



Rancho Santiago Community College District
District Council Meeting
November 1, 2021

1:30 p.m.

Via Zoom

<https://cccconfer.zoom.us/j/97675181403>

669-900-6833 / 976 7518 1403

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. Call to Order | Martinez |
| 2. Approval of Minutes - ACTION | Martinez |
| a. October 4, 2021 Meeting | |
| 3. Approval of Human Resource Items – ACTION | Hou |
| a. Job Description – Manager of People & Culture – Human Resources – Operations, Talent and Project Management | |
| b. Reorg #1246 – DO/HR | |
| 4. Administrative Regulations – ACTION | |
| a. AR 3310 Records Retention and Destruction | Ingram |
| b. AR 6010 Equitable Opportunities for Business Enterprises | Ingram |
| c. AR 6012 Sustainable Practices | Ingram |
| d. AR 7400 Travel | Ingram |
| e. AR 7325 COVID-19 Vaccination & Immunization Program | Hou |
| 5. Committee Reports – INFORMATION | |
| a. Planning & Organizational Effectiveness Committee | Perez |
| b. Human Resources Committee | Hou |
| c. Fiscal Resources Committee | Ingram |
| d. Physical Resources Committee | Ingram |
| e. Technology Advisory Group | Gonzalez |
| 6. Constituent Representative Reports - INFORMATION | |
| a. Academic Senate - SAC | Isbell |
| b. Academic Senate - SCC | Rutan |
| c. Classified Staff | Martin |
| d. Student Government - SAC | Luna |
| e. Student Government – SCC | Neely |

Next Meeting: December 6, 2021



Rancho Santiago Community College District District Council Meeting

MINUTES

October 4, 2021

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Iris Ingram	Present
	Cheng Yu Hou	Present
	Marilyn Flores	Present
	Pamela Ralston	Present
	Jesse Gonzalez	Present
	Jim Isbell	Absent
	Craig Rutan	Present
	Monica Zarske	Present
	Michael Taylor	Present
	Scott James	Absent
	Sheryl Martin	Present
	Ambar Nakagami	Present
	Zina Edwards	Present
	Julio Luna	Present
	Elisabeth Neely	Present

1. Call to Order
 - a. Chancellor Marvin Martinez convened the meeting via Zoom Conference at 1:36 p.m.
2. Approval of Minutes
 - a. It was moved by Mr. Perez, seconded by Dr. Ralston and, by roll call vote, carried unanimously to approve the minutes of the August 30, 2021 meeting with correction. Vice Chancellor Iris Ingram was not present at the vote. Subsequent to the meeting, it was advised the minutes were correct and did not need to be revised as noted in the meeting.
3. Approval of Human Resources Items
 - a. Job Description – Assistant Vice President, Student Services: it was moved by Mr. Hou, seconded by Ms. Neely and, by roll call vote, the motion carried with a nay vote by Ms. Edwards and vote of abstention by Ms. Zarske to approve the job description.
 - b. Reorg #1231 – DO/Human Resources: it was moved by Mr. Hou, seconded by Mr. Perez and, by roll call vote, carried unanimously to approve Reorg #1231.

4. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Mr. Perez reported on the September 22, 2021 meeting.
- b. Human Resources Committee (HRC)
Mr. Hou reported on the September 15, 2021 meeting. The next meeting will be held on October 13, 2021.
- c. Fiscal Resources Committee (FRC)
Ms. Ingram reported on the September 15, 2021 meeting and announced the dates of the Budget Towns Halls she is conducted at each college: SCC – 10/12/2021 at 2:30 p.m. and SAC – 10/20/2021 at 10:00 a.m.
- d. Physical Resources Committee (PRC)
Ms. Ingram reported on the September 1, 2021 meeting.
- e. Technology Advisory Group (TAG)
Mr. Gonzalez reported on the September 2, 2021 meeting. The next meeting will be held on October 7, 2021.

5. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Isbell reported on the activities of the SAC Academic Senate.
- b. Academic Senate/SCC: Mr. Rutan reported on the activities of the SCC Academic Senate.
- c. CSEA: Ms. Martin provided an update on CSEA activities.
- d. Student Government/SAC: Mr. Luna reported on the activities of the SAC ASG.
- e. Student Government/SCC: Ms. Neely reported on the activities of the SCC ASG.

6. Other

- a. Chancellor Martinez reported that board meetings and board committee meetings will be conducted using BoardDocs beginning in October 2021. The first meeting to use BoardDocs will be the Board Facilities Committee held on October 4. The first board meeting to use BoardDocs will be held on October 11. The plan is to expand the use of BoardDocs throughout the district.
- b. Beginning in October board and board committee meetings will be held in person rather than via Zoom. The October 11 board meeting will be held in the Johnson Student Center at SAC and the October 25 board meeting will be held in H-106 at SCC.
- c. Mr. Martinez reported on his conversation with the Chair of Chairs for the upcoming accreditation visits. The accreditation visits being conducted in spring is part of a pilot program for multi-college districts.
- d. Mr. Martinez provided a brief legislative update on key legislation the district is monitoring. One of the key bills is the expansion of the baccalaureate degree programs offered by community colleges.

Next Meeting: The next meeting will be held on Monday, November 6, 2021.

Meeting Adjourned: 2:18 p.m.

Approved: November 6, 2021

**MANAGER OF PEOPLE AND CULTURE/HUMAN RESOURCES
OPERATIONS, TALENT, AND PROJECT MANAGEMENT**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

The Manager of People and Culture innovates, delivers, and collaborates on duties in promulgating the District's commitment to foster an inclusive and equitable environment where our campus community is able to thrive and belong authentically. The Manager leads and ensures the delivery of consistently excellent People and Culture related strategies in people and culture operations, talent procurement/development, and innovative project management. The Manager fosters a culture of continuous improvement, providing thought leadership to and influencing change at all levels in the organization. The Manager of People and Culture reports to the Director of People and Culture/Human Resources.

REPRESENTATIVE DUTIES

1. Innovates as a workforce expert and talent strategist, and work in partnership with executives to address operational, talent, and talent lifecycle-related issues, including change management, organizational development, organizational design and culture, workforce planning, talent growth, development, and coaching.
2. Moves organizational collaborations and partnerships, inspection and continuous improvement of the process steps and systems utilized to identify efficiencies that enable scale.
3. Defines and builds signaling mechanisms to prioritize and manage critical change while bringing key stakeholders along the journey.
4. Examines and proposes improved process designs to define the future of how our organization can uplift its workforce across all divisions and roles.
5. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
6. Innovates and implements new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
7. Collaborates with senior leaders, managers, and employees in providing expertise in the areas such as learning and development, process innovation, total rewards, investigations, employee relations, performance management, alternative dispute resolution, and risk management.
8. Partners closely with peers and stakeholders across the District to assess existing People and Culture programs, processes, and practices and to identify gaps and inefficiencies, and innovate to enhance the employee experience and support long-term growth objectives.
9. Monitors and informs on legislative changes relevant to People and Culture.
10. Creates and maintains an active record-keeping system that records, monitors, and keeps current all relevant documents.
11. Plans, recommends, and develops District procedures that enable the District to proactively respond to unlawful discrimination issues.
12. Recommends proactive changes to District policies, procedures, and practices to ensure ongoing commitment to diversity, inclusion, equity, and belonging.
13. Collaborates with faculty, staff, and administrators, provides leadership to plan, develop, organize, coordinate, and implement programs, activities, initiatives, and operations that support the District's commitment to an equitable process that highlights inclusion and belonging to promote diversity.
14. Innovates and develops, in collaboration with the Assistant Vice Chancellor, People and Culture, learning and development programs that are tailored around lean 80/20 learning with research-based impact and sustainable results on topics such as talent strategy, employee coaching, project management, and other People and Culture topics.

**MANAGER OF PEOPLE AND CULTURE/HUMAN RESOURCES
OPERATIONS, TALENT, AND PROJECT MANAGEMENT**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

REPRESENTATIVE DUTIES (CONTINUED)

15. Participates in collaboration sessions with campus stakeholders and the District’s Office of Diversity, Equity, and Inclusion.
16. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
17. Coaches stakeholders on People practices that will create a highly engaged Culture of high performance; delivers management coaching and training where needed to front-line managers and senior leaders.
18. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
19. Operates in a collaborative, positive and open manner - modeling key cultural indicators in their work, team interactions, and relationships with partners and employees.
20. Constructs effective work relationships at all levels of the organization, influences behavior, and manages positive change.
21. Proposes and facilitates action to support employee engagement.
22. Partners closely with management and team members globally to improve work relationships, build morale, and increase productivity and retention.
23. Supports leadership in enhancing People and Culture visibility and providing innovative and proactive needs for District and campus stakeholders.
24. Leads, coaches, supervises, and leads classified staff in a variety of People and Culture areas.
25. Performs other duties as assigned and serves as a backup to the Director of People and Culture/Human Resources.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing People and Culture support in a multi-stakeholder organization across multiple locations.
2. Proven ability to define, influence, refine and implement processes, procedures, and policies.
3. Applicable sections of California Education Code, Title 5, The Educational Employment Relations Act (EERA) of 1976, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias-Brown Act.
4. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive recruitment, people analytics, classification/compensation programs and its integration with a full-scale comprehensive human resources program.
5. Exceptional project management agile scrum/six sigma black belt skills, the ability to track and manage complex processes, and a desire to lead multiple teams and multiple projects.
6. High level of stakeholder service-centricity and organizational empathy.
7. Proven practices and strategies for major functional areas such as program and product to enhance the efficiency and quality of our talent procurement and retention tools and processes.
8. Innovative strategies to build and effectively delivering an inclusion, diversity, equity, and belonging recruitment strategy from the ground up, including design of roadmaps to lead incremental progress towards long-term vision and goals.
9. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.

**MANAGER OF PEOPLE AND CULTURE/HUMAN RESOURCES
OPERATIONS, TALENT, AND PROJECT MANAGEMENT**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

KNOWLEDGE AND ABILITIES (CONTINUED)

10. Software such as Advocate/Maxient, Ellucian Banner/Colleague, Workday, project management software, case management, and related HRIS/People and Culture software.
11. High degree of business insight; results-oriented with an ability to work independently.
12. Strategies identifying and building cross-functional partnerships to understand challenges.

Ability to:

1. Demonstrate on-going curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.
2. Analyze and strategize with People metrics to guide strategy.
3. Exhibit strong analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
4. Respond to change with strategy and innovation.
5. Display strong analytical capabilities and a process improvement mentality.
6. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
7. Collaborate and influence strategically in both small team and large, cross-functional environments.
8. Exhibit strong business and financial acumen with the ability to understand drivers of shareholder value and relevant business models, and how to translate these into People and Culture initiatives.
9. Show success utilizing employee attraction, engagement, and retention strategies.
10. Gather and analyze data, reason logically and draw valid conclusions.
11. Analyze situations and make appropriate decisions and/or recommendations.
12. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
13. Clearly communicate ideas and recommendations.
14. Write clear, comprehensive and concise reports.
15. Work with and provide direction to other employees in the completion of the day-to-day work.
16. Excel in an ever-changing environment using an ambitious mindset.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR Juris Doctorate from an accredited college or university and one (1) years of related work experience OR Equivalent combination of training and experience.

Board Approved: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM

Number # 1246
 Assigned by Human Resources

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

Site/Department/Division: District Office / Human Resources

Manager/Supervisor: Cheng Yu Hou, Vice Chancellor Human Resources

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Director of Employment Services, Equity & Diversity (Grade F)	Manager, People & Culture/Human Resources Operations,
(Vacant-Marasigan)	Talent, Project Management. (Grade G)

Current annual salary/benefits cost \$ 191,199.75 Proposed annual salary/benefits cost \$ 181,461.80

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

GENERAL FUNDS RESTRICTED FUNDS

Source of funding (account numbers): 11-0000-673000-53110-2110 (current HR budget)

(Attach necessary budget change forms)

Reason for reorganization:

Since the start of July Human Resources have been reviewing their management structure and the responsibilities of each position. As part of this process it was decided to eliminate the Director, Employment Services, Equity and Diversity and replace it with Manager, People & Culture / Human Resources, Operations, Talent and Project Management. Due to some of the responsibilities from the old position being transferred to the Office of Diversity, Equity and Inclusion it has allowed for some salary savings to be realized. This new position will assume some additional responsibilities around project management along with supervision of the recruitment processes.



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.

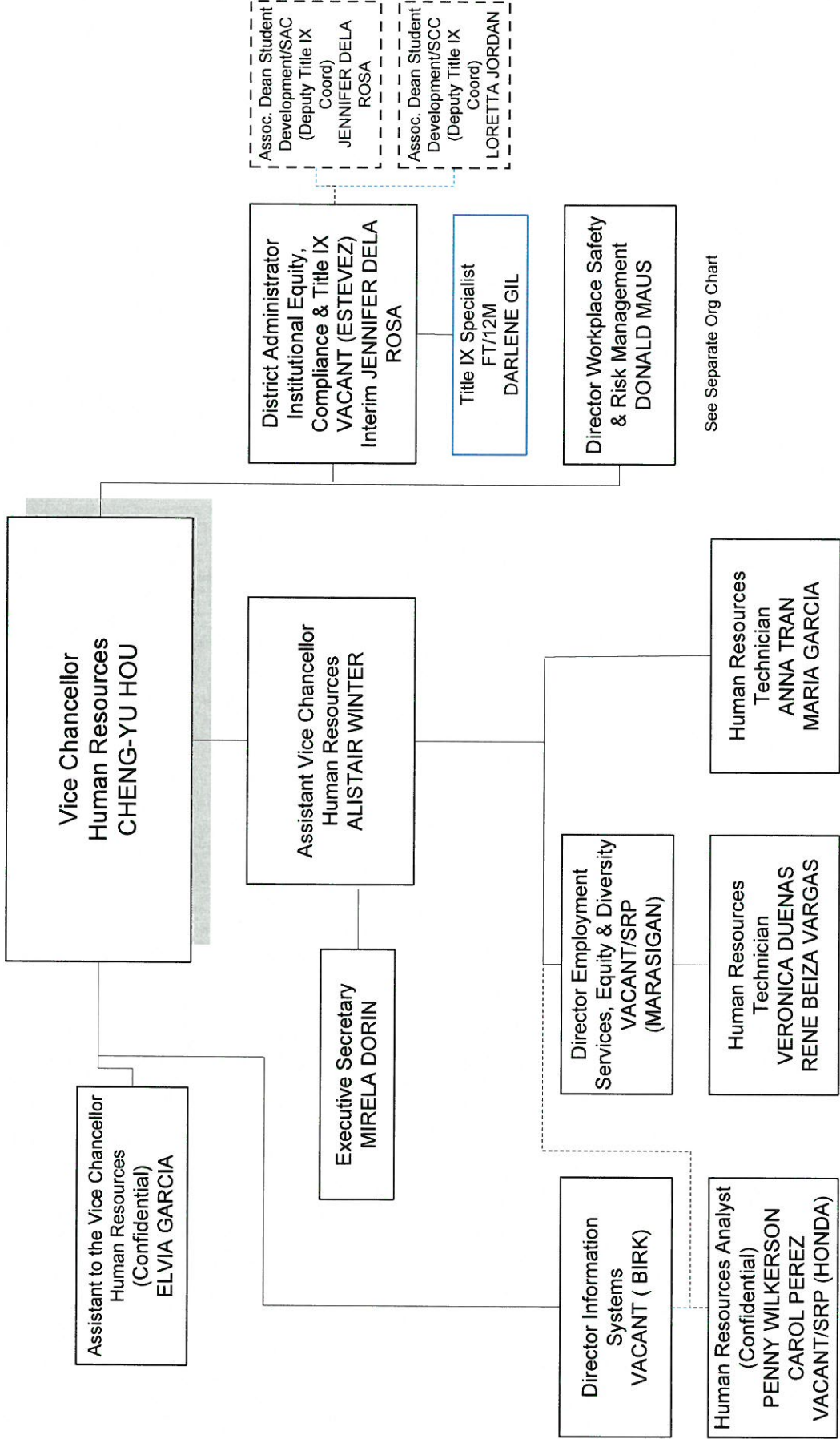
Please note: You are required to attach both current and proposed organization charts (highlighting all positions affected, both current and proposed) with this form.

Submitted by (District Cabinet Member):  Date: 10-21-21

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u></u> Alistair Winter (Oct 22, 2021 07:46 PDT)	Business Operations & Fiscal Services (Signature/Date): <u></u> Adam O'Connor (Oct 25, 2021 11:38 PDT)
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date):
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

Rancho Santiago Community College District

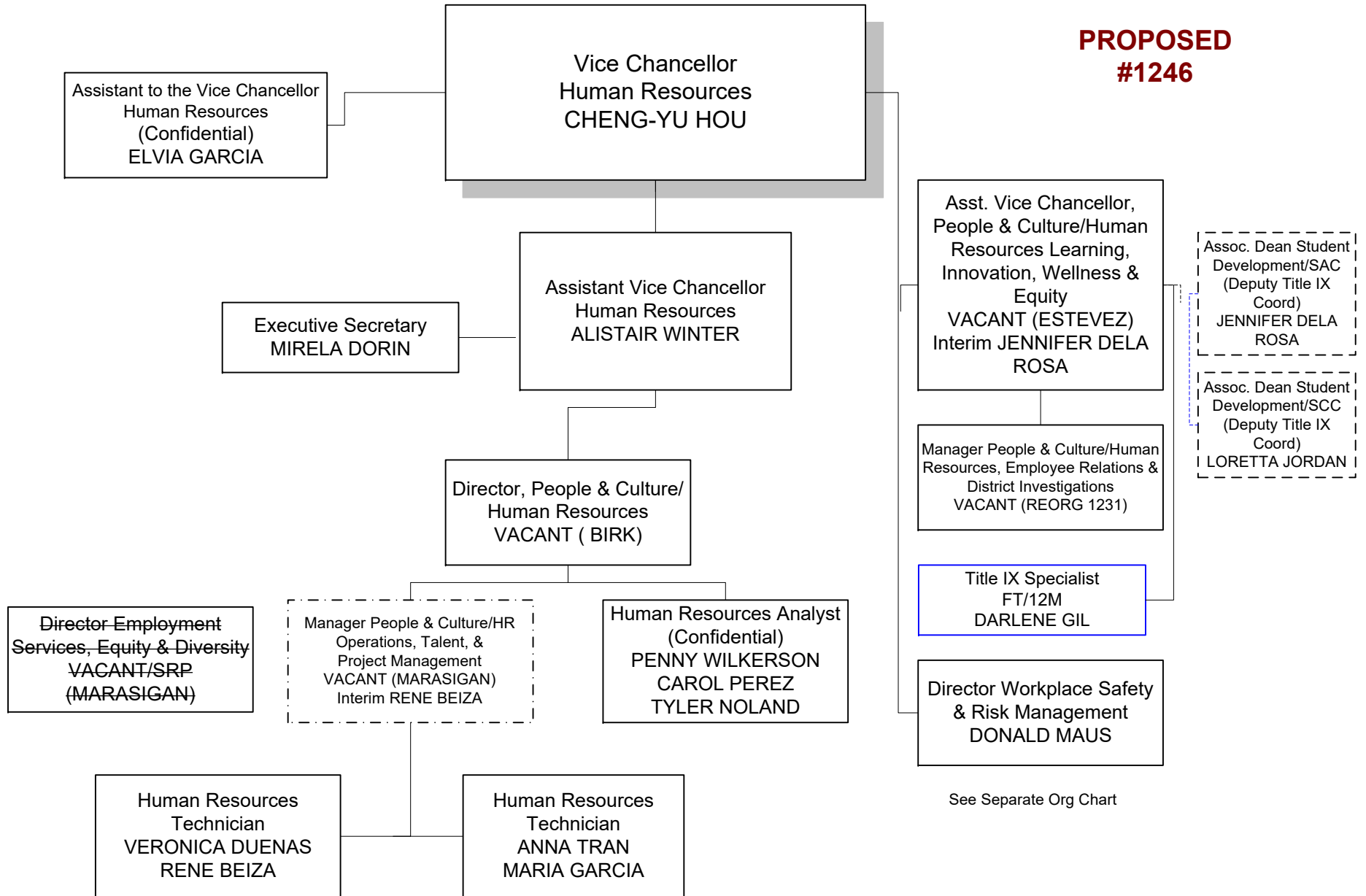
HUMAN RESOURCES DEPARTMENT



See Separate Org Chart

Rancho Santiago Community College District

HUMAN RESOURCES DEPARTMENT



**PROPOSED
#1246**

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OPERATIONS, TALENT, AND PROJECT MANAGEMENT**

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MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR Juris Doctorate from an accredited college or university and one (1) years of related work experience OR Equivalent combination of training and experience.

Board Approved: _____

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Director, Employment Services, Equity and Diversity		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
F(2)	\$ 10,300.720	12	\$ 123,608.64

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	28,318.74	
SOCIAL SECURITY	6.200%	7,663.74	
MEDICARE	1.450%	1,792.33	
UNEMPLOYMENT	0.500%	618.04	
WORKERS COMP	1.500%	1,854.13	
ACTIVE RET. INS. COST	2.000%	2,472.17	
TOTAL TAX & BENEFIT COST	34.560%	\$ 42,719.15	\$ 42,719.15
TOTAL SALARY & BENEFIT COST			\$ 166,327.79

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		-	
SOCIAL SECURITY	6.200%	-	
MEDICARE	1.450%	-	
UNEMPLOYMENT	0.500%	-	
WORKERS COMP	1.500%	-	
ACTIVE RET. INS. COST	2.000%	-	
TOTAL FRINGE BENEFIT COST	11.650%	\$ -	\$ -

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 123,608.64	111.25	
MEDICAL INSURANCE (see below)		24,760.71	
TOTAL INSURANCE COST		24,871.96	\$ 24,871.96

TOTAL COST OF POSITION	\$ 191,199.75
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BENEFITS =	\$ 67,591.11
BENEFIT COST AS A PERCENT OF CONTRACT =	54.68%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71	AVERAGE
CSEA	Max	35,228.16	21,486.35	AVERAGE

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

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Manager, People and Culture/ Human Resources Operations, Talent and Project Management		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
G (2)	\$ 9,698.050	12	\$ 116,376.60

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	26,661.88	
SOCIAL SECURITY	6.200%	7,215.35	
MEDICARE	1.450%	1,687.46	
UNEMPLOYMENT	0.500%	581.88	
WORKERS COMP	1.500%	1,745.65	
ACTIVE RET. INS. COST	2.000%	2,327.53	
TOTAL TAX & BENEFIT COST	34.560%	\$ 40,219.75	\$ 40,219.75
TOTAL SALARY & BENEFIT COST			\$ 156,596.35

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		-	
SOCIAL SECURITY	6.200%	-	
MEDICARE	1.450%	-	
UNEMPLOYMENT	0.500%	-	
WORKERS COMP	1.500%	-	
ACTIVE RET. INS. COST	2.000%	-	
TOTAL FRINGE BENEFIT COST	11.650%	\$ -	\$ -

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 116,376.60	104.74	
MEDICAL INSURANCE (see below)		24,760.71	
TOTAL INSURANCE COST		24,865.45	\$ 24,865.45

TOTAL COST OF POSITION	\$ 181,461.80
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BENEFITS =	\$ 65,085.20
BENEFIT COST AS A PERCENT OF CONTRACT =	55.93%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71	AVERAGE
CSEA	Max	35,228.16	21,486.35	AVERAGE

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

Signature: Thao Nguyen
Thao Nguyen (Oct 25, 2021 11:33 PDT)
Email: Nguyen_Thao@rscdd.edu

Signature:
Email: gerard_debra@rscdd.edu

Signature:
Email: gerard_debra@rscdd.edu

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3310 Records Retention and Destruction

References:

Title 5, Sections 59020, et. Seq

[Title 5, Sections 16022, 16023 and 16025](#)

[Education Code Section 35254](#)

Federal Rules of Civil Procedure; Rules 16, 26, 33, 34, 37, 45

Records of the Rancho Santiago Community College District shall be retained, as appropriate, in accordance with Section 59020 through 59029 of Title 5 of the California Code of Regulations and other applicable provisions of state and federal law.

The Chancellor delegates to the Vice Chancellor, ~~of Business Operations/Fiscal~~ Services or designee, the authority to classify all records for retention purposes, transfer the classification of records from one class to another, certify, supervise and approve the destruction of records as long as it is not in conflict with any applicable laws.

I. LEGAL DEFINITION OF RECORDS (Section 59020)

What a record is: All records, maps, books, papers, data processing output, student records and electronic documents.

What a record is not: Additional copies of documents beyond the original or one copy; correspondence between District employees that does not pertain to personnel matters or constitutes a student record; advertisements and other sales materials received; or textbooks used for instruction, and other instructional materials, including library books, pamphlets and magazines.

II. CLASSIFICATION OF RECORDS (Section 59022)

Records shall be classified as either Class 1 – Permanent, Class 2 – Optional or Class 3 – Disposable.

A. Class 1 – Permanent Records – As defined in Title 5, Section 59023. The original of each of the records, or one exact copy when the original is required by law to be filed with another agency, and must be retained indefinitely unless copied or reproduced on film or electronically.

1. Examples of Class 1 – Permanent Records (Section 59023)

- a. Annual reports:
 - i. Official budget

- ii. Financial reports of all funds, including cafeteria and student body funds
- iii. Audit reports of all funds
- iv. Average daily attendance/full-time equivalent student (ADA/FTES) including Period 1 and Period 2 reports
- v. Other major annual reports, including:
 - 1. Those relating to property, activities, financial conditions or transactions.
 - 2. Those declared by Board minutes to be permanent.

b. Official actions:

- i. Minutes of the Board or committees thereof, including the text of a rule, regulation, policy, or resolution not set forth verbatim in the minutes but included therein by reference only.
- ii. Elections, including the call, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted or cancelled by the Governing Board for a Board Member, the Board Member's recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganization, or any other purpose.
- iii. Records transmitted by another agency that pertain to that agency's action with respect to District organization.

c. Personnel records of employees:

- i. All records relating to employment, assignment, employee evaluations, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave records, other absence records (such as vacation cards and other absence cards), retirement records, time worked, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid.

d. Student records:

- i. The records of enrollment and scholarship for each student, including but not limited to:
 - 1. Name of student
 - 2. Date of birth
 - 3. Place of birth
 - 4. Name and address of a parent having custody or a guardian, if the student is a minor
 - 5. Entering and leaving date for each academic year and for any summer session or other extra session
 - 6. Subjects taken during each year, half year, summer session or quarter
 - 7. If grades or credits are given, the grades and number of credits toward graduation allowed for work taken.
- ii. All records pertaining to any accident or injury involving a student for which a

claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1 – Permanent Records one year after the claim has been settled or applicable statute of limitations has run.

e. Property records:

- i. All detail property records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class 1 – Permanent, and the detail records may then be classified as Class 3 – Disposable, if the property ledger includes:
 1. All fixed assets
 2. An equipment inventory
 3. For each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss or otherwise.

f. Archival records:

- i. Not required by law to be kept permanently but a District policy to retain documents related to historical events of the District, yearbooks, plaques, awards, photographs, etc.

g. Foundation records (District and Colleges):

- i. All documents of incorporation, governing by-laws and amendments, and all state and federal exemption designations and corresponding regulations governing operation of Title 26, USCA, Section 501(c)(3) tax exempt not-for-profit organizations.

B. Class 2 – Optional Records (Section 59024) – Not required by law to be retained permanently, but deemed worthy of further preservation as specified in Title 5, Section 59024. Any record not classified as Class 1 – Permanent may be classified as Class 2 – Optional and shall be retained until reclassified a Class 3 – Disposable.

C. Class 3 – Disposable Records (Section 59025) – Required retention periods and procedures for destruction or transfer of records as specified in Title 5, Section 59026 and 59029. All records, other than continuing records, not classified as Class 1 – Permanent or Class 2 – Optional shall be classified as Class 3 – Disposable including, but not limited to:

1. Records basic to audit, including those related to attendance, full-time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, cancelled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report.
2. Periodic reports, including daily, weekly, and monthly reports, bulletins and instructions.

III. MICROFILM, MICROFICHE, OPTICAL DISKS OR OTHER REPRODUCTION TECHNIQUES

Microfilm, microfiche, optical disks, or reproduction which do not permit additions, deletions, or changes to the original document as defined in Commercial Code 9407.1 Section 13 and Title 5

California Code of Regulations, Section 59022, are microphotographic images of record material which may be retained in lieu of the record itself. The following requirements apply to microphotographic images of any class of records and then the original may be destroyed:

A. The reproduction must be accurate in detail.

B. If the record is photographed or microfilmed, the reproduction must be on film of a type approved for permanent photographic records by the United States Bureau of Standards and the American National Standards Institute. Education Code Section 35254 allows the District to destroy original records when provision is made to permanently maintain photographic or electronic copies for the District, except that no original record that is basic to any required audit shall be destroyed prior to completion of the audit.

C. The copy must incorporate the Vice Chancellor, ~~of Business Operations/Fiscal~~ Services or designee signed and dated certification of compliance with the provisions of the Evidence Code Section 1531, stating that copy is a correct copy of the original.

D. The copy must be conveniently accessible and provisions made for preserving permanently, examining and using same.

IV. RETENTION OF RECORDS (Section 59027)

Each fiscal year, and before January 1, the college president, vice chancellor, or appointed designee, shall classify and review every record originated during the prior fiscal school year. The retention period for Class 3 - Disposable Records should be designated and such records should be physically segregated by the fiscal year in which they are scheduled for destruction. In the inventory process, copies which are no longer useful to the District (except one copy of an original required by law to be filed with another agency) may be destroyed without making an inventory record.

With respect to college records, the president or designee, and with respect to the District, the vice chancellor or designee shall:

A. Personally supervise the classification of records.

B. Using only District approved, standard-sized, record storage boxes, mark each label as to classification, record title, and the school year in which records originated. If the records are classified as Class 3 - Disposable Records, the officer or designee shall also mark the school year in which such records are to be destroyed. Do not mix *different years* and Class 1 - Permanent Records or Class 2 - Optional Records with Class 3 - Disposable Records because when the destruction occurs, the *entire* box of records will be destroyed.

C. Supervise the destruction of records.

V. RETENTION PERIOD (Section 59026)

A. Generally, a Class 3 - Disposable Record, unless otherwise specified, should be destroyed during the third school year after the school year in which it originated (e.g. 2013-14 plus three years – 2014-17). Federal programs including various student aid programs may require longer

retention periods and such program requirements shall take precedence over the requirements contained herein.

B. With respect to records basic to an audit, a Class 3 - Disposable Record shall not be destroyed until after the third July 1, succeeding the completion of the audit required by Education Code Section 84040 or of any other legally required audit, or that period specified by Section 59118 of this part, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later.

C. With respect to Class 2 - Optional Records, a continuing record shall not be destroyed until the third year after it has been classified as Class 3 - Disposable.

VI. DESTRUCTION OF RECORDS (Section 59021)

A. Class 1 - Permanent Records - Hard copy records can be destroyed *only* if originals have been microfilmed, microfiched or similarly preserved. (Refer to Page 3, "III. Microfilm, Microfiche, and Optical Disks.") After verification, hard copy records can be destroyed.

B. Class 2 - Optional Records and Class 3 - Disposable Records - Records can be destroyed after termination according to the retention period. Disposal of records should be supervised and accomplished by burning, shredding, pulping, or other means to assure destruction, and to prevent reconstruction of the records to any degree.

With respect to college records, the Chancellor or designee shall submit to the governing board a list of records recommended for destruction and shall certify that no records are included in the list in conflict with these regulations in accordance with Section 59027(b).

Disposal of records should be supervised and accomplished by burning, shredding, pulping or other means to assure destruction, and to prevent reconstruction of the records to any degree.

VII. DOCUMENT DESTRUCTION

Electronic Documents and Voicemail Purging - Electronic documents and voicemail messages have the same status as paper files in litigation-related cases. If an official investigation is underway or even suspected, employees must stop any document purging, including electronic documents and voicemail, in order to avoid criminal obstruction charges.

VIII. PREPARING RECORD BOXES FOR STORAGE

A. Fill out Record Transmittal Form including the class code, description of contents, year in which the records originated, and the destruction date. Send the form to the Warehouse Department. This form is available via the District Intranet under Purchasing Services. If assistance is required, contact the District Warehouse at extension 85976.

B. Records must be stored only in District-approved, Schick storage boxes. Using the label provided, fill in the classification code, record title, and the year in which the records originated. (Boxes without the above information will not be picked up for storage.) Retain all record boxes in your area. Upon receipt of your request, the Warehouse staff will pick up the box, assign a

box number to each box, and add that number to the Record Transmittal Form. A copy of the form will be given to the department to retain for future retrievals.

IX. RETRIEVING AND RETURNING BOXES TO STORAGE

A. You must complete a Records Withdrawal Refile Form. This form is available via the District Intranet under Purchasing [Services](#).

1. Indicate whether you are requesting a withdrawal or a re-file.
2. Indicate the site, department, and room where the box will be either picked up or delivered.
3. Indicate the box number which was assigned by the Warehouse. (The number is located on your copy of the Records Transmittal Form.)
4. Describe the contents of the box.
5. Obtain the proper administrator's signature.

B. Forward the completed form to the District Warehouse facility at 8045 E. Chapman Ave., Orange, CA 92869. The request may also be sent via email to toner_armando@rscdd.edu or any other Warehouse personnel in the department listing.

C. The turnaround time for retrieval is usually one (1) working day from the time the Warehouse receives the request.

D. If there are extraordinary circumstances, such as auditors, and time is most critical, please don't hesitate to contact the Warehouse at extension 85976.

X. COMPANY TO USE FOR DESTRUCTION

A. On an annual basis, the Director of Purchasing will review a listing of end of life records and will authorize destruction. The destruction will be witnessed by the Director of Purchasing or a designee.

B. Certification of destruction will be filed in the Purchasing Department.

I. Class 1 - Permanent Records

Records to be retained permanently and the responsibility for maintenance and retention under the general direction of the Chancellor are as follows:

A. Chancellor

1. Board Documents
 - a. Board policies and administrative procedures
 - b. Minutes
 - c. Board docket
2. Legal Counsel Opinions
3. Elections called by the Board
 - a. Records of call, recall and results
4. District Organizations

- a. Records relating to Board action, formation, naming, boundaries, changes in boundaries, reorganizations.
 - 5. District Foundation
 - a. All documents of incorporation, governing by-laws and amendments, and all state and federal exemption designations, financial audits and corresponding regulations governing operation of 501(c)(3) tax exempt not-for-profit organizations.
- B. Vice Chancellor, Business ~~Operations/Fiscal~~ Services
1. Administrative Affairs
 - a. Budgets: State form, annual
 - b. Financial reports of all funds including cafeteria and student body funds (quarterly and annual)
 - c. Annual audit – all funds
 - d. Budget allocation and planning review committee minutes
 - e. Apportionment notices and worksheets
 - f. Tentative budget
 - g. Adopted/Final budget
 - h. All worksheets and budget change forms/transfers
 - i. Other major annual reports including those relating to property, activities, financial condition or transactions.
 2. Fixed Assets and Property Records
 - a. Property Records: All details records relating to land, building and equipment
 - b. All fixed assets
 - c. Buildings: Working drawings, blue prints and specifications of all structures, additions, alterations, certificates of approval of completion and related documents, change orders, contracts for construction, contractor payment requests, and appraisals
 - d. Equipment: All records relating to model numbers, quantity, type, identification number assigned, vendor, cost, date of acquisition, the person from whom acquired and disposal by sale, loss or otherwise.
 3. Payroll Records
 - a. Proven summary payroll of every employee
 - b. Salaries, wages, deductions and withholdings
 - c. Absence records (vacation cards and sick cards)
 - d. Payroll register
 4. Purchasing Services
 - a. Bids: Capital Outlay & Bond (successful bidder)
 5. Safety
 - a. Hazardous Waste Generator Reports
 - b. Hazardous Bill of Lading
 - c. Hazardous Waste Manifests
 6. Facility Planning/District Construction & Support Services
 - a. 5-year construction plan
 - b. Application for capital outlay funds
 - c. Escrow materials
 - d. Lease Agreements
 - e. Appraisals
- C. Vice Chancellor of Human Resources

1. Personnel Records - Classified and Academic Employees
 - a. Dates of service rendered
 - b. Employment, assignment and reassignment records
 - c. Termination or dismissal notices
 - d. Evaluations
 - e. Retirement
 - f. Professional growth reports
 - g. Employee contracts
 - h. Collective bargaining agreements
 - i. Grievances
 - j. Unfair labor practices
2. Risk Management/Employee Health Benefits
 - a. Health and benefits contracts
 - b. District certificates - proof of insurance certificates
 - c. District worker's compensation insurance reports
 - d. Workers' compensation claims files
 - e. Liability claim files
 - f. Insurance policies
 - g. Insurance summary of loss runs
 - h. Employee benefits/fringe enrollment forms (retirees only)
 - i. OSHA logs
 - j. Accident or injury reports (all records for which a claim has been made.)

D. College Presidents

1. Academic Affairs
 - a. Catalog
 - b. Class schedules
 - c. Minutes of:
 - i. Advisory committee meetings
 - ii. Academic senate meetings
 - d. Accreditation reports
 - e. Faculty handbooks
2. Admissions & Records
 - a. Attendance reports
 - b. Class rosters
 - c. Confidential records, correspondence
 - d. Instructor grade sheets
 - e. Permanent transcripts
 - f. Reports of degrees and certificates
 - g. State 320 reports
3. Commencement Program
4. Student Government Minutes
5. Foundations
 - a. All documents of incorporation, governing by-laws and amendments, and all state and federal exemption designations and corresponding regulations governing operation of 501(c)(3) tax exempt not-for-profit organizations
6. Maintenance & Operations
 - a. Deferred Maintenance Five Year Plan

II. Class II - Optional Records

Records not required to be retained permanently and the length of retention for each record are for three, four, five, seven and ten years. Example:

1. Academic and Classified Employment Applications	Retention Period (years)
Application for Employment*	4
Contract/Offer of Employment*	4
Employment Tests*	4
Letters of Recommendation*	4
Reclassification Request	4
Recruitment	4
*Will be kept in personnel files of current employees until termination.	
2. Business Operations/Fiscal Services	
Conflict of Interest Statements	7
Contracts (all)	5
3. District Accounting	
Account Request Forms	3
Appropriation Transfer/Budget Change Forms	3
"B" Warrant Listing	3
"B" Warrant Summaries	7
Cancelled Checks - Revolving Fund/Clearing Account	7
Cash Receipts/Deposits	7
Categorical Program File (Agreements/Contract/Claims)	7
Check Books - Revolving Fund/Clearing Account	7
Check Registers	7
Community College Enrollment Fee (CCEF Report)	7
County Reconciliation Reports	7
Financial Reports (Local) Monthly Expenditure/ Revenue Request (BR0070)	7
Journal Vouchers	7
Nonresident Withholding Allocation Worksheet (587)	7
Nonresident Withholding Waiver Request (588)	7
Pay Vendor Files with Supporting Documents:	7
- Affidavit of Publication	
- Invoices	
- Pos and Receivers	
- Reimbursement Requests	
- Non-Resident Refunds	
Posted IFAS Batch Reports	3
Request for Taxpayer Identification Number & Certification (W9)	7
Revolving Cash Fund Receipt	7
Student Financial Aid Records	7
Trial Balances	7
Withholding Exemption Certificate (590)	7
4. Purchasing <u>Services</u>	
Bids (excluding capital outlay & bond)	4
Vendor Files	4
Maintenance and Service Contracts	4
Purchase Order Listing and Supplement	4
Docket Awards and Independent Contractors	4

Purchase Orders	4
Purchase Requisitions	4
Materials and Labor Bonds	4
Performance Bonds	4
Certificate of Insurance (vendors)*	3
Workers' Compensation Insurance Certificate (Vendors)*	3
*For ongoing contracts retain certificates for the length of the contract period.	
5. Facility Planning	
Allocations for Property Use	5
Architects Agreements	5
Escrow Materials	5
Master Plan	10
6. Financial Aid	
Applications, correspondence and records used for financial aid applications to federal, state and other agencies	7
7. Foundations (District & Colleges)	
Account Transaction Forms	5
Bank Statements	5
Check Logs	5
End-of-Year Trial and Balance and Balance Sheets	5
Investment Reports	5
8. Auxiliary Services	
A/P Check Listings	7
Bank Book	3
Bank Statements	3
Bookstore Inventory (annual)	3
Budget	7
Cancelled Checks	7
Cash Receipts/Deposits	7
Check Stubs	3
Community Education Application/Receipts	3
Daily Cash Sales Reports	3
Expenditure Vouchers	7
Financial Reports (monthly)	7
Invoices	3
Purchase Orders	3
Sales Receipts	3
Sales and Use Tax Slips	3
9. Maintenance & Operations	
Inspection Reports	3
Preventative Maintenance Schedules	3
Surveys	3
Vandalism Reports	3
Vehicle Request Forms	3
10. Safety & Security	
Daily Activity Logs	3
Daily Dispatch Logs	3
Lost and Found Logs	3
Underground Storage Tanks Reports*	3
On-Campus Incident Reports	3
Orange County Health Agency Inspection Reports*	3

OSHA Inspection Reports*	3
Parking Citations	3
Periodic Campus Safety Inspection Reports/Inspections*	3
Petroleum Products Storage/Handler Training	3
Staff Training Records*	3
- Hazardous Waste Generator/Handler Training	
- Forklift Training	
- First Aid/CPR Training	
Student Disciplinary Records	7
Criminal Background Records	7
Underground Storage Tanks Reports*	3
*Files are maintained at the District Office	
11. Payroll	
Duplicate Copies of Tax Returns/Tax Deposits	5
Copies of W-2 (including returned copies)	5
Cancelled/Voided Checks	5
W-4 and DE4 (Withholding Allowance Certificates)	5
Copies of Forms 941, 940, W-3, Schedule A, Schedule B	5
Unemployment Reports (DE9423)	5
12. Risk Management/Employee Health Benefits	
On-Campus Incident Reports (Copies of incident reports that have potential risk to the District are received from Safety)	3
Employee Benefit/Fringe Enrollment Forms*	7
Property/Liability Reports	7
Reports on Theft and Vandalism	5
*Will be retained for seven (7) years after termination.	
13. Admissions	
Admissions & Guidance Petition (A&G)	5
Academic Records from Other Institutions	5
Academic Records from Other Institutions if Student Fails to Attend	3
Add/Drop Cards	5
Admission Application (College Credit)	5
Admission Application (Continuing Education)	3
Admission Application (International Students)	3
Attendance Forms, Op-Scan	5
Board of Governor Grant Form (BOGG - C Waiver)	3
Career Advance Placement Form (CAP)	3
California Community College - Fiscal Service Unit (CCFS)	
320 Contact Hours by Class Audit Reports	5
Correspondence	3
Credit by Examination	5
Credit/No Credit	5
Evaluations and Petitions	5
Graduation Petitions	5
International Student Records	3
Proficiency Exam	3
Registration Cards and Residency Statements	3
Student Disclosure Form	3
Student Folders	5
Substandard Course Repetition Form	3

Transcript Request	3
Veterans Certifications	5
Veterans Education Administration Record (VEA)	5
14. Students' Health and Safety Records	
Students Examinations and Health Records	7
Records Pertaining to Eligibility for Licenses Examinations	7
Records Pertaining to Patient Confidentiality	7
Unusual Occurrences	7
15. Grants and Categorical Programs	
Correspondence with Funding Agency	5*
Original Contracts and Contract Amendments	5*
Periodic Progress and Final Reports	5*
Student Eligibility and Participation Records	5*
*Beyond end of entire project (if more than one year or last independent program audit or litigation).	
16. Citizenship	
Citizenship Records (All)	7

Responsible Manager: Director, ~~of~~ Purchasing Services

Revised: March 17, 2014 (Previously AR3105)
Revised: September 19, 2016
Revised: August 21, 2017
Revised: xxxxxxxx, 2021

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business ~~and Fiscal~~ Services

AR 6010 Equitable Opportunities for Business Enterprises

Reference(s):

Title 5, California Code of Regulations Section 59500 et seq.
Education Code 71028
Public Contract Code 2050-2057 and 10115 et seq.

To adhere to the BP 6010 and State guidelines, the Director, ~~of~~ Purchasing Services will do the following:

1. Maintain a comprehensive database of Minority and Women-owned Business Enterprises (MWBE), Disabled Veteran Business Enterprises (DVBE) and Small Business Enterprises (SBE) to track vendor participation.
2. Maintain regular lines of communication with other District departments to inform them of District policies and to get their support regarding communication and compliance.
3. Maintain regular lines of communication with the business community and the State Chancellor's Office for direction and information, provide information on our goals, and ~~get~~ request their support regarding communication and compliance.
4. Provide adequate training and communication for staff members to facilitate their compliance with the policy.

Following are some of the approaches we will use:

1. Participating in MWBE, DVBE and SBE vendor job fairs, trade shows and conferences.
2. Participating in MWBE, DVBE and SBE vendor chamber of commerce activities.
3. Advertising our bids in MWBE, DVBE and SBE vendor trade journals and publications.
4. Seek innovative ways to improve our outreach effort and relationship to local business persons, chamber of commerce members, etc.
5. Encouraging our general contractors to achieve the regulatory participation percentages for the work that they subcontract.

Responsible Manager: Director, ~~of~~ Purchasing Services

Revised: March 17, 2014 (Previously AR3301)

Revised: xxxxxxxxxxxxx, 2021

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business ~~and Fiscal~~ Services

AR 6012 Sustainable Practices

References:

AB 939 Waste Management Reduction Act
Title 8, Section 340 et seq.
Executive Order B-18-12
California Code of Regulations, Title 24, Part 11
California Green Building Standards Code

Environmentally Preferable Purchases

The Rancho Santiago Community College District, including Santa Ana College, ~~and~~ Santiago Canyon College ~~and District Centers~~, shall, whenever possible, use recycled products and recycled materials to meet their needs. This regulation is enacted to demonstrate compliance with the Waste Management Reduction Act and to foster market development for recycled products.

Purchasing Practices

- A. The District, colleges and departments shall use recycled products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials.
- B. The District may require procurement of designated recycled products or recycled products above the levels required by this regulation.
- C. The District shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever practicable.
- D. The District and colleges shall promote the use of recycled products publicizing its procurement regulation whenever practicable.
- E. The District will purchase Energy Star certified appliances, machines, and computers whenever available.

Management Responsibilities for Recycled Products

The Director, ~~of~~ Purchasing ~~Services~~ shall coordinate the implementation of this regulation. He/she will establish a list of recycled products that shall be purchased by all departments whenever practicable and will develop the mechanism for maintenance, additions, and deletions to the list of recycled products available for procurement. Maintenance of the list will include addition of new products containing recycled material as they become available and make available to departments specifications on the new product along with a list of suggested

uses. The Director of Purchasing Services will also work with departments to establish minimum recycled content standards for designated recycled products to maximize recycled product availability, recycled content, and competition.

Waste Management and Recycling Waste

The District is committed to reducing the amount of solid waste that enters landfills. Toward that end, the District will conduct annual audits of solid waste to monitor the reduction of waste. To reduce waste, the District will establish a recycling program at all District-owned facilities to recover materials, such as: white paper, colored paper, cardboard, aluminum, glass, plastic, and compostable waste. Designated storage areas will be established to store recyclable materials.

The District and colleges will act to make resource conservation an integral part of its waste reduction and recycling programs.

- A. The District and colleges will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.
- B. The District and colleges will decrease the amount of waste of consumable materials by: a) reduction of the consumption of consumable materials wherever possible; b) full utilization of all materials prior to disposal; and c) minimization of the use of non-biodegradable products whenever possible.
- C. The District and colleges will cooperate with, and participate in, recycling efforts of service area cities and the county. As systems for the recovering of waste and recycling are developed within service area cities and the county, the District will participate by appropriately separating and allowing recovery of recyclable waste products.
- D. The District will purchase, where financially viable, recycled products. The District will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.
- E. Representatives of the District and colleges will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and national levels.

Hazardous Materials

The District must post at least one CAL/OSHA Notice related to hazardous materials in each location where business is conducted and in a conspicuous place where notices to employees are customarily posted. Where employers are engaged in activities that are physically dispersed such as construction or transportation, the notice required shall be posted at each location to which employees report each day. Where employees do not usually work at, or report to, a single location the notice or notices shall be posted at the location or locations from which the employees operate to carry out their activities. The District shall take steps to insure that such notices are not altered, defaced or covered by other material.

The notice shall inform employees that employers who use any substance listed as a hazardous substance by Cal/OSHA regulations must provide employees with information on the contents of material safety data sheets (MSDS) or equivalent information about the substance which trains employees to use the substance safely. The notice must also state that the employer is required to make available on a timely and reasonable basis a MSDS on each hazardous substance in the workplace upon request of an employee, collective bargaining representative,

or an employee's physician. The notice must also state that employees have the right to see and copy the medical record and other records of employee exposure to potentially toxic materials or harmful physical agents.

If the District is required to conduct tests or to engage in monitoring or measuring to determine employee exposure to hazards by specific standards it shall notify the affected employee or employees or their representative, prior to commencement of the date, time and place of the testing, monitoring or measuring of employee exposure.

The District must provide an employee or employees, or their representatives with the opportunity to observe the testing, sampling, monitoring or measuring undertaken pursuant to such standards.

Whenever any employee has been or is being exposed to toxic materials or harmful physical agents in concentrations or at levels exceeding those prescribed by applicable standard, order, or special order, the District must promptly notify any employee so affected in writing of the fact that the employee has been exposed, and of the corrective action being taken.

Hazardous materials and items with hazardous materials within them, such as solvents, used motor and lubricant oils, chemical fertilizers, pesticides, herbicides, tires, light bulbs, lithium-based batteries, wet cell batteries, used vegetable oils, print toner cartridges, etc., must be disposed of properly and whenever possible they should be recycled.

Energy

The District recognizes the necessity and urgency of reducing energy consumption, conserving energy, and developing alternative sources of energy that are renewable. Fossil fuels, from which nearly all the nation's energy is currently produced, are non-renewable resources which are becoming increasingly scarce and expensive. Executive Order B-18-12, by the Governor of California, orders that state agencies take measures to reduce greenhouse gas emissions, to reduce grid-based energy consumption, and that any planned new construction or major renovation project over 10,000 square feet use clean, on-site power generation such as solar photovoltaic, solar thermal, wind power generation, or other clean power generation methods.

The District will benchmark its energy consumption and strive to continuously improve its energy efficiency on an annual basis. This includes: the review and replacement, if necessary, of HVAC systems for optimal heating and cooling performance; the establishment of appropriate set points for heating and cooling of college and district facilities; the replacement of light bulbs with energy efficient LED or other long-lasting bulbs; and the appropriate scheduling of facilities to reduce the number of buildings operating with partial or low occupancy.

The District will explore and implement, whenever feasible, energy generation technology for existing buildings or as standalone projects.

Resource Conservation

The District is committed to protecting and conserving natural resources. The District will raise awareness about environmental issues and sustainable practices through both one-time and ongoing activities. The District will produce a newsletter to all employees on a regular basis and incorporate environmental and sustainability issues into professional development programs.

The Colleges will be encouraged to celebrate Earth Day and to involve student groups in such events and to undertake other projects that promote sustainable practices.

Environmental Education and Training

The District will advance understanding of environmental issues and sustainable practices by encouraging and supporting college faculty in creating and implementing curriculum and developing academic programs. Toward that end, the faculty of Santa Ana College and Santiago Canyon College are encouraged to include environmental issues and concerns in existing curriculum and to develop new curriculum in Environmental Studies or related areas. The District will foster environmental awareness by incorporating environmental and sustainability issues into professional development workshops and materials for faculty and staff.

Facilities and Construction

The District will model environmental stewardship by following principles of sustainable design and construction. On all District/College demolition and building projects, contractors shall be required to separate demolition and construction debris by type of material, e.g., concrete, asphalt, wood, metal (ferrous and non-ferrous), excavation soil, and other such materials. All new buildings shall be designed to achieve the U.S. Green Building Council's Leadership in Energy and Environmental Design's New Construction (LEED NC) Silver rating. All major capital projects, whether new construction or renovation projects, shall meet the California Code of Regulations Green Building Standards Code (CALGreen).

Grounds and Landscaping

The District recognizes that due to long-term concerns for drought conditions in California and the necessity to conserve water, it is imperative that water consumption be reduced districtwide. One of the major sources of water consumption is the use of sprinklers to water landscaped areas and athletic fields. To reduce water consumption, the District will use automated control systems for sprinklers to allow the ability to turn off sprinklers in the event of rain or to make other necessary adjustments. Landscaping for new buildings or renovation of landscaped areas will use drip irrigation systems and/or xeriscaping to take advantage of native and drought tolerant plants that do not require irrigation. Mulch will be used whenever possible to assist with retaining moisture in landscaped areas.

The use of chemical fertilizers, insecticides, and herbicides for grounds and landscape activities shall be discontinued unless there is no viable replacement product. Alternative methods of managing insect populations, weed control, and plant nutrition shall be explored and adopted when feasible.

Transportation and Air Quality

The workforce at the District Office and at both Santa Ana College and Santiago Canyon College commute to work as does the student population at both colleges. To promote carpooling, the District and the Colleges shall develop plans for expanded bicycle racks or storage facilities, reserve preferential parking spaces for carpools and users of hybrid or electric vehicles, and encourage employees and students to use mass transportation options. When

purchasing vehicles for the District/College fleets, only hybrid or electronic vehicles shall be considered.

COMMUNITY PARTNERSHIPS

The District and Colleges shall seek partnerships that are focused on sustainability with community organizations.

Responsible Managers: Chancellor; Presidents; Vice Presidents of Administrative Services; Director, ~~of~~ Purchasing Services

Revised: February 16, 2016 (Previously AR3406)
Revised: March 23, 2020
Revised: xxxxxxxxxxxx, 2021

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7400 Travel

References:

Education Code Section 87032
2 Code of Federal Regulations Part 200.474

The Chancellor has designated authority for approval of travel requests to the Vice Chancellors and Presidents for employees in each of their respective areas. The travel requests may be for attendance at meetings, workshops, conferences, trainings or conventions that are within the scope of the employee's job assignment. The Chancellor must approve **in advance** all travel outside of the United States.

Employee travel will be reimbursed for actual, necessary, and reasonable expenses up to approved amounts as described in this Administrative Regulation and may be subject to additional limitations established by staff development or other funding sources.

The district retains the right to direct employees to attend relevant conventions or conferences.

Mileage:

Employees required to use their personal automobiles for travel within or outside the district to carry out their job assignments may receive reimbursement for business mileage incurred in accordance with the following guidelines:

1. Reimbursement for such business mileage shall be at the prevailing IRS standard rate.
2. All employees driving on district business shall take the most direct route possible.
3. Actual claimed business mileage driven will be reimbursed. Attach Google Maps or other similar online map printouts to support all mileage claims.
4. Employees requesting reimbursement must certify that their vehicle is covered by automobile insurance as required by district rules and regulations for Public Liability and Property damage.
5. A Mileage Reimbursement Claim form shall be filed with the District's Accounts Payable Department within 15 days following the month the mileage was incurred and only used when no other expenses are associated with the travel except related parking and tolls.
6. If any other travel-related expenses are incurred, the mileage reimbursement should be included on the Conference Request Claim form instead of using the Mileage Reimbursement Form.

Travel:

Employees authorized by the Chancellor, Vice Chancellors or Presidents to attend meetings, workshops, conferences, trainings or conventions may receive reimbursement for expenses incurred in accordance with the following guidelines:

1. A Conference Request Claim form must be completed, signed by the requestor, and required prior authorization signature obtained **before attendance** at any event. For any overnight stays within California, employees should fill out the last page of the form titled Hotel/Motel Transient Occupancy Tax Waiver to present upon check-in. Not all hotels accept the form, but when they do, it provides substantial savings to the district.
2. Allowable expenses associated with travel include only reasonable and necessary expenses: transportation, lodging, registration, meals not covered by conference registration and during the period of travel, car rentals, ground transportation (including Uber, Lyft or other rideshare transportation) fares (including gratuity not to exceed 20% of the fare), parking, mileage and other miscellaneous incidental charges such as minor supplies, postage, reproduction costs, telephone and electronic communication expenses with documentation of the business necessity.
 - a. **All** expenses should be the most economical and must be authenticated by the original itemized receipts, other than meals.
 - b. Transportation expenses must be the lowest economical and class roundtrip airfare using only commercial carriers for travel, or mileage not to exceed lowest economical roundtrip airfare, unless specifically approved **in advance** by the Chancellor, Vice Chancellor or President with documentation of the business necessity.
 - c. As each airline's options differ and are continuously changing, employees shall confirm that the fare booked is the particular airline's lowest economical fare. The district will not cover additional fees such as extra legroom, early check-in fees, exit row upgrades, additional baggage fees over a single checked bag plus a single carry-on bag if applicable, or any other upgraded or additional costs. Any upgraded or additional costs are personal expenses and will not be reimbursed.
 - d. If traveling with supplies, equipment or other heavy materials required for participation in the conference or event, employees should consider the cost of other courier or shipping methods to determine if it is less costly than checking additional bags (Purchasing Services department can assist with these options). In either case, documentation of the business necessity for this additional cost is required.
 - e. No reimbursements shall be made for tips/gratuities other than as noted in this Administrative Regulation, trip insurance, valet parking, personal expenses including telephone calls and entertainment expenses, or the purchase of alcoholic beverages.
 - f. Car rentals must be booked based on the most economical class of vehicle for the number of people traveling together. The District will not reimburse for premium or luxury vehicles or any other upgrades or additional costs.
 - g. Lodging for conferences within 50 miles of the District Office or College site is **not allowable** unless specifically approved **in advance** by the Chancellor, Vice Chancellor or President with documentation of the business necessity.
 - h. Lodging expenses are reimbursed for the actual dates of the approved conference. The night before or the night the conference ends may be

reimbursed if specifically approved **in advance** by the Chancellor, Vice Chancellor or President with documentation of the business necessity.

- i. The district shall not pay for lodging that exceeds the published standard single occupancy room rate for conferences. Most conferences offer a block of rooms at a reduced rate to those who book early, it is recommended that employees plan accordingly to book at the lower rates. Employees should also ask if a government rate is available and less expensive.
 - j. The district does not allow business lodging booked from vacation rental companies such as Airbnb, VRBO, etc.
3. Travel advances may be requested for the following:
- a. Transportation, registration, and lodging payable directly to the third party vendor can be paid in full.
 - b. Cash advances to the employee may be requested only for costs that will be incurred **prior** to travel, and are limited to 75% of the total approved estimated expenses, including any expenses paid directly to vendors. Other costs that will be incurred during travel will be reimbursed upon return.
 - c. Travel advances will not be authorized for any employee whose expenses will be reimbursed by outside funding or for any employee who has not reconciled prior travel advances with the district.
 - d. Air travel and lodging expenses are typically arranged on the Internet and charged to the employee's credit card. As an alternative employees may book through the District's authorized travel agency (For more information, see the FAQs on the Accounts Payable website). Booking through the travel agency will increase the total amount by at least \$35 per transaction, the travel agency service fee.
 - e. The district shall not contract with a travel agency owned or partially owned by an employee or a relative of an employee of the district. Further, the district shall not contract with an employee of a travel agency who is also an employee or a relative of an employee of the district.
 - f. Prepayments or advances for conferences paid with grant or categorical funds is not allowable when the payment and conference dates cross fiscal years without documentation of the specific authorization by the grant.
 - g. If using the District's authorized travel agency to book air travel, please submit a purchase requisition in Colleague for the air travel and submit a scanned **copy** of your approved Conference Request Claim form to the District's Purchasing Services Department via email to purchasing@rscdd.edu.
 - h. For all other travel/cash advances, a purchase requisition is not needed. Please submit one (1) **copy** of your approved Conference Request Claim Form to the District's Accounts Payable Department via interoffice mail. Include a copy of the conference agenda. Also include the invoice if requesting a travel advance payable directly to a third party vendor. If requesting a cash advance, include all travel confirmations/documentation that equals the total estimated expenses.
 - i. Travel advances must be submitted 15 business days in advance to allow time for processing.

4. In accordance with IRS Publication 463, meal allowances are applicable only when travel requires absence from home or the district overnight during a usual and customary meal period. Meal allowances will not be provided for conferences or meetings where no overnight stay occurs.

For members of Chancellor's Cabinet, reasonable and necessary business meals should be charged to the district-issued credit card and supported by original receipts and proper documentation in accordance with the signed cardholder agreement.

For all other district employees, all meals for which expenses are actually incurred shall be paid at the per diem rate per meal using the current single low-level IRS rate. For fractional parts of a day that do not require overnight travel, the appropriate meal expenses shall be reimbursed.

- a. The intent of travel meal reimbursement is to cover the incremental expense of having to eat out and not having the ability to eat at home. It is not intended to cover the entire cost of the meal.
 - b. When the cost of meals is included in a registration fee, separate reimbursement for the covered meals is **not allowed**. If the employee decides to purchase a meal instead of the included meal, this is a personal expense and will not be reimbursed.
 - c. No receipts are required for meal reimbursement. The District instead will reimburse employees using the IRS per diem rates as noted above.
5. Within fifteen (15) business days of returning from travel, the original Conference Request/Claim form must be reviewed and approved by the Immediate Management Supervisor to account for all expenses, and submitted via interoffice mail to the District's Accounts Payable Department
 - a. A claim form should include a check payable to RSCCD if the amount of expenses claimed are less than the amount advanced to the employee and should be submitted to the District's Accounts Payable Department within fifteen (15) business days from returning.
 - b. The claims for reimbursement **must include** original itemized receipts for **all** expenses incurred by the employee (except meals) including registration, transportation, lodging, car rental, airport/hotel parking, etc., along with a copy of the conference agenda and memo of explanation for miscellaneous expenses or any exceptions explaining the business necessity with the Immediate Management Supervisor approval.
 - c. Only allowable expenditures up to the amount authorized will be reimbursed.

Responsible Manager: Assistant Vice Chancellor of Fiscal Services

Revised: February 16, 2016
Revised: October 3, 2016
References Updated: November 7, 2016
Revised: July 10, 2017
Revised: April 1, 2019
Revised: March 23, 2020
Revised: xxxxxxxx, 2021

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7325 COVID-19 Vaccination and Immunization Program

Reference(s):

- Americans with Disabilities Act
- DFEH Employment Information on COVID-19
- EEOC Technical Assistance, updated May 28, 2021
- Rancho Santiago Community College District COVID-19 Prevention Plan
- Title VII of the Civil Rights Act
- USDOJ Slip Opinion on Section 564 of the Food, Drug, and Cosmetic Act, issued July 6, 2021
- USFDA Press Release

Purpose

The Rancho Santiago Community College District (“the District”) is committed to providing a safe and healthy campus. In an effort to promulgate this commitment, this protocol intends to mitigate the risks surrounding exposure to COVID-19 by requiring that all employees and volunteers who are on District premises have received the full COVID-19 vaccine.

The novel coronavirus and the disease it causes, COVID-19, is a global pandemic and has resulted in widespread severe illness and death worldwide, in the United States, and in California. COVID-19 spreads mainly through close contact from person to person, including between people who are physically near each other (within about 6 feet). People who are infected but do not show symptoms can also spread the virus to others.¹ The Centers for Disease Control and Prevention (CDC) notes that “**COVID-19 spreads very easily from person to person**” and that “[t]he virus that causes COVID-19 appears to spread more efficiently than influenza....”² The transmission of COVID-19 has markedly slowed, and vaccination is an important part of slowing transmission.

According to the CDC, vaccination is a safe and effective way to prevent people who are vaccinated from becoming seriously ill with COVID-19. The CDC recommends widespread vaccination and states:

COVID-19 vaccination will help keep you from getting COVID-19.

- All COVID-19 vaccines currently available in the United States have been shown to be highly effective at preventing COVID-19.

¹ CDC, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>. [July 14, 2021.]

² CDC, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>. [July 14, 2021.]

- All COVID-19 vaccines that are in development are being carefully evaluated in clinical trials and will be authorized or approved only if they make it substantially less likely you'll get COVID-19.
- Based on what we know about vaccines for other diseases and early data from clinical trials, experts believe that getting a COVID-19 vaccine may also help keep you from getting seriously ill even if you do get COVID-19.
- Getting vaccinated yourself may also protect people around you, particularly people at increased risk for severe illness from COVID-19.
- Experts continue to conduct more studies about the effect of COVID-19 vaccination on severity of illness from COVID-19, as well as its ability to keep people from spreading the virus that causes COVID-19.

COVID-19 vaccination is a safer way to help build protection.

- COVID-19 can have serious, life-threatening complications, and there is no way to know how COVID-19 will affect you. And if you get sick, you could spread the disease to friends, family, and others around you.
- Clinical trials of all vaccines must first show they are safe and effective before any vaccine can be authorized or approved for use, including COVID-19 vaccines. The known and potential benefits of a COVID-19 vaccine must outweigh the known and potential risks of the vaccine for use under what is known as an Emergency Use Authorization (EUA). [As of August 23, 2021,³ the United States Food and Drug Administration has fully approved the Pfizer vaccine.]
- Getting COVID-19 may offer some natural protection, known as immunity. Current evidence suggests that reinfection with the virus that causes COVID-19 is uncommon in the 90 days after initial infection. However, experts don't know for sure how long this protection lasts, and the risk of severe illness and death from COVID-19 far outweighs any benefits of natural immunity. COVID-19 vaccination will help protect you by creating an antibody (immune system) response without having to experience sickness.
- Both natural immunity and immunity produced by a vaccine are important parts of COVID-19 disease that experts are trying to learn more about, and CDC will keep the public informed as new evidence becomes available.

COVID-19 vaccination will be an important tool to help stop the pandemic.

- Wearing masks and social distancing help reduce your chance of being exposed to the virus or spreading it to others, but these measures are not enough. Vaccines will work with your immune system so it will be ready to fight the virus if you are exposed.
- The combination of getting vaccinated and following CDC's recommendations to protect yourself and others will offer the best protection from COVID-19.
- Stopping a pandemic requires using all the tools we have available. As experts learn more about how COVID-19 vaccination may help reduce spread of the disease in communities, CDC will continue to update the recommendations to protect communities using the latest science.

³ USFDA, <https://www.fda.gov/news-events/press-announcements/fda-approves-first-covid-19-vaccine>. [August 23, 2021.]

(See more from the CDC on the benefits of vaccination at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html>.)

The California Department of Public Health (CDPH) also recommends that people get vaccinated to slow the spread of COVID-19. The CDPH has its own “Scientific Safety Review Workgroup,” which has confirmed that “vaccines have met high standards for safety and efficacy.”⁴ Based on the ease of transmission of the virus that causes COVID-19 and the safety and effectiveness of vaccination, this protocol operates to protect employees, volunteers, and the community.

Protocol

I. Scope of Coverage

All volunteers and employees must be fully vaccinated⁵ against the virus that causes COVID-19 in order to be physically present on District premises for an extended amount of time, generally more than 15 minutes, or inside a building or office unless they receive an approved medical exemption, disability accommodation, or a religious accommodation. People are considered fully vaccinated for COVID-19 two weeks or more after they have received the second dose in a 2-dose series (e.g., Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson J&J/Janssen.) This mandatory program is a condition of employment and as such employees and volunteers, who do not comply with these procedures or falsify information may face discipline up to and including termination.⁶

II. Effective Dates

This mandatory program shall remain in effect until the District determines that the program is no longer necessary. This Protocol may be amended or revoked at any time. The District will provide all employees up to 8 weeks (defined as 60 calendar days) to allow time for employees to become fully vaccinated and provide proof of vaccination.

According to the CDC website,⁷ CDC advises individuals who obtain the following two-doses vaccine in the prescribed timeframe:

- Pfizer-BioNTech COVID-19 vaccine should get their second shot 3 weeks (or 21 calendar days) after the first shot; and
- Moderna COVID-19 vaccine should get their second shot 4 weeks (or 28 calendar days) after the first shot.

III. Obtaining a COVID-19 Vaccine

Individuals may obtain a COVID-19 vaccine from any County provider or any health care provider authorized to administer the vaccine.

⁴ CDPH, https://www.cdph.ca.gov/Programs/CID/DCDC/CDPha%20Document%20Library/COVID-19/COVID_VACCINE_FACT_SHEET-ENG-08.pdf, [April 2, 2021.]

⁵ Fully vaccinated may include booster shots as guided by federal, state, and local public health authorities. <https://www.cdc.gov/media/releases/2021/s0818-covid-19-booster-shots.html> [August 18, 2021.]

⁶ USDOJ, <https://www.justice.gov/sites/default/files/opinions/attachments/2021/07/26/2021-07-06-mand-vax.pdf>, [August 23, 2021.]

⁷ CDC, <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/second-shot.html>, [August 21, 2021.]

The District will provide employees with reasonable release time to travel and become vaccinated, as required by law. Compensation shall be at the employee's regular rate of pay. Employees will arrange vaccination time with their supervisors.

The District will provide employees who become vaccinated with sick leave that may be used in order to recover from any side effects of the COVID-19 vaccinations, as required by law.

IV. Proof of Vaccination

Once fully vaccinated with the COVID-19 vaccine, volunteers and employees must provide to the District proof of vaccination in order to be physically present on campus as described above. Pursuant to the CDPH Guidance for Vaccine Records Guidelines & Standards,⁸ only the following modes may be used as proof of vaccination:

- COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided, and date last dose administered); OR
- a photo of a Vaccination Record Card as a separate document; OR
- a photo/screenshot of the client's Vaccination Record Card stored on a phone or electronic device; OR
- documentation of COVID-19 vaccination from a health care provider; OR
- digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type. The QR code must also confirm the vaccine record as an official record of the state of California; OR
- documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

Employees can submit proof of vaccination at the online upload form at: <http://www.rscdd.edu/VaccinationUpload>. This form requires a picture of your vaccination card/documentation or verification of vaccination ready to upload as attached documents. Once the photo of your vaccination card is uploaded the form is completed, and your vaccine record has been submitted to Human Resources.

Instructions on uploading your vaccination card and release can be found at: <http://www.rscdd.edu/VaccinationUpload>.

Employees and volunteers who have been vaccinated are required to continue to abide by all District policies, procedures, and protocols regarding COVID-19 until the District directs otherwise. The District's COVID-19 Prevention Plan is available here: <https://www.rscdd.edu/Departments/Human-Resources/Pages/COVID-Prevention-Plan.aspx>.

V. Health or Medical Records

The District will not request any health or medical information for the purpose of enforcement of this Protocol other than the proof of vaccination. Unless consent is given, the District will not

⁸ CDPH, <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Vaccine-Record-Guidelines-Standards.aspx> [August 21, 2021.]

request or receive any medical information from volunteers, employees, or vaccination providers, or give any medical information to any vaccination provider. Any proof of vaccination a volunteer or employee provides to the District will be stored in a manner consistent with applicable law and in accordance with the District's practice for storing medical information for employees.

VI. Exemptions from Vaccination Requirement

District employees and volunteers may be exempt from the mandatory COVID-19 vaccine requirements in this program only under the following circumstances:

- A. **New Employees/Volunteers:** If an applicant for District employment meets all other requirements for employment as applicable but needs additional time to obtain and / or provide their vaccination records or to obtain an exemption, the person's assignment will be conditional for a maximum of 8 weeks (60 calendar days) upon signing and submitting a written statement attesting that they have been vaccinated as required or upon seeking an exemption pursuant to this program.
- B. **Medical Exemption:** The employee or volunteer submits the district ~~medical exemption~~ Medical Exemption form and a written statement from a licensed medical provider (such as a physician, physician assistant or nurse practitioner) exempting them due to the person's disability or serious medical condition. This statement must provider's printed name, license number, signature and date the statement is issued and be on the RSCCD Health Provider Letter. Employees and volunteers should submit the statement on the district website.
- C. **Religious Exemption:** The employee or volunteer objects based on a sincerely held religious belief. If a volunteer, or employee objects on this basis, the employee or volunteer must complete and submit the corresponding Religious Exemption Accommodation Request Form for COVID-19 on the district website.
- D. Personal Exemption: The employee or volunteer objects based on a personal belief. If a volunteer or employee objects on this basis, the employee or volunteer must complete and submit the corresponding Personal Exemption Form for COVID-19 on the district website.

VII. Accommodations Process

If the District determines that an employee has not received the COVID-19 vaccination due to disability or medical condition, ~~or~~ a sincerely held religious belief or a personal exemption, the District will engage in an interactive accommodations process to determine whether a reasonable accommodation can be provided. The accommodations process will determine whether a reasonable accommodation exists to enable an employee to perform the "essential functions" of their job. Essential functions vary by job class and therefore the process shall be case-by-case and may result in different outcomes in different cases. The District will follow its normal accommodations policy in determining a reasonable accommodation. Accommodations may not be possible where it would result in an undue burden to the District.

The District may require Covid-19 testing for any employee or volunteer, when indicated by health screening via qualifying exemption and/or exposure to Covid-19. As to any changes in this

Protocol regarding testing of employees and volunteers, the District will be guided by ongoing information from the federal, state, and local authorities.

VIII. Prohibition of Harassment Discrimination

The District will not discriminate against any volunteer or employee who receives an exemption from receiving the COVID-19 vaccine, although the District will take any legitimate business action to maintain the safety of the campus(es) and community. The District will not tolerate any discrimination or harassment against volunteers, or employees based on vaccination status or individuals taking mitigation measures, such as wearing a face mask. Employees and volunteers found to be engaging in such discrimination or harassment may face discipline up to and including termination. If you believe you have experienced harassment, discrimination, or retaliation due to an exemption from receiving the COVID-19 vaccine, please immediately contact Human Resources or file a report here: <https://www.rscgd.edu/report/Pages/default.aspx>

IX. Revisions to the Protocol

The District reserves the right to revise and update this Protocol as necessary based upon ongoing information and guidance from the Federal, State and Local guide authorities.

X. Questions?

For employees and volunteers, questions about the Protocol may be directed by email to Human Resources.

Adopted: September 1, 2021

Revised: xxxxxxxxx, 2021