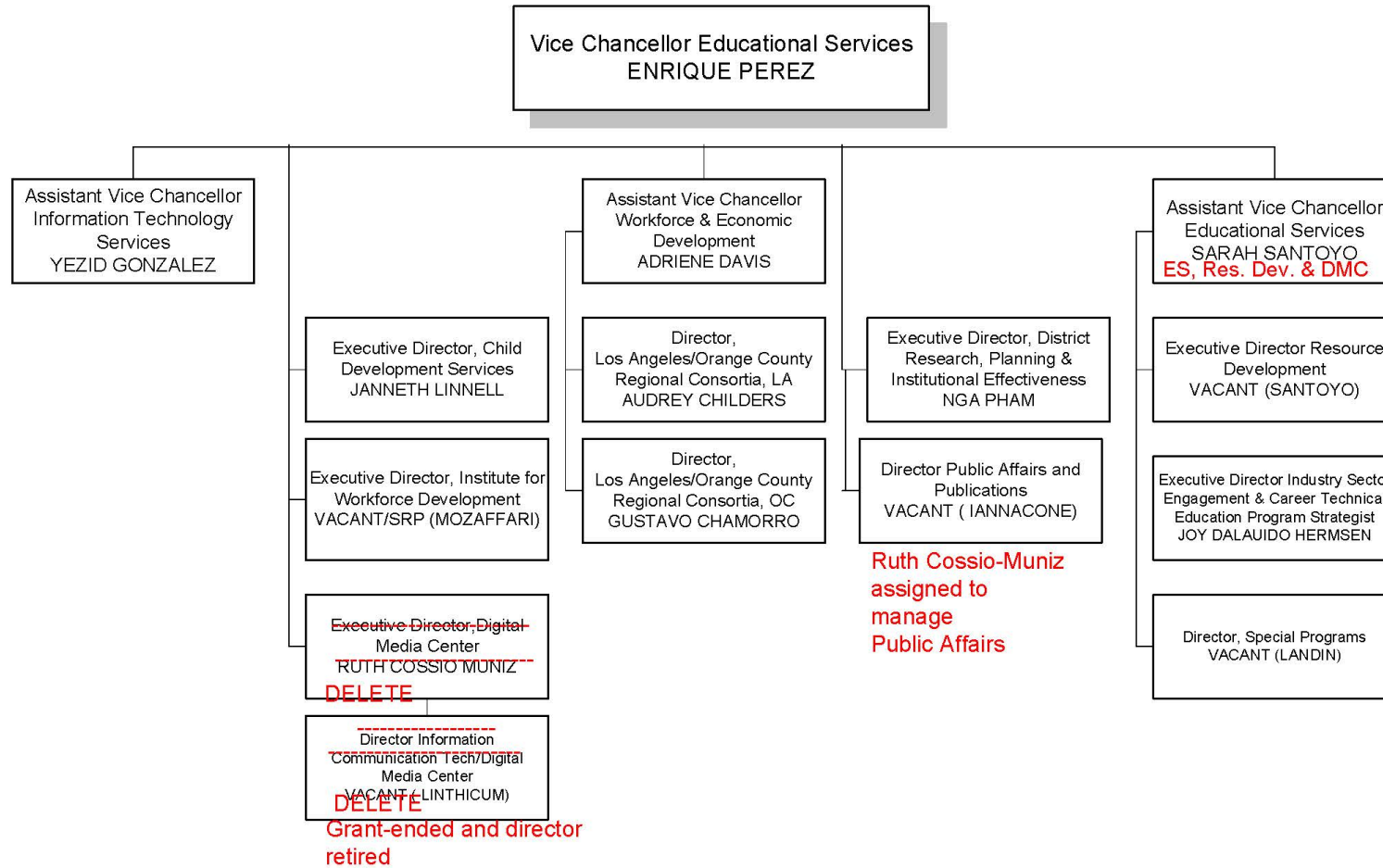
CURRENT

EDUCATIONAL SERVICES



Proposed Org Chart

Proposed Organization Chart
Rancho Santiago Community College District
EDUCATIONAL SERVICES



2021-2022 DMC Maintenance & Operation Budget

GL Account Description	Budget
DMC Management: 40% of Sarah Santoyo	100,746
Security Systems & Services : Digital Media Center	800
Classified Employees : Digital Media Center	
Senior Custodian/Utility Worker	47,897
PERS - Non-Instructional : Digital Media Center	9,916
OASDHI - Non-Instructional : Digital Media Center	3,063
Medicare - Non-Instructional : Digital Media Center	717
H & W - Non-Instructional : Digital Media Center	8,442
H & W - Retiree Fund Non-Inst : Digital Media Center	544
SUI - Non-Instructional : Digital Media Center	25
WCI - Non-Instructional : Digital Media Center	742
Other Benefits - Non-Instruct : Digital Media Center	1,500
Landscaping : Digital Media Center	
Monthly landscaping and bi-annual date tree treatment	14,000
Non-Instructional Supplies : Digital Media Center	2,000
Contracted Services : Digital Media Center	
HVAC 35,000	
Elevator Maintenance and Testing 3000	
Fire Alarm Maintenance and Testing 1500	
Fire Extinguisher Check and Maintenance 500	40,000
Security Systems & Services : Digital Media Center	
Trash Disposal	2,400
Water Treatment	1,500
Contracted Repair Services : Digital Media Center	
For emergency repairs: e.g., plumbing, structural damage, etc.	5,000
Maint Contract - Office Equip : Digital Media Center	
Copier	2,500
Maint Contract - Other Equip : Digital Media Center	2,500
Excess/Copies Usage : Digital Media Center	500
Other Licenses & Fees : Digital Media Center	
Annual state licenses	300
Fence	50,000
Refrigerator	1,500
Total Maintenance & Operations Budget	296,592

Current 20/21 DMC Budget	128,410
DMC Budget Estimated for 21/22	296,592
Requested Increase	168,182

On-Time Costs *	
Fence	50,000
HVAC Upgrades	20,000
Refrigerator	1,500
Sub-Total One-Time Costs	71,500

Adjusted Maintenance and Operational Costs without the One-Time Costs	
Annual Maintenance & Operation Costs, excluding one-time costs	225,092

***NOTE on One-Time Costs:**

Fence is needed to limit access to the sides and back of the building as a security measure to deter vagrants from using the premises and leaving behind drug and waste materials. Security has notified the DMC Administration that this is a serious issue that needs to be addressed.

As maintenance of the HVAC system has been inconsistent and the equipment is entering the end stage of its use, we will need to invest in extensive repairs to keep the system operational without replacing the equipment. Thereafter an annual services agreement of around \$15,000 will likely be the cost.

The refrigerator in the lounge has broken and needs to be replaced.



RSCCD Goals

1. RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.
2. RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.
3. RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.
4. RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.
5. RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.

Alignment of ODEI with the RSCCD Goals

Preamble

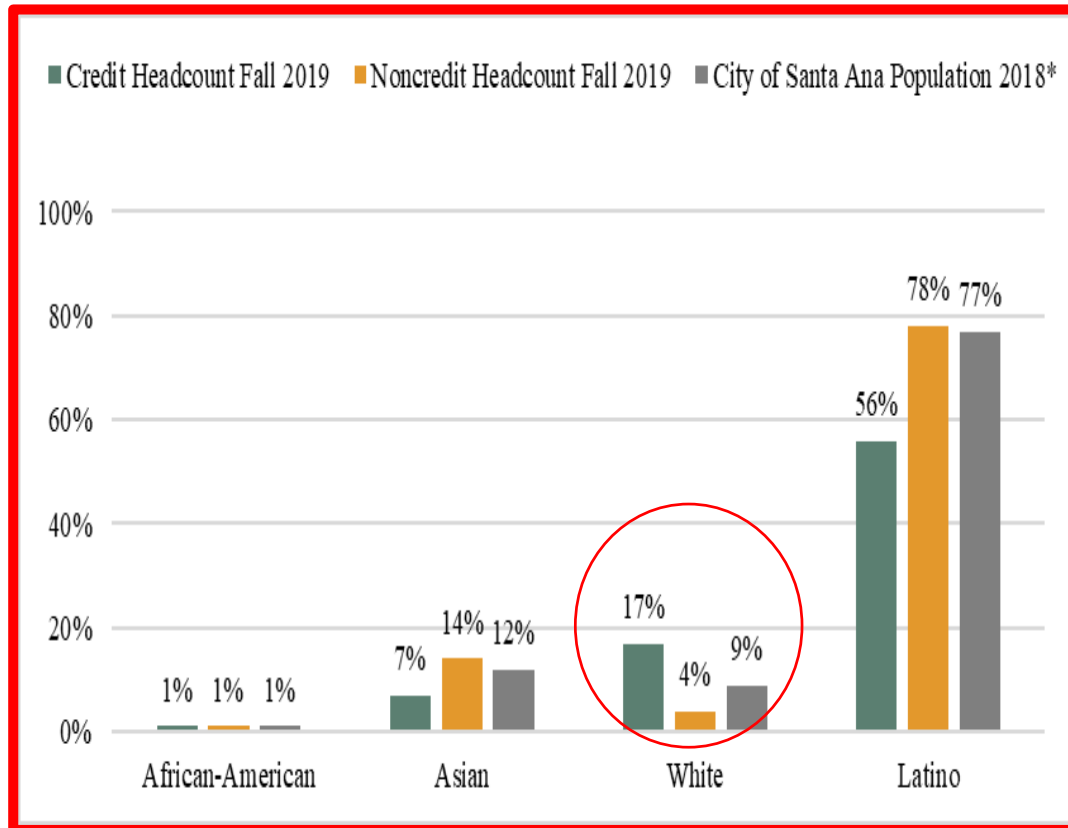
Rancho Santiago Community College District (RSCCD) is stalwart amongst community colleges in California, and strives to enliven the principles that were etched by its founders. As such, RSCCD agrees with the essential nature of growth and evolution. In an effort to ensure positive growth is a standard, it is necessary to evaluate the character of its evolution. Part of the assessment is accountability for successes, improvements and failures. Celebration for successes is a familiar response, improvements are recognized and addressed through collaboration between the colleges, and failures recognized, but not always redirected. Such is the case regarding the racial disparity within the district's employee composition. However, through the inception of diversity programs and training, racial imbalances will be given attention, and resolved.

Diversity aligns with our goals

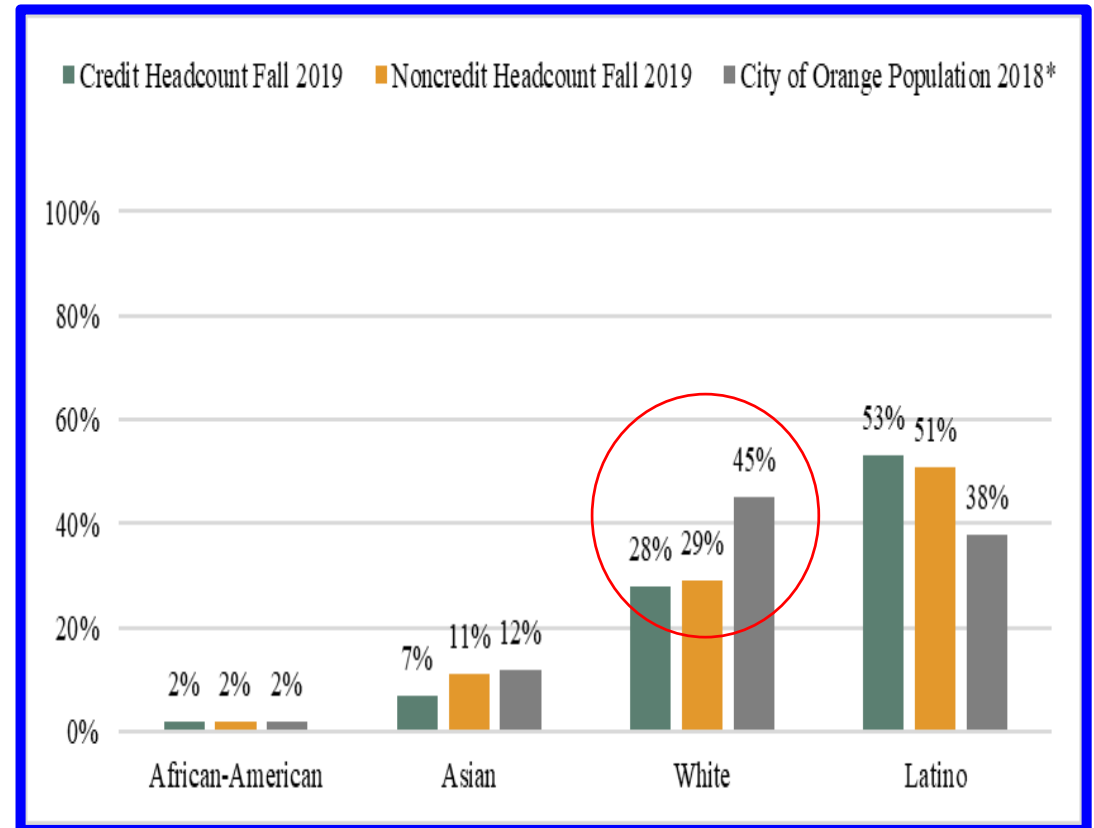
Diversity and inclusion programs are achieved when there is an awareness of the authentic value of multiple races and cultures, and an understanding of privilege in the majority group. Only then can there be a celebration of the bevy of groups from which individuals hail. Developing successful diversity programs includes analyzing the impacts of our national history in today's environment, so we can make changes for tomorrow. Included in such an analysis is the need for conversations about race and the uncomfortable realities that have created a system where inequality is ensconced into daily actions. Subsequently, there will be discussions regarding the power of change, and how to implement new activities to ensure equity is achieved in our campuses, district and ultimately communities.

- The Rancho Santiago Community College District is committed to building an inclusive institution that is reflective of our community. To that end, the Office of Diversity, Equity and Inclusion was created in order to develop and build a more inclusive organization as related to race, ethnicity, disability, gender, gender identity, and sexual orientation. This concept embodies **Goal #4** in that diverse learning environments help students sharpen their critical thinking and analytical skills; prepare students to succeed in an increasingly diverse and interconnected world; break down stereotypes and reduce bias; and enable schools to fulfill their role in opening doors for students of all backgrounds.
- The Chancellor has demonstrated an interest and commitment in the honest engagement and dialogue of policies, programs, practices and issues of diversity, equity and inclusion that have either directly or indirectly impacted each campus. This concept relates to **Goal #2** in that empirical studies have shown that socializing and interacting with those of a different race has a positive personal and academic influence on students. Benefits include improve academic development, increased cultural awareness, satisfaction with the college experience and desire to promote racial acceptance. We will improve our enrollment, our brand within the community and serve our constituents by serving the educational needs of the community through engagement and an authentic reflection of their demographics within our workforce.
- Diversity is not merely a numeric representation of our district, rather it is our fundamental responsibility to support and promote historically underrepresented groups – people of color, women, immigrant populations, people with both observable and hidden disabilities, people of varied genders, and sexual identities and expressions. This concept relates to **Goal # 3** in that educational inequities and opportunity gaps for students of color and low-income students create a cycle of generational poverty, by promoting diversity and inclusive training, the District highlights promising practices that advance success for students of all backgrounds while reflecting the diverse communities that we serve by eliminating formal and informal obstacles to higher education opportunities.
- The Office of Diversity, Equity and Inclusion will develop and improve our collective institutional excellence through education, training, advocacy, increasing awareness and by attracting and innovative, diverse, and nontraditional workforce.

SAC STUDENT AND COMMUNITY POPULATION

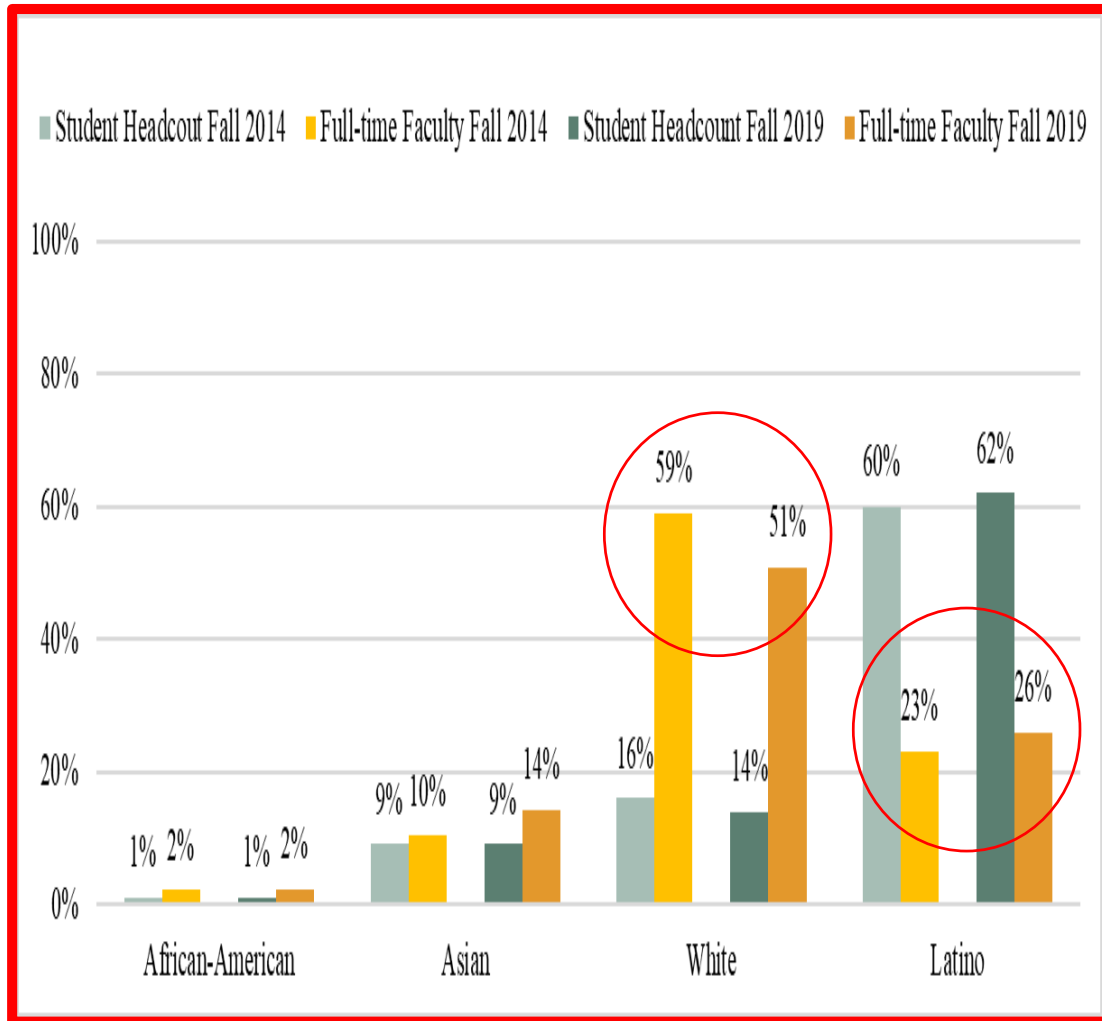


SCC STUDENT AND COMMUNITY POPULATION

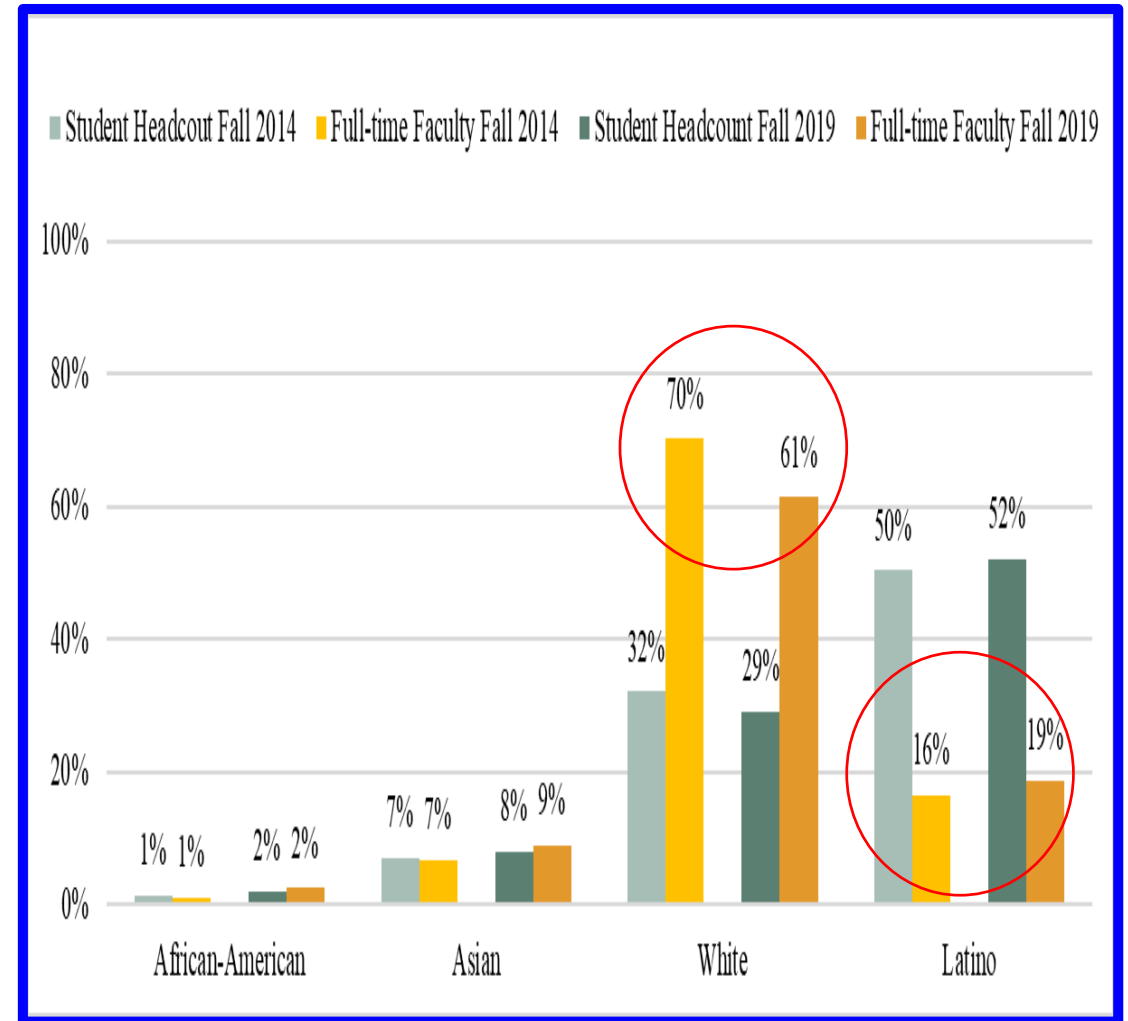


*U. S. Census Bureau, 2019 ethnicity by city data is not yet available

SAC STUDENT AND FACULTY Fall 2014 vs. Fall 2019



SCC STUDENT AND FACULTY Fall 2014 vs. Fall 2019



ODEI 2021-22 BUDGET

Rancho Santiago Community College District			
Fiscal Year 2021-2022			
Dept: 51100 Chancellor's Office- Office of Diversity, Equity and Inclusion			
13-02005-660000-51100- Change to 11 instead of 13			
GL Account :	Item	Budget	
Personnel			
1210	Academic Management: Chancellor's Office	201,671	Manager Salary
		38,000	Recruitment and PT Faculty Reassigned Time
1480	Part Time Reassigned Time: Chancellor's Office		
		58,000	Module Authors, Curriculum Revision and Advisors -Faculty
1483	Stipends Reassigned Time: Chancellor's Office		
		24,000	19 Hour Short Term Employee
2320	Classified Employee Hourly		
1450	Part-Time Coordinators	37,000	
	STRS	57,857	
	OASDHI	5,989	
	PARS	170	
	Medicare	5,243	
	Health & Welfare	27,237	
	H&W Ret Fund	3,977	
	SUI	180	
	WCI	5,424	
	Fringe	3,320	
Materials and Supplies	Non-Instructional Supplies : Chancellor's Office	3,711	
Contracted Services	Consulting Contracted Services: Chancellor's Office	40,000	Consultant
5100	Online and Course Training	5,000	
5215	Industry Membership Fees	1,000	
5300	Advertising	500	
5800	Reproduction	100	
		518,379	Total

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
VICE CHANCELLOR OF BUSINESS SERVICES**

GENERAL RESPONSIBILITIES

Under the direction of the Chancellor, the Vice Chancellor of Business Services serves as the District's Chief Business Official to plan, develop, organize, coordinate, administer, review and evaluate comprehensive District-wide fiscal services including budget preparation and administration, accounting, payroll, risk management, security, facilities planning, construction, investments, and capital financing, purchasing, and warehousing, including contracting, fixed asset inventory control and mail delivery and courier services; ensure timely and accurate submission of all District financial reports, including the annual financial audit and adopted budget; ensure the development, implementation and adherence of Board policies related to business services; ensure compliance with State and federal laws, District policies and collective bargaining agreements; train, supervise and evaluate the performance of assigned personnel and perform other duties and assume other responsibilities as assigned by the Chancellor and Board of Trustees.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Serves as the Chief Business Official of the District and an advisor and resource to the Chancellor regarding fiscal services, facilities planning/management and purchasing and other related matters; assists the Chancellor in formulating the business policies to be recommended to the Board of Trustees; and serves as a member of the Chancellor's Executive Council.

Directs the preparation and implementation of the annual budget and a long-range fiscal plan for the District. Responsible for developing maintaining legal and proper procedures for all fiscal services of the District. Responsible for the fiscal integrity of the district and the proper expenditures of all district funds. Responsible for the efficient, effective and proper accounting functions of the District. Identifies and pursues opportunities to maximize state and local funding.

Plans, organizes, coordinates, administers and evaluates the District's business services programs and services in compliance with State and federal laws, collective bargaining agreements and established goals and objectives of the District; develop guidelines and processes to facilitate the timely completion and distribution of financial and other business-related records and reports.

Directs the fiscal implementation and monitoring of provisions of collective bargaining agreements; ensures the development and promotion of accurate fiscal practices necessary to maintain positive employer-employee relations and a high level of employee morale related to implementing negotiated agreements.

Directs facility planning and construction activities including new construction, renovations and the maintenance of district facilities and equipment.

Directs all security, grounds and custodial services, and responsible for the quality and quantity of such services.

Attends all meetings of the Board of Trustees to represent business services, presents information and responds to questions as designated by the Chancellor; participates on committees, task forces and work groups; coordinates business services functions with employee benefits, human resources, information technology systems and other District functions as required.

Trains, guides, supervises, supports and evaluate the performance of assigned personnel; delegates and reviews assignments and projects; establishes and monitors timelines and prioritizes work; establishes clear expectations for effective performance of business services functions; evaluates work products and results; interviews, selects and recommends hiring of employees; recommends transfers, reassignment, termination and disciplinary action; motivates staff and resolves conflicts within business services.

Reviews, analyzes and evaluates pending legislation, legal mandates, regulations, and guidelines which may affect the District's business programs, functions, and activities; anticipates and identifies legal issues and advises administration in the development of strategies for resolution; confers with legal counsel as appropriate; maintains current knowledge of laws, trends, policies, procedures and practices used in business services in a public community college district.

Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of community college administration.

Principles and practices of business services management and collective bargaining in the public sector.

Principles of contract administration.

Principles, trends, methods, strategies and procedures pertaining to business services programs.

Principles and practices of training, supervision and performance evaluation.

District and college organization, operations, policies and objectives.

State and federal laws, codes and regulations related to business administration of a public education agency, including the California Education Code and the California Government Code.

District policies, operational procedures and guidelines applicable to the administration of a comprehensive public sector business services program.

Business services information systems functions and operations.

Negotiation techniques and public sector collective bargaining processes.

Progressive discipline procedures and documentation.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills including tact, patience and diplomacy.

Ability to:

Plan, develop, organize, coordinate, administer, monitor, control and evaluate a wide variety of District business services functions and administrative services, operations, programs and activities.

Provide leadership in assigned business services areas.

Participate in negotiating collective bargaining agreements.

Develop and administer policies and procedures for business services.

Work cooperatively with Information Technology personnel to develop sound information and reporting systems and procedures related to business services

Interpret, apply and explain complex District policies, legal requirements and negotiated agreements.

Make effective public presentations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.

Assure the preparation, maintenance and retention of personnel files and data.

Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Prepare and administer budgets for assigned program areas.

Ability to: (continue)

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Collect, compile and analyze data.

Prepare and present reports and recommendations.

Prepare oral and written reports and recommendations.

Plan and organize work.

Operate computer and applications software, including database management, spreadsheet, word processing and software related to business services.

Exercise initiative and work independently with minimum administrative direction.

EDUCATION AND EXPERIENCE GUIDELINES:

A combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a Master's degree from an accredited college or university in business or finance or related field with a minimum of one year formal training, internship, or leadership experience in business or public administration or closely related field is required.

Experience:

Five years of increasingly responsible and varied experience in administering and supervising a full range District-wide business services management programs, such as accounting, budgeting, payroll, facilities planning/management, purchasing, risk management, warehousing, inventory control, and at least three years in an administrative business services capacity in a public sector setting. Experience in performing work as described above in a California public education environment is highly desirable. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and employees, as well as the needs of individuals with disabilities.

Desirable:

Earned doctorate degree in business, finance, public administration or related field.

Experience as a Chief Business or Fiscal Officer in a community college district.

Experience in managing a budget of \$100 million or more.

Experience in managing capital construction budgets.

Ability to work effectively in a shared governance environment.

Ability to work effectively within the state mandate for collective bargaining.

Licenses and other Requirements:

Valid California driver's license.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**VICE CHANCELLOR OF HUMAN RESOURCES
JOB DESCRIPTION**

GENERAL RESPONSIBILITIES

Serves as the Chief Human Resources Officer (CHRO) for the District and is responsible for providing leadership, planning, development, and administration of the District's comprehensive human resources programs. Advises the Chancellor and others on human resources related matters. Serves as the District's Equal Employment Opportunity Officer. Serves as a member of the Chancellor's Cabinet and executive administrative team.

SPECIFIC RESPONSIBILITIES

HUMAN RESOURCES

- Provides District-wide leadership for Human Resources planning and policy development to ensure the viability and legality of human resources policies and programs, improve human resource services, and maintain established practices and standards.
- Advises the Chancellor, District managers and employees regarding the interpretation and application of laws, policies and regulations affecting academic and classified personnel, and recommends appropriate new/revised personnel policies and regulations.
- Promotes the principles of diversity, equity, and inclusion in employee recruitment, retention, and advancement practices. Fosters and advances diversity, equity, and inclusion through hiring pools, outreach activities, and professional development.
- Oversees procedures for recruitment, hiring, promotion, job classification, layoff, discipline, salary placement and advancement, compensation, leaves, timely evaluation of employees, and records management.
- Provides for the orientation of new employees and for the on-going professional development of faculty and staff.
- Provides for the on-going training of District managers in areas related to human resources management and employer-employee relations.
- Serves as the District's chief labor negotiator and oversees the processing and resolution of grievances.
- Administers collective bargaining agreements as well as individual employment agreements.
- Ensures District-wide compliance with all legal requirements related to equal employment opportunity and discrimination.
- Consults with both special and general counsel on contract issues, litigation, and compliance issues.
- Supervises the district's workers compensation benefits programs.
- Meets regularly with the governing Board and the Chancellor in closed session to discuss legal settlements and litigation, including employee discharge, workers' compensation, and other legal issues within the scope of closed session topics; directs and implements legal settlements and litigation pursuant to Board action.

- Directs and implements legal settlements and litigation involving employee discharge, suits against the District, workers' compensation settlements, and other legal issues.
- Oversees and manages the District's health benefits programs and services for all employees and ensures contractors are accountable and serve in the best interest of the District and its employees. Ensures that high-level, responsive service is provided to current, future, and past employees of the District related to employee benefits, programs, and services.
- Responsible for budget preparation and administration.
- Reviews and evaluates effectiveness of assigned personnel, programs, and services; assures the development and implementation of corrective action, improvements, or additional programs and services as necessary.
- Participates in shared governance activities and supports the shared governance processes.
- Provides leadership for District-wide committees and task forces related to Human Resources.
- Participates in professional organizations and maintains an expert level of understanding of current ideas, research, and practices related to human resources.
- Participates in local, regional, and state activities to promote Rancho Santiago Community College District.
- Performs other duties as may be assigned.

RISK MANAGEMENT/EMPLOYEE BENEFITS

Oversees the District's Risk Management department including all aspects of employee benefits, workers' compensation, and property/liability insurance.

- Oversees the investigation, processing, and response to complaints of discrimination and harassment. Mediates employee grievances; represents the District in grievance hearings; directs disciplinary actions; intervenes in supervisor/employee relation problems. Receives, investigates, and seeks to resolve employee and student complaints of unlawful discrimination and harassment.

- Interfaces with agencies such as the California Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, and the U.S. Department of Education Office of Civil Rights.
- Consults with legal counsel to ensure that complaints of potential district liability are handled appropriately and monitors the performance of the District's claims management services.

REQUIRED SKILLS AND QUALIFICATIONS

MINIMUM QUALIFICATIONS

EDUCATION:

An earned Master's degree from an accredited college or university with major course work in human resources management, public administration, labor relations, law or other related field.

EXPERIENCE:

Five (5) years of increasingly responsible and varied experience in administering a full range of human resources management programs in a public sector setting, including employment, employer/employee relations, staff training and development, classification and compensation, and negotiating collective bargaining agreements. Demonstrated ability to promote and foster the principle of diversity in employee recruitment, retention, and advancement practices.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and employees, as well as the needs of individuals with disabilities.

DESIRABLE QUALIFICATIONS:

Experience in performing work as described above in a California public education environment is highly desirable.

POSITION REQUIRES KNOWLEDGE OF:

- Laws, rules, and regulations pertaining to human resources in the California Community College System.
- Principles and practices of management, supervision, and training.
- Principles, practices, and trends in human resource management for public employers.
- Wage and hour administration.
- Classification and compensation methods and practices.
- Human Resources Information Systems, database applications, and related software systems. Word processing, spreadsheets, presentations, databases, and other software programs used in managing complex human resources information.
- Effective communication skills, both written and oral.

- Effective labor relations.
- Effective recruitment and selection practices.

POSITION REQUIRES ABILITY TO:

- Learn the laws, rules, and regulations pertaining to human resources in the California Community College System.
- Establish and maintain effective working relationships with staff at all levels within the organization.
- Effectively interpret, apply communicate complex and detailed concepts to all college groups including administrators, faculty, classified, and the Board of Trustees.
- Understand the organizational complexity of a multi-college District.
- Resolve personnel conflicts and personnel disputes in a timely manner.
- Effectively negotiate Collective Bargaining Agreements with employee representatives and manage administer labor contracts.
- Assure the integrity of the human resources systems and functions.
- Investigate, evaluate, and recommend resolutions to grievances, claims and complaints.
- Interpret and analyze data and apply laws, rules, regulations, and policies.
- Compile data, prepare reports, and present narrative and statistical reports in a concise and comprehensive manner.
- Effectively use and participate in shared decision making through the District's Shared Governance structure.
- Collegial conversations.
- Understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and employees, as well as needs of individuals with disabilities.
- Foster and support a district climate that values diversity, equity, and inclusion among students, faculty, staff, and administrators.
- Develop services and programs to support the development and advancement of employees.
- Provide sound and responsive service to both internal and external entities and personnel.
- Consult with legal counsel, to ensure that complaints of potential district liability are handled appropriately and monitors the performance of the District's claims management services.
- Encourage and support innovation among faculty, staff, and administrators.

- Recruit, select, develop, manage, and evaluate staff.
- Establish goals and strategic plans with identifiable outcomes and measures.
- Develop and manage a budget.
- Collaborate with college leadership to define comprehensive staff development and training programs, and strategies to fund them, preparing managers and employees to meet current and future needs of the District.
- Exercise critical and independent decision making when resolving confidential, difficult situations.
- Serve as a strategic partner with the District's administration, the Board of Trustees, faculty and staff to meet the District's mission, objectives, vision, and values.
- Investigate unlawful discrimination including harassment under state and federal laws, including the California Fair Employment and Housing Act, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and process of adjudicating complaints with administrative agencies and state and federal courts.
- Learn the California community colleges' laws and regulations, Title 5, California retirement systems (STRS and PERS), and the California Education Code.

Working copy 1/11/21

Board Approval Date: December 4, 2017

DRAFT FOR DISCUSSION

Rancho Santiago Community College District 2020-2022 District Council Committee Goals

- District Council (and the five governance committees) will develop strategies at the beginning of the academic year to enhance communication with constituents.
[The committee can figure out who their constituents are, and be reminded of their roles and responsibilities in so doing.]
- District Council and the five governance committees will assess their constituents' understanding and knowledge of the district governance structure at the end of the academic year.
[Again, the committee can figure out who their constituents are and what exactly they want to assess.]
- District leadership will implement strategies to enhance communication with constituents about districtwide governance, planning, etc.
- District Council will identify at each of their meetings the specific supports that they need from each of the other district governance groups.
- Members of District Council will find opportunities to share the work being conducted/implemented/shared at District Council at committees in which they represent (a standing agenda item perhaps).
- Co-chairs of five governance committees will have standing agenda item to report pertinent action items discussed/taken DC and applied it to the work of their committees and vice versa.
- The Chancellor will provide a summary of District Council activities relative to each DC purpose statement, each month [or whenever], for distribution to constituent groups on behalf of DC membership.
[This isn't really meeting "minutes", but is a concrete listing of actions/activities that also reminds and informs about DC purposes].

12/07/2020