



**Rancho Santiago Community College District**  
**District Council Meeting**  
**May 8, 2017**

**Executive Conference Room**  
**3:00 – 5:00 p.m.**

**Agenda**

- |  |                   |
|--|-------------------|
| 1. Approval of Minutes of April 17, 2017 Meeting     | Rodríguez         |
| 2. May 15, 2017 Board of Trustees Meeting            | Rodríguez         |
| 3. Budget Reduction Plan                             | Rodríguez/Hardash |
| 4. Reorganization                                    | Chitlik           |
| 5. IEPI Partnership Resource Team Request            | Rodríguez/Perez   |
| 6. 2017-2018 Meeting Schedule                        | Rodríguez         |
| 7. Committee Reports                                 |                   |
| a. Planning & Organizational Effectiveness Committee | Perez             |
| b. Human Resources Committee                         | Chitlik           |
| c. Fiscal Resources Committee                        | Hardash           |
| d. Physical Resources Committee                      | Hardash           |
| e. Technology Advisory Group                         | Krichmar          |
| 8. Constituent Representative Reports                |                   |
| a. Academic Senate - SAC                             | Jones             |
| b. Academic Senate – SCC                             | DeCarbo           |
| c. Classified Staff                                  | Pleitez           |
| d. Student Government – SAC                          | Cervantes         |
| e. Student Government – SCC                          | Chian             |
| 9. Other   |                   |

**Next Meeting:**  
**June 5, 2017**  
**3:00 – 5:00 p.m.**  
**Executive Conference Room #114**



## Rancho Santiago Community College District District Council Meeting

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### MINUTES April 17, 2017

Members:	Raúl Rodríguez	Present
	Peter Hardash	Present
	Enrique Perez	Present
	Judy Chitlik	Present
	Sarah Lundquist ( <i>for Linda Rose</i> )	Present
	Jose Vargas ( <i>for John Hernandez</i> )	Present
	Lee Krichmar	Present
	Elliott Jones	Present
	Michael DeCarbo	Present
	Roxana Pleitez	Absent
	Amber Stapleton	Present
	Lisette Cervantes	Present
	Esther Chian	Present
	Bonnie Jaros	Absent
	Steven Deeley ( <i>for Mary Mettler</i> )	Present
	Diane Hill	Present
	George Sweeney	Present
	Jim Kennedy	Present
	Adam O'Connor	Present

Chancellor Raúl Rodríguez convened the meeting at 3 p.m.

1. Approval of Minutes of April 3, 2017  
It was moved by Mr. DeCarbo, seconded by Ms. Chitlik and carried unanimously to approve the minutes of the April 3, 2017 meeting.
2. April 24, 2017 Board of Trustees Meeting  
Dr. Rodríguez shared highlights of the agenda for the April 24, 2017 Board of Trustees Meeting. There will be student recognitions: one from SCC and four from SAC.

3. District Budget

Chancellor Rodríguez discussed the current budget situation and the need to make expenditure reductions in order to deal with the budget deficit. He stated that a number of factors caused the deficit, including:

- (1) Declining enrollment;
- (2) Declining revenues;
- (3) Increases in fixed costs and other expenditures;
- (4) Spending above allocated budget.

Dr. Rodriguez stated that the budget deficit is currently between \$8 - \$9 million. Part of the plan is to make reductions in two phases. Phase I will be to make \$4 million in reductions by the adopted budget. The reductions will be allocated between the three budget centers as follows: 18.8% at district operations, 70% at Santa Ana College and 30% at Santiago Canyon College. Phase II will include making an additional \$4-\$5 million in reductions. The timeline and amount of reductions required in Phase II will be determined after we receive further information, including, our enrollment numbers and the Governor's May revise.

Dr. Rodriguez shared the current Personnel Requisitions and stated that all positions currently listed as "On Hold" would not be moving forward with the exception of the LA County and OC County directors for the LA/OC Regional Consortia, as those are funded by the regional consortia grant for all colleges in the region.

Dr. Rodriguez also mentioned that the district would be instituting a hard hiring freeze with the following guidelines:

- (1) All new positions must go to Chancellor's Cabinet for approval
- (2) Hiring freeze applies to both general and categorically funded positions
- (3) Public safety positions are exempt from the hiring freeze

Other reduction strategies include, but are not limited to:

- (1) Very limited, if any, short term hires after July 1, 2017
- (2) Review and possible elimination of programs

4. Other

None

5. Next Meeting: The next District Council meeting will be held on Monday, May 8, 2017 in the Executive Conference Room (#114).

Meeting Adjourned: 3:34 p.m.

Approved:

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
REORGANIZATION REQUEST FORM**

Number # \_\_\_\_\_  
*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: DO/Educational Services

Manager/Supervisor: Enrique Perez

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
	Executive Director, Institute for Workforce Development (new)
	Grade E

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 179,416.69

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): see attached budget spreadsheet

Reason for reorganization: *Indirect revenue by district grant projects will fund salary and benefit cost for 2017/18 and future years from Fund 13* (Attach necessary budget change forms)

Reassignment of manager to oversee revenue-generating program.

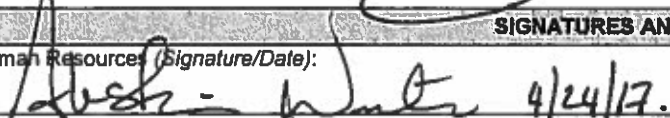
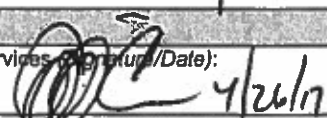
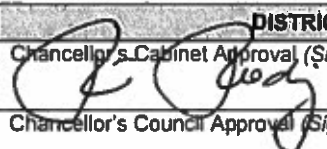
Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No  Yes  If yes, please explain below.

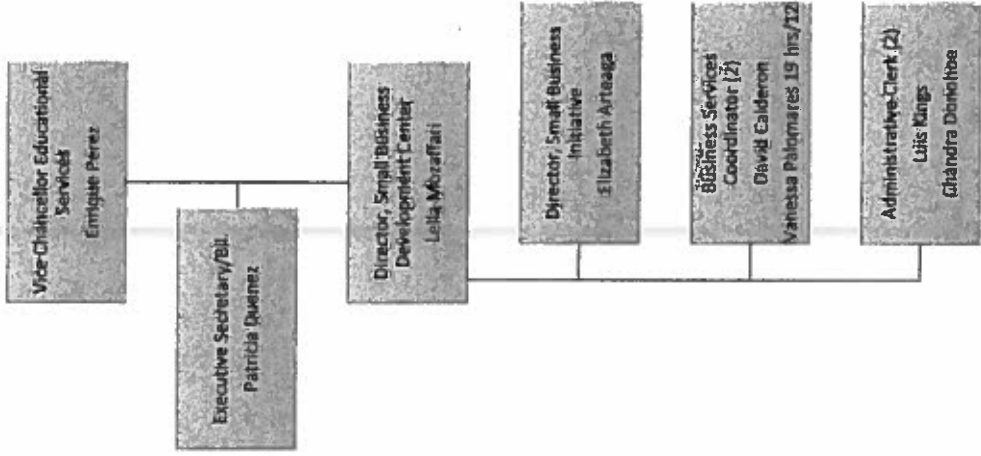
Does this change affect more than one department/division? No  Yes  If yes, please explain below.

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

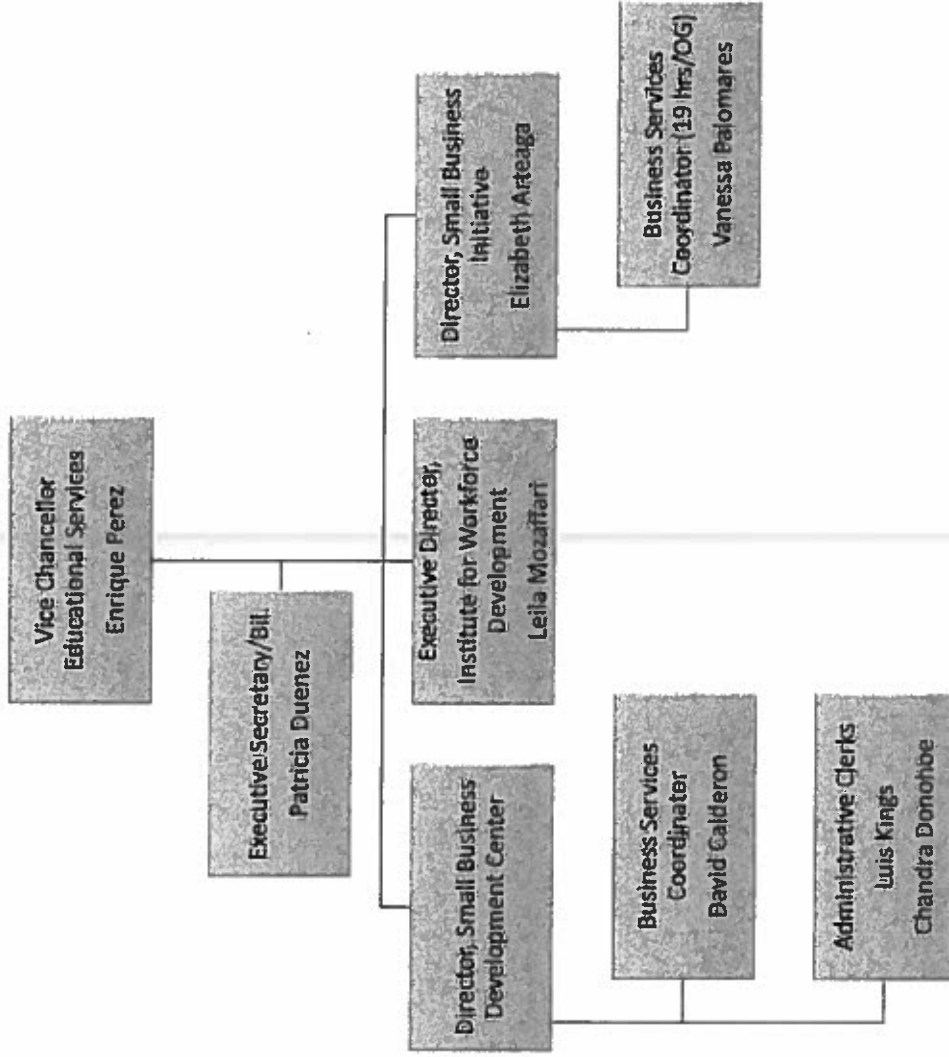
Submitted by (District Cabinet Member):  Date: 4/21/17

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u> 4/24/17.</u>	Business Operations & Fiscal Services (Signature/Date): <u> 4/26/17</u>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u> 5/01/17</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

# Current Organizational Chart



# New Organizational Chart



# RSCCD

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE		Exec. Dir. Institute for WF Dev		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST	
Leila Mozaffari E-7	\$ 11,001.82	12	\$ 132,021.83	
<b>SALARY RELATED TAX/BENEFITS</b>		<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
PERS	13.888%	18,335.19		
SOCIAL SECURITY	6.200%	8,185.35		
MEDICARE	1.450%	1,914.32		
UNEMPLOYMENT	0.050%	66.01		
WORKERS COMP	2.250%	2,970.49		
ACTIVE RET. INS. COST	1.000%	1,320.22		
<b>TOTAL TAX &amp; BENEFIT COST</b>		<b>24.838%</b>	<b>\$ 32,791.58</b>	<b>\$ 32,791.58</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>				<b>\$ 164,813.41</b>
<b>FRINGE BENEFITS COST</b>		<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
FRINGE BENEFITS (CSEA only)			2,750.04	
SOCIAL SECURITY	6.200%	170.50		
MEDICARE	1.450%	39.88		
UNEMPLOYMENT	0.050%	1.38		
WORKERS COMP	2.250%	61.88		
ACTIVE RET. INS. COST	1.000%	27.50		
<b>TOTAL FRINGE BENEFIT COST</b>		<b>10.950%</b>	<b>\$ 3,051.18</b>	<b>\$ 3,051.18</b>
<b>INSURANCE BENEFITS</b>				
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)				
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 132,021.83		301.01	
MEDICAL INSURANCE (see below)			11,675.66	
<b>TOTAL INSURANCE COST</b>			<b>11,976.67</b>	<b>\$ 11,976.67</b>
<b>TOTAL COST OF POSITION</b>				<b>\$ 179,841.26</b>
<b>BENEFITS =</b>		<b>\$ 47,819.43</b>		
<b>BENEFIT COST AS A PERCENT OF CONTRACT =</b>				<b>36.22%</b>
Admn., Superv/Mang. & Conf. (including Fringe amount)		30,699.48		
CSEA		25,517.64		

Health: Leila 17/18 \$884.52 per month plus 10% assumed inc. in 17/18

NOTES: Need to create accounts listed below & move funds

Y - APRIL 2017 (67%)

Budget	Actual	Apr-17	Balance
88,402.00	22,555.93	7,371.22	58,474.85
13,476.00	3,071.16	1,023.71	9,381.13
5,595.00	1,417.47	466.54	3,710.99
1,309.00	331.50	109.11	866.39
7,467.00	1,827.78	609.26	5,029.96
904.00	230.17	75.25	598.56
45.00	11.44	3.76	29.80
2,030.00	517.85	169.31	1,342.84
1,843.00	460.62	153.54	1,228.84
121,071.00	30,423.92	9,981.70	80,665.38

MOVE TO >

MAY - JUNE 2017 (100%)

Account String	Description	Budget	May-Jun '17	Balance 6/30
11-0000-684000-53305-2110	Classified Management - Sma Leila Mozaffari 100%	58,475.00	22,003.84	36,471.36
11-0000-684000-53305-3215	PERS - Non-Instructional	9,381.00	3,055.87	6,325.13
11-0000-684000-53305-3315	OASDHI - Non-Instructional	3,711.00	1,392.64	2,318.36
11-0000-684000-53305-3325	Medicare - Non-Instructional	868.00	325.70	542.30
11-0000-684000-53305-3415	H & W - Non-Instructional	5,030.00	1,818.68	3,211.32
11-0000-684000-53305-3435	H & W - Retiree Fund Non-In	599.00	224.62	374.38
11-0000-684000-53305-3515	SUI - Non-Instructional - S	29.00	11.23	17.77
11-0000-684000-53305-3615	WCI - Non-Instructional - S	1,343.00	505.39	837.61
11-0000-684000-53305-3915	Other Benefits - Non-Instru	1,229.00	458.34	770.66
Totals for PROJECT: 0000			Reallocated GF	
		80,665.00	29,796.11	50,868.89

JUNE 2018

Budget	July - Dec 17	Balance 6/30
88,402.00	86,474.31	1,927.69
13,476.00	13,882.94	(186.94)
5,595.00	5,473.09	121.91
1,309.00	1,280.00	29.00
7,467.00	7,149.49	317.51
904.00	3,204.40	(2,300.40)
45.00	44.14	0.86
2,030.00	1,988.20	43.80
1,843.00	1,801.28	41.72
121,071.00	121,075.83	(4.83)

GF

Budget	July - Dec 17	Balance 6/30
45,548.00	45,547.53	0.47
7,197.00	7,196.51	0.49
2,883.00	2,882.77	0.23
674.00	674.20	(0.20)
3,766.00	3,765.76	0.24
1,688.00	1,687.82	0.18
23.00	23.25	(0.25)
1,046.00	1,046.17	(0.17)
949.00	948.76	0.24
63,774.00	63,772.77	1.23





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Santa Ana College • Santiago Canyon College

May 3, 2017

Dr. Dianne G. Van Hook  
Chancellor  
College of the Canyons  
26455 Rockwell Canyon Rd.  
Santa Clarita, CA 91355

Dear Chancellor Van Hook:

Rancho Santiago Community College District (the “District”) would like to take advantage of the support made available by the Institutional Effectiveness Partnership Initiative (IEPI) through its provision of Partnership Resource Teams.

The District performs well in the areas of fiscal management and accountability, resource development and annual planning. The District has been successful in integrating a comprehensive shared governance structure whereby students, faculty, staff and administrators are all an integral part of the budget allocation process. However, irrespective of district-wide stakeholder participation, the district’s internal multi-college Budget Allocation Model (BAM) has not provided the financial stability anticipated.

In 2008, both of the District’s colleges, Santa Ana College (SAC) and Santiago Canyon College (SCC), were visited by ACCJC accreditation teams in the normal accreditation cycle. During their visit, the teams noted that the District’s budget allocation model had not been annually reviewed as to its effectiveness. The model had been developed ten years prior when the District transformed into a multi-college district. The visiting team recommended review of the existing model and a District-wide workgroup was tasked with its review as well as evaluating models from other multi-campus districts throughout the state. After reviewing various models, the workgroup ultimately determined that a revenue allocation model, as opposed to an expenditure allocation model, would provide the greatest financial stability and flexibility to both campuses.

The District’s new BAM, based primarily on the SB 361 apportionment-funding model used for all California Community College Districts, was first implemented in FY 2011-2012. The BAM credits the colleges for earned revenues (campus size base allocations and FTES) after paying for district services and institutional costs based on their proportionate share of their funded FTES. Since its implementation five years ago, the BAM has provided an opportunity for the various District stakeholders to annually review, assess, recommend and make modifications as required to meet its various goals. Unfortunately, the District and its colleges continue to struggle to address the financial issues unique to each of the colleges, which have been partly caused by decreasing enrollment and revenue. Further, the BAM has created an unhealthy “zero-sum game” environment between district operations, SAC and SCC since, in order for one budget center to gain, another must lose.

BOARD OF TRUSTEES:

Claudia C. Álvarez • Arianna P. Barrios • John R. Hanna • Zeke Hernandez • Lawrence “Larry” R. Labrado • Nelida Mendoza • Phillip E. Yarbrough

CHANCELLOR:

Raúl Rodríguez, Ph.D.

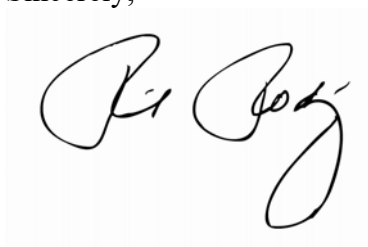
Dr. Dianne G. Van Hook  
College of the Canyons

May 3, 2017  
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The District would like to develop a task force to review and evaluate its internal multi-college budget allocation model, enrollment management plans, and our strategic plans in order to determine where they can be improved to meet the goals of the District and its colleges. We would like to invite a Partnership Resource Team, comprised of experts in these three areas to meet with our various constituent representatives, review the BAM and its processes and make recommendations to improve our enrollment management and strategic plans.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Rodriguez", is centered on a light gray rectangular background.

Raul Rodriguez, Ph.D.  
Chancellor



Rancho Santiago Community College District  
2017 - 2018 District Council Meetings

District Council meetings are held in the **Executive Conference Room (#114)** from **3:00 – 5:00 p.m.** Meeting participants include Chancellor’s Cabinet members, Presidents of the district governance groups, and the Chairs and Co-Chairs of the district’s five participatory governance committees. The Executive Assistant to the Chancellor provides administrative support to the committee.

Fall 2017

July 10

August 7

August 21

September 18

October 2

November 6

November 27

Spring 2018

February 5

March 5

April 2

May 7

June 4