



## Rancho Santiago Community College District District Council Meeting

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### MINUTES December 5, 2022

Members:	Marvin Martinez	Present
	Alex Davis	Present
	Iris Ingram	Present
	Cheng Yu Hou	Absent
	Annebelle Nery	Present
	Enrique Perez	Present
	Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	William Nguyen	Absent
	Michael Taylor	Present
	Tara Kubicka-Miller	Present
	Sheryl Martin	Present
	Jonae Varela	Absent
	Zina Edwards	Present
	Melani Fernandez	Present
	Michael Green	Present
Guest:	Adam O'Connor	
	Alistair Winter	
	Linda Melendez	

1. Call to Order/Update
  - a. Chancellor Martinez convened the meeting via Zoom Conference at 1:34 p.m. followed by a roll call of members.
2. Chancellor's Update
  - a. The Chancellor expressed his appreciation to all for their work this semester. He congratulated everyone on their efforts to increase enrollment and is looking forward to a good spring semester.
  - b. Chancellor Martinez reported that the state is expecting a good budget for 2023-2024, including a record COLA.
  - c. At the December 12 board of trustees meeting, re-elected trustees Hanna and Yarbrough as well as newly elected trustee Daisy Tong will be sworn into office. The board will elect their officers for 2023 and also address revisions to the board policy relating to board compensation.
  - d. The colleges are currently working on hiring their new full-time faculty for a fall 2023 hire date.

3. Approval of Minutes

- a. It was moved by Dr. Davis, seconded by Mr. Isbell and, by roll call vote, carried unanimously with an abstention by Ms. Edwards to approve the minutes of the November 7, 2022 meeting.

4. Board Policies

- a. BP 6250 Budget Management - Vice Chancellor Ingram presented revisions to BP 6250 Budget Management that had been recommended by the Fiscal Resources Committee. Discussion ensued. It was moved by Ms. Ingram, seconded by Mr. Gonzalez and, by roll call vote, carried unanimously to approve a recommendation of the revised board policy to the board of trustees for approval. ***Review and recommendation of board policies and review and adoption of administrative regulations for district-wide planning activities.***

5. Administrative Regulations

- a. AR 6305 Reserves – Vice Chancellor Ingram presented the revisions to AR 6305 Reserves. There were no comments or questions about the revisions. It was moved by Ms. Ingram, seconded by Dr. Davis and, by roll call vote, carried unanimously to approve the revisions to AR 6305 Reserves as presented. ***Review and recommendation of board policies and review and adoption of administrative regulations for district-wide planning activities.***
- b. AR 7120.1 Full-time Faculty Recruitment and Selection – Assistant Vice Chancellor Winter presented the revisions made to AR 7120.1 Full-time Faculty Recruitment and Selection. Discussion ensued. It was agreed to postpone consideration of this AR until the College Presidents and Academic Senate Presidents were able to meet to come to agreement on the composition of the those involved in the final interviews. ***Review and recommendation of board policies and review and adoption of administrative regulations for district-wide planning activities.***

6. People & Culture

- a. Approval of Reorg #1307 – DO/Purchasing Services: Assistant Vice Chancellor Winter presented Reorg #1307 which adds staffing to the purchasing department. It was moved by Mr. Rutan and seconded by Ms. Kubicka-Miller to approve Reorg #1307. Discussion ensued and the committee received clarification on the reorg. The motion carried unanimously by roll call vote to approve Reorg #1307. ***Review and approval of district services reorganizations for district-wide planning activities.***
- b. Approval of Reorg #1308 – DO/Business Services: Ms. Ingram presented the reorg which adds a Director, Contract Management Services to the Business Services department. It was moved by Ms. Ingram and seconded by Dr. Davis to approve Reorg #1308. Discussion ensued. The motion carried unanimously by roll call vote to approve Reorg #1308. ***Review and approval of district services reorganizations for district-wide planning activities.***

Michael Green joined the meeting at this time.

7. Planning Update – District Council

- a. Acting Vice Chancellor Alex Davis reviewed the 2020-2022 goals and accomplishments. It was proposed that goals #1, #3 and #7 be combined and the following accomplishments of those goals include the following:
  - i. In consultation with district research, planning and institutional effectiveness, a districtwide governance committee planning process survey instrument was created to assess the effectiveness of the planning process districtwide. A recommendation is that the Chief Communications Officer creates regular communications from District Council to all district and college stakeholder groups.
  - ii. In consultation with the Chancellor and the Executive Assistant to the Chancellor, the District Council activities and purpose statements are now aligned and identified in the District Council meeting minutes to highlight the summary of actions taken in District Council.
- b. Acting Vice Chancellor Alex Davis proposed that goals #2, #4, #5 and #6 be carried over as goals for 2022-2023:
  - i. 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.
  - ii. District Council will identify at each of their meetings the specific support that they need from each of the other district governance groups.
  - iii. Members of District Council will find opportunities to share the work being conducted/implemented/shared at District Council at committees in which they represent.
  - iv. Co-chairs of the five governance committees will have a standing agenda item to report pertinent action items discussed/taken at District Council and applied it to the work of their committees and vice versa.
- c. It was moved by Ms. Ingram, seconded by Mr. Isbell and, by roll call vote, carried unanimously to approve the accomplishments of 2020-2022 and the goals for 2022-2023 as presented. ***Ensure district-wide involvement in district-level planning for district-wide planning activities.***

8. Participatory Governance Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)  
Dr. Davis reported on the November 16, 2022 meeting.
- b. Human Resources Committee (HRC)  
Mr. Winter reported on the November 9, 2022 meeting.
- c. Fiscal Resources Committee (FRC)  
Ms. Ingram reported on the November 16, 2022 meeting.
- d. Physical Resources Committee (PRC)  
Ms. Ingram reported that all funds approved by the Measure Q bond measure have been expended as promised and the measure was closed out on time and on budget.
- e. Technology Advisory Group (TAG)  
Mr. Gonzalez reported on the December 1, 2022 meeting.

9. 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. In addition, Mr. Rutan shared information relating to the proposed legislation providing the CSUs veto power over baccalaureate degrees to be awarded by the community colleges.
- c. CSEA: Ms. Edwards provided a report on CSEA activities. She also announced that this would be her last meeting as a representative of CSEA. Ms. Martin announced that she would be stepping down to the position of past-president and this was her last meeting as well.
- d. Student Government/SAC: Ms. Fernandez reported on the SAC ASG activities.
- e. Student Government/SCC: Mr. Green reported on the SCC ASG activities.

Next Meeting:                   The next meeting will be held on Monday, January 30, 2023

Meeting Adjourned:       3:00 p.m.

Approved:                     January 30, 2023