



**Rancho Santiago Community College District**  
**District Council Meeting**  
**November 6, 2017**  
**BOARD ROOM #107**  
**3:00 – 5:00 p.m.**

**Agenda**

1. Approval of Minutes of October 2, 2017 Meeting Rodríguez
2. November 13, 2017 Board of Trustees Meeting Rodríguez
3. FRC Recommendation on Budget Allocation Model Hardash/Mettler
4. Discussion of Possible Budget Reductions for 2018-2019 Hardash
5. RSCCD Team to work with IEPI PRT Rodríguez
6. Board Policies/Administrative Regulations Perez/Gerard
  - a. AR 7100 – Commitment to Diversity (NEW)
7. Reorgs Chitlik
  - a. #1043 – Ed Services/Workforce Development
  - b. #1045 – Ed Services/Resource Development
8. 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
9. Constituent Representative Reports
  - a. Academic Senate - SAC Zarske
  - b. Academic Senate – SCC DeCarbo
  - c. Classified Staff Pleitez
  - d. Student Government – SAC Esqueda
  - e. Student Government – SCC Hou
10. November 27, 2017 Meeting Rodríguez
11. Other

**Next Meeting:**  
**November 27, 2017/January 29, 2018**  
**3:00 – 5:00 p.m.**  
**Executive Conference Room #114**



## Rancho Santiago Community College District District Council Meeting

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### MINUTES

October 2, 2017

Members:	Raúl Rodríguez	Present
	Peter Hardash	Present
	Enrique Perez	Present
	Alistair Winter for Judy Chitlik	Present
	Linda Rose	Present
	John Hernandez	Present
	Lee Krichmar	Present
	Monica Zarske	Present
	Michael DeCarbo	Present
	Roxana Pleitez	Absent
	Amber Stapleton	Present
	Juan Esqueda	Present
	Edward Hou	Present
	Mary Mettler	Present
	Diane Hill	Present
	Michael Taylor	Present

Chancellor Raúl Rodríguez convened the meeting at 3:02 p.m.

1. Approval of Minutes of September 18, 2017

It was moved by Mr. Hardash, seconded by Ms. Stapleton and carried unanimously to approve the minutes of the September 18, 2017 meeting.

2. October 9, 2017 Board of Trustees Meeting

Dr. Rodríguez shared highlights of the agenda for the October 9, 2017 Board of Trustees Meeting which will be held at Santiago Canyon College.

3. Board Policies and Administrative Regulations

- a. AR 3435 Discrimination and Harassment Complaints and Investigations – it was moved by Dr. Hernandez, seconded by Ms. Stapleton and carried unanimously to approve the administrative regulation.
- b. BP 7330 Communicable Disease – it was agreed to forward to the Board Policy Committee.
- c. BP 7340 Leaves – it was agreed to forward to the Board Policy Committee.

4. Recommendation from Fiscal Resources Committee

- a. To give Santa Ana College \$861,000 from the budget stabilization fund to hold them harmless for loss of enrollment as outlined in the Budget Allocation Model.

Chancellor Rodríguez suggested that District Council send the recommendation back to the Fiscal Resources Committee (FRC) for further discussion.

Dr. Mettler, Co-Chair of FRC, shared that the vote for the recommendation at FRC was based on the information that was presented at the meeting that included wording in the Budget Allocation Model (BAM) allowing this shift of funds to take place. She stated that FRC was open to review any new information and language that would inform another consideration of the recommendation.

Discussion ensued. It was moved by Mr. Perez, seconded by Ms. Stapleton and passed unanimously with an abstention from Mr. DeCarbo to refer the recommendation back to the FRC Subcommittee for fact-finding and analysis with additional information to be presented and discussed further by FRC at the October 18, 2017 FRC meeting.

5. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)

Mr. Perez reported on the September 27, 2017 meeting and announced the IEPI PRT visit is scheduled for October 20, 2017.

- b. Human Resources Committee (HRC)

Mr. Winter reported on the meeting held September 13, 2017 and shared that EEO training requirements were being discussed. Discussion ensued about the proposed training requirements. These comments would be shared with HRC.

- c. Fiscal Resources Committee (FRC)

Mr. Hardash reported it was agreed at the September 27, 2017 meeting that all FRC meetings would be held in-person and not done via email. The next meeting will be held on October 18, 2017 and review of the BAM will begin. Mr. DeCarbo suggested that discussion to address possible budget reductions begin soon and it was agreed to place the item on the November 6, 2017 District Council meeting agenda.

- d. Physical Resources Committee (PRC)

Mr. Hardash reported that the next meeting would be held on October 4, 2017. He also reported that the final Measure E Citizens' Bond Oversight Committee meeting would be held on October 4, 2017.

Dr. Rodríguez addressed the recent news articles about the OEC being used by the County for its homeless population. Dr. Rodríguez stated that there has been no contact/inquiry from the County and the district is moving forward with its plan to provide instruction at this site.

- e. Technology Advisory Group (TAG)  
Ms. Krichmar reported that the next meeting would be held on October 5, 2017.
6. Constituent Representative Reports
  - a. Academic Senate/SAC: Ms. Zarske reported on the activities of the SAC Academic Senate.
  - b. Academic Senate/SCC: Mr. DeCarbo reported on the activities of the SCC Academic Senate.
  - c. CSEA: Ms. Hill reported that a Classified Staff New Hire Orientation would be held on October 12, 2017.
  - d. Student Government/SAC: Mr. Esqueda reported on the activities of the SAC ASG.
  - e. Student Government/SCC: Mr. Hou reported on the activities of the SCC ASG.
7. Other
8. Next Meeting: The next District Council meeting will be held on Monday, November 6, 2017 in the Executive Conference Room (#114).

Meeting Adjourned: 4:05 p.m.

Approved:

As requested by District Council, the FRC BAM Language Subcommittee met on 10/13/17 for fact-finding and analysis to determine any additional information to be presented and discussed further by FRC. Members present included Arleen Satele, Michael Collins, Steven Deeley, Adam O'Connor, Jim Kennedy, Jose Vargas and Thao Nguyen.

The members had re-reviewed the BAM ahead of the meeting and discussed the following pertinent excerpts from BAM:

Page 1 – A revenue allocation model allocates revenues (state and local) generated in a budget year to the college campuses in the district based on the state funding model that allocates state apportionment revenues to districts.

Page 2 - It is the intent of the Revenue Allocation Model to allocate the majority of funds to the colleges in order to provide those educational services.

Page 3 - It was also agreed by BAMIT that any unforeseen issue that would arise should be brought back to FRC for review and recommendation.

Page 3 - The SB 361 funding model essentially allocates revenues to the colleges in the same manner as received by the District from the State of California. This method allocates all earned revenues to the colleges.

Page 4 - The revenue allocations will be regularly reviewed by FRC. In reviewing the allocation of general funds, FRC should take into consideration all revenues, including restricted revenues, available to each of the Budget Centers less any apportionment deficits, property tax shortfalls or uncollected student fees or shortfalls. If necessary, FRC will recommend adjustments to District Council for submission to the Chancellor.

Page 4 - The Board of Trustees will establish a reserve through board policy, state guidelines and budget assumptions.

Page 4 - The Chancellor reserves the right to adjust allocations as necessary.

Page 5 - Colleges will be responsible for funding the current programs and services that they operate as part of their budget plans. There are some basic guidelines the colleges must follow:

- Allocating resources to achieve the state funded level of FTES is a primary objective for all colleges.

Page 5 - The Chancellor and Board of Trustees reserve the right to modify the budget as deemed necessary.

Page 5 - It is very likely each fiscal year that the District's revenues from state apportionment could be adjusted after the close of the fiscal year in the fall, but most likely at the P1 recalculation, which occurs eight months after the close of the fiscal year. This budget model therefore will be fluid, with changes made throughout the fiscal year (P-1, P-2, P-annual) as necessary.

Page 6 - This model should also include a stability mechanism. In a year in which a college earns less FTES than its base, the base FTES will remain intact following the state method for stabilization. That college is in funding stability for one year, but has up to three years in which to earn back to its base FTES. The funding for this stability will be from available district Budget Stabilization Funds. If this fund has been exhausted, the Chancellor will determine the source of funding. If the college does not earn back to its base during this period, then the new lower FTES base will be established.

Page 6 - In addition, the Chancellor reserves the right to make changes to the base FTES as deemed necessary in the best interest of the district as a whole.

Page 8 - A college seeking the opportunity for growth funding will utilize its own carryover funds to offer a schedule to achieve the desired growth. Once the growth has been confirmed as earned and funded by the state and distributed to the district, the appropriate allocation will be made to the college(s) generating the funded growth back through the model. Growth/Restoration Funds will be allocated to the colleges when they are actually earned.

The group noted that although some language could be construed as being in conflict (i.e. language that indicates only “earned” revenues can be distributed in the model), there is very specific language that states that the model also includes a stability mechanism that is funded from the Budget Stabilization Fund. The group reiterated its overall belief in the model and that we need to be consistent in following the model.

The group agreed that during its annual review of the BAM language, stabilization is certainly one of the areas that needs to be considered. Any change to the language, however, would affect the future. This is our sixth year under this model and things have changed over the years.

The group also reviewed several year two restoration scenarios appended below. Suggestions were made for additional scenarios to be reviewed at FRC. Along with the upcoming language review for any potential changes for the future application, the group would suggest we also look at the effects of restoration in years two and three.

**The subcommittee recommends FRC consider upholding its original recommendation to District Council.**

## **AR 7100 Commitment to Diversity (NEW)**

### References:

Education Code Sections 87100 et seq.

Title 5 Sections 53000 et seq.

Accreditation Standard IIIA.4

RSCCD Board Policy and Administrative Regulation 3420 – Equal Employment Opportunity

RSCCD is committed to diversity throughout the district and promotes the recruitment and retention of employees that reflect the diversity of the communities in the district. This commitment is reflected in BP and AR 3420 – Equal Employment Opportunity and the RSCCD Equal Employment Opportunity and Human Resources Plan where the policies, regulations and practices followed during recruitment are described.

In addition, the Chancellor shall have prepared an annual diversity report to the Board in fall of each year. The report shall include, but not be limited to, the demographics of the college staff and faculty, as well as new hires from the previous fiscal year.

**Adopted: xxxxxxxx, 2017**

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

Number # 1043  
 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 - Workforce Eval Dev. (Rev. 1039)

Manager/Supervisor: Enrique Perez

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
	Administrative Secretary <u>FT/DM</u>
	Business Services Coordinator <u>PT/DM</u>

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost  
 \$ 194,421 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): 12-2185-684000-53306-2130 Strong Workforce Program  
 (Attach necessary budget change forms)

Reason for reorganization:

Support staff needed for LAOCRC management positions.

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.

RECEIVED  
 2017 SEP 13 P 5:27  
 HUMAN RESOURCES/RSCCD

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.

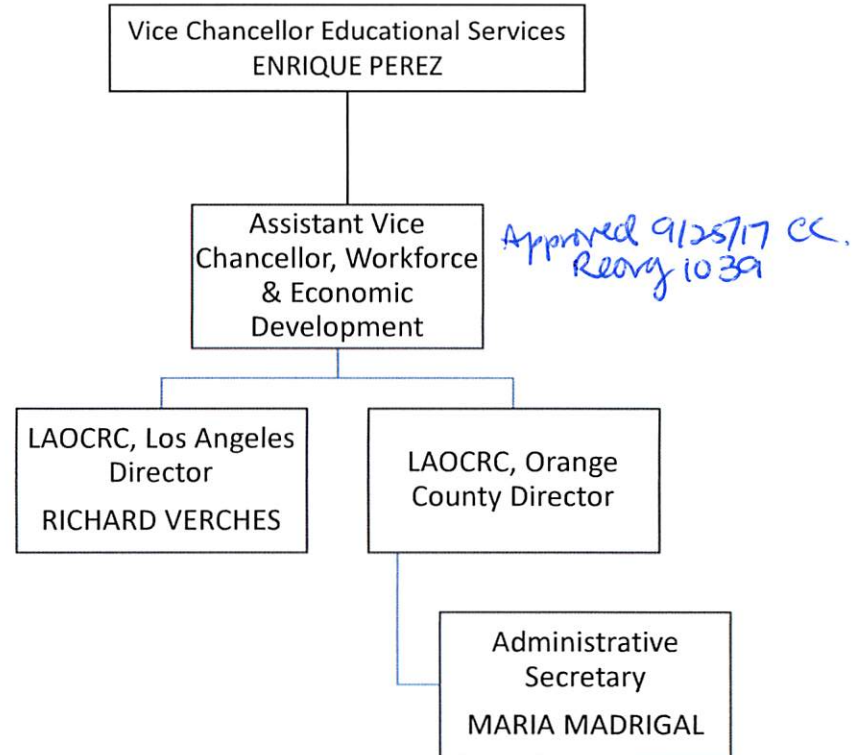
Submitted by (District Cabinet Member): [Signature] Date: 9/13/17

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>[Signature]</u> <u>9/14/17</u>	Business Operations & Fiscal Services (Signature/Date): <u>[Signature]</u> <u>9/15/17</u>
	Resource Development (Signature/Date – Only for Restricted Funds) <u>[Signature]</u> <u>9/15/17</u>
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>[Signature]</u> <u>10/16/17</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date): <u>[Signature]</u> <u>10/16/17</u>



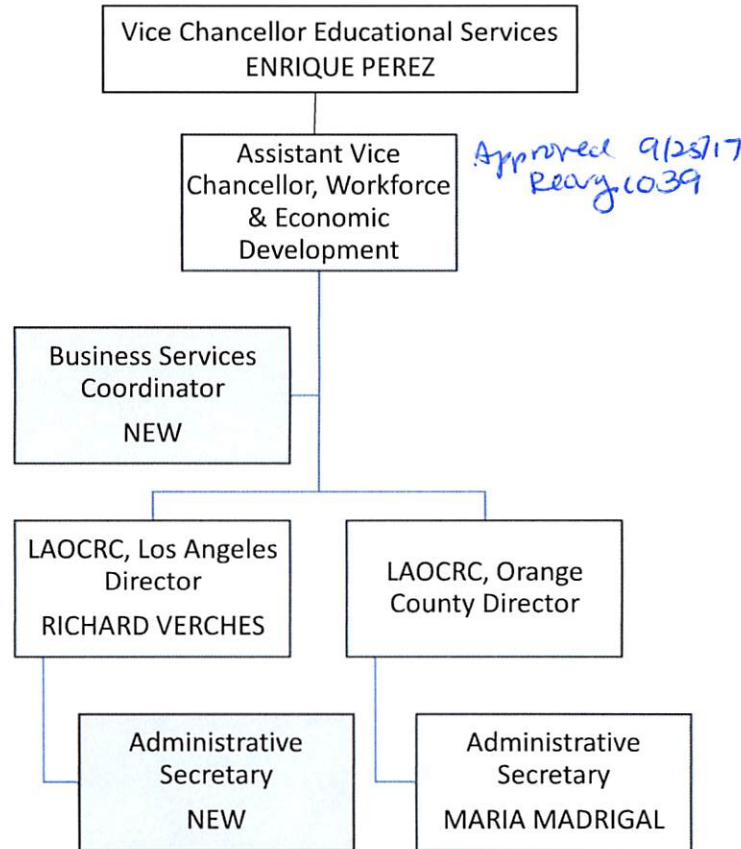
Rancho Santiago Community College District  
EDUCATIONAL SERVICES

CURRENT



Rancho Santiago Community College District  
EDUCATIONAL SERVICES

PROPOSED



# RSCCD

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Administrative Secretary		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 12-3	\$ 4,324.98	12	\$ 51,899.74

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	15.531%	8,060.55	
SOCIAL SECURITY	6.200%	3,217.78	
MEDICARE	1.450%	752.55	
UNEMPLOYMENT	0.050%	25.95	
WORKERS COMP	2.250%	1,167.74	
ACTIVE RET. INS. COST	3.630%	1,883.96	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>29.111%</b>	<b>\$ 15,108.53</b>	<b>\$ 15,108.53</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 67,008.27</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	2.250%	33.75	
ACTIVE RET. INS. COST	3.630%	54.45	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>13.580%</b>	<b>\$ 1,703.70</b>	<b>\$ 1,703.70</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 51,899.74	118.33	
MEDICAL INSURANCE (see below)		26,656.56	
<b>TOTAL INSURANCE COST</b>		<b>26,774.89</b>	<b>\$ 26,774.89</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 95,486.86</b>
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BENEFITS =	\$ 43,587.12
BENEFIT COST AS A PERCENT OF CONTRACT =	83.98%

Admn., Superv/Mang. & Conf. (including Fringe amount)	31,773.96
CSEA	26,656.56

# RSCCD

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Business Services Coordinator		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 13-3	\$ 4,547.08	12	\$ 54,564.90

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	15.531%	8,474.47	
SOCIAL SECURITY	6.200%	3,383.02	
MEDICARE	1.450%	791.19	
UNEMPLOYMENT	0.050%	27.28	
WORKERS COMP	2.250%	1,227.71	
ACTIVE RET. INS. COST	3.630%	1,980.71	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>29.111%</b>	<b>\$ 15,884.38</b>	<b>\$ 15,884.38</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 70,449.28</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	2.250%	33.75	
ACTIVE RET. INS. COST	3.630%	54.45	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>13.580%</b>	<b>\$ 1,703.70</b>	<b>\$ 1,703.70</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 54,564.90	124.41	
MEDICAL INSURANCE (see below)		26,656.56	
<b>TOTAL INSURANCE COST</b>		<b>26,780.97</b>	<b>\$ 26,780.97</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 98,933.95</b>
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BENEFITS =	\$ 44,369.05
BENEFIT COST AS A PERCENT OF CONTRACT =	81.31%

Admn., Superv/Mang. & Conf. (including Fringe amount)	31,773.96
CSEA	26,656.56

08/18/17

Rancho Santiago Community College District  
 Account Availability Report Ending 08/31/2017  
 Options - Available/Met/Exceeded Budget

Page: 4

Fiscal Year: 2018

PROJECT: 2185 - CTE SWP - Regional

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
12-2185-000000-50000-8629 Other Gen Categorical Appor	25,124,059.00-	25,837,757.92-	0.00	102.84	713,698.92
Totals for DEPARTMENT: 50000 - District Operations	25,124,059.00-	25,837,757.92-	0.00	102.84	713,698.92
12-2185-602000-53210-5100 Contracted Services : Ctr f	25,000.00	0.00	0.00	0.00	25,000.00
12-2185-675000-53210-5210 Conference Expenses : Ctr f	20,000.00	0.00	0.00	0.00	20,000.00
12-2185-684000-53210-2310 Classified Employees - Ongo	33,511.00	0.00	0.00	0.00	33,511.00
12-2185-684000-53210-3325 Medicare - Non-Instructiona	486.00	0.00	0.00	0.00	486.00
12-2185-684000-53210-3335 PARS - Non-Instructional :	436.00	0.00	0.00	0.00	436.00
12-2185-684000-53210-3435 H & W - Retiree Fund Non-In	1,216.00	0.00	0.00	0.00	1,216.00
12-2185-684000-53210-3515 SUI - Non-Instructional : C	17.00	0.00	0.00	0.00	17.00
12-2185-684000-53210-3615 WCI - Non-Instructional : C	754.00	0.00	0.00	0.00	754.00
12-2185-684000-53210-4210 Books, Mags & Subscrip-Non-	500.00	0.00	0.00	0.00	500.00
12-2185-684000-53210-4610 Non-Instructional Supplies	2,500.00	0.00	0.00	0.00	2,500.00
12-2185-684000-53210-4710 Food and Food Service Suppl	3,000.00	0.00	0.00	0.00	3,000.00
12-2185-684000-53210-5100 Contracted Services : Ctr f	115,952.00	0.00	10,500.00	9.06	105,452.00
12-2185-684000-53210-5220 Mileage/Parking Expenses :	2,128.00	0.00	0.00	0.00	2,128.00
12-2185-684000-53210-5940 Reproduction/Printing Expen	5,000.00	0.00	0.00	0.00	5,000.00
Totals for DEPARTMENT: 53210 - Ctr for Intl Trade D	210,500.00	0.00	10,500.00	4.99	200,000.00
12-2185-684000-53306-2110 Classified Management : LA/	265,717.00	0.00	63,020.10	23.72	202,696.90
12-2185-684000-53306-2130 Classified Employees : LA/O	51,900.00	0.00	0.00	0.00	51,900.00
12-2185-684000-53306-3215 PERS - Non-Instructional :	49,329.00	0.00	0.00	0.00	49,329.00
12-2185-684000-53306-3315 OASDHI - Non-Instructional	20,197.00	0.00	0.00	0.00	20,197.00
12-2185-684000-53306-3325 Medicare - Non-Instructiona	4,723.00	0.00	0.00	0.00	4,723.00
12-2185-684000-53306-3415 H & W - Non-Instructional :	84,417.00	0.00	0.00	0.00	84,417.00
12-2185-684000-53306-3435 H & W - Retiree Fund Non-In	11,825.00	0.00	0.00	0.00	11,825.00
12-2185-684000-53306-3515 SUI - Non-Instructional : L	163.00	0.00	0.00	0.00	163.00
12-2185-684000-53306-3615 WCI - Non-Instructional : L	7,330.00	0.00	0.00	0.00	7,330.00
12-2185-684000-53306-3915 Other Benefits - Non-Instru	8,140.00	0.00	0.00	0.00	8,140.00
12-2185-684000-53306-5300 Inst Dues & Memberships : L	72,084.00	72,083.56	72,083.56-	0.00	72,084.00
12-2185-684000-53306-5611 Lease Agreement - Facility	26,444.00	0.00	26,444.00	100.00	0.00
12-2185-684000-53306-5999 Special Project Holding Acc	314,987.00	0.00	0.00	0.00	314,987.00
Totals for DEPARTMENT: 53306 - LA/OC Regional Conso	917,256.00	72,083.56	17,380.54	9.75	827,791.90
12-2185-679000-53340-2130 Classified Employees : Rese	32,221.00	0.00	0.00	0.00	32,221.00
12-2185-679000-53340-3215 PERS - Non-Instructional :	5,004.00	0.00	0.00	0.00	5,004.00
12-2185-679000-53340-3315 OASDHI - Non-Instructional	2,044.00	0.00	0.00	0.00	2,044.00
12-2185-679000-53340-3325 Medicare - Non-Instructiona	478.00	0.00	0.00	0.00	478.00
12-2185-679000-53340-3415 H & W - Non-Instructional :	14,333.00	0.00	0.00	0.00	14,333.00
12-2185-679000-53340-3435 H & W - Retiree Fund Non-In	1,197.00	0.00	0.00	0.00	1,197.00
12-2185-679000-53340-3515 SUI - Non-Instructional : R	16.00	0.00	0.00	0.00	16.00
12-2185-679000-53340-3615 WCI - Non-Instructional : R	742.00	0.00	0.00	0.00	742.00
12-2185-679000-53340-3915 Other Benefits - Non-Instru	750.00	0.00	0.00	0.00	750.00
Totals for DEPARTMENT: 53340 - Research	56,785.00	0.00	0.00	0.00	56,785.00
12-2185-675000-53345-5210 Conference Expenses : Resou	8,178.00	0.00	0.00	0.00	8,178.00
12-2185-679000-53345-2110 Classified Management : Res	109,427.00	9,118.93	100,308.23	100.00	0.16-

\$818,728  
 available for  
 s&b is  
 sufficient to  
 cover all of  
 the staff  
 positions: AVC,  
 LA Director  
 (46%), OC  
 Director 46%,  
 Admin Secretary  
 (2) and a  
 Business  
 Service  
 Coordinator.

09/08/17

Rancho Santiago Community College District  
Account Availability Report Ending 09/30/2017  
Options - Available/Met/Exceeded Budget

Page: 1

Fiscal Year: 2018

PROJECT: 2185 - CTE SWP - Regional

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
12-2185-684000-53306-2110 Classified Management : LA/	265,717.00	9,051.19	162,984.20	64.74	93,681.61
12-2185-684000-53306-2130 Classified Employees : LA/O	51,900.00	0.00	0.00	0.00	51,900.00
12-2185-684000-53306-3215 PERS - Non-Instructional :	49,329.00	1,405.74	0.00	2.85	47,923.26
12-2185-684000-53306-3315 OASDHI - Non-Instructional	20,197.00	561.94	0.00	2.78	19,635.06
12-2185-684000-53306-3325 Medicare - Non-Instructiona	4,723.00	131.42	0.00	2.78	4,591.58
12-2185-684000-53306-3415 H & W - Non-Instructional :	84,417.00	836.24	0.00	0.99	83,580.76
12-2185-684000-53306-3435 H & W - Retiree Fund Non-In	11,825.00	332.08	0.00	2.81	11,492.92
12-2185-684000-53306-3515 SUI - Non-Instructional : L	163.00	4.52	0.00	2.77	158.48
12-2185-684000-53306-3615 WCI - Non-Instructional : L	7,330.00	205.82	0.00	2.81	7,124.18
12-2185-684000-53306-3915 Other Benefits - Non-Instru	8,140.00	96.98	0.00	1.19	8,043.02
12-2185-684000-53306-5100 Contracted Services : LA/OC	20,262.00	0.00	0.00	0.00	20,262.00
12-2185-684000-53306-5300 Inst Dues & Memberships : L	72,084.00	72,083.56	72,083.56-	0.00	72,084.00
12-2185-684000-53306-5611 Lease Agreement - Facility	26,444.00	0.00	26,444.00	100.00	0.00
12-2185-684000-53306-5999 Special Project Holding Acc	314,987.00	0.00	0.00	0.00	314,987.00
===== Totals for DEPARTMENT: 53306 - LA/OC Regional Conso	937,518.00	84,709.49	117,344.64	21.55	735,463.87
===== Totals for PROJECT: 2185 - CTE SWP - Regional	937,518.00	84,709.49	117,344.64	21.55	735,463.87

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**BUDGET CHANGE FORM**

For Accounting Use

FISCAL YEAR: 2017/2018

FUND TRANSFER NUMBER: \_\_\_\_\_

TO: **FISCAL SERVICES**

PROCESS DATE: \_\_\_\_\_

FROM:  / Ed. Svs./LAOCRC/DMC  
Signature - Administrator College - Department Name

ENTERED BY: B021802

DATE: 9/11/2017

It is requested that changes to budgeted funds be made as listed below:

**CREDIT**

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXX	Object XXXX	Amount
12	2185	<del>648000</del>	53306	5999	\$212,343.00
		684000			
<b>TOTAL</b>					\$212,343.00

**DEBIT**

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXX	Object XXXX	Amount
12	2185	684000	53306	2110	\$24,159.00
12	2185	684000	53306	2130	\$101,598.00
12	2185	684000	53306	3215	\$19,531.00
12	2185	684000	53306	3315	\$7,643.00
12	2185	684000	53306	3325	\$1,788.00
12	2185	684000	53306	3415	\$50,314.00
12	2185	684000	53306	3435	\$4,475.00
12	2185	684000	53306	3515	\$62.00
12	2185	684000	53306	3615	\$2,773.00
<b>TOTAL</b>					\$212,343.00

Reason for Change: Funding for reorgs Administrative Secretary and Business Services Coord. for LAOCRC funded by Strong Workforce Program; revised budget to fund positions plus Asst.Vice Chancellor salary/benefits

Approval Signatures: \_\_\_\_\_  
 Resource Development (for Special Projects only) \_\_\_\_\_ Date 9/13/17  
 President or Vice President \_\_\_\_\_ Date \_\_\_\_\_  
 Fiscal Administrator \_\_\_\_\_ Date \_\_\_\_\_

Contact Person: Sarah Santoyo (714) 480-7466  
 Name Phone No.

**Rancho Santiago Community College District  
Educational Services Division  
Salary and Benefit Costs**

GL Account String	Personnel	Monthly rate	Mths per Year	Annual Salary	%	Salary Amount	15.531%	6.200%	1.450%	Health & Welfare		3.630%	0.050%	2.250%	Fringe	Total Benefit	TOTAL
							PERS	OASDHI	MEDI.	Health	Life	Ret. Fd (H & W)	SUI	WCI			
12_2185_684000_53306_2110	Classified Management : Digital Media Center Asst. Vice Chancellor, TBD (A-4) (100%) (Reorg#1039)	12,698.12	12.00	152,377.43	100%	152,377.43	23,665.74	9,447.40	2,209.47	31,773.96	347.42	5,531.30	76.19	3,428.49		76,479.97	228,857.40
12_2185_684000_53306_2110	Classified Management : LA/OC Regional Consortia Director, Orange County Region, TBD (C-7) (46%) (54% #1591) (Reorg#1005) Current: Gustavo Chamorro, Interim Dir. (C-6)	12,454.57	12.00	149,454.78	46%	68,749.20	10,677.44	4,262.45	996.86	14,616.02	156.75	2,495.60	34.37	1,546.86		34,786.35	103,535.55
12_2185_684000_53306_2110	Classified Management : LA/OC Regional Consortia Richard Verches, Director, LA County Region (C-7) (46%) (54% #1591) (newhire eff. 8/15) (Reorg#1005)	12,454.57	12.00	149,454.78	46%	68,749.20	10,677.44	4,333.75	1,013.54	10,230.88	156.75	2,537.34	34.95	1,572.73	1,149.98	31,707.35	100,456.55
						289,875.83	45,020.61	18,043.60	4,219.87	56,620.86	660.92	10,564.24	145.51	6,548.08	1,149.98	142,973.68	432,849.51
12_2185_684000_53335_2130	Classified Employee : LA/OC Regional Consortia Maria Madrigal, Administrative Secretary (12-1) (100%) - OC Region	3,919.41	12.00	47,032.94	100%	47,032.94	7,304.69	3,009.04	703.73	23,779.44	114.00	1,761.75	24.27	1,091.99	1,500.00	39,288.90	86,321.84
12_2185_684000_53335_2130	Classified Employee : LA/OC Regional Consortia Administrative Secretary, TBD (12-3) (100%) - LA Region	4,324.98	12.00	51,899.74	100%	51,899.74	8,060.55	3,310.78	774.30	26,656.56	118.33	1,938.41	26.70	1,201.49	1,500.00	43,587.12	95,486.86
12_2185_684000_53335_2130	Classified Employee : LA/OC Regional Consortia Business Services Coord., TBD (12-3) (100%) - LAOCRC	4,547.08	12.00	54,564.90	100%	54,564.90	8,474.47	3,476.02	812.94	26,656.56	124.41	2,035.16	28.03	1,261.46	1,500.00	44,369.06	98,933.96
						153,497.58	23,839.71	9,795.85	2,290.96	77,092.56	356.74	5,735.31	79.00	3,554.95	4,500.00	127,245.08	280,742.66

53306

Dept: 53306 TOTAL 443,373.41 68,860.32 27,839.45 6,510.84 133,713.42 1,017.66 16,299.55 224.51 10,103.03 5,649.98 270,218.76 713,592.17



# ACBL - GL Account Balance Inquiry

GL Account : 12-2185-684000-53306-2130

Classified Employees : LA/OC Regional Consortia

Fiscal Year

Annual Amount

Allocated Budget

Actuals

Encumbrances

Unencumbered Balance

Requisitions

Available Funds

12-2185-000000-50000-8629	Other Gen Categorical Apport : Dist	25,124,059.00-	25,837,757.92-	102.84	713,698.92
Totals for DEPARTMENT: 50000 - District Operations		25,124,059.00-	25,837,757.92-	102.84	713,698.92
12-2185-684000-53210-2310	Classified Employees - Ongoing : Ct	33,511.00	0.00	0.00	33,511.00
12-2185-684000-53210-3325	Medicare - Non-Instructional : Ctr	486.00	0.00	0.00	486.00
12-2185-684000-53210-3335	FARS - Non-Instructional : Ctr for	436.00	0.00	0.00	436.00
12-2185-684000-53210-3435	H & W - Retiree Fund Non-Inst : Ctr	1,216.00	0.00	0.00	1,216.00
12-2185-684000-53210-3515	SUI - Non-Instructional : Ctr for I	17.00	0.00	0.00	17.00
12-2185-684000-53210-3615	WCI - Non-Instructional : Ctr for I	754.00	0.00	0.00	754.00
12-2185-684000-53210-4210	Books, Mags & Subscrip-Non-Lib : Ct	500.00	0.00	0.00	500.00
12-2185-684000-53210-4610	Non-Instructional Supplies : Ctr fo	2,500.00	0.00	0.00	2,500.00
12-2185-684000-53210-4710	Food and Food Service Supplies : Ct	3,000.00	0.00	0.00	3,000.00
12-2185-602000-53210-5100	Contracted Services : Ctr for Intl	25,000.00	0.00	0.00	25,000.00
12-2185-684000-53210-5100	Contracted Services : Ctr for Intl	115,952.00	0.00	0.00	115,952.00
12-2185-675000-53210-5210	Conference Expenses : Ctr for Intl	20,000.00	0.00	0.00	20,000.00
12-2185-684000-53210-5220	Mileage/Parking Expenses : Ctr for	2,128.00	0.00	0.00	2,128.00
12-2185-684000-53210-5940	Reproduction/Printing Expenses : Ct	5,000.00	0.00	0.00	5,000.00
Totals for DEPARTMENT: 53210 - Ctr for Intl Trade Dev Offic		210,500.00	0.00	0.00	210,500.00
12-2185-684000-53306-2110	Classified Management : LA/OC Regio	289,876.00	9,051.19	3.12	280,824.81
12-2185-684000-53306-2130	Classified Employees : LA/OC Region	153,498.00	0.00	0.00	153,498.00
12-2185-684000-53306-3215	PERS - Non-Instructional : LA/OC Re	68,860.00	1,405.74	2.04	67,454.26
12-2185-684000-53306-3315	OASDHI - Non-Instructional : LA/OC	27,840.00	561.94	2.02	27,278.06
12-2185-684000-53306-3325	Medicare - Non-Instructional : LA/O	6,511.00	131.42	2.02	6,379.58
12-2185-684000-53306-3415	H & W - Non-Instructional : LA/OC R	134,731.00	836.24	0.62	133,894.76
12-2185-684000-53306-3435	H & W - Retiree Fund Non-Inst : LA/	16,300.00	332.08	2.04	15,967.92
12-2185-684000-53306-3515	SUI - Non-Instructional : LA/OC Reg	225.00	4.52	2.01	220.48
12-2185-684000-53306-3615	WCI - Non-Instructional : LA/OC Reg	10,103.00	205.82	2.04	9,897.18
12-2185-684000-53306-3915	Other Benefits - Non-Instruct : LA/	8,140.00	96.98	1.19	8,043.02
12-2185-684000-53306-5100	Contracted Services : LA/OC Regiona	20,262.00	0.00	0.00	20,262.00
12-2185-684000-53306-5300	Inst Dues & Memberships : LA/OC Reg	72,084.00	72,083.56	100.00	0.44
12-2185-684000-53306-5611	Lease Agreement - Facility : LA/OC	26,444.00	0.00	0.00	26,444.00
12-2185-684000-53306-5999	Special Project Holding Acct : LA/O	102,644.00	0.00	0.00	102,644.00
Totals for DEPARTMENT: 53306 - LA/OC Regional Consortia		937,518.00	84,709.49	9.04	852,808.51

Acct has \$ for  
2 ADMIN SEC  
1 PLUS SERV ACCO

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

Number # 10458  
 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/Resource Development/Educational Services

Manager/Supervisor: Sarah Santoyo

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Accountant (delete) <u>(Tachilin)</u>	Special Project Specialist (add)

Current annual salary/benefits cost \$ 98,933.95 Proposed annual salary/benefits cost \$ 92,074.75

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): 12-2185-679000-53345-2130  
 (Attach necessary budget change forms)

Reason for reorganization:

Accountant position too narrowly focused on fiscal processes; need general grant support in multiple areas, Spec. Project Spec. better fit

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.

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**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): [Signature] Date: 9/19/17

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>[Signature]</u> <u>9/20/17</u>	Business Operations & Fiscal Services (Signature/Date): <u>[Signature]</u> <u>9/20/17</u>
	Resource Development (Signature/Date – Only for Restricted Funds): <u>[Signature]</u> <u>9/19/17</u>
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>[Signature]</u> <u>10/16/17</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date): <u>[Signature]</u> <u>10/11/17</u>

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INTEROFFICE MEMORANDUM

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**TO:** ENRIQUE PEREZ, VICE CHANCELLOR OF EDUCATIONAL SERVICES  
**FROM:** SARAH SANTOYO, EXEC. DIRECTOR OF RESOURCE DEVELOPMENT   
**SUBJECT:** REORG FOR RESOURCE DEVELOPMENT  
**DATE:** SEPTEMBER 18, 2017  
**CC:**

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Resource Development increased its staff by one position to help the department fulfill its role as the Fiscal Agent, especially for the Strong Workforce Program – Regional Funds.

Through a promotion the Accountant position in the department was made vacant. Experience of a substitute in the position, and then a recent hire into the position that didn't work out, has led to a reevaluation of the Accountant position as the best fit for the department's needs.

The Accountant position draws applicants who have prior experience in public and private accounting offices, which is a very specific expertise. However, our department has need of a staff member who will provide all manner of grant project support: i.e., budgets, contracts, sub-agreements, projections, compliance, knowledge of state/federal grant standards and regulations, district policies and procedures related to board approval/purchasing/hiring/accounts payable/payroll, grant contracts and forms, developing guidance documents and reports for directors.

We need a grant support position—a Special Project Specialist—rather than an Accountant. The enclosed reorg is to delete the Accountant position and add a Special Project Specialist position.

Thank you.

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# RSCCD

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Accountant		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 13-3	\$ 4,547.08	12	\$ 54,564.90

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	15.531%	8,474.47	
SOCIAL SECURITY	6.200%	3,383.02	
MEDICARE	1.450%	791.19	
UNEMPLOYMENT	0.050%	27.28	
WORKERS COMP	2.250%	1,227.71	
ACTIVE RET. INS. COST	3.630%	1,980.71	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>29.111%</b>	<b>\$ 15,884.38</b>	<b>\$ 15,884.38</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 70,449.28</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	2.250%	33.75	
ACTIVE RET. INS. COST	3.630%	54.45	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>13.580%</b>	<b>\$ 1,703.70</b>	<b>\$ 1,703.70</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 54,564.90	124.41	
MEDICAL INSURANCE (see below)		26,656.56	
<b>TOTAL INSURANCE COST</b>		<b>26,780.97</b>	<b>\$ 26,780.97</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 98,933.95</b>
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BENEFITS =	\$ 44,369.05
BENEFIT COST AS A PERCENT OF CONTRACT =	81.31%

Admn., Superv/Mang. & Conf. (including Fringe amount)	31,773.96
CSEA	26,656.56

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 HUMAN RESOURCES/RSCCD

# RSCCD

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Special Project Specialist		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 11-3	\$ 4,105.03	12	\$ 49,260.32

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	15.531%	7,650.62	
SOCIAL SECURITY	6.200%	3,054.14	
MEDICARE	1.450%	714.27	
UNEMPLOYMENT	0.050%	24.63	
WORKERS COMP	2.250%	1,108.36	
ACTIVE RET. INS. COST	3.630%	1,788.15	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>29.111%</b>	<b>\$ 14,340.17</b>	<b>\$ 14,340.17</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 63,600.49</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	2.250%	33.75	
ACTIVE RET. INS. COST	3.630%	54.45	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>13.580%</b>	<b>\$ 1,703.70</b>	<b>\$ 1,703.70</b>

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INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 50,000.00	114.00	
MEDICAL INSURANCE (see below)		26,656.56	
<b>TOTAL INSURANCE COST</b>		<b>26,770.56</b>	<b>\$ 26,770.56</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 92,074.75</b>
-------------------------------	---------------------

BENEFITS =	\$ 42,814.43
BENEFIT COST AS A PERCENT OF CONTRACT =	86.91%

Admn., Superv/Mang. & Conf. (including Fringe amount)	31,773.96
CSEA	26,656.56

09/15/17

Rancho Santiago Community College District  
Account Availability Report Ending 06/30/2018  
Options - Available/Met/Exceeded Budget

Page: 1

Fiscal Year: 2018

DEPARTMENT: 53345 - Resource Development

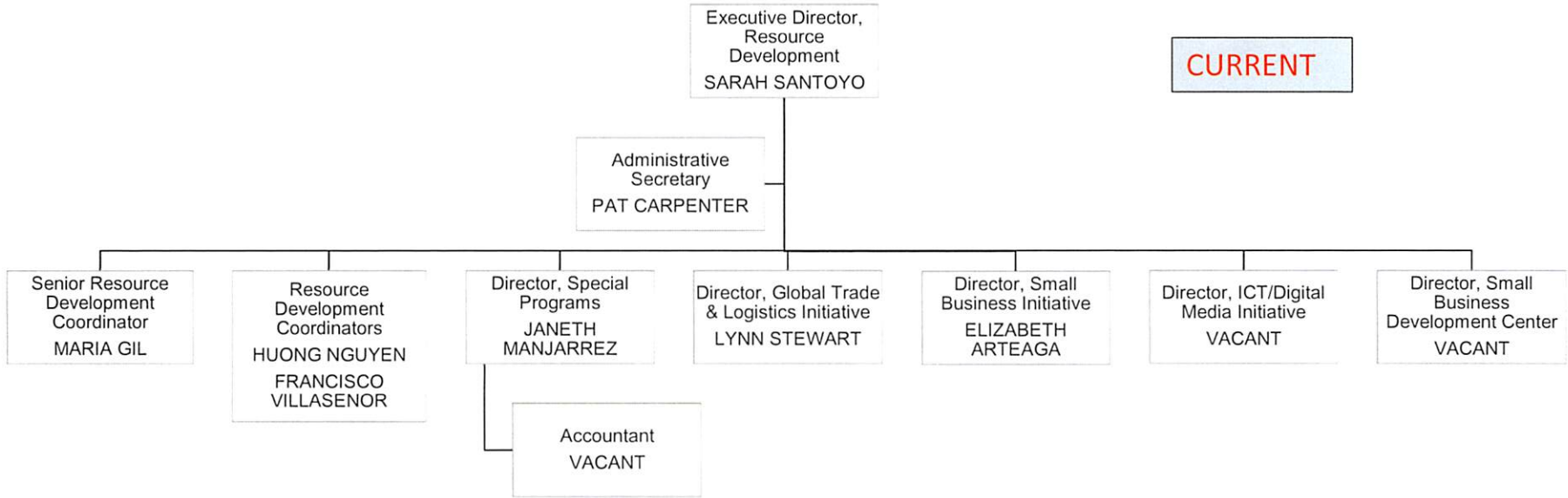
GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
12-2185-675000-53345-5210 Conference Expenses : Resou	8,178.00	553.70	0.00	6.77	7,624.30
12-2185-679000-53345-2110 Classified Management : Res	109,427.00	18,237.86	91,189.30	100.00	0.16-
12-2185-679000-53345-2130 Classified Employees : Reso	58,003.00	8,958.98	11,207.01	34.77	37,837.01
12-2185-679000-53345-2320 Classified Employees - Hour	17,569.00	0.00	0.00	0.00	17,569.00
12-2185-679000-53345-3215 PERS - Non-Instructional :	26,004.00	4,223.94	0.00	16.24	21,780.06
12-2185-679000-53345-3315 OASDHI - Non-Instructional	10,677.00	1,718.94	0.00	16.10	8,958.06
12-2185-679000-53345-3325 Medicare - Non-Instructiona	2,752.00	402.02	0.00	14.61	2,349.98
12-2185-679000-53345-3335 PARS - Non-Instructional :	228.00	0.00	0.00	0.00	228.00
12-2185-679000-53345-3415 H & W - Non-Instructional :	30,674.00	6,386.17	0.00	20.82	24,287.83
12-2185-679000-53345-3435 H & W - Retiree Fund Non-In	6,889.00	1,015.70	0.00	14.74	5,873.30
12-2185-679000-53345-3515 SUI - Non-Instructional : R	95.00	13.88	0.00	14.61	81.12
12-2185-679000-53345-3615 WCI - Non-Instructional : R	4,270.00	629.55	0.00	14.74	3,640.45
12-2185-679000-53345-3915 Other Benefits - Non-Instru	4,780.00	784.08	2,732.90	73.58	1,263.02
12-2185-679000-53345-4610 Non-Instructional Supplies	2,526.00	177.75	1,318.94	59.25	1,029.31
12-2185-679000-53345-5100 Contracted Services : Resou	29,130.00	0.00	0.00	0.00	29,130.00
12-2185-679000-53345-5220 Mileage/Parking Expenses :	1,127.00	0.00	0.00	0.00	1,127.00
12-2185-679000-53345-5300 Inst Dues & Memberships : R	0.00	0.00	0.00	0.00	0.00
12-2185-679000-53345-5630 Maint Contract - Office Equ	420.00	0.00	449.19	106.95	29.19-
12-2185-679000-53345-5845 Excess/Copies Usage : Reso	800.00	120.22	632.19	94.05	47.59
12-2185-679000-53345-5940 Reproduction/Printing Expen	42.00	0.00	0.00	0.00	42.00
12-2185-679000-53345-6409 Equip-All Other >\$200 < \$1,	500.00	0.00	416.86	83.37	83.14
12-2185-679000-53345-6410 Equip-All Other >\$1,000<\$5,	2,744.00	0.00	0.00	0.00	2,744.00
12-2185-684000-53345-5100 Contracted Services : Resou	23,402,421.00	0.00	2,600,772.00	11.11	20,801,649.00
Totals for DEPARTMENT: 53345 - Resource Development	23,719,256.00	43,222.79	2,708,718.39	11.60	20,967,314.82

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Rancho Santiago Community College District  
EDUCATIONAL SERVICES  
RESOURCE DEVELOPMENT DEPARTMENT



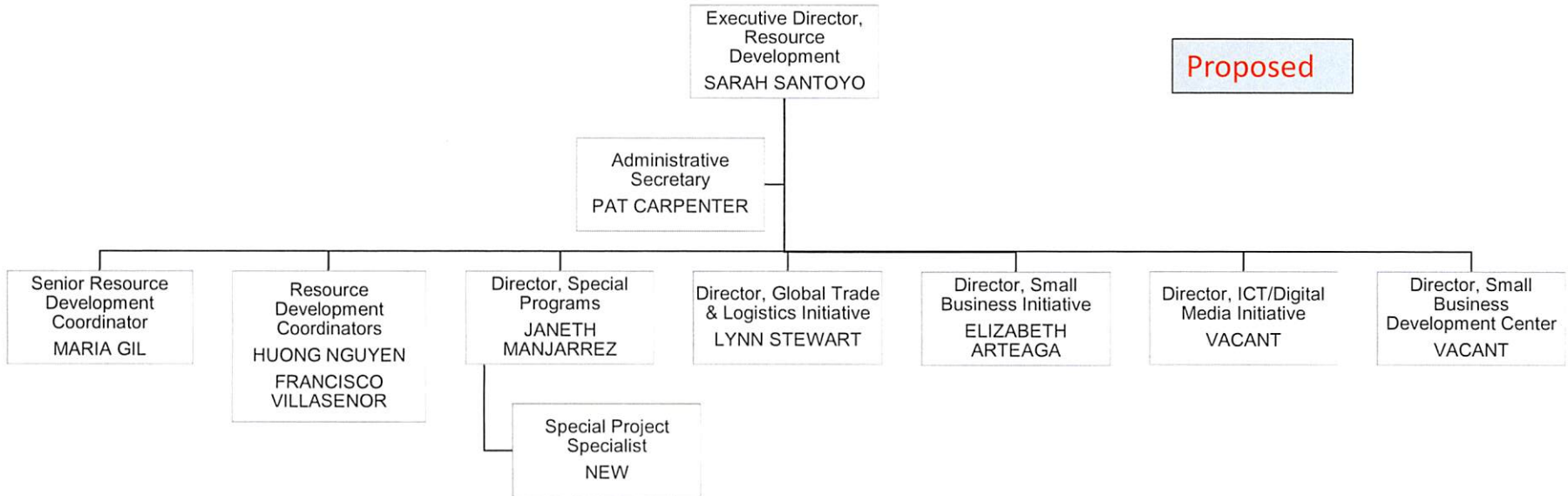
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HUMAN RESOURCES/RSCCD

2017 SEP 19 P 4: 25

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Rancho Santiago Community College District  
EDUCATIONAL SERVICES  
RESOURCE DEVELOPMENT DEPARTMENT



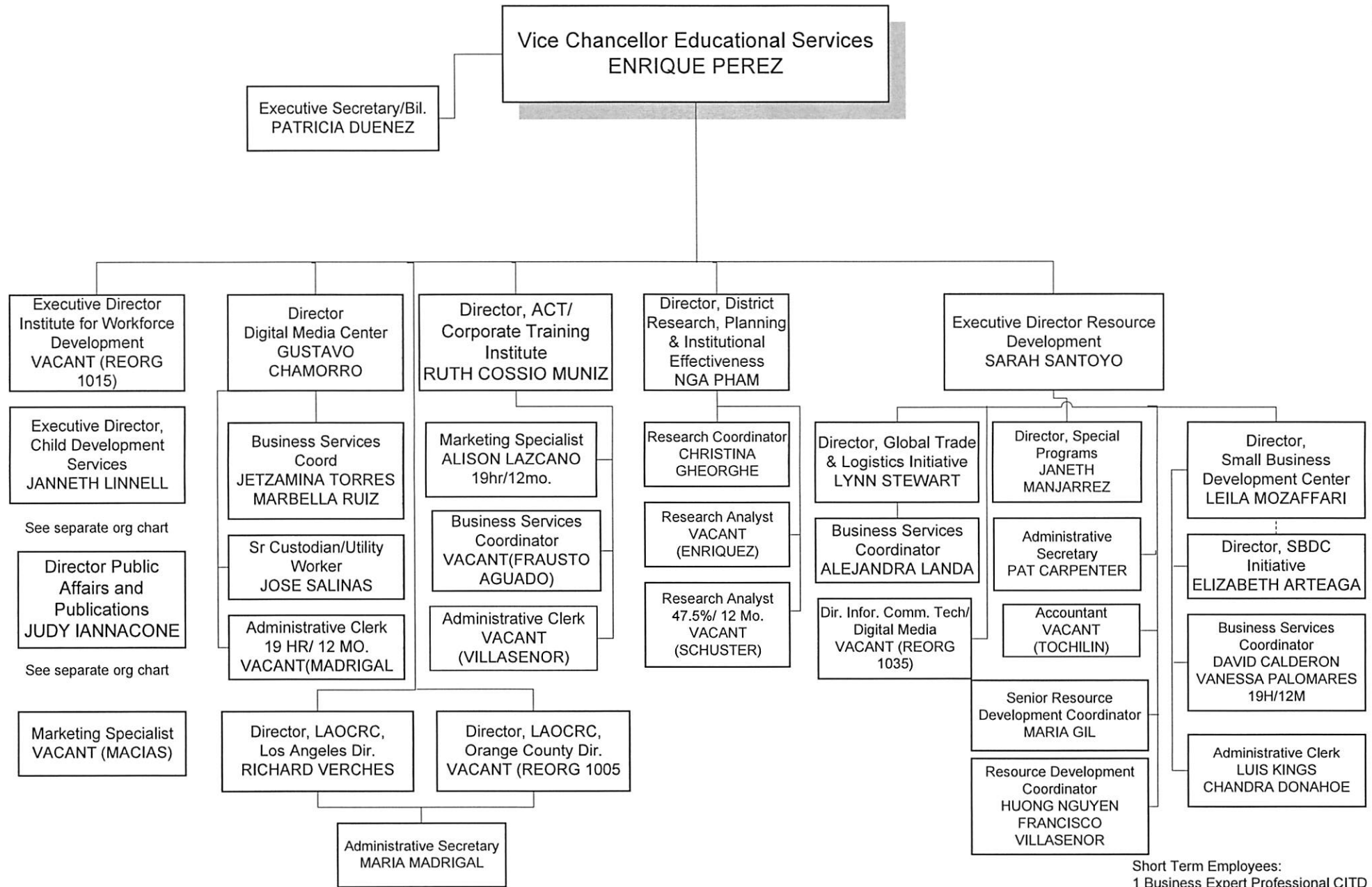
HUMAN RESOURCES/RSCCD

2017 SEP 19 P 4: 25

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# Rancho Santiago Community College District EDUCATIONAL SERVICES



Short Term Employees:  
 1 Business Expert Professional CITD  
 2 Business Expert Professional IWE  
 3 Business Expert Professional II SBDC  
 3 Business Expert Professional SBDC

General Ledger Number : 12-2185-679000-53345-2130

Fiscal Year : 2018

GL Account Description : Classified Employees : Resource Deve

All Budget Entries

	Reference No	Date	Description	Page 1 of 1
1	BMPR18388	07/04/17	COB - CTE SWDO P#2185	58,003.00