Rancho Santiago Community College District
District Council Meeting

December 2, 2013
Executive Conference Room
3:00 – 5:00 p.m.

Agenda

1. Approval of Minutes of November 4, 2013 Meeting

2. 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

3. Constituent Representative Reports
   a. Academic Senate - SAC   Zarske
   b. Academic Senate – SCC   Evett
   c. Classified Staff   Small
   d. Student Government – SAC   Sandoval
   e. Student Government – SCC   Pham

4. Other

Next Meeting: February 3, 2014

Rancho Santiago Community College District
District Council Meeting

MINUTES
November 4, 2013

Members:		
	Raúl Rodríguez	Present
	Judy Chitlik for John Didion	Present
	Peter Hardash	Present
	Erlinda Martinez	Present
	Juan Vázquez	Present
	John Zarske	Present
	Corinna Evett	Present
	Tom Andrews for Sean Small	Present
	Sylvia LeTourneau	Present
	Jorge Sandoval	Present
	Kevin Pham	Present
	Michael DeCarbo	Present
	Victoria Williams	Present
	Bonnie Jaros	Absent
	George Sweeney	Present

1. Approval of Minutes of October 7, 2013
   It was moved by Mr. Vázquez, seconded by Dr. DeCarbo and carried unanimously to approve the minutes of the October 7, 2013 meeting with one correction.

2. Committee Reports
   A. Planning and Organizational Effectiveness Committee (POE)
   Ms. Evett reported that the Comprehensive Master Plan was approved by the board and copies were being ordered for accreditation purposes. At its last meeting a discussion of the budget planning processes took place and it was agreed that the Fiscal Resources Committee would make a recommendation on the process to be used for budget augmentation outside the normal planning and budgeting cycle. At its meeting of November 20, the committee will review a streamlined functional map.

   B. Human Resources Committee (HRC)
   Assistant Vice Chancellor Chitlik presented the HRC recommendation for allocation of full time faculty vacancies (attached). Discussion ensued.

2. Committee Reports (continued)
    B. Human Resources Committee (HRC) (continued)
        The following recommendation was accepted by District Council:
        *The HR Committee recommends Option #1, with the caveat that the college
        presidents be given the latitude to shift vacancies between the colleges in any
        given year provided that each college's obligation is restored in the following
        year to reflect the current FTES split. In subsequent years each college will
        be responsible for maintaining its FON by replacing vacancies created
        through retirement/resignation, etc. Increases in the FON (due to funded
        credit growth) will be allocated between the colleges in proportion to the
        growth generated by each college.*

        Ms. Chitlik presented the following reorganizations:
        •   Intermediate Clerk – Global Trade & Logistics Grant
        •   Business Services Coordinator – Deputy Sector Navigator-Retail,
            Hospitality and Tourism Grant
        •   Assistant Director – Small Business Initiative/SBDC
        It was moved by Mr. Zarske, seconded by Mr. Vazquez and carried unanimously
        to approve the reorganizations.

    C. Fiscal Resources Committee (FRC)
        Vice Chancellor Hardash reported that a subcommittee has been tasked with
        developing a process to be used for budget augmentation outside the normal
        planning and budgeting cycle. The process will be forwarded to POE for review.
        Mr. Hardash reported the district is closely watching the state budget shortfall of
        its apportionment funding and alternative sources of income that may be available
        to offset the shortfall.

    D. Physical Resources Committee (PRC)
        Mr. Hardash reported that the next meeting will be held on November 6, 2013. A
        presentation of the allocation of Measure E funds and sequencing of Measure Q
        projects will be presented to the Board of Trustees at their meeting of November
        12, 2013.

    E. Technology Advisory Group (TAG)
        Assistant Vice Chancellor LeTourneau reported that TAG would be meeting the
        week of November 4 where a presentation of "cloud" technology will be made
        and a discussion of computer replacement plans for the district will take place.

3. Constituent Representative Reports
    A. Academic Senate/SAC: Academic Senate President Zarske reported that the
        academic senates from both colleges had been involved with the Open
        Educational Resource (OER) event held on October 29 and that they would be
        attending the State Senate Plenary session this week. Mr. Zarske also reported on
        topics of discussion at the last meeting.

3. Constituent Representative Reports (continued)
    B. Academic Senate/SCC: Academic Senate President Corinna Evett reported that
        the faculty request list had been approved and forwarded to the President and the
        next meeting will be held on November 5. Ms. Evett invited everyone to the
        Faculty Excellence Presentation on November 21.
    C. CSEA: Tom Andrews reported that special effort is being made to encourage
        committee representatives to report back to the classified staff about committee
        discussions and actions. Mr. Andrews sought clarification on the approval
        process for positions. It was explained that requests for new college positions go
        through the college council.
    D. Student Government – SCC: Director-at-Large Kevin Pham reported on the ASG
        activities at SCC.
    E. Student Government – SAC: ASG President Jorge Sandoval reported on the ASG
        activities at SAC and on the recent Student Senate of the California Community
        Colleges (SSCCC) conference attended by representatives from both SAC and
        SCC associated student governments.

4. Other
    Chancellor Raúl Rodríguez reported that members of the Board of Trustees and
    representatives from both SAC and SCC on November 1. At the meeting Trustees
    responded to questions relating to Standard IV.

    Dr. Rodríguez also reported that the Public Safety Task Force held its first meeting and
    work is being done by Interim Director of Safety and Security Alistair Winter and a
    consultant to develop a plan for the committee's review. A discussion of threat
    assessment teams also took place.

5. Next Meeting: The next meeting of the District Council will be held on Monday,
    December 2, 2013 in the Executive Conference Room (#114).

    Meeting Adjournment: 4:10 p.m.

Recommended Allocation of Full-Time Faculty Vacancies in Order to Restore FON Compliance by Fall 2014

On October 9, 2013, the Human Resources Committee met to review the District's Fall 2013 FON report and consider two options to restore the District's FON by Fall 2014. Option #1 allocated the projected faculty vacancies along the current FTES split in the Budget Allocation Model (BAM). Option #2 allocated the projected faculty vacancies to resemble Fall 2008 levels, which was the last year that the District was in compliance with the FON.

Option #1 -- Restoration to Current FTES Split	TOTAL		SAC			SCC		
			FON	PCT	FTES %	FON	PCT	FTES %
Fall 2008 Count (Last Year of FON Compliance)	336		232	69.0%	70.3%	104	31.0%	29.7%
Fall Full-time Faculty 2012 Count	315		216	68.6%	70.8%	99	31.4%	29.2%
Fall 2013 Full-time Faculty Estimate	317		217	68.5%	70.8%	100	31.5%	29.2%
Fall 2014 Projection (without additional hiring)	306		209	68.3%		97	31.7%	
Fall 2014 FON Obligation (334.80)	335		237	70.8%		98	29.2%	
New Full-time Positions Needed			28			1		

Option #2 -- Restoration to 2008 Level	TOTAL		SAC			SCC		
			FON	PCT	FTES %	FON	PCT	FTES %
Fall 2008 Count (Last Year of FON Compliance)	336		232	69.0%	70.3%	104	31.0%	29.7%
Fall Full-time Faculty 2012 Count	315		216	68.6%	70.8%	99	31.4%	29.2%
Fall 2013 Full-time Faculty Estimate	317		217	68.5%	70.8%	100	31.5%	29.2%
Fall 2014 Projection (without additional hiring)	306		209	68.3%		97	31.7%	
Fall 2014 FON Obligation (334.80)	335		231	69.0%		104	31.0%	
New Full-time Positions Needed			22			7		

HR Committee Recommendation:
The HR Committee recommends Option #1, with the caveat that the college presidents be given the latitude to shift vacancies between the colleges in any given year provided that each college's obligation is restored in the following year to reflect the current FTES split. In subsequent years, each college will be responsible for maintaining its FON by replacing vacancies created through retirement/resignation, etc. Increases in the FON (due to funded credit growth) will be allocated between the colleges in proportion to the growth generated by each college.