



**Rancho Santiago Community College District**  
**District Council Meeting**  
**May 19, 2014**  
**Executive Conference Room**  
**3:00 – 5:00 p.m.**

**Agenda**

1. Approval of Minutes of April 21, 2014 Meeting
2. Prioritized District Resource Augmentation Requests Didion
3. Roles of the 5 Governance Committees in the Budget Process Didion
4. Coordination of District Planning Initiatives with the College Planning Cycle Didion
5. Administrative Regulations Didion
6. Increase in District-wide Software Budget for Adobe Software Licensing LeTourneau
7. Committee Reports
  - a. Planning & Organizational Effectiveness Committee Didion
  - b. Human Resources Committee Didion
    - i. Reorganizations
  - c. Fiscal Resources Committee Hardash
  - d. Physical Resources Committee Hardash
  - e. Technology Advisory Group LeTourneau
8. Constituent Representative Reports
  - a. Academic Senate - SAC Zarske
  - b. Academic Senate – SCC Evelt
  - c. Classified Staff Williams
  - d. Student Government – SAC Sandoval
  - e. Student Government – SCC Ko
9. Other

**Next Meeting: June 2, 2014**

**Mission Statement**

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community.



## Rancho Santiago Community College District District Council Meeting

---

### MINUTES April 21, 2014

Members:	Raúl Rodríguez	Present
	John Didion	Present
	Peter Hardash	Present
	Michael Collins for Erlinda Martinez	Present
	Juan Vázquez	Present
	John Zarske	Present
	Corinna Evett	Present
	Victoria Williams	Present
	Sylvia LeTourneau	Present
	Jorge Sandoval	Absent
	Jimmy Ko	Present
	Michael DeCarbo	Present
	Bonnie Jaros	Present
	George Sweeney	Absent
Also in Attendance:		
	Barry Resnick	

1. Approval of Minutes of March 17, 2014

It was moved by Mr. Hardash, seconded by Dr. Jaros and carried unanimously to approve the minutes of the March 17, 2014 meeting.

2. Delineation of Function Chart

Executive Vice Chancellor Didion presented the Delineation of Function Chart prepared by the Planning and Organizational Effectiveness Committee (POE). The chart will be a source document in the package of basic evidence for accreditation. POE recommends approval by District Council. It was moved by Ms. Evett, seconded by Ms. Williams and carried unanimously to approve the Delineation of Function Chart and forward to the Board of Trustees for their information.

3. Administrative Regulations

Mr. Didion presented the following new and updated Administrative Regulations:

- AR 3100, 3200, 3300, 3440 and 6305 - new
- AR 3500, 3570, 6620 – revised

Discussion ensued about off-agenda Administrative Regulations relating to the Student Trustee and Free Speech.

4. Committee Reports

A. Planning and Organizational Effectiveness Committee (POE)

Mr. Didion reported that POE will be meeting April 23 to prioritize the district services budget augmentations. This prioritized list will be brought to the May 19 District Council Meeting for approval.

B. Human Resources Committee (HRC)

Mr. Didion reported that the HRC continues work on the EEO Plan and the HR & Staffing Plan.

- a. Mr. Didion presented a proposed reorganization within the current budget in the Fiscal Services area. It was moved by Mr. Didion, seconded by Mr. Hardash and carried unanimously to approve the reorganization.

C. Fiscal Resources Committee (FRC)

Vice Chancellor Hardash reported that the FRC will be meeting on April 23. The 50% law, Full-time Faculty Obligation Number and P2 numbers are among the agenda items.

D. Physical Resources Committee (PRC)

Mr. Hardash reported that the PRC will meet on May 7 and encouraged all constituent groups to insure their representatives attend, as important information is disseminated at these meetings.

E. Technology Advisory Group (TAG)

Assistant Vice Chancellor LeTourneau distributed written requests that were verbally presented at the March 17, 2014 meeting. Mr. Hardash reported that FRC forwarded the proposal for the colleges to accept ongoing financial responsibility for computer replacements to the colleges for discussion and feedback. The decision for the stabilization fund to cover the cost of one year of computer replacements was deferred.

Ms. LeTourneau also presented the proposal from TAG to augment ITS funding to cover the cost of a district-wide purchasing program for Adobe products. It was agreed the colleges will discuss this proposal and be prepared to discuss at the May 19, 2014 District Council meeting.

5. Constituent Representative Reports

- A. Academic Senate/SAC: Academic Senate President Zarske reported on the activities of the Academic Senate.
- B. Academic Senate/SCC: Academic Senate President Evett reported on the activities of the SCC Academic Senate.
- C. CSEA: CSEA Vice President Williams announced that Sean Small had resigned as CSEA President and that she would be assuming that position.
- D. Student Government – SAC: No report
- E. Student Government – SCC: ASG President Jimmy Ko reported on the ASG activities at SCC.

6. Next Meeting: The next meeting of the District Council will be held on Monday, May 19, 2014 in the Executive Conference Room (#114).

Meeting Adjournment: 4:35 p.m.

Approved:



# Workplace Violence Plan - AR3522 3510

~~Adopted January 10, 2005~~ Revised May 19, 2014

Rancho Santiago Community College District is committed to providing a safe work and educational environment that is free of violence and the threat of violence.

## **Responding to Acts or Threats of Violence**

The top priority in this process is effectively handling critical workplace incidents, ~~especially those dealing~~ involving actual or potential violence. Violence or the threat of violence against or by any employee of the District or any other person is unacceptable. Immediate action will be taken to stop any act or threat of violence on district property.

~~Should~~ A non-employee on District property ~~demonstrate~~, who commits or threatens violent behavior, ~~he/she may~~ shall be subject to criminal and civil sanctions, including removal from the property, restraining orders and prosecution.

~~Should an~~ Any District employee, ~~during working hours,~~ demonstrate or threaten violent behavior ~~he/she may~~ or student who violates this policy shall be subject to appropriate disciplinary action pursuant to the applicable policies and procedures of the District, and may further be subject to such additional civil and criminal sanctions, including but not limited to, restraining orders, criminal charges, and civil law suits, as permitted by law.

Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor and to the District Safety Department. In emergency situations, the employee may also call the local law enforcement agency by calling 9-1-1.

No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.

In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, the District Safety Department, 3-3-3 and the local police, 9-1-1, will be called.

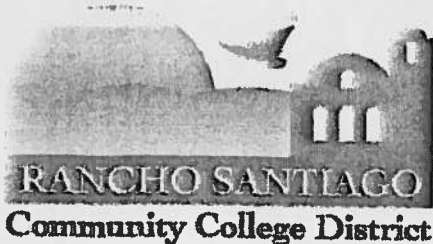
## **Definitions of Acts or Threats of Violence:**

- Striking, punching, slapping or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening or unwanted horseplay.

- Possession, use, or threat of use, of a firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his or her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his or her duties.

**Legal References:** Cal/OSHA; Labor Code Sections 6300 et seq. Title 8, Section 3203 Code of Civil Procedure Section 527.8 Penal Code Sections 273.6; 626.9; 626.10; and 12021

**Responsible Manager:** Director, District Safety and Security



*Continuing the tradition of high quality education*

2323 North Broadway • Santa Ana, CA 92706 -1640 • (714) 480-7300 • [www.rsccd.edu](http://www.rsccd.edu)

Santa Ana College • Santiago Canyon College

**To:** District Council  
**From:** Technology Advisory Group  
**Re:** Funding Request  
**Date:** April 4, 2014

Adobe Systems Inc. restructured their software licensing to an annual licensing cost of \$156 for the Creative Suite Web software and an additional \$78 for the Video Collection software, which is primarily used at the colleges for instructional purposes.

The Foundation for California Community Colleges (FCCC) has negotiated a per FTE contract at a rate of \$55 per FTE. Participating in this agreement allows the district to install any of the Creative Suite Web or Video products on any district-owned machines. Participating in this agreement also allows employees to license these products for \$20 a year.

Curt Childress reported that SCC has 61 copies of the Creative Suite Web Collection. OEC needs 94 copies of the CS Web Collection product and 38 copies of Video collection. The annual cost for these products is \$27,068\*. SCC and OEC's annual cost under the FCCC agreement is \$28,985.

Nicholas Quach reported that SAC has 184 copies of the Creative Suite Web Collection and CEC has 31 copies, and SAC needs to add 65 more. The annual license for these products is \$43,680\*. SAC and CEC's cost under the FCCC agreement is \$63,360.

Therefore, TAG is recommending an annual increase of \$92,345 (1679 FTE x \$55) to the ITS District-wide software maintenance budget to fund the district-wide licensing of Adobe's Creative Suite software.

Respectfully,

Sylvia LeTourneau  
Assistant Vice Chancellor, Information Technology Services  
Chair, Technology Advisory Group

BOARD OF TRUSTEES:

Claudia C. Alvarez • Arianna P. Barrios • John R. Hanna • Lawrence R. "Larry" Labrado • Jose Solorio • Nelida Mendoza Yanez • Phillip E. Yarbrough

CHANCELLOR:

Raúl Rodríguez, Ph.D.



**\*Individual Annual License Summary**

<b>Location</b>	<b>QTY</b>	<b>Product</b>	<b>Product Cost</b>	<b>Total</b>
SAC	184	CS Web	\$156	\$28,548
SAC need	65	CS Web	\$156	\$10,140
CEC	31	CS Web	\$156	4,836
<b>Total</b>				<b>\$43,680</b>
SCC	61	CS Web	\$156	\$9,516
OEC	94	CS Web	\$156	\$14,664
OEC	38	CS Video	\$78	\$2,964
<b>Total</b>				<b>\$27,144</b>

**\*\*CEC has 65 copies of Photoshop Elements which is not covered in this agreement.**